

ROYAL COLLEGE OF PSYCHIATRISTS

Your Dashboard & ePortfolio Basics

Finding your way around as a Resident Doctor

YOUR DASHBOARD & EPORTFOLIO BASICS

Once your account is set up, this guide shows you how to find your way around your ePortfolio and set your curriculum. It is the starting point for everything else you will do as a Resident Doctor. If you have migrated from Portfolio Online, make sure to read the migration specific [guidance here](#).

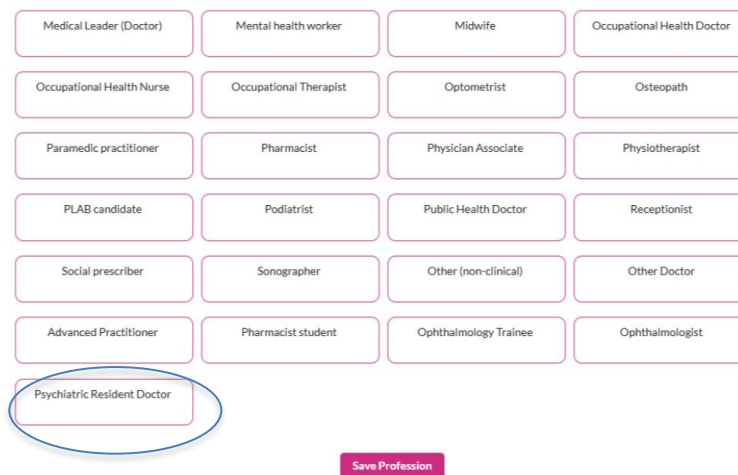
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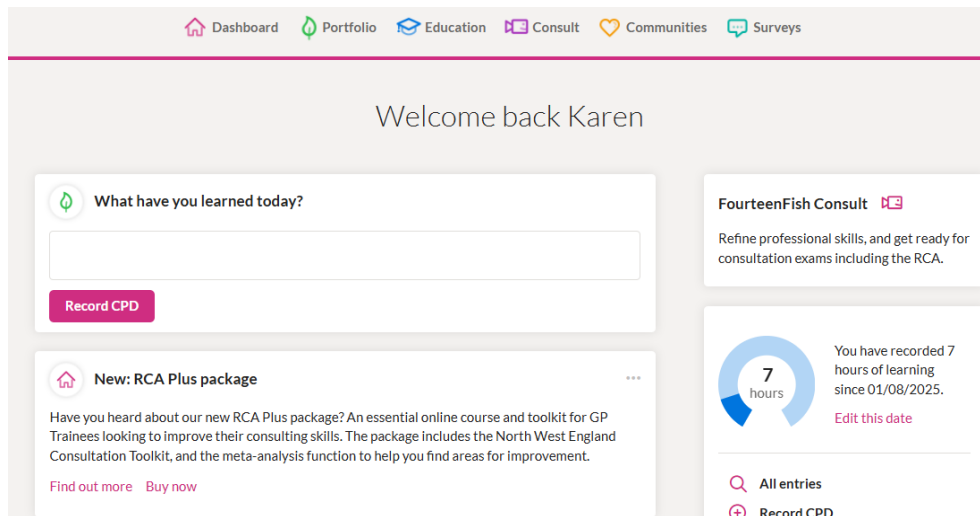
1) Opening your Dashboard

Log in and complete two-factor authentication.

Select “**Psychiatry Resident Doctor**” at the bottom left of the screen.

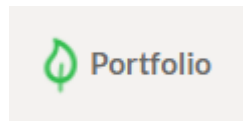


You will land on your **welcome dashboard**.

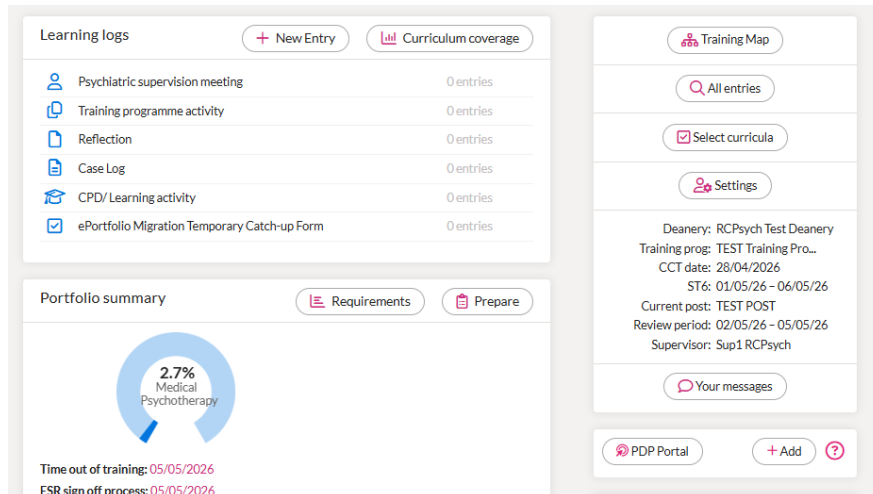


2) Opening your ePortfolio

Select **Portfolio** from the top navigation bar.



You arrive at your landing page. Look out for any updates shown in **pink**.



3) Your working panels

Left-hand panels; your main working area.

This is where you do most of your work. From here you can:

- Add entries; learning logs, assessments and evidence
- View your progress against your selected curriculum
- Complete and track Educational Assessments

Learning logs

+ New Entry

Curriculum coverage

	Psychiatric supervision meeting	0 entries
	Training programme activity	0 entries
	Reflection	0 entries
	Case Log	0 entries
	CPD/ Learning activity	0 entries
	ePortfolio Migration Temporary Catch-up Form	0 entries

Adding entries from the left-hand panel

Education assessments

Scores over time

	ACE	0 / 1 entry
	Addiction ACE	0 entries
	CbD	0 / 1 entry
	Addiction CbD	0 entries
	AOT	0 / 1 entry
	CBDGA	0 entries
	CP	1 / 1 entry
	DONCS	0 / 1 entry
	DOPS/DOPSECT	0 / 1 entry
	JCP	1 / 1 entry
	Mini-ACE	0 / 1 entry
	PACE	0 / 1 entry
	SAPA	0 / 1 entry
	SAPE	0 / 1 entry
	PSR	0 entries

Tracking your curriculum progress

Top right-hand panel

Training Map

All entries

Select curricula

Settings

- **Training Map:** a visual display of your reviews and progress.
- **All Entries:** a summary of every entry. For migrated portfolios this is where your historic entries are linked.
- **Select Curricula:** where you set your agreed curriculum and any endorsements (e.g. Core/Specialty).

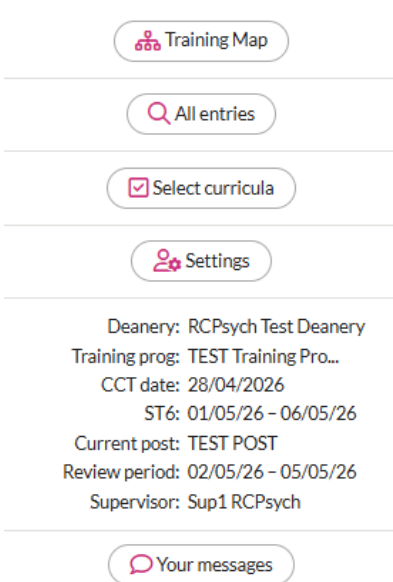
Note

If you previously had a Fourteen Fish ePortfolio in another specialty (e.g. GP or Ophthalmology), those accounts have been merged. Your earlier entries remain as historic evidence at the bottom of the lists.

Lower right-hand panels

Once your curriculum is set, these panels display your key details:

- Deanery, training programme and end-of-training date (CCT or COT)
- Stage of training (e.g. CT1–ST4) and current review period dates
- Assigned supervisor, and messages to and from them



Your training details

Exams

MRCPsych CASC: **Passed** ✓

MRCPsych Paper A: **Passed** ✓

MRCPsych Paper B: **Passed** ✓

Multi-source feedback

 Start a Multi-source feedback

 Start a Patient Feedback

Educator notes

Unread: 0 Total: 0

A further panel shows your exam results (not booking dates) and lets you start surveys: multi-source feedback, patient feedback and educator notes (if applicable).

4) Setting your Curriculum

On the right-hand panel, click **Select Curricula**.

Choose your agreed curriculum and any endorsements that have been agreed in advance.

Select any additional curricula using the list below

Select either **Core curriculum** or another curriculum from the list below.

Core curriculum	☐
General Adult	☐
Forensic Psychiatry	☐
Child and Adolescent Psychiatry	☐
Medical Psychotherapy	☐
Old Age Psychiatry	☐
Psychiatry of Learning Disability	☐
Addiction Psychiatry	☐
Endorsement	☐
Liaison Psychiatry	☐
Endorsement	☐
Rehabilitation Psychiatry	☐
Endorsement	☐

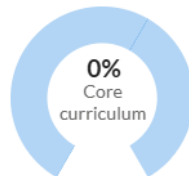
Choosing your curriculum and endorsements

Important

Only select endorsements that have been agreed in advance by your Training Programme Director (TPD).

Once assigned, your curriculum appears on the wheel. If you add another specialty curriculum in higher training, you can review those too.

Portfolio summary



Your curriculum shown on the wheel

NOTE

The wheel on your landing page relates to your own CPD; not your psychiatry competencies.

Need help?

Use the **Submit a request** option inside 14Fish (right-hand side of your dashboard), or contact the [RCPsych ePortfolio Support Team](#)