

FourteenFish ePortfolio

Quick Start Checklist for New Resident Doctors

Use this checklist when you first access your new FourteenFish ePortfolio and as a longer-term guide to help you get confident with the system. This guide is for new starters at CT1, ST1 and ST4 level if you have never had a Portfolio Online account.

Before You Begin

- ☐ Use the invitation sent to you to access your RCPsych ePortfolio.
- ☐ Do not create a separate FourteenFish ePortfolio – please be patient until you receive an email. If you think you have missed an email, and are registered with the College, email ePortfolioTransition@rcpsych.ac.uk with your membership number.
- ☐ Have your training programme, placement and supervisor details available.

1. Open the Correct Area

- ☐ From the FourteenFish landing page, select the green Portfolio leaf icon **(this leads you to the 'RCPsych Portfolio', rather than the general CPD or appraisal areas.)**

2. Set Up Your Training Details

- ☐ Confirm that the correct curriculum is selected.
- ☐ Confirm your Training Programme (TP and Deanery)
This will usually appear as your deanery name followed by "TP", for example: SevernTP
- ☐ Add or check your current stage of training.
- ☐ Confirm your training start date and expected completion dates.
- ☐ Check your Whole Time Equivalent percentage if you are Less Than Full Time (LTFT).
- ☐ Only amend LTFT, Out of Programme (OOP) or leave details where these have been formally agreed with your TPD or Head of School.

3. Create Your First Review Period

- ☐ Create your current review period from your first day of training.
- ☐ Enter the correct start and end dates.
- ☐ Add your current post of placement details.
- ☐ Check that the review period reflects your current stage of training.

4. Add Your Supervisor Details

- ☐ Select your Educational Supervisor.
- ☐ Add your Psychiatric Supervisor where required.
- ☐ Make sure you select the correct person from the available list.
- ☐ Contact your eportfoliotransition@rcpsych.ac.uk if your supervisor is missing or incorrect.

5. Review Your Training Map

- ☐ Open your Training Map.
- ☐ Check that the following are showing correctly, where applicable:
 - stage of training
 - review period
 - post
 - supervisor details
 - time out of training
- ☐ Familiarise yourself with the progression wheel and evidence summary.

The progression wheel is a guide. It does not replace curriculum requirements, supervisor advice or ARCP guidance.

6. Create Your Personal Development Plan

- ☐ Discuss and agree your PDP with your Educational Supervisor.
- ☐ Add PDP objectives for your current review period.
- ☐ Make objectives specific and relevant to your training needs.
- ☐ Link relevant evidence to your PDP items as you progress.

7. Familiarise Yourself with Assessments

- ☐ Review the list of available Educational Assessments.
- ☐ Check which assessments are expected for your stage of training.
- ☐ Make sure you select an appropriate assessor.
- ☐ Familiarise yourself with how to:
 - request an assessment
 - resend a request
 - find outstanding assessments
 - view completed assessments
 - link assessments to curriculum evidence
- ☐ Check the updated assessment scales and guidance where relevant.

8. Start Using Learning Logs

- ☐ Familiarise yourself with how to create and edit Learning Logs.
- ☐ Add relevant reflections, clinical experiences, teaching, quality improvement and other evidence.
- ☐ Link entries to the relevant curriculum areas where appropriate.
- ☐ Agree with your supervisor which Learning Logs require review or sign-off.

Not every Learning Log needs supervisor sign-off.

9. Record Time Out of Training

- ☐ Record relevant leave or time out of training accurately.
- ☐ Only enter formally agreed LTFT or Out of Programme information; this will be checked and confirmed at your first Annual Review of Competence Progression (ARCP).
- ☐ Check any time out of training carefully before ESR and ARCP sign-off.

10. Prepare for Supervisor Reviews

- ☐ Check what you need to complete before your first supervisor meeting.
- ☐ Review your PDP and current evidence.
- ☐ Check your assessment progress regularly.
- ☐ Confirm that your training and placement details remain correct.
- ☐ Familiarise yourself with the ESR preparation and sign-off process.

11. Know Where to Get Help

Contact support@fourteenfish.com for:

- technical problems
- login or access issues
- platform functions not working
- help using a feature

Contact the RCPsych ePortfolio transition team eportfoliotransition@rcpsych.ac.uk for:

- College-specific ePortfolio guidance
- Questions about RCPsych educational requirements

Contact your deanery, TPD or Head of School for:

- supervisor allocation
- programme or placement details
- LTFT, OOP or leave approvals
- local training and ARCP decisions

For more detailed How to Guides, please visit the [College Resources](#) section or the Help Centre of area of the Platform.