

FourteenFish ePortfolio

Quick Start Checklist for Supervisors

Use this checklist when you first access FourteenFish as an Educational or Psychiatric Supervisor and as a longer-term guide to help you support Resident Doctors using the RCPsych ePortfolio. For more detailed How to Guides, please visit the [College Resources](#) section or the Help Centre of area of the Platform.

Before You Begin

- ☐ Read the [Start Here](#) guidance for supervisors.
- ☐ Use the email invitation from support@fourteenfish.com or your existing (if you have one) FourteenFish account details linked to your supervisor role to login.
- ☐ Do not create duplicate accounts if you already use FourteenFish for another role – contact support@fourteenfish.com if you think you have a duplicate account and they can merge your accounts.
- ☐ Make sure the email address used for access is the one linked to your supervisor record from Portfolio Online.

1. Open the Correct Area

- ☐ From the FourteenFish landing page, select the green Portfolio leaf icon.
- ☐ Make sure you are viewing the 'RCPsych Portfolio' within Fourteen Fish and the correct supervisor dashboard with your resident doctor list.
- ☐ Check that you are acting in the correct role i.e. Educational Supervisor; before reviewing or signing information.

2. Check Your Resident Doctor List

- ☐ Confirm that the correct Resident Doctors are visible to you.
- ☐ Check whether you are listed as Educational Supervisor or Psychiatric Supervisor for each doctor.
- ☐ Open the correct Resident Doctor record before reviewing evidence or completing forms.
- ☐ Contact ePortfolioTransition@rcpsych.ac.uk if a Resident Doctor is missing or incorrectly allocated.

3. Review the Training Setup

- ☐ Check the Resident Doctor's curriculum and stage of training is correct.
- ☐ Review the current review period and placement dates.
- ☐ Check the Training Programme and Whole Time Equivalent percentage is correct.
- ☐ Confirm that supervisor and post details are accurate.
- ☐ Raise any programme, placement, LTFT, OOP or leave discrepancies with the appropriate deanery team and resident doctor concerned.

4. Use the Training Map

- ☐ Open the Resident Doctor's Training Map.
- ☐ Review the progression wheel and evidence summary for a quick review of progression.
- ☐ Use the Training Map to identify gaps but also check the underlying evidence and curriculum requirements.
- ☐ If the doctor's portfolio has been migrated from Portfolio Online, review the saved PDF evidence items. Use the 'Migration Temporary Catch-Up Form' to review particular

pieces of migrated evidence, ARCP actions and development areas for discussion with your resident doctor.

☐ Remember that the progression wheel is a guide and does not replace professional judgement, curriculum requirements or ARCP guidance.

5. Review the Personal Development Plan

- ☐ Discuss and agree PDP objectives with the Resident Doctor.
- ☐ Check that objectives are relevant, specific and achievable within the review period.
- ☐ Review progress against PDP objectives during supervision meetings.
- ☐ Confirm that appropriate evidence is linked as objectives are completed.
- ☐ Record or agree actions that should carry forward to the next review period.

6. Review Assessments and Evidence

- ☐ Review completed Educational Assessments relevant to the Resident Doctor's stage of training.
- ☐ Check the spread, quality and the time of submission of evidence rather than relying on totals alone.
- ☐ Identify outstanding or insufficient evidence early enough for action to be taken.
- ☐ Use the relevant [assessment guidance](#) and updated rating scales where applicable.
- ☐ Do not complete or sign an assessment unless you are the appropriate assessor.

7. Review Learning Logs

- ☐ Review Learning Logs that are relevant to supervision and progression.
- ☐ Provide feedback where this is educationally useful.
- ☐ Agree with the Resident Doctor which entries require review or sign-off.
- ☐ Check that reflections and evidence are linked to relevant curriculum areas where appropriate.

Not every Learning Log requires supervisor sign-off.

8. Prepare for Supervisor Meetings

- ☐ Review the Resident Doctor's portfolio before the meeting.
- ☐ Check progress against the PDP, curriculum and assessment requirements.
- ☐ Discuss strengths, gaps, concerns and agreed next steps.
- ☐ Record actions clearly and ensure responsibilities are understood.
- ☐ Encourage the Resident Doctor to keep their ePortfolio up to date throughout the review period.

9. Complete Supervisor Reports (PSR for Psychiatric Supervisors; ESR for Educational Supervisors)

- ☐ Use the correct report for your supervisor role and the Resident Doctor's stage of training.
- ☐ Review the full ePortfolio before completing the report.
- ☐ Provide balanced, evidence-based comments on progress and development needs.
- ☐ Check that required sections are complete before sign-off.
- ☐ Discuss any concerns with the Resident Doctor and follow local escalation processes where necessary.
- ☐ Complete reports in sufficient time for ARCP preparation.

10. Check Time Out of Training

- ☐ Review recorded leave and time out of training before ESR and ARCP sign-off.
- ☐ Check that information is consistent with formally agreed deanery records.
- ☐ Ask the Resident Doctor to correct inaccuracies or contact the deanery where required.
- ☐ Do not approve changes to LTFT, OOP or leave arrangements outside the appropriate local process.

11. Prepare for ARCP

- ☐ Check that required supervisor reports and assessments are complete.
- ☐ Review curriculum coverage, PDP progress and any outstanding evidence.
- ☐ Confirm that the ePortfolio accurately reflects the Resident Doctor's current training position.
- ☐ Make sure concerns, actions and support needs are clearly recorded and communicated to your Supervisor
- ☐ Complete and release required forms within local ARCP deadlines.

12. 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 supervisor guidance
- questions about the transition to FourteenFish
- questions about RCPsych educational requirements or migrated records

Contact your deanery, TPD or Head of School for:

- Resident Doctor or supervisor allocation
- programme, placement, LTFT, OOP or leave details
- local supervision arrangements
- ARCP processes and local training decisions

This checklist reflects the key tasks covered in the supervisor guidance for the RCPsych FourteenFish ePortfolio.

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