

Foundation Doctors – Adding trainers/assessors to Horus

Please see below step by step guidance for Foundation Doctors on ‘**Adding assessors/Trainers**’ to the Horus Foundation ePortfolio. The guidance comprises of edited extracts from the Horus Foundation ePortfolio support site <https://supporthorus.hee.nhs.uk> and additional screen shots.

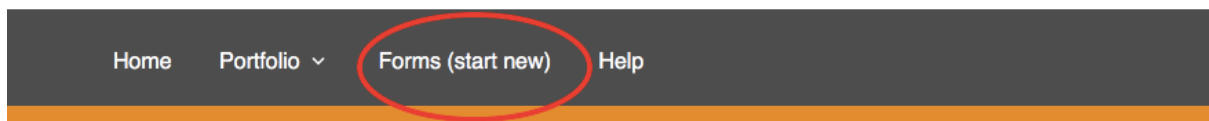
How to add trainers/assessors to Horus ePortfolio

As a Foundation Doctor, you can create accounts for trainers or assessors in your Trust who don't appear in your search results when you are adding a trainer/assessor to a form. See the steps below:

1. If you cannot find the trainer/assessor you are looking for while you're creating an SLE/Core Procedure, select ‘**Save (and leave as draft)**’ at the end of the form

2. Then select ‘**Forms (start new)**’

Horus ePortfolio



Home

Forms in draft

No draft items found.

Forms requiring your signature

No items currently require your signature.

3. Next from the top right hand corner select ‘**Add new Doctor**’ or ‘**Add new Nurse/AHP**’ as appropriate

Create New Forms

Mandatory forms for each placement

At the beginning of each placement

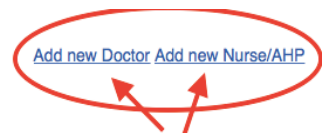
Form	Who	Min.
Initial Meeting	ES	1
Induction Meeting	CS	1
or Combined Initial and Induction	ES	1 *
PDP	FD	1

Throughout each placement

Form	Who	Min.
Mini-Clinical Evaluation Exercise (Mini-CEX)	FD/T	3
Direct observation of procedural skill (DOPS)	FD/T	0
Case-based discussion (CBD)	FD/T	2
Reflection	FD	2 †

At the end of each placement

Form	Who	Min.
Clinical supervisors end of placement report	CS	1
Educational supervisors end of placement report	ES	1^



* Use this if you are both educational supervisor and clinical supervisor for a foundation doctor

† Local rules may apply, please check with your local Horus ePortfolio/postgraduate centre administrator

^ An educational supervisor's end of placement report is not required for the last placement of F1/F2; the educational supervisor's end of year report replaces this.

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4. Adding a new Doctor

a) Enter their GMC number into the search box and select 'Search'

Add doctor user

[Back to Forms Menu](#)

Please use this page to add a new Doctor to Horus, this is typically to allow SLEs, Core Procedures and Teaching sessions to be linked to the Doctor. You will need to know the email address of the Doctor, all other details will be pre-populated from the full GMC register.

Search by GMC number:



b) If they are already on Horus

You will see in the search results '**Account already exists in Horus**' and at which **Trust** they have been listed.

If this IS your Trust, you may have misspelt their name when you searched for them initially in your SLE/Core Procedure form and that is why Horus search engine could not find them. Note how their name is spelt and go back to your draft SLE/Core procedure form to complete.

If this is NOT your Trust, select the '**Add to your site**' button. On the next page, select your current Trust site from the list (this may be the only option you have) and select '**Save changes**'.

c) If they are NOT on Horus

You will see in the search results '**No doctors registered on Horus matched this search**' and the option to '**Add to Horus**'.

Select '**Add to Horus**'

Enter their email address, select '**Yes**' in '**Send activation email**' and select '**Save changes**'

Select your current Trust site from the list (this may be the only option you have) and select '**Save changes**'

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5. Adding a nurse/AHP/other type of user

<p>a) Complete their details. Note: the mandatory boxes</p> <ul style="list-style-type: none">• First name• Last name• Email• Activation <p><i>NMC PIN ☆ is optional but helpful please try to complete if known</i></p> <p>b) Select 'Yes' in 'Send activation email'</p> <p>c) Select 'Save changes'</p>	<h3>Add other user</h3> <p>Title Please choose: <input type="text"/></p> <p>First name * <input type="text"/></p> <p>Other names <input type="text"/></p> <p>Last name * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>Other ID (e.g. NMC PIN) – optional ☆ <input type="text"/></p> <p>Send activation email *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Save Changes"/></p>
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If a user with the email address you entered already has an account on Horus, you will see this confirmed on the next ePortfolio page.


d) Select 'Set up permissions' to add them to your Trust.

e) Select your current Trust site from the list (this may be the only option you have) and select 'Save changes'.

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6. Once you have completed either step 4 or 5 You can return to your draft SLE/Core procedure form, accessed from your home page 'Forms in draft'. At the end of your form in the 'Nominate trainer' search box type your assessor's correct name (either the first 3 or 4 letters of their first or last name exactly and the Horus search engine will find them.

Trainer details

Nominate trainer * 

Burton, Angela (angela.)

(N.B. a signatory is required for this form to count towards your ARCP)

Primary trainer email address angela.burton@hee.nhs.uk.
If you wish to send this form to a different address, please [click here](#)

Trainer's position *

If you miss out the step to assign the new user to your organisation (e.g. you are interrupted during the process), simply repeat the steps above.

Please Note: that you only need to complete this process once for each trainer/assessor who is not already on Horus. You and your colleagues will then find the individual in the trainer/assessor search in the relevant form the next time you want to ask them to sign for you.

Why do trainers and assessors need to have a Horus account?

To engender consistency in the way trainers' and assessors' details are recorded in supervised learning event and core procedure forms

To speed up the adding of trainers and assessors to forms (each trainer/assessor only needs to be added to a location once - subsequently they will appear in Foundation Doctor/ trainer/assessor searches)

To allow trusts to more easily audit who is completing SLEs and assessments for their foundation doctors

To allow trainers and assessors to have access to the forms they have filled for Foundation Doctors for their own records (for example for reference writing or their own CPD)

Please Note: TAB raters and PSG members do not need to have a Horus account to be able to provide feedback on a foundation doctor.

Acknowledgements

I would like to thank HEE Horus Foundation ePortfolio Team for the use of extracts from their support site and Horus Foundation ePortfolio screen shots used in this guidance document.



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