

# Horus ePortfolio – Placement management

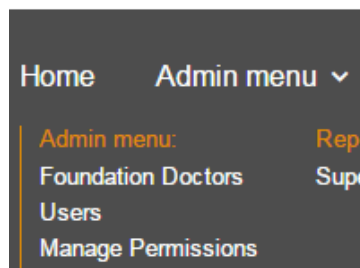
## Contents

Accessing placements .....	2
Managing placements.....	3
Note on start and end dates .....	3
Adding supervisors .....	5
Extra placement information .....	6

## Accessing placements

1. Click on the “Admin menu” in the top menu bar and select “Foundation Doctors”:

### Horus ePortfolio



2. The location(s) being searched are shown at the top of the screen in bold blue writing – you can amend this at any time.

**Foundation Doctors** Close page ▾

Leicestershire, Northamptonshire and Rutland (LNR) Foundation School *click to change*

F1 ▾ 2016-17 ▾

Start typing to filter the results in the table:

Name	GMC Number	Email	Portfolio	Rotations	Account Details
Arkwright, Eric	1000004	sldkfjlskdjf@hee.nhs.uk	☰ Open Portfolio	Manage	Edit
Campbell, Vincent	1000017	vincent@testexamplee.com	☰ Open Portfolio	Manage	Edit
Veen, Uma	9100004	t_uv@example.com	☰ Open Portfolio	Manage	Edit
Xavier, Will	9100005	t_wx@example.com	☰ Open Portfolio	Manage	Edit

Showing 1 to 4 of 4 entries Previous 1 Next

- You can filter the list by F1/F2/All and by rotation (ie training year / cohort).
- You can also search for a specific foundation doctor (FD) by starting to type their name in the search box just above the list.

3. Click on “Manage” in the ‘Rotations’ column.

## Managing placements

4. You will see a list of the FD's rotations (ie F1 training period and/or F2 training period) and the placements within these rotations.

### F1 rotation (03-Aug-2016 - 01-Aug-2017)

Modify rotation

Specialty	Organisation	WTE	Dates	Edit
Anaesthetics	Leicester General Hospital	100%	03-Aug-2016 - 06-Dec-2016	<a href="#">Supervisors</a> <a href="#">Extra Info</a>
Chemical Pathology	Leicester Royal Infirmary	100%	07-Dec-2016 - 04-Apr-2017	<a href="#">Supervisors</a> <a href="#">Extra Info</a>
Clinical Genetics	Leicestershire Partnership	100%	05-Apr-2017 - 01-Aug-2017	<a href="#">Supervisors</a> <a href="#">Extra Info</a>

### F2 rotation (03-Aug-2017 - 01-Aug-2018)

Modify rotation

Specialty	Organisation	WTE	Dates	Edit
Psychotherapy	University Hospitals of Leicester NHS Trust	100%	03-Aug-2017 - 06-Dec-2017	<a href="#">Supervisors</a> <a href="#">Extra Info</a>
Old Age Psychiatry	University Hospitals of Leicester NHS Trust	100%	07-Dec-2017 - 04-Apr-2018	<a href="#">Supervisors</a> <a href="#">Extra Info</a>
Neurosurgery	University Hospitals of Leicester NHS Trust	100%	05-Apr-2018 - 01-Aug-2018	<a href="#">Supervisors</a> <a href="#">Extra Info</a>

[Configure new F1 Rotation](#)

[Configure new F2 Rotation](#)

[LAS: Configure new F1 LAS Rotation](#)

[LAS: Configure new F2 LAS Rotation](#)

### Note on start and end dates

- Start and end dates of rotations and placements cannot overlap.
- Placement start and end dates must be within the start and end dates of the rotation to which they belong.

5. Click “configure new F1 rotation” or “configure new F2 rotation” to add brand new rotations, bearing in mind the rule around start and end dates. If rotations are already set up, click “Modify rotation” next to the relevant rotation to make changes.

## Edit F1 rotation for Uma Veen

Start of rotation \*

End of rotation \*

Rotation start and end dates – the ‘container’ for all F1 placements

Delete any placement by clicking the “delete” button next to it.

### List of placements

Begin date \*  delete

End date \*

Specialty \*

Organisation (Start typing to search) \*

WTE \*

Specialty populated using drop-down list. Any extra information about a placement (e.g. sub-specialty) can be added in the “Extra info” section accessed from the “Manage rotations” page.

Start typing the name of your trust / hospital / site – suggestions will appear. Click on the required location.

Begin date \*

.....

WTE \*

Whole time equivalent will show as 100% by default. Change here if required.

Add more placements to the selected rotation by clicking here.

[Add placement](#)

### List of out of programme placements

[Add out of programme placement](#)

Add an out of programme placement by clicking here. eg parental leave, long term sick leave, official time out of foundation programme (OOP).

[Save Changes](#) [Cancel Changes](#)

Your changes won't be saved until you click here.

Click here if you've made any mistakes and/or don't want to save your changes.

## Adding supervisors

- Once you've saved your placement updates, you will go back to the "Rotations" summary screen. To add / amend supervisors, click on the "Supervisors" button next to the relevant placement.

### Placement supervisors: Uma Veen, 03-Aug-2016 - 06-Dec-2016

#### Anaesthetics (Leicester General Hospital)

No supervisors have been configured for this placement.

Add new supervisor

- Click on "Add new supervisor" and fill in the required details.

### Add supervisor for: Uma Veen

#### 03-Aug-2016 - 06-Dec-2016, Anaesthetics, Leicester General Hospital

Supervisor \*

Supervision type \*

Supervision begins \*

Supervision ends \*

Save Changes

Start typing the name of the required supervisor and select from the list of suggestions. Trainers must be assigned to the placement location to appear in this list.

Supervision start and end dates must fit inside the placement start and end dates. They will be completed by default but you can amend them (to make the period shorter) if required.

- You can add as many supervisors as required. Click "Back to rotations" when you're done.

## Extra placement information

- You can add further information to each placement through the “Rotations” summary screen by clicking on the “Extra info” button next to the relevant placement.

### **Uma Veen: Anaesthetics (03-Aug-2016-06-Dec-2016)**

Completing this information is optional.

National Post Number

Specialty additional info

Notes

Bleep number

Save Changes

- Complete any of the details as needed (all fields are optional) and click “Save changes”.