

# Future access to information in the NES ePortfolio related to the UK Foundation Programme in England

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## Executive summary

In August 2017

- All foundation doctors in England will use the Horus ePortfolio
- Information relating to doctors who completed foundation training in England between 2008 and 2017 using the NES ePortfolio will be handed over to HEE and removed from the NES ePortfolio
- **No information will be lost in the transfer between HEE and NES** but some information may not be easily accessible

**ACTION REQUIRED:** Doctors who completed foundation training in England between 2008 and 2017 using the NES ePortfolio should download their portfolio information from the NES ePortfolio between now and the end of July 2017.

## Introduction

All foundation doctors are required to use an electronic portfolio (e-portfolio) during their foundation training. There are two providers used to deliver the Foundation Programme e-portfolio across the UK: NHS Education for Scotland (NES) and Health Education England’s (HEE) North West team – the e-portfolios are known respectively as NES ePortfolio and Horus ePortfolio. Currently, all foundation schools in the UK except the North West of England Foundation School use the NES ePortfolio.

From **August 2017**, all foundation doctors **in England** will use the Horus ePortfolio.

## 2008 – 2017 Information in the NES ePortfolio

Once HEE moves its provision of the foundation e-portfolio from NES to Horus, information collected between 2008 and 2017 in the NES ePortfolio will be handed over to HEE and subsequently removed from the NES ePortfolio platform.

HEE is clear that foundation doctors and their trainers and administrators need to retain access to this information. We are in the process of producing an interface system to hold this information and allow appropriate access. Further details on how to access this system will be published in due course.

No data will be lost or deleted from the master data repository held by HEE, but the way it is accessed will change and some information may no longer be easily accessible.

### What will be available in the archive data system

- All forms completed by and for foundation doctors
- All curricula attached to foundation doctor portfolios
- Most links made to these curricula (links such as “trainee rating” may not be available)
- User details (including foundation doctor placement and supervisor details)
- Appropriate supervisor and administrator views of the above
- *Possibly* the Personal Library – we are looking at how we can make this available

The entire system will be read-only. The only details available for update will be email address and password, for security reasons.

### What will not be available in the archive data system

- *As above*, some curriculum link types, such as ‘trainee rating’ (linked forms will be available)
- *As above*, *possibly* the Personal Library – we are looking at how we can make this available
  - o This includes all documents uploaded directly into the Personal Library as well as any documents uploaded in the ‘Certificates and Exams’ section (e.g. ILS/ALS certificates)
- *Possibly* the history of messages sent and received through NES ePortfolio
- Portfolio download function
  - o It will still be possible to print or save as pdf individual pages / forms using your browser’s ‘print’ or ‘save as pdf’ function
- Reporting (administrative feature)
  - o Download of portfolio and user information such as ‘Analyse forms’, ‘Current trainee report’, ‘All trainee curriculums’ and ‘Form count by trainee’
  - o On screen reports such as ‘Summary report’ and ‘Assessment report’

### Recommended action for doctors who have completed foundation

As the portfolio download function will not be available in the archive data system, we recommend that doctors who completed their foundation training in England between 2008 and April 2017 **download their portfolio from the NES ePortfolio between now and the end of July 2017** (preferably as soon as possible).

The NES ePortfolio team have created a guide on how to download your portfolio. This is available in the [NES ePortfolios Help Centre](#).

**Note:** The Personal Library is not available through the NES ePortfolio portfolio download function. Doctors may wish to download this information separately, if they do not already have offline copies of the documents.

It is important to note that no information will be lost in the transfer between HEE and NES, although some information may not be easily accessible. Information will be displayed in a functional but simplified format in the archive data system, therefore former foundation doctors may wish to take original copies from the NES ePortfolio to save for their own records. Vital documents such sign-off certificates and ARCP outcome forms will be available in the archive data system.

### Queries and support

- Technical queries regarding how to download your portfolio
  1. Visit the [NES ePortfolios Help Centre](#)
  2. If you cannot resolve your query using the information in the Help Centre, contact your Royal College e-portfolio helpdesk.
  3. If you are not currently linked to a Royal College, contact the foundation school team where you completed your foundation training. (The UKFPO provide a [list of foundation schools](#) on their [website](#).)
- Queries regarding the HEE e-portfolio archive data system
  - o Contact the HEE E-portfolio Project Manager at [Enquiries.Horus@hee.nhs.uk](mailto:Enquiries.Horus@hee.nhs.uk).

### Recommended action for doctors who have not yet completed foundation

You should wait to download your portfolio until you have received your ARCP outcome form (and sign-off certificate if appropriate) – that is, until the middle/end of July 2017. Further guidance for this specific cohort of foundation doctors will be published in due course.

### Queries and support

- Technical queries regarding how to download your portfolio
  1. Visit the [NES ePortfolios Help Centre](#)
  2. If you cannot resolve your query using the information in the Help Centre, contact your postgraduate centre team or foundation school team.
- Queries regarding the HEE e-portfolio archive data system
  - o Contact your foundation school team

### Useful links

URL	Description
<a href="http://www.hee.nhs.uk">www.hee.nhs.uk</a>	Health Education England website
<a href="https://www.nwpgmd.nhs.uk/horus-eportfolio-foundation-training-england">https://www.nwpgmd.nhs.uk/horus-eportfolio-foundation-training-england</a>	Horus ePortfolio information and updates
<a href="http://www.foundationprogramme.nhs.uk/pages/curriculum-eportfolio/e-portfolio">http://www.foundationprogramme.nhs.uk/pages/curriculum-eportfolio/e-portfolio</a>	UK Foundation Programme Office e-portfolio generic information
<a href="http://www.foundationprogramme.nhs.uk/pages/home/deaneries-foundation-schools">http://www.foundationprogramme.nhs.uk/pages/home/deaneries-foundation-schools</a>	UK Foundation Programme Office – list of UK foundation schools
<a href="https://nhseportfolios.zendesk.com/hc/en-gb/articles/201642979-2-5-5-Download-Portfolio">https://nhseportfolios.zendesk.com/hc/en-gb/articles/201642979-2-5-5-Download-Portfolio</a>	NHS Education for Scotland ePortfolio Help Centre – How to download your portfolio