Horus ePortfolio Update – 16 August 2017

From: Horus Enquiries
Sent: 16 August 2017 17:10:00
Subject: Horus ePortfolio update / August 2017 / FAQs

To: FSMs/reps in HEE foundation teams
Cc for information: FSDs in HEE foundation teams, TAG, UKFPO and HEE national reps

Dear colleagues,

We are now two weeks into the new training year and I'm sure we're all dealing with many challenges and competing priorities. On behalf of the whole Horus team I want to thank all of you and your local staff who have been working hard to bring Horus into full circulation and support local users.

I thought it would be useful to gather up into one email some of the most frequently asked questions the Horus team have been dealing with over the past two weeks.

➔ I would be grateful if you could circulate this information amongst your relevant stakeholders.

➔ Most of the questions have dedicated sections on the Horus Support Site and I have included links where appropriate. Please help us to spread the word that Horus users are able to access and search the support site themselves and are likely to find answers to their questions without needing to spend time contacting local, national or Horus administrative/helpdesk teams.

➔ The Horus helpdesk team will continue to help all those with queries to resolve their issues.

HEE e-portfolios: Frequently asked questions / issues

1. Horus login page – https://horus.hee.nhs.uk.
2. Browser compatibility
3. Creating initial and induction meeting forms
4. Creating PDPs
5. Creating reflections
6. SLEs and Core Procedures
7. There are no current known bugs in Horus when any up to date browser is used.
8. HEE FP E-portfolio Archive (the "Archive")
9. 2017-18 out of synch foundation doctors and access to the NES ePortfolio

1. Horus login page – https://horus.hee.nhs.uk.
   - The website is still quite new so not coming up very high in search results. A number of users have searched for Horus using a search engine and ended up on the 2016-17 North West version, where their login details don't work. Please help us to spread the message that the above URL is the correct one, using for example
     − Local newsletters / mail outs to your stakeholders
     − Your website
     − Local user groups or other local meetings

2. Browser compatibility

- Horus is built on a new modern website framework, which is optimised to work in all up to date browsers.
- It works in some recent older versions of browsers but does not work in old browser versions that are no longer supported by their own developers.
- We cannot optimise Horus to work in older browser versions as this would compromise the security of the website.
- IT departments that require users to run very old versions of Internet Explorer/other browsers should be able to provide an alternative modern web browser.
- We have a list of compatible and incompatible browsers on the Horus support site.

3. Creating initial and induction meeting forms
   - Many supervisors have completed these forms already (see breakdown of numbers of completed forms as of last week)
   - I understand that there has been some confusion over how to create these forms. See below some basic rules:
     - An up to date web browser must be used
     - The supervisor must be logged in
     - The supervisor can access the form either on the "Forms (start new)" page or from the quick-start menu on the right hand side of their "Supervising" page
     - Once the form is open, the supervisor needs to assign it to a foundation doctor in the "Name of foundation doctor" question
       - Start typing EITHER first name OR last name OR GMC number (the first three or four letters/digits is usually enough)
         - Writing out the full name or pasting directly into the box (from e.g. an email) *will not work*
       - WAIT for Horus to search its database (a small **III** search bar will start moving)
       - A drop down list of matching options will appear
       - Select the required foundation doctor
     - Once a foundation doctor has been assigned, the form has to be assigned to a valid placement
       - A list of the foundation doctor's available placements will appear in the "Placements" question
       - At this time of year there will only be one option – the current, first, placement
       - During November/December, there will be two options – the August-December placement and the December-April placement
         - This means that start of placement meeting forms can be completed before the start of the placement in question
       - An option must be selected
     - The form can be saved as draft at this stage or the rest of the questions can be completed and then saved as draft or submitted.
   - Available on the support site:
     - Short video showing the "start typing to search" functionality
     - Detailed step by step guidance on completing initial/induction meeting forms
   - OR their "Contents" sub-menu

4. Creating PDPs

- Can be done by the foundation doctor either from the "Forms (start new)" page or from their "PDP" portfolio sub-menu
- Can be done by the supervisor either by selecting 'No' in the initial meeting form question about the PDP and then 'Yes' to generate after completion or from the foundation doctor's "PDP" portfolio sub-menu
- Foundation doctors, supervisors and administrators can view PDPs on the foundation doctor's "Reflection" portfolio sub-menu OR their "Contents" sub-menu
- Video tutorial on creating a PDP

5. Creating reflections
    - Can be done by the foundation doctor either from the "Forms (start new)" page or from their "Reflection" portfolio sub-menu
    - Supervisors and administrators can view shared reflections on the foundation doctor's "Reflection" portfolio sub-menu OR their "Contents" sub-menu
    - Foundation doctors can view shared reflections as above and private reflections on their "Reflection" portfolio sub-menu
    - Video tutorial on creating a reflection

6. SLEs and Core Procedures
    - Almost ready and will be live by next week.
    - Meanwhile, we have published a list of blank forms that can be used to record SLEs/CPs for later transcription.
    - Further portfolio features will be released over the next few weeks.

7. There are no current known bugs in Horus when any up to date browser is used.
    - There are some sections that have not yet been made live, but this is not an error. We are working hard to make these sections available as soon as we can.
    - You can keep up to date on our August 2017 Updates page.

8. HEE FP E-portfolio Archive (the "Archive")
    - The system is not yet live. We are in the final testing stages and will be releasing login details within the next two weeks. Sincere apologies for the inconvenience this delay is causing users.
    - All users who had access to the NES ePortfolio v2 will have access to the Archive. Login details do not need to be requested separately.
    - All information collected in the NES ePortfolio v2 at HEE locations will be available in the Archive. For some locations the data goes back as far as 2006; for most it starts in 2007 or 2008.
    - Dedicated HEE FP E-p Archive section on the support site.

9. 2017-18 out of synch foundation doctors and access to the NES ePortfolio
    - There are at least 2 users within every HEE foundation team/school with continued access to the NES ePortfolio
    - All foundation school directors have retained their access to the NES ePortfolio
    - All foundation doctors with 2017-18 placements uploaded have retained their access to the NES ePortfolio
    - If anyone else requires access, foundation schools should grant this. The Horus team is not able to assist with NES ePortfolio account access.
    - Foundation schools should provide first line support to NES ePortfolio users in their area. The NES ePortfolio helpdesk team will direct any queries from foundation doctors or trust/hospital staff to foundation schools.

Kind regards,

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HEE: https://www.hee.nhs.uk
HEE Horus: https://horus.hee.nhs.uk/
HEE Horus Support: https://supporthorus.hee.nhs.uk
Latest Horus newsletter: August 2017 project summary

Useful links

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