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

   ![Horus ePortfolio interface](image)

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

   ![Create New Forms](image)

   * 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 FY/F2, the educational supervisor's end of year report replaces this.

angela.burton@hee.nhs.uk  FP Director for Portfolio, Northern Foundation School, Health Education England, Working Across North East & North Cumbria
4. Adding a new Doctor
   a) Enter their GMC number into the search box and select ‘Search’

   ![Add doctor user]

   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’

angela.burton@hee.nhs.uk  FP Director for Portfolio, Northern Foundation School, Health Education England, Working Across North East & North Cumbria
5. Adding a nurse/AHP/other type of user

<table>
<thead>
<tr>
<th>a) Complete their details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: the mandatory boxes</td>
</tr>
<tr>
<td>• First name</td>
</tr>
<tr>
<td>• Last name</td>
</tr>
<tr>
<td>• Email</td>
</tr>
<tr>
<td>• Activation</td>
</tr>
</tbody>
</table>

NMC PIN ⭐ is optional but helpful please try to complete if known

b) Select ‘Yes’ in ‘Send activation email’

c) Select ‘Save changes’

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’.
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.

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.

This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License](https://creativecommons.org/licenses/by-nc-nd/3.0/).

[angela.burton@hee.nhs.uk](mailto:angela.burton@hee.nhs.uk) FP Director for Portfolio, Northern Foundation School,
Health Education England, Working Across North East & North Cumbria