Horus ePortfolio update – January 2018

Contents

Summary

- The end of placement 1 / start of placement 2 saw an expected spike in user traffic on Horus. The system performed well throughout.
- Users are reminded of national requirements and guidance.
- Horus Support Site continues to be updated regularly with FAQs and general updates.
- 756 non-trainee grade (NTG) doctors are now using HEE Horus to record their own competences (increase of 173 in the past two months).
- 279 'out of synch' foundation doctors (FDs) used NES ePortfolio during placement 1; 146 remain on NES ePortfolio during placement 2. NES ePortfolio will be closed to HEE on Weds 1 August 2018.

Important guidance for all Horus users

- **TAB**
  - TAB requirements are published in the curriculum and cannot be derogated from. A TAB should not be marked as "Satisfactory" unless ALL requirements have been met. Local education providers and foundation schools should ensure that TABs are being completed appropriately. Note the possible TAB outcomes carefully.
  - A maximum of **two** FDs can count towards the total number of TAB responses. More can be requested and will be displayed in the TAB summary, but they will not add to the minimum requirements.
- **E-Learning for Healthcare (E-LfH)**
  - E-LfH modules should continue to be completed by FDs – any modules that are completed within the "Foundation (FND)" programme will be available to view (and map to the curriculum) within Horus once account linking is available in February 2018.
- **Quality Improvement**
  - FDs are required to show evidence of participation in systems of quality assurance and quality improvement projects (foundation professional capability (FPC) 20).
  - As part of the evidence for this FPC, all UK FDs are required to complete at least one "Quality Improvement" form in their e-portfolio, which will be shown in their "Summary of evidence" (SoE) report for ARCP.
- **Core content in Horus**
  - The forms within Horus are not designed by the Horus team. Any queries or feedback about forms in Horus or the requirements of the foundation programme should be discussed with your local postgraduate centre team / foundation programme director / HEE foundation team / foundation school director.
- **Technical queries**
  - Technical queries should be sent to the Horus helpdesk: servicedesk.horus@hee.nhs.uk (not the 'enquiries' email address).

Developments during December 2017 and January 2018

- Features released: Mid-year review of progress form; PDP progress (self-evaluation) form; SoE report for ARCP; 'My Activity' for trainers; Core Procedures auto-mapping to FPC 14; QI form moved to 'mandatory' forms section; Self-TAB editable by FD (unless TAB expired / closed); TAB overview (admin page) re-worked to increase efficiency

Plans for February-March 2018

- Release further features:
  1. ARCP (Form R, SoE sign-off, outcome forms, ARCP overview (admin page), ARCP panel navigation page, certificates) - we are in the final stages of testing this functionality.
  2. Career planning form
  3. E-LfH account linking to Horus account
  4. Mandatory certificates; further admin reports (including Core Procedures and TAB); noticeboard

Out of synch HEE FDs on NES ePortfolio

- FDs used/using NES ePortfolio per 2017-18 placement:

Placement start-end dates	Number of FDs
Aug-Dec 2017	279
Dec-Mar 2018	146
Apr-Jul 2018	82
Aug 2018 and beyond	5

- **NES ePortfolio access will stop for HEE on 1 August 2018** (the last day of the current training year is 31 July 2018). E-portfolio administrators must make sure any FDs who are currently on NES ePortfolio are moved over to Horus as soon as it is feasible to do so and no later than by 1 August 2018.
- Once a FD has received their final ARCP outcome (and certificate if appropriate), they should download their whole portfolio and save the information on their computer / cloud.
- All data collected in NES ePortfolio v2 during 2017-18 will be migrated to the HEE FP E-portfolio Archive during August 2018.

HEE FP e-portfolio archive

- 20,700 users have logged in at least once in the past 5 months (since release).
- The system is read-only: it is not possible to add, delete or change information (except email address and password). This includes adding new users and updating permissions.
- Every HEE foundation school team has at least one (most will have more) member of staff who has access to the Archive and can update user email addresses if required.
- Forms and certificates can be downloaded by 'printing to pdf' using your browser's in-built pdf print function or a number of free to download pdf printer add-ons for a variety of browsers.
- Technical queries should be sent to the Archive helpdesk: websupport@hee.nhs.uk (not the 'enquiries' email address).

Queries

If you have any queries or suggestions about HEE Horus, please consult our "Contact us" webpage.

Important links

Website	URL
Horus ePortfolio	https://horus.hee.nhs.uk
Horus Support Site	https://supporthorus.hee.nhs.uk
HEE FP e-portfolio archive	https://fpeportfolioarchive.hee.nhs.uk
FP Curriculum 2016	http://www.foundationprogramme.nhs.uk/curriculum/
FP Reference Guide 2016	http://www.foundationprogramme.nhs.uk/pages/curriculum-eportfolio/e-portfolio/reference-guide
UK foundation schools	http://www.foundationprogramme.nhs.uk/pages/home/deaneries-foundation-schools
e-Learning for Healthcare (e-LfH)	https://www.e-lfh.org.uk/