

Horus ePortfolio – Placement management

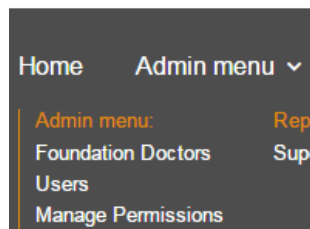
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Accessing rotations and placements

1. Select 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.

Horus ePortfolio



Foundation Doctors

Close page

[Central Manchester University Hospitals NHS Foundation Trust](#) *click to change*

F1/F2 2019-20 **Filter** [Advanced filters](#)

Show 10 entries

Name / Email ▲	Placement	Portfolio	Rotations	Account
Abshire, Luisa [NTG] LA.Fake.Email@hee.nhs.uk (1000061)	Manchester Royal Infirmary	Portfolio	Rotations	Account
Bogan, Caterina (Cat) Fake.Email.CB@hee.nhs.uk (1000081)	Central Manchester University Hospitals NHS Foundation Trust	Portfolio	Rotations	Account

3. Select filters as required

- Filters
 - o Just F1 / just F2 / All
 - o Rotation (that is, training year/cohort)
- Advanced filters
 - o Specific foundation doctor (FD)/non-training grade (NTG)
 - o Include/exclude NTGs

Foundation Doctors

[Central Manchester University Hospitals NHS Foundation Trust](#) *click to change*

F1/F2 2019-20 [Advanced filters](#)

GMC Number

First name

Last name

Email address

NTG inclusion?
Include everyone ▼

Filter Reset

4. Select “Rotations” in the ‘Rotations’ column (see first screenshot).

Managing rotations and placements

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

F1 rotation (01-Aug-2019 - 04-Aug-2020)

Modify rotation

Specialty	Organisation	WTE	Dates	Edit	
Immunology	Manchester Royal Infirmary	100%	01-Aug-2019 - 03-Dec-2019	Supervisors	Extra Info
Plastic Surgery	Manchester Royal Infirmary	100%	04-Dec-2019 - 31-Mar-2020	Supervisors	Extra Info
Rheumatology	Trafford General Hospital	100%	01-Apr-2020 - 04-Aug-2020	Supervisors	Extra Info

F2 rotation (05-Aug-2020 - 03-Aug-2021)

Delete rotation

Modify rotation

Specialty	Organisation	WTE	Dates	Edit	
General Practice	Central Manchester University Hospitals NHS Foundation Trust	100%	05-Aug-2020 - 01-Dec-2020	Supervisors	Extra Info
Paediatrics	Manchester Royal Infirmary	100%	02-Dec-2020 - 06-Apr-2021	Supervisors	Extra Info
Emergency Medicine	Manchester Royal Infirmary	100%	07-Apr-2021 - 03-Aug-2021	Supervisors	Extra Info

Create new 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.

6. Select "Modify rotation" next to the relevant rotation to make changes or "Create new rotation" if this is required. Further guidance below.

Creating new rotation

7. Select "Create new rotation"
8. Read the guidance and answer the questions to add a new rotation (see screenshot on the next page).

Create Rotation for

Close

A rotation is the 'umbrella' for all the placements and content that 'count' towards a foundation doctor's final ARCP for either their F1 or their F2 training year. If a foundation doctor needs longer than originally planned to complete their F1 or F2 training year you should extend their existing rotation (not create a new rotation). For example, if a doctor is working at 60% WTE it is more than likely they will have 6 placements before a final ARCP. All these placements must be under one rotation. Guidance is on our [support site](#).

Reasons why you should create a new rotation:

- The foundation doctor has received an outcome 3 and is required to repeat the whole training year
 - In this situation, the evidence they gathered during their first 12 months of training does not count towards their new ARCP. If you extend the rotation instead, previously gathered evidence will mix with the newly gathered evidence, which will cause unnecessary confusion.
- The foundation doctor resigns partway through their training year but returns in the next training year to undertake that grade of training again
- A non-trainee grade (NTG) doctor has joined your organisation and they have already used Horus at a different organisation (or is continuing to use Horus at your organisation but is starting a new/different role)
- A foundation/NTG doctor is moving onto the next grade of training/work and does not already have the required rotation set up on Horus.

(There may be some other, very specific, situations where creating a new rotation may be appropriate. Please contact your local HEE foundation team or the Horus Helpdesk to discuss.)

Are one or more of these reasons relevant to this foundation doctor/NTG?

Yes No

Will their new rotation be as a foundation doctor, or a non-trainee grade (NTG)?

Foundation doctor NTG

Will their new rotation be an F1/equivalent or F2/equivalent/higher grade rotation?

F1 F2

9. Select how you want to configure the new rotation. Remember the rules about [start and end dates](#).

10. When an option is selected you will automatically be redirected to the next page.

Editing existing rotation

Edit F2 rotation for Ronald MacDonald

Start of rotation *

05-Aug-2020

End of rotation *

03-Aug-2021

Rotation start and end dates – the ‘container’ for all F1/F2 placements

List of placements

Begin date * delete

05-Aug-2020

End date *

01-Dec-2020

Specialty *

General Practice ▼

Organisation (Start typing to search) *

Central Manchester University Hospitals NHS

WTE *

100% ▼

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

Specialty populated using drop-down list. Any extra information about a placement (eg 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. Select the required location.

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

[Add placement](#)

List of out of programme placements

[Add out of programme placement](#)

Add more placements to the selected rotation by selecting this link.

Save Changes [Cancel Changes](#)

Add an out of programme placement by selecting this link (eg parental leave, long term sick leave, official time out of foundation programme (OOP))

Your changes won't be saved until you select this button.

Select this link if you've made any mistakes and/or don't want to save your changes.

Adding/amending supervisors

11. On the “Rotations” summary screen (see [step 5](#)) select the “Supervisors” button next to the relevant placement.

Placement supervisors: Ronald MacDonald, 05-Aug-2020 - 01-Dec-2020

General Practice (Central Manchester University Hospitals NHS Foundation Trust)

No supervisors have been configured for this placement.

Add new supervisor

12. Select “Add new supervisor” and fill in the required details.

Add supervisor for: Ronald MacDonald

05-Aug-2020 - 01-Dec-2020, General Practice, Central Manchester University Hospitals NHS Foundation Trust

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.

13. You can add as many supervisors as required. Select “Back to rotations” when you’re done.

Extra placement information

14. You can add further information to each placement through the “Rotations” summary screen (see [step 5](#)) by selecting the “Extra info” button next to the relevant placement.

Ronald MacDonald: General Practice (05-Aug-2020-01-Dec-2020)

Completing this information is optional.

Programme code

Specialty additional info

Notes

Bleep number

Save Changes

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