Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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E-Portfolio
User Guide for NCHDs
National Employment Record (NER)

E-Portfolio Logbook User Guide

National Employment Record (NER)

Contents

Section 1 – Introduction to the E-Portfolio Logbook

1.1 Introduction

The E-Portfolio module has been developed to give NCHDs who are not associated with a Postgraduate Medical Training Body and do not have access to a formal Logbook, the opportunity to record any clinical or professional development activities they have undertaken and have, where applicable, this experience validated. You may seek validation of relevant records from a Supervising Clinician/Consultant, once this activity has occurred within the last six months. Information on these records will be visible to the nominated Supervising Clinician/Consultant you choose to send this data to. The Supervising Clinician/Consultant will access the data via a secure link sent by email. The Supervising Clinician/Consultant will be able to view this data until it has been processed by them or six months has elapsed since the activity date, whichever is the sooner. It is your responsibility to ensure you select the correct IMC number and email address for the nominated Supervising Clinician/Consultant.

This module is available to all NCHDs who have an NER account, however it is not intended to replace the Logbooks developed by Training bodies and therefore should not be used in place of those provided by your training body. Within the E-Portfolio there are no mandatory or specific sections required for completion. NCHDs are responsible for the content contained within their E-Portfolio. This E-Portfolio is not endorsed by a Postgraduate Medical Training Body and thus does not lead to certification or guarantee eligibility to the Irish Medical Council's Specialist Division of the Register.

For further details on how to use the E-Portfolio, FAQs and its terms and conditions please visit www.hse.ie/doctors

Imprortant!

Please note that the inclusion of any patient information on the E-Portfolio is strictly prohibited. When completing details on your ePportfolio it is essential that no information is included which might identify a patient / client / colleague etc such as names / DOBs / patient medical record numbers etc. Information should remain amonymous at all times. Users are reminded to be mindful of Data Protection legislation. Please refer to point 5 of the NER Terms and Conditions, available on the NER Logon screen.

For details on abbreviations listed throughout this document please see Appendix 1.

Section 2 – Accessing your NER Account

2.1 NER Portal Website Address

In order to access the E-Portfolio module you will need to have an NER account. If you already have an NER account please see Section 3 for more information on how to access the E-Portfolio module. If you don't have an NER account you can create an NER account by first registering your details at **www.nchder.ie**.

Details on how to set up and access your NER account are available on https://www.hse.ie/eng/staff/leadership-education-development/met/database/userguides/

Section 3 – Accessing the E-Portfolio Module

3.1 Login Screen

Following registration you can access your NER account by logging in using your email address, date of birth and password.

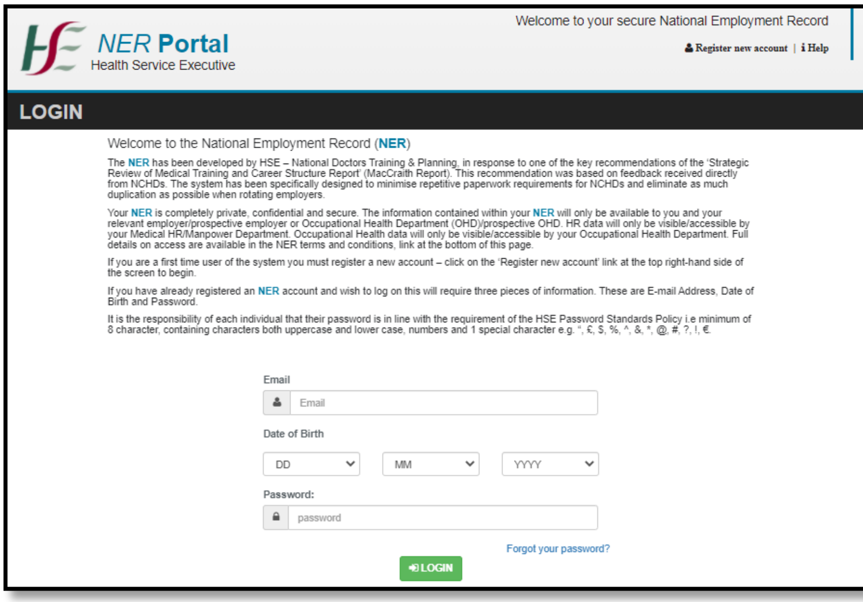


Figure 1: NER Portal Login Screen

3.2 NER Dashboard

You can access the E-Portfolio module via your NER Dashboard. Click on the icon as shown in Figure 2.

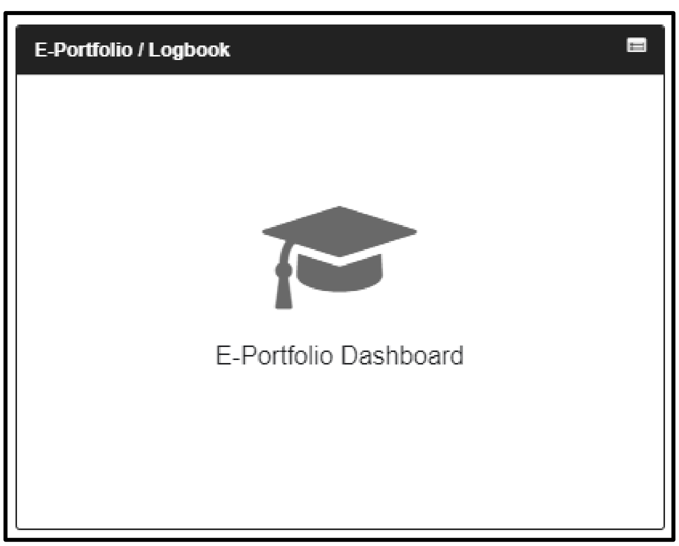


Figure 2: NER Dashboard with E-Portfolio Module

3.3 Logbook E-Portfolio Menu

Once you click on the E-Portfolio module the following headings will appear:

- Clinical Experience
- Assessments
- Education & Personal Development
- Procedures
- Training Plan & Review
- Logbook

You can create records under each of the first five headings listed above. Under the Logbook heading you will be able to extract any records you have entered into a PDF Logbook.

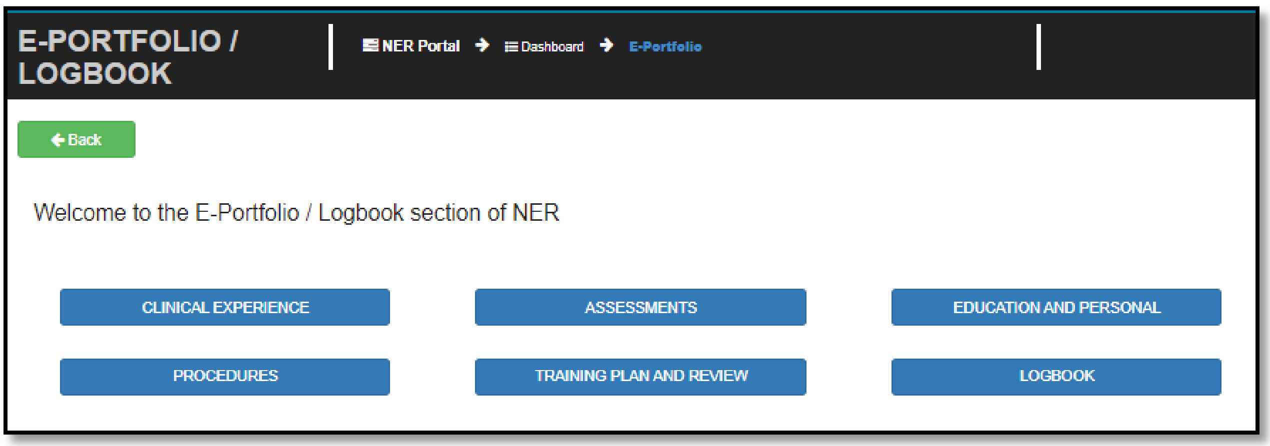


Figure 3: E-Portfolio Module Home Page

Section 4 - Clinical Experience

4.1 Clinical Experience Home Screen

In the Clinical Experience home screen you will be able to manage existing records created in this section as well as add new records.

The table, as shown in the Figure 4, will display all records under this category that you have input for your E-Portfolio to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. You may use the filters and search button at the top of the page to refine your search for a specific record or display a group of similar records (highlighted 1).

Clicking on a record allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located to the right of the table (highlighted 2).

To return to the main menu press the 'back' button (highlighted 3).

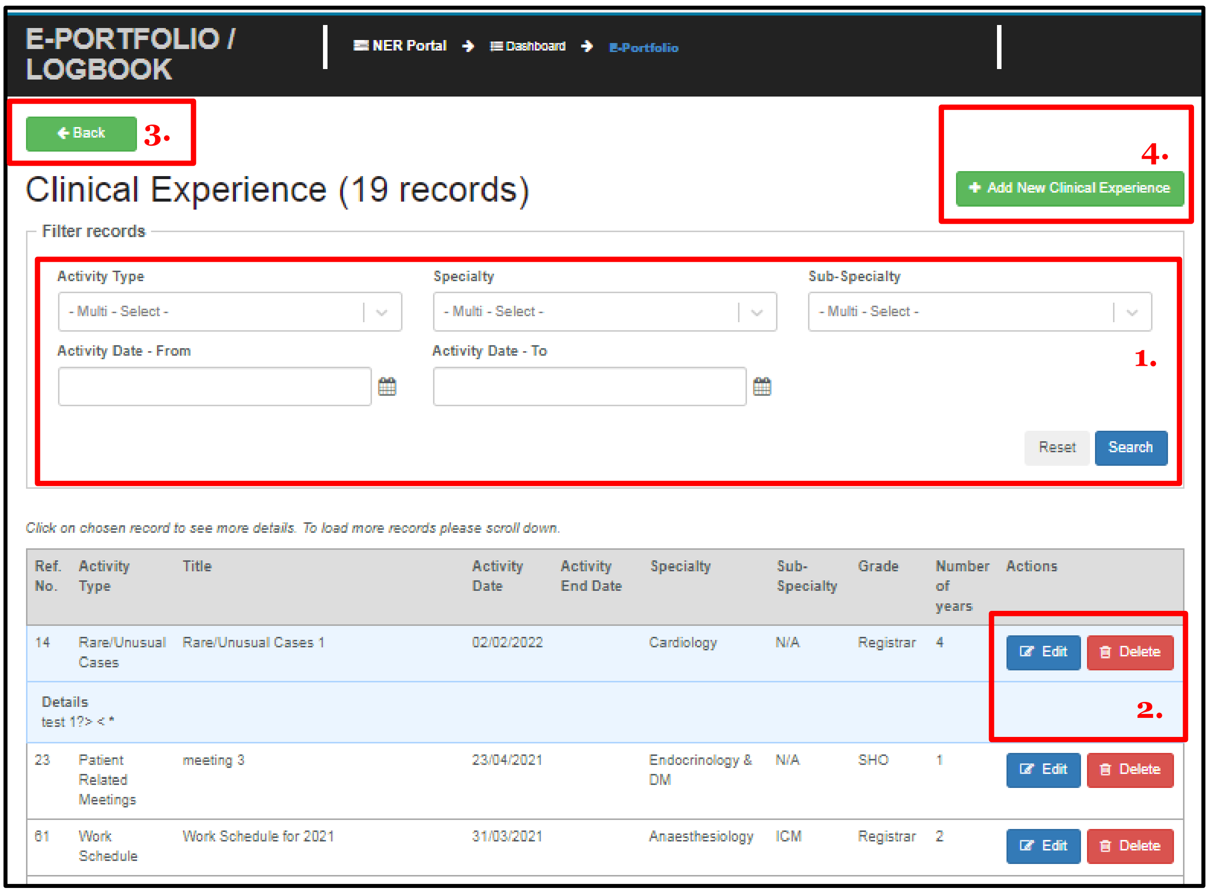


Figure 4: Clinical Experience Home Screen

To log a new clinical experience click on the green *'Add New Clinical Experience'* button located in the top right corner of the screen (highlighted 4).

4.2 Adding a New Clinical Experience Record

Once you click on the "*Add New Clinical Experience'* button the following pop up screen will appear:

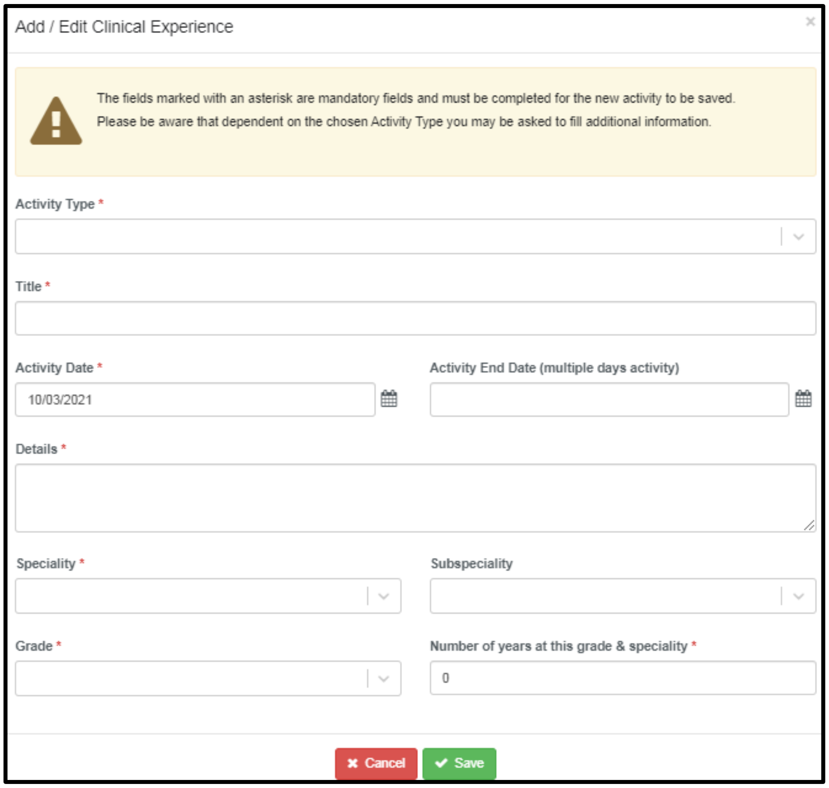


Figure 5: Add New Clinical Experience Record

The following activity types are available in the Clinical Experience screen:

- Emergencies
- Patient Related Meetings
- Patients Reviewed
- Rare/Unusual Cases
- Work Schedule

Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000.

Once you have completed all the relevant fields click *"Save"* to save this record which will be displayed in the table on the Clinical Experience home screen. Click *"Cancel"* to disregard changes and return to the clinical experience screen.

Note: Clinical Experience Records **cannot** be sent to a Supervising Clinician/Consultant for their review

5.1 Procedures Home Screen

In the Procedures home screen you will be able to manage existing records created in this section as well as add new records.

The table, as shown in Figure 6, will display all records under this category that you have input for your E-Portfolio to date. Records are listed in order of activity date in descending order and each record will have a unique reference number. You may use the filters and search button at the top of the page to refine your search for a specific record or display a group of similar records (highlighted 1).

Clicking on a record allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located to the right of the table, provided this has not been validated by your Supervising Clinician/Consultant (highlighted 2).

To return to the main menu press the 'back' button (highlighted 3).

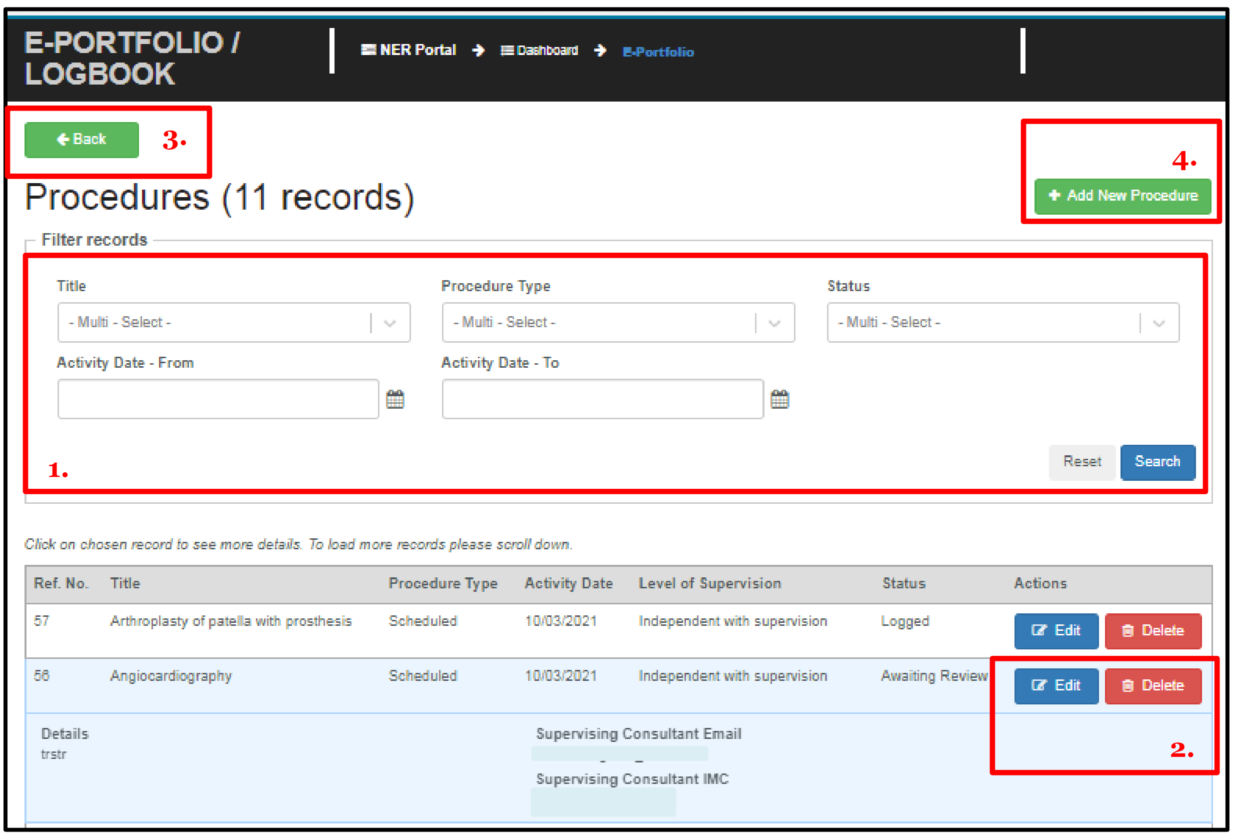


Figure 6: Procedures Home Screen

To log a new Procedure click on the green *'Add New Procedure* button located in the top right corner of the screen (highlighted 4).

5.2 Adding a New Procedure Record

Once you click on the "*Add New Procedure*" button the following pop up screen will appear:

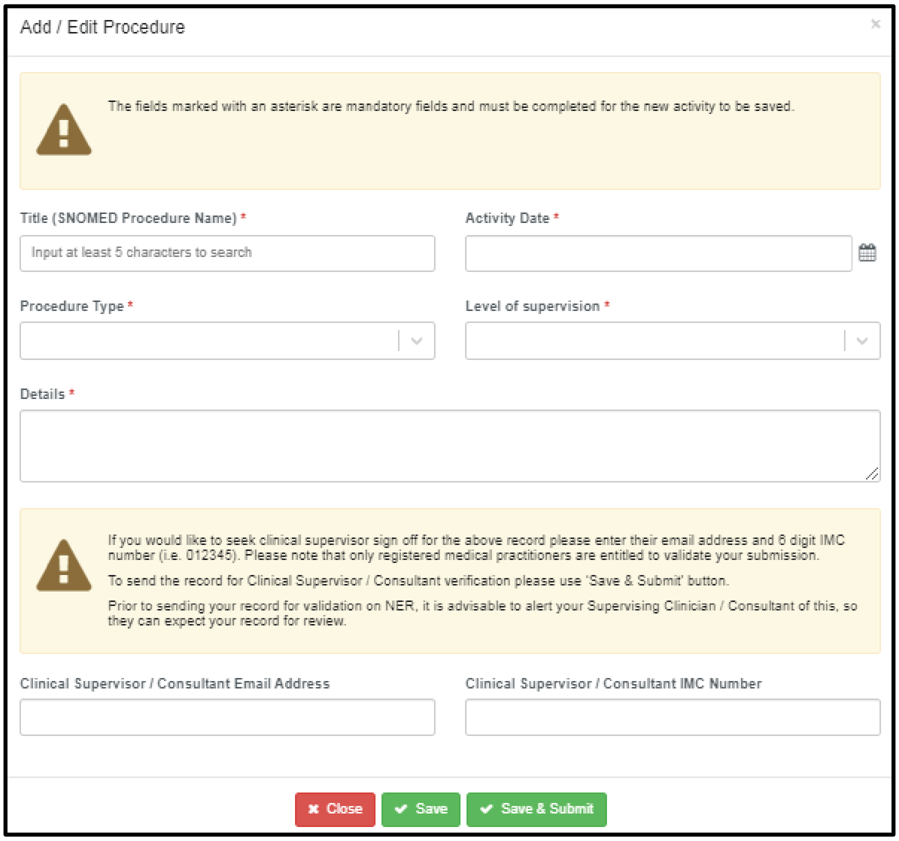


Figure 7: Add New Procedure Record

The *"Title"* field will allow users to search procedure names from the SNOMED (see appendix 1 for further information) dictionary. Only titles from the SNOMED dictionary can be selected. You must enter a minimum of 5 characters to perform the search.

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for a procedure from a Supervising Clinician/Consultant however; **<u>the Activity Date must be less than 6 months ago from today's date</u>**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Procedures home screen click the *'Cancel'* button.

To save the entry and <u>not submit</u> to a Supervising Clinician/Consultant for validation click *'Save'*. This will mean that the record will have status *"Logged"*.

5.3 Submitting a Procedure Record to a Supervising Clinician/Consultant for Review

To save the entry and <u>submit</u> to the selected Supervising Clinician/Consultant for validation click *'Save & Submit'.*

The following validation message will appear on screen:

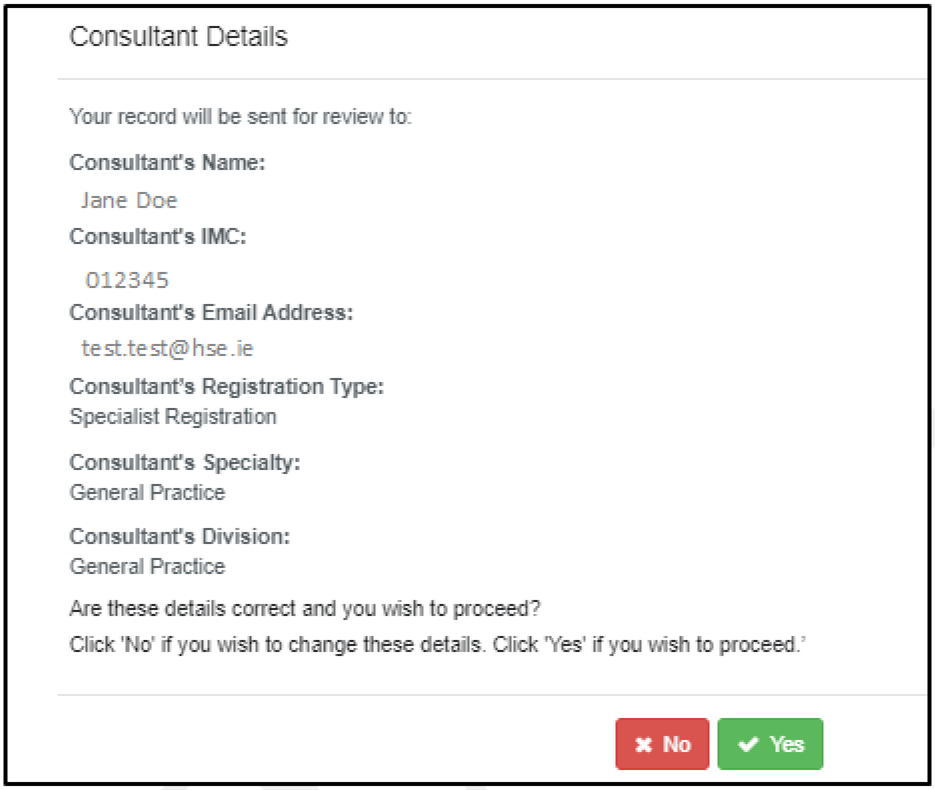


Figure 8: Popup - Submit Procedure to Supervising Clinician/Consultant for Validation

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these are correct then click *'Yes'* to submit for validation. If the details are incorrect click *'No'* and you will be returned to the Procedure input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed as shown in Figure 9.

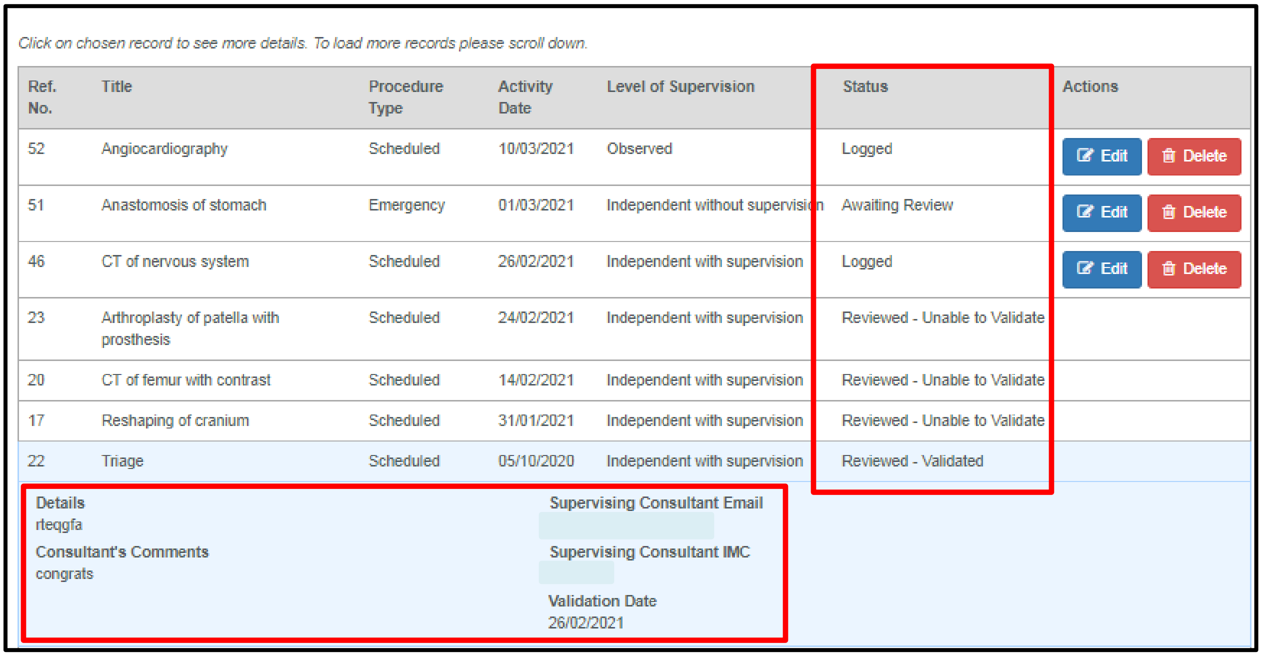
Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by clicking on the record to expand the details. You will also see the date that the record was validated on as shown in Figure 9. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"* as shown in Figure 9. You will be able to view the consultant's feedback under *"Comments"* by clicking on the record to expand the details. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising

Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate"* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *"Logged".* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error



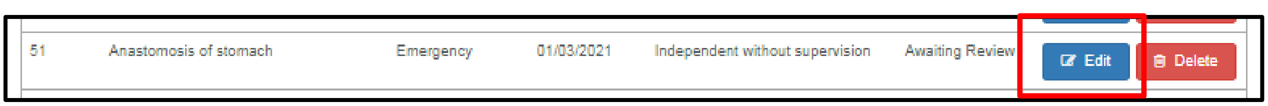
Click on chosen record to see more details. To load more records please scroll down.

Ref. No.	Title	Procedure Type	Activity Date	Level of Supervision	Status	Actions
52	Angiocardiography	Scheduled	10/03/2021	Observed	Logged	Edit Delete
51	Anastomosis of stomach	Emergency	01/03/2021	Independent without supervision	Awaiting Review	Edit Delete
46	CT of nervous system	Scheduled	26/02/2021	Independent with supervision	Logged	Edit Delete
23	Arthroplasty of patella with prosthesis	Scheduled	24/02/2021	Independent with supervision	Reviewed - Unable to Validate	
20	CT of femur with contrast	Scheduled	14/02/2021	Independent with supervision	Reviewed - Unable to Validate	
17	Reshaping of cranium	Scheduled	31/01/2021	Independent with supervision	Reviewed - Unable to Validate	
22	Triage	Scheduled	05/10/2020	Independent with supervision	Reviewed - Validated	

Details
rteqgfa
Consultant's Comments
congrats
Supervising Consultant Email
Supervising Consultant IMC
Validation Date
26/02/2021

Figure 9: Procedures Home Screen – Status of Records

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by clicking *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and click "*Save and Submit".*



51	Anastomosis of stomach	Emergency	01/03/2021	Independent without supervision	Awaiting Review	Edit Delete

Figure 10: Procedures Home Screen – Edit Record "*Awaiting Review*"

Section 6 - Assessments

6.1 Assessments Home Screen

In the Assessments home screen you will be able to manage existing records created in this section as well as add new records.

The table, as shown in Figure 10, will display all records under this category that you have input for your E-Portfolio to date. Records are listed in order of activity date in descending order and each record will have a unique reference number. You may use the filters and search button at the top of the page to refine your search for a specific record or display a group of similar records (highlighted 1).

Clicking on a record allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located to the right of the table, provided this has not been validated by your supervising clinician/consultant (highlighted 2).

To return to the main menu press the 'back' button (highlighted 3).

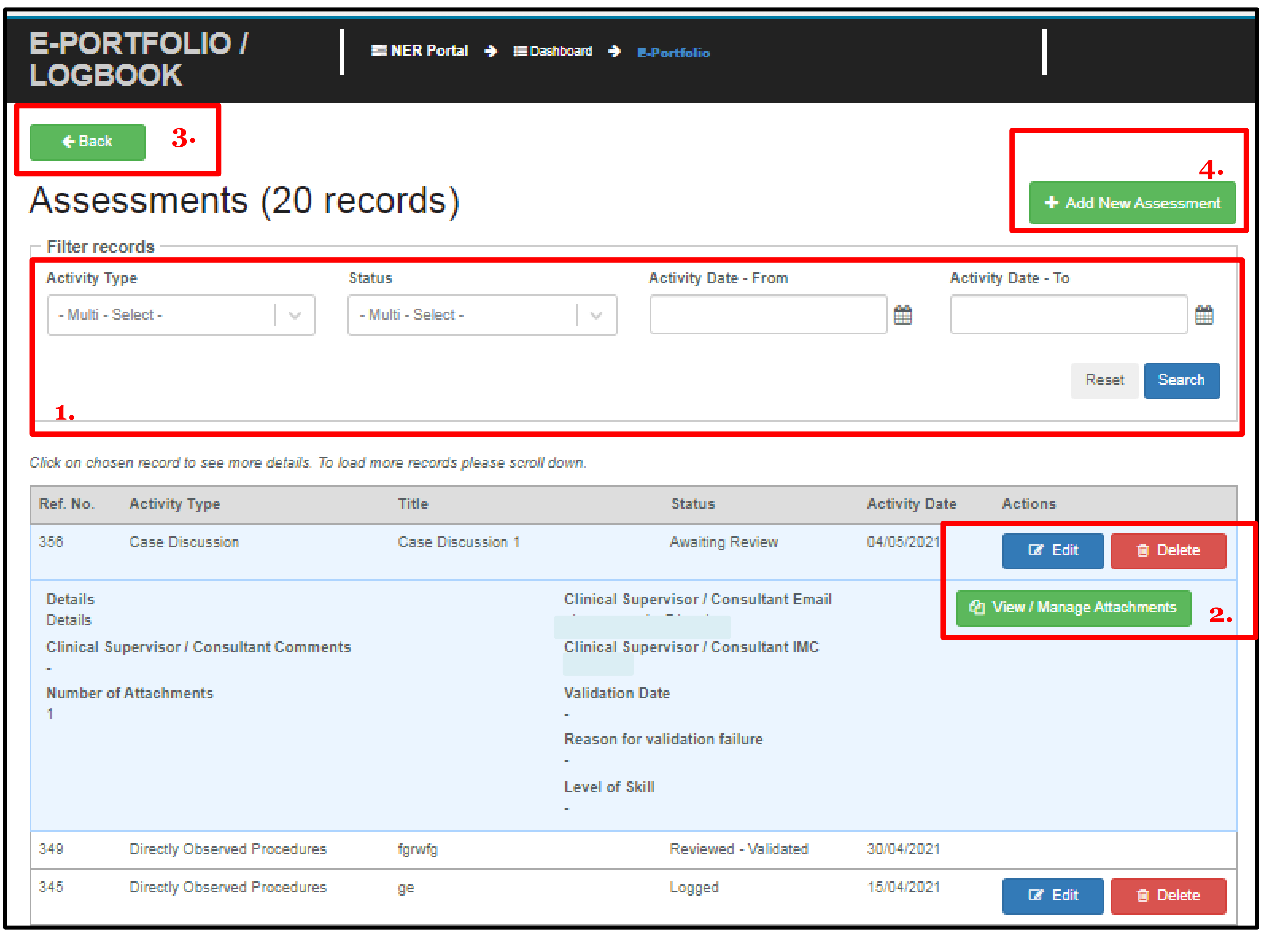


Figure 11: Assessments Home Screen

To log a new Assessment click on the green *'Add New Assessment"* button located in the top right corner of the screen (highlighted 4).

6.2 Entering a New Assessment Record

Once you click on the "*Add New Assessment"* button the following pop up screen will appear:

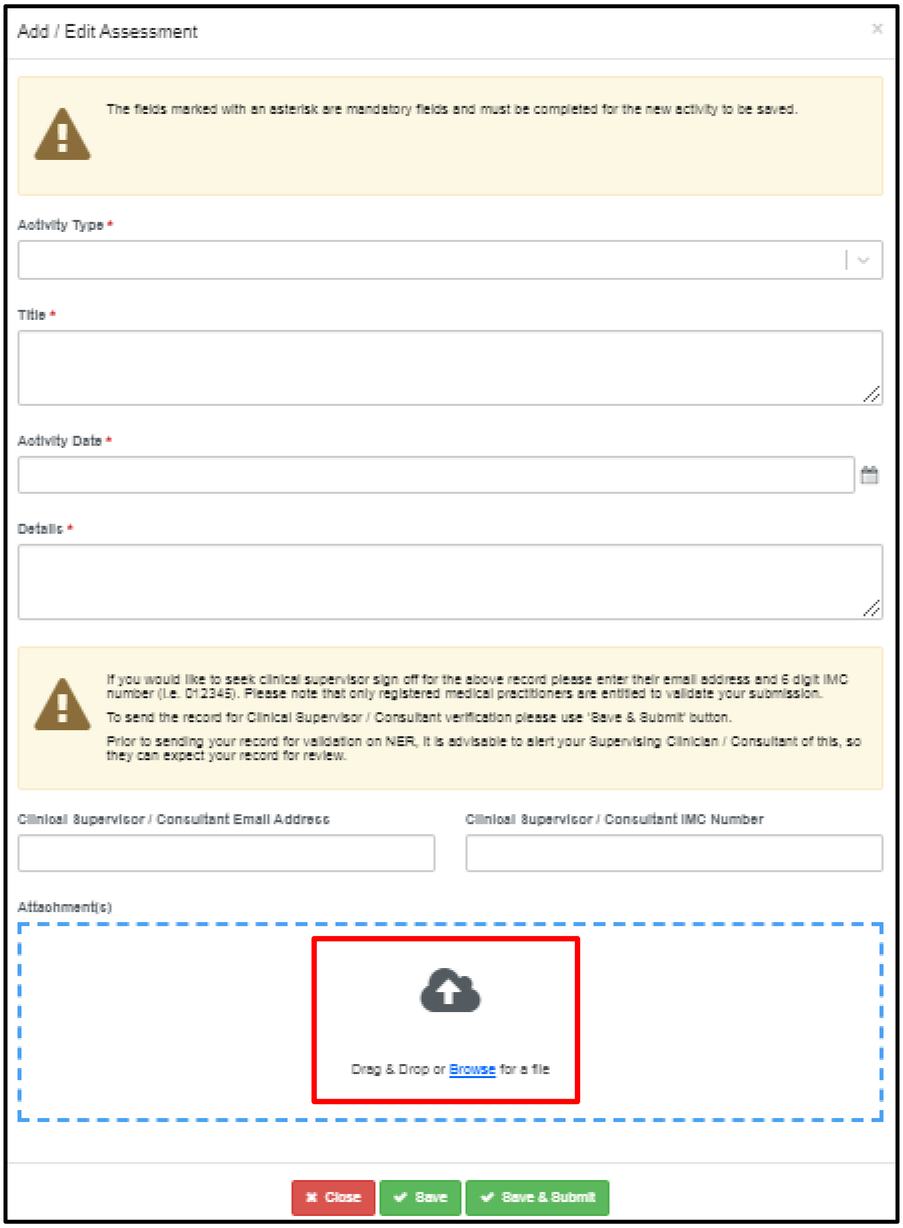


Figure 12: Add New Assessment

The following activity types are available on the Assessments screen:

- Case Discussion
- Directly Observed Procedures
- Mini CEX (Mini Clinical Examination)
- Teaching Assessment

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000. You can also view/manage attachments associated with a given record.

Supporting documentation may be attached to any Assessment record by clicking the browse button and attaching the relevant file from your computer or using the *"Drag & Drop"* functionality (see Figure 12). **Multiple documents may be attached but cannot exceed 5MB each and can only be the following formats: pdf, jpg, png.** Once a document is attached it will appear on screen as follows and may be deleted using the "X" button as shown in Figure 13.

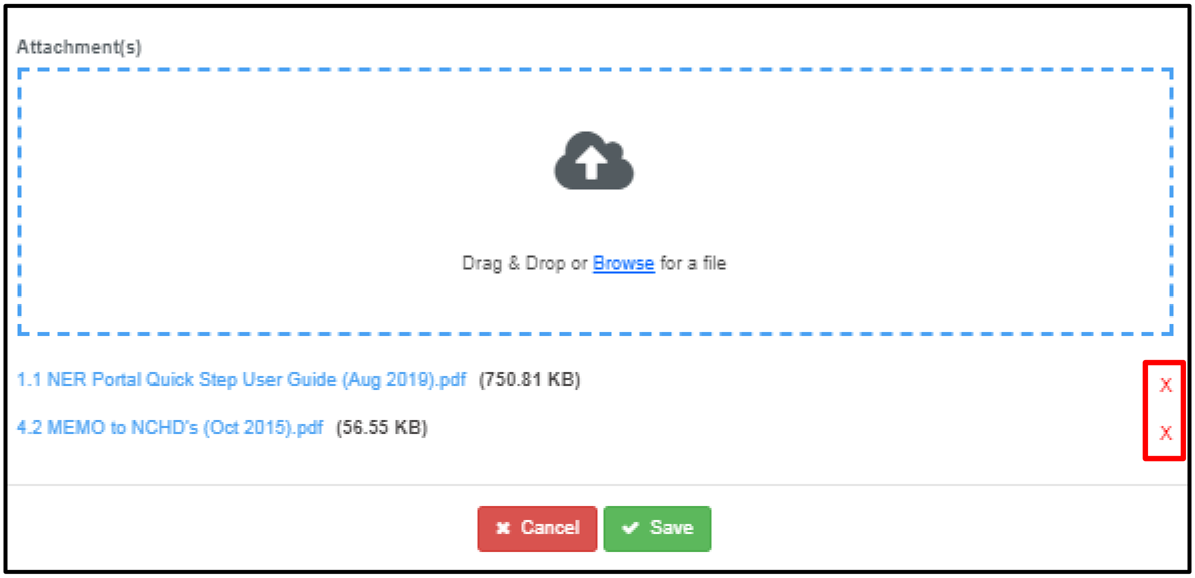


Figure 13: Attaching Documents

It is possible to seek validation for an Assessment from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date.** The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Assessments home screen click the *'Cancel'* button.

To save the entry and not submit to a Supervising Clinician/Consultant for validation click *'Save'.* This will mean that the record will have status *"Logged".*

6.3 Submitting an Assesment Record to a Supervising Clinician/Consultant for Review

To save the entry and <u>submit</u> to the nominated Supervising Clinician/Consultant for validation click *'Save & Submit'.*

The following validation message will appear on screen:

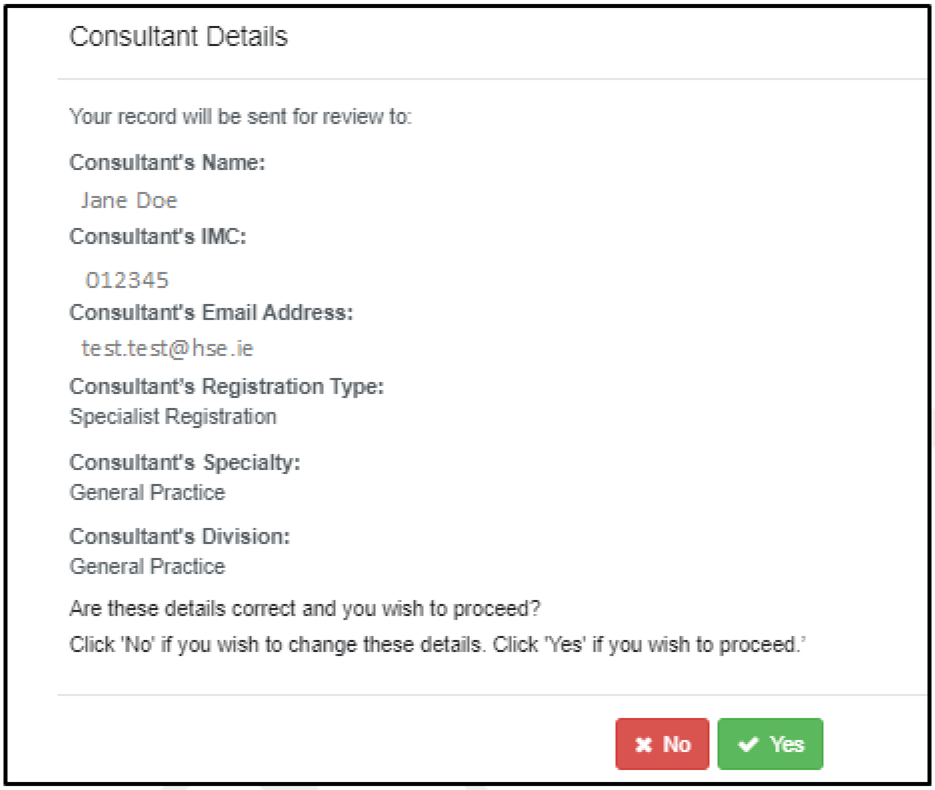


Figure 14: Popup - Submit Assessments to Supervising Clinician/Consultant for Validation

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these are correct then click *'Yes'* to submit for validation. If the details are incorrect click *'No'* and you will be returned to the Assessment input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed as shown in Figure 15.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view the Supervising Clinician/Consultant's feedback under *"Comments"* by clicking on the record to expand the details. You will also see the date that the record was validated on as shown in Figure 15. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"* as shown in Figure 15. You will be able to view their feedback under *"Comments"* by clicking on the record to expand the details. You will also see the date that the record was reviewed on as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *“Unable to Validate-Information was not accurate”* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status “Logged”. Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

Click on chosen record to see more details. To load more records please scroll down.

Ref. No.	Activity Type	Title	Status	Activity Date	Actions
33	Teaching Assessment	teaching	Awaiting Review	05/03/2021	Edit Delete
32	Case Discussion	test	Awaiting Review	05/03/2021	Edit Delete
28	Directly Observed Procedures	title	Awaiting Review	25/02/2021	Edit Delete
26	Directly Observed Procedures	DIME is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Counci	Logged	25/02/2021	Edit Delete
24	Directly Observed Procedures	DOP	Reviewed - Validated	25/02/2021	
23	Mini CEX	test	Awaiting Review	25/02/2021	Edit Delete
22	Case Discussion	Test on Thursday	Logged	25/02/2021	Edit Delete
27	Mini CEX	Mini CEX	Reviewed - Validated	21/10/2020	

Details
completed last year
Consultant's Comments
Excellent Work

Supervising Consultant Email
Supervising Consultant IMC
Validation Date
01/03/2021

Figure 15: Assessments Home Screen – Status of Records

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant for review, you can amend this by clicking *“Edit*” on an “*Awaiting Review*” record where you can update the details correctly and click “*Save and Submit”.*

33	Teaching Assessment	teaching	Awaiting Review	05/03/2021	Edit Delete

Figure 16: Assessments Home Screen – Edit Records “*Awaiting Review*”

7.1 Training Plan & Review Home Screen

In the Training Plan & Review home screen you will be able to manage existing records created in this section as well as add new records.

The table, as shown in Figure 17, will display all records under this category that you have input for your E-Portfolio to date. Records are listed in order of activity date in descending order and each record will have a unique reference number. You may use the filters and search button at the top of the page to refine your search for a specific record or display a group of similar records (highlighted 1).

Clicking on a record allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located to the right of the table, provided this has not been validated by your Supervising Clinician/Consultant (highlighted 2).

To return to the main menu press the 'back' button (highlighted 3).

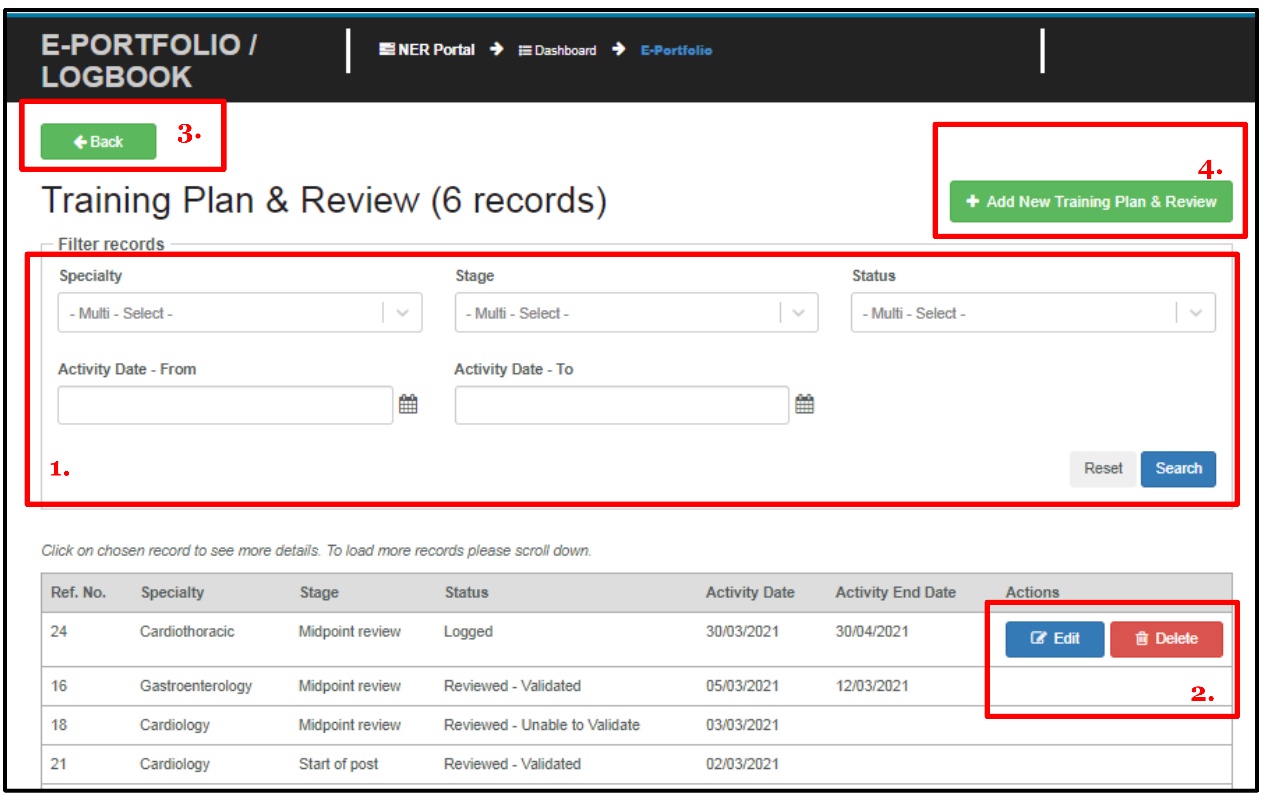


Figure 17: Training Plan and Review Home Screen

To log a new Training Plan & Review click on the green *'Add New Training Plan & Review"* button located in the top right corner of the screen (highlighted 4).

7.2 Entering a Training Plan & Review

Once you click on the "*Add New Training Plan & Review"* button the following pop up screen will appear:

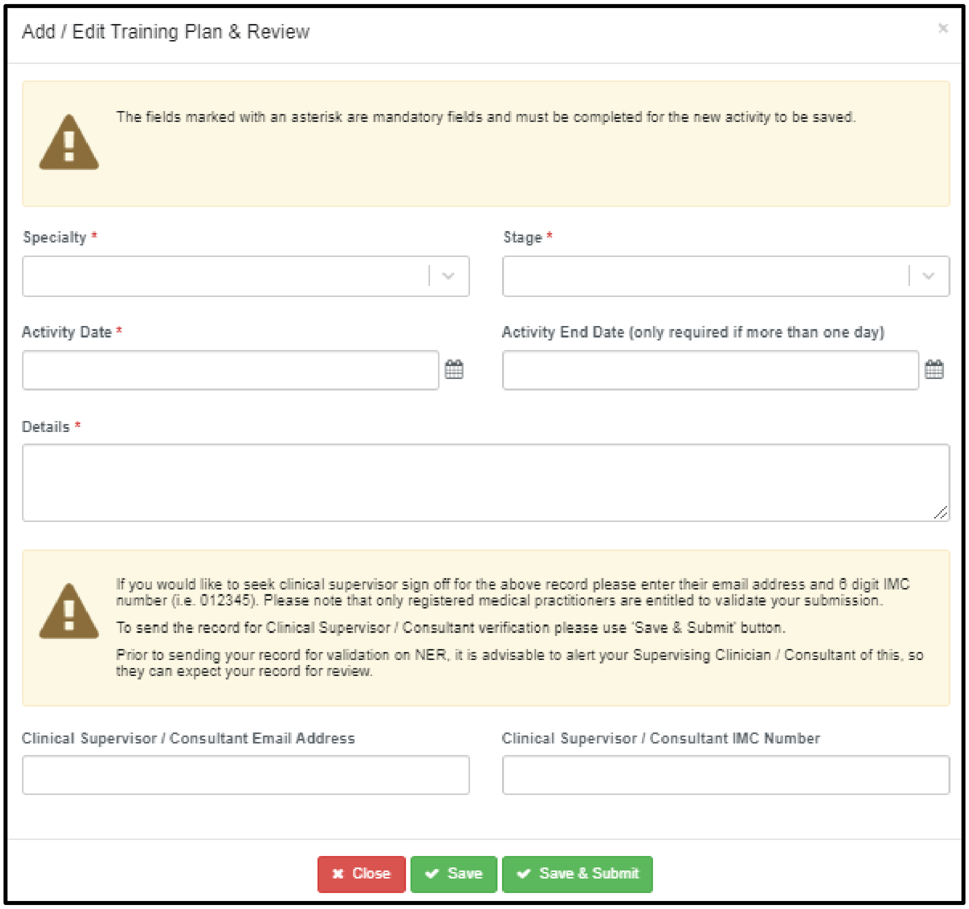


Figure 18: Add New Training Plan & Review Record

The Training Plan and Review may be added under the following Stages:

- Start of post
- Midpoint review
- End of post review

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for a Training Plan & Review from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date.** The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. The Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Training Plan & Review home screen click the *‘Cancel’* button.

To save the entry and <u>not submit</u> to a Supervising Clinician/Validation for validation click *‘Save’.* This will mean that the record will have status *“Logged”.*

7.3 Submitting a Training Plan & Review Record to a Supervising Clinician/Consultant for Review

To save the entry and <u>submit</u> to the selected Supervising Clinician/Consultant for validation click *‘Save & Submit’.*

The following validation message will appear on screen:

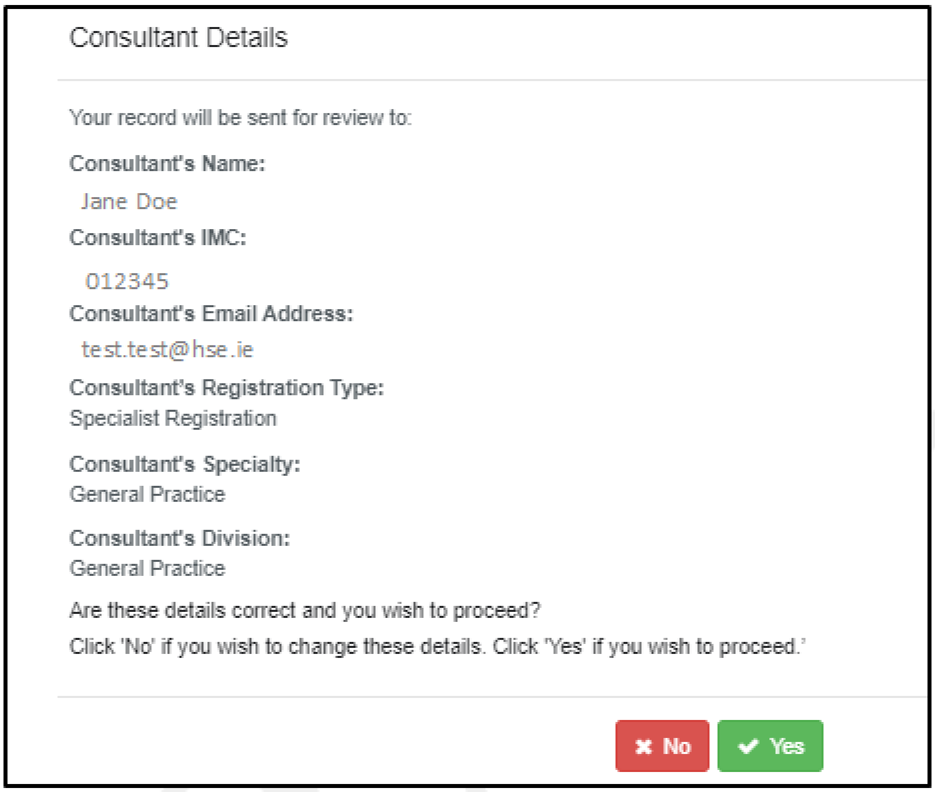


Figure 19: Popup - Submit Training Plan & Review to Supervising Clinician/Consultant for Validation

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these are correct then click *‘Yes’* to submit for validation. If the details are incorrect click *‘No’* and you will be returned to the Training Plan & Review input screen.

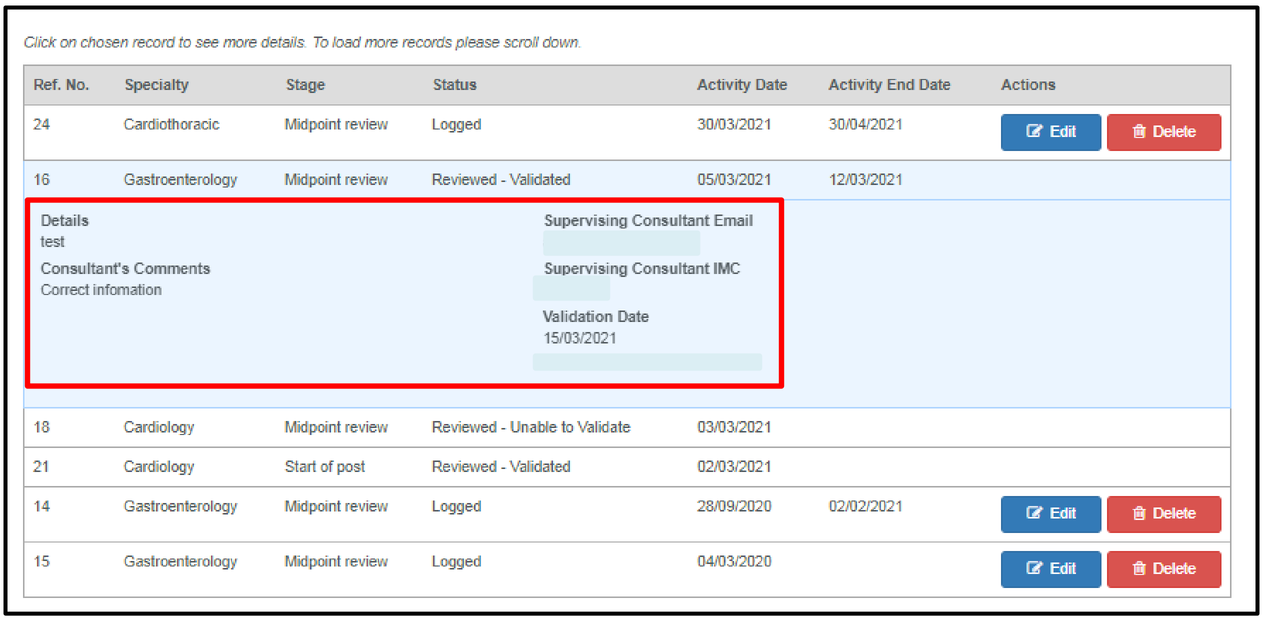
Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *“Awaiting Review”* displayed as shown in Figure 20.

Records which have been validated by a Supervising Clinician/Consultant will have the status *“Reviewed – Validated”.* You will be able to view their feedback under *“Comments”* by clicking on the record to expand the details. You will also see the date that the record was validated on as shown in Figure 20. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"* as shown in Figure 20. You will be able to view their feedback under *"Comments"* by clicking on the record to expand the details. You will also see the date that the record was reviewed on as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate"* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *"Logged".* Records that have also been retuned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

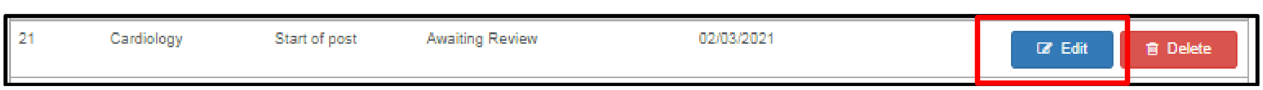
1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error


Click on chosen record to see more details. To load more records please scroll down.

Ref. No.	Specialty	Stage	Status	Activity Date	Activity End Date	Actions
24	Cardiothoracic	Midpoint review	Logged	30/03/2021	30/04/2021	Edit Delete
16	Gastroenterology	Midpoint review	Reviewed - Validated	05/03/2021	12/03/2021	
Details test Consultant's Comments Correct infomation			Supervising Consultant Email Supervising Consultant IMC Validation Date 15/03/2021			
18	Cardiology	Midpoint review	Reviewed - Unable to Validate	03/03/2021		
21	Cardiology	Start of post	Reviewed - Validated	02/03/2021		
14	Gastroenterology	Midpoint review	Logged	28/09/2020	02/02/2021	Edit Delete
15	Gastroenterology	Midpoint review	Logged	04/03/2020		Edit Delete

Figure 20: Training Plan & Review Home Screen – Status of Records

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by clicking *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and click "*Save and Submit".*



21	Cardiology	Start of post	Awaiting Review	02/03/2021	Edit Delete

Figure 21: Training Plan & Review Home Screen – Edit Record "*Awaiting Review*"

Section 8 – Education & Personal Development

8.1 Education and Personal Development Home Screen

In the Educational & Personal Development home screen you will be able to manage existing records created in this section as well as add new records.

The table, as shown in Figure 22, displays all records for this category that you have input for your E-Portfolio to date. Records are listed in order of activity date in descending order and each record will have a unique reference number. You may use the filters and search button at the top of the page to refine your search for a specific record or display a group of similar records (highlighted 1).

Clicking on a record allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located to the right of the table, provided this has not been validated by your Supervising Clinician/Consultant – applicable for *"Leadership & Management Experience"* only (highlighted 2). You can also view/manage attachments associated with a given record.

To return to the main menu press the 'back' button (highlighted 3).

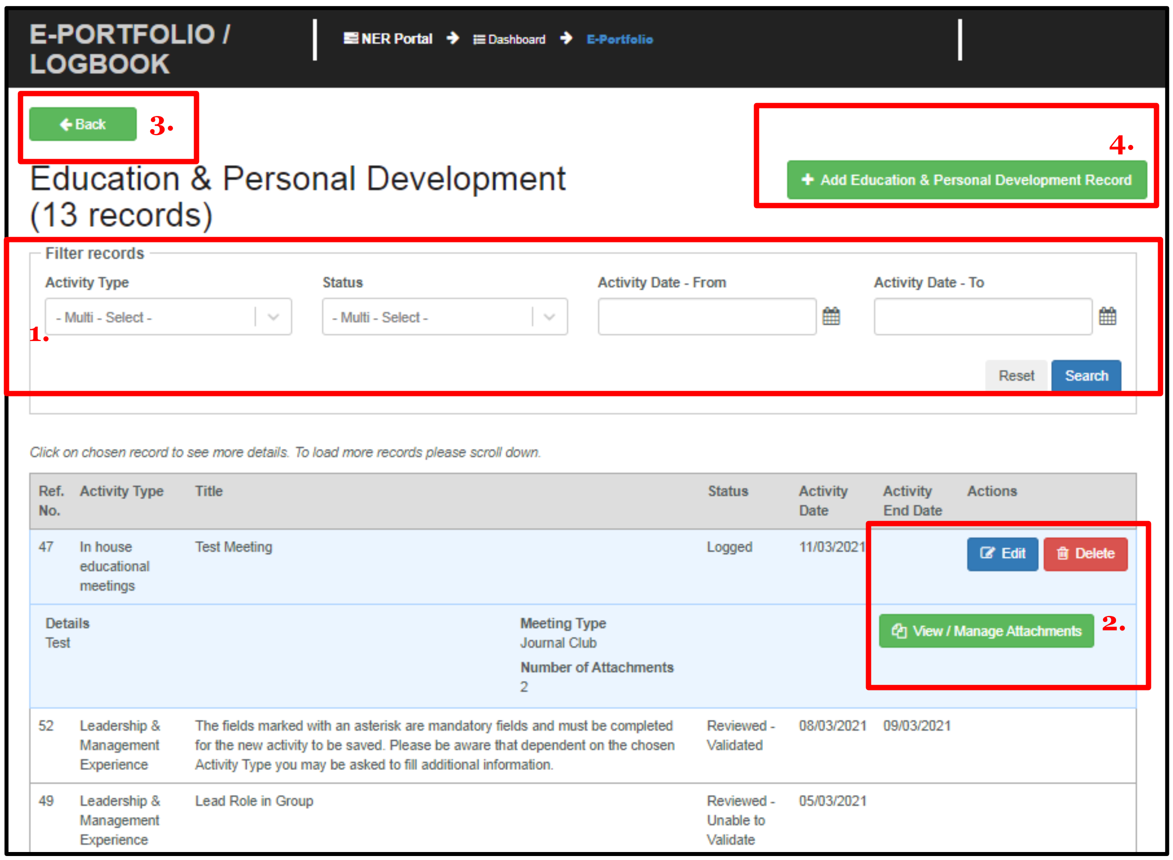


Figure 22: Education & Personal Development Home Screen

To log a new Education & Personal Development record click on the green *'Add New Education & Personal Development Record"* button located in the top right corner of the screen (highlighted 4).

8.2 Adding a New Education & Personal Development Record

Once you click on the "*Add Education & Personal Development Record"* button the following pop up screen will appear:

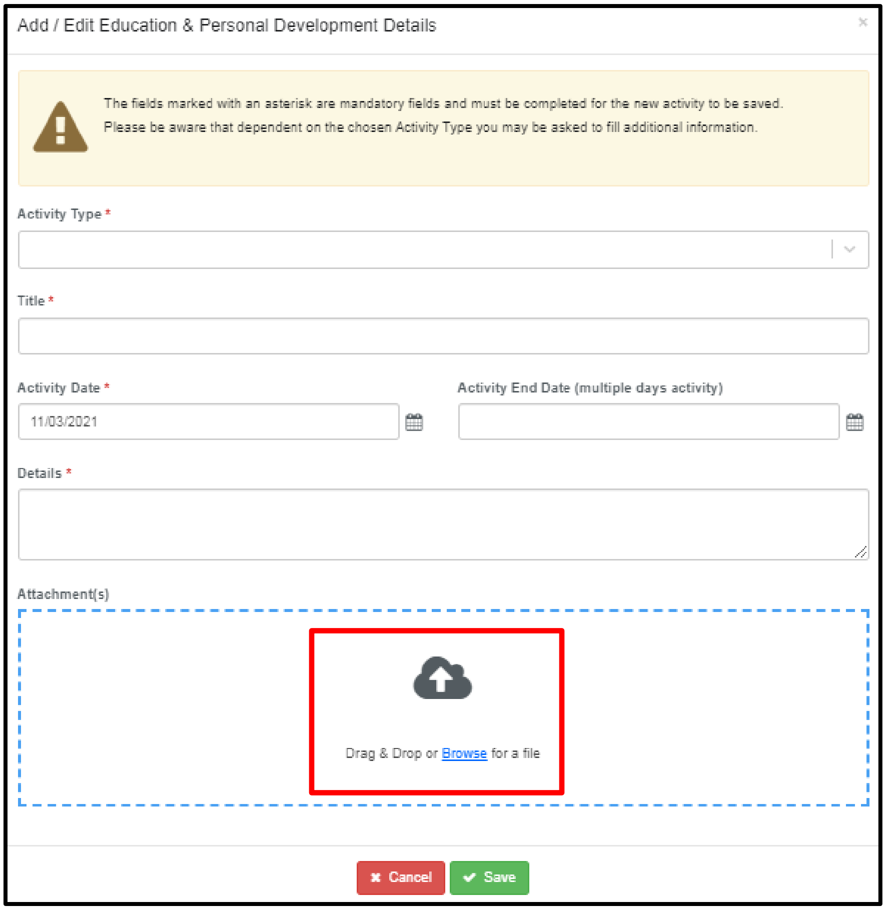


Figure 23: Add New Education and Personal Development Record

The following activity types are available on the Education & Personal Development screen:

- Conferences / Courses (External)
- In House Educational Meetings
- Leadership & Management Experience
- Presentations
- Qualifications Obtained
- Research / Audit / Publication
- Teaching Delivered

Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000.

Supporting documentation may be attached to any Education & Personal Development record by clicking the browse button and attaching the relevant file from your computer or using the *"Drag & Drop"* functionality (see Figure 23). **<u>Multiple documents may be attached but cannot exceed 5MB each and can only be the following formats: pdf, jpg, png.</u>** Once a document is attached it will appear on screen as follows and may be deleted using the "X" button as shown in Figure 20.

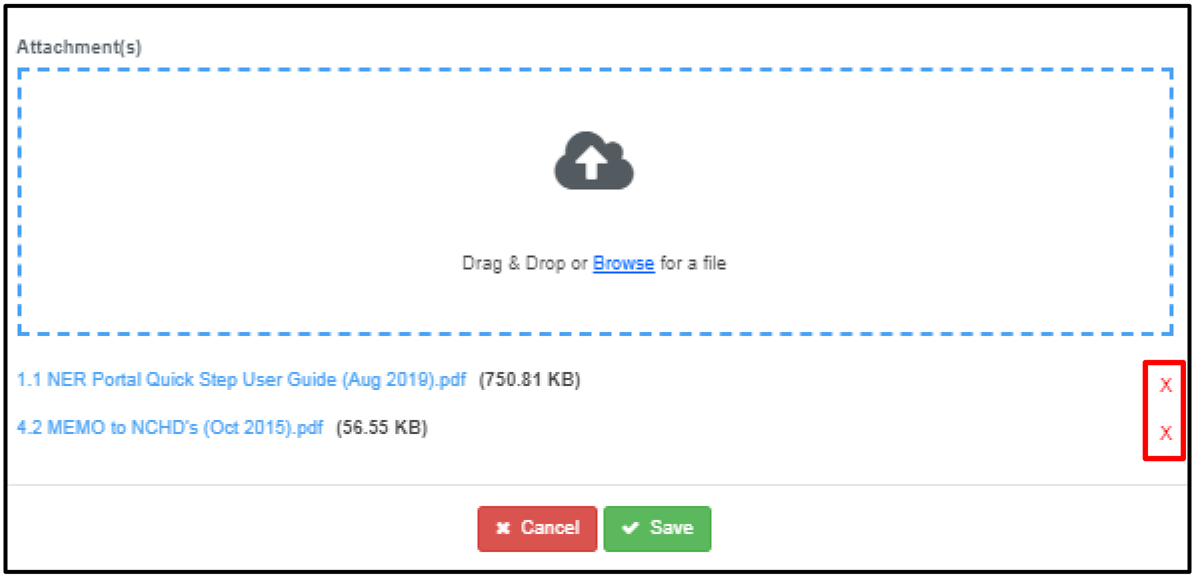


Figure 24: Attaching Documents

Once you have completed all the relevant fields click *"Save"* to save this record which will be displayed in the table on the Education & Personal Development home screen. Click *"Cancel"* to disregard changes and return to the clinical experience screen.

To discard the entry and return to the Education & Personal Development home screen click the *'Cancel'* button.

To save the entry and <u>not submit</u> to a clinician for validation click *'Save'.* This will mean that the record will have status *"Logged".*

Note: Only Leadership & Management Experience records can be sent to a Supervising Clinician/Consultant for validation.

It is possible to seek validation for a Leadership & Management Experience record from a Supervising Clinician/Consultant however; **<u>the Activity Date must be less than 6 months ago from today's date.</u>** The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

8.3 Submitting a Leadership & Management Experience Record to a Supervising Clinician/Consultant for Review

To save the entry and <u>submit</u> to the selected Supervising Clinician/Consultant for validation click *'Save & Submit'.*

The following validation message will appear on screen:

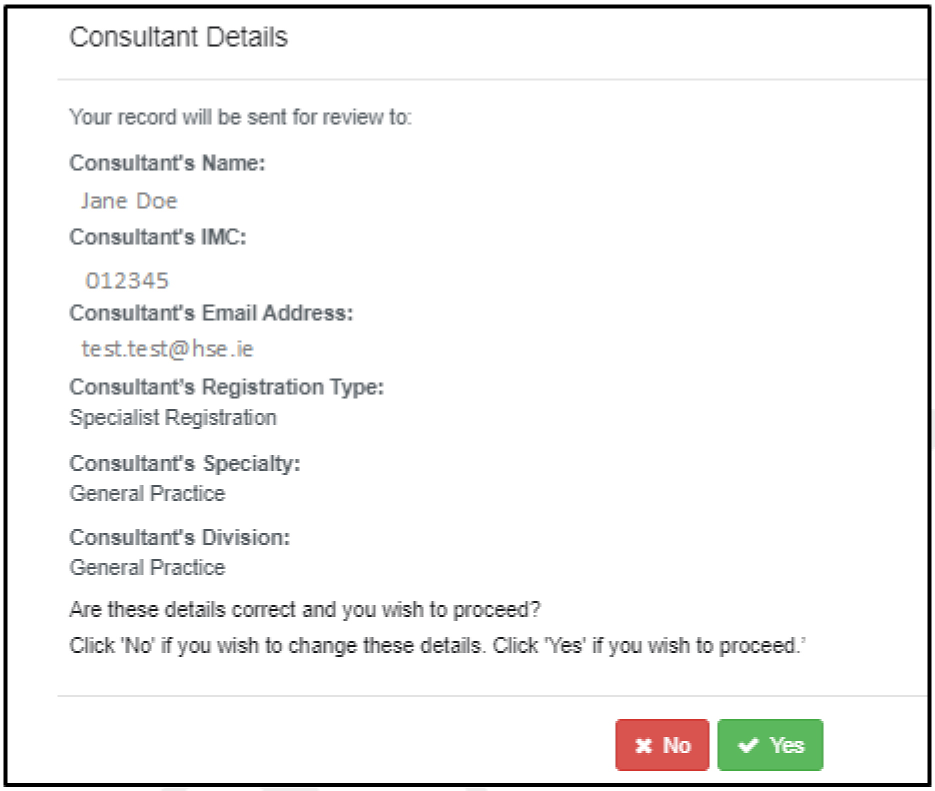


Figure 25: Popup - Submit Leadership & Management Experience Record to Supervising Clinician/ Consultant for Validation

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by clicking *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and click "*Save and Submit".*

8.4 Viewing/Managing Attachments for an Existing Education & Personal Development Record

Once a record has been created you can view/delete attachments associated with the record by clicking the *"View / Manage Attachments"* button as shown in Figure 26, provided the record has not been reviewed by a Supervising Clinician/Consultant.

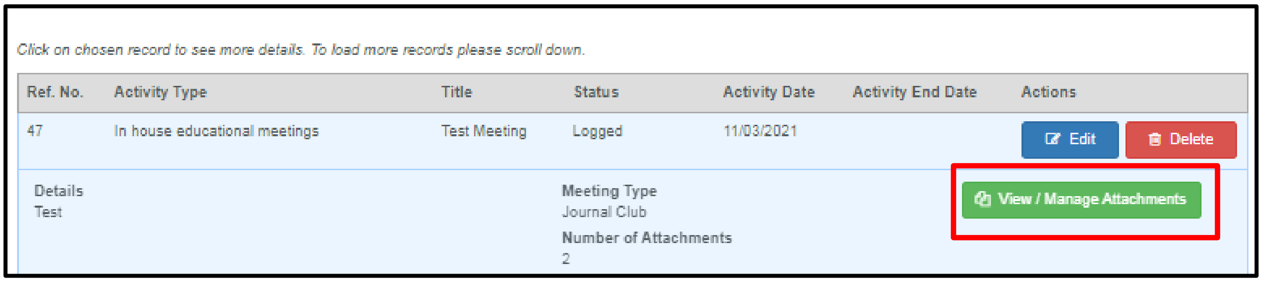


Figure 26: View / Manage Attachments for Existing Records

The following pop up will then appear displaying the attachments associated with the record:

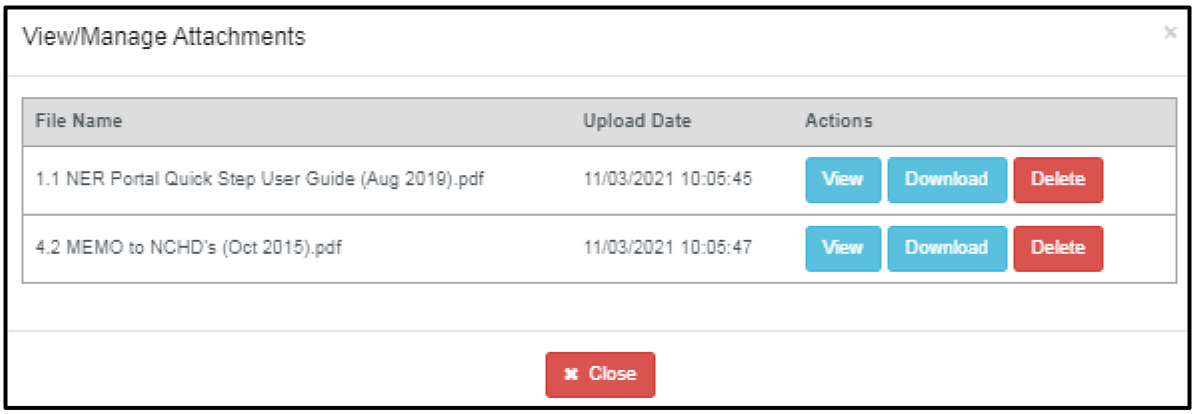


Figure 27: View / Manage Attachments for Existing Records Pop Up

To view the attachment in another browser window click *"View"*

To download the attachment to your PC click *"Download"*

To permanently remove the document from the record click *"Delete"*

Section 9 – Logbook

9.1 Logbook Home Screen

The Logbook section will allow you to create a summary of logged activities, in a PDF format, from your own records. You can refine what records are included in the PDF by using the filters provided. The *"Date From"* and *"Date To"* filters will display all records with activity dates within this time period. The following filter options are visible on the screen:

- Date From – date-picker based on the records Activity Date
- Date To – date-picker based on the records Activity Date

- Clinical Experience – multi-selectable drop-down with the following logged activity types:
    - Emergencies
    - Patient Related Meetings
    - Patients Reviewed
    - Rare/Unusual Cases
    - Work Schedule

- Procedures – there are two multi-selectable options for Procedures
  Multi-selectable drop-down with procedure type:
    - Emergency
    - Scheduled

  Multi-selectable drop-down with SNOMED procedure title

- Education & Personal Development – multi-selectable drop-down with logged activity types:
    - Conferences/Courses (External)
    - In House Educational Meeting
    - Leadership and Management Experience
    - Presentations
    - Qualifications Obtained
    - Research/Audit/Publication
    - Teaching Delivered

- Assessments – select box

- Training Plan and Review – select box

9.1 Generate a Logbook

To include an activity in the logbook you will need to select the check-box beside the activity type as shown in Figure 28. This will include all records that you have recorded under the selected activity. If you want to refine this further you can select one, more or all options from the multi-select box.

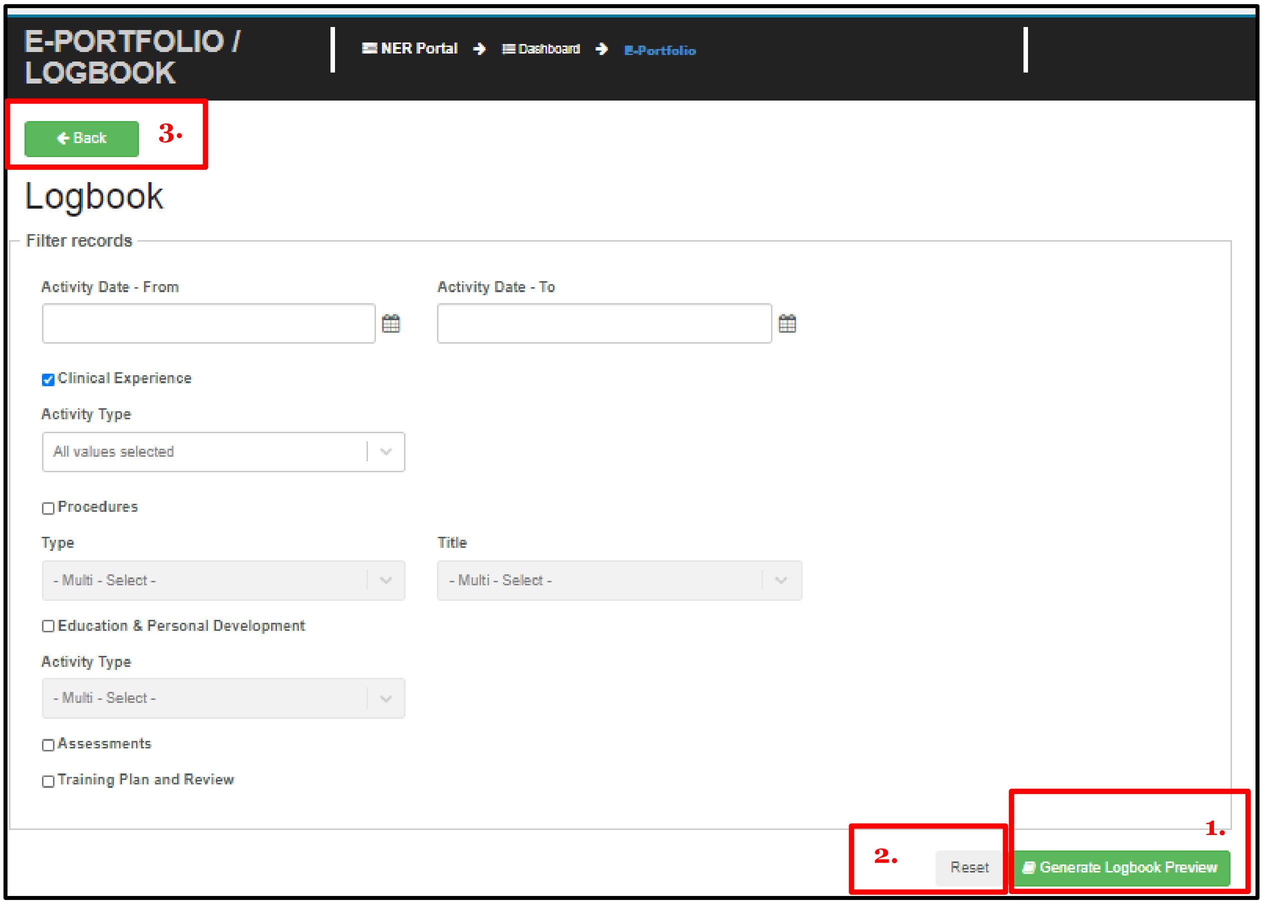


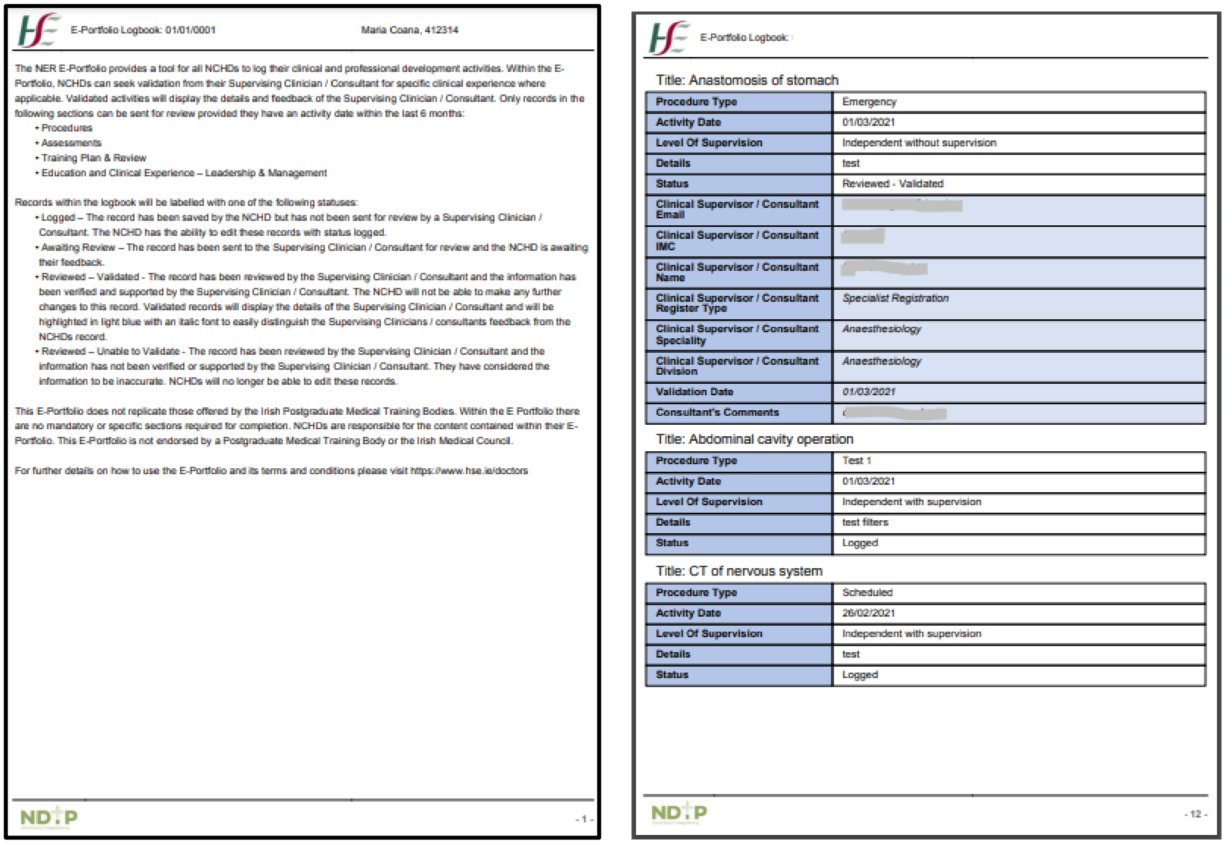
Figure 28: Logbook Home Page

Once the selection has been made, click the *'Generate Logbook Preview'* button (highlighted 1). This generates a 'PDF' document of the logbook, which may be saved to your PC. Generated logbooks cannot be stored on your NER Portal.

The reset button returns the filters to null values (highlighted 2).

The back button returns the user to the logbook home screen (highlighted 3).

The PDF Logbook will display in another page on your web browser from here it can be downloaded to your PC.



E-Portfolio Logbook: 01/01/0001 Maria Coana, 412314

The NER E-Portfolio provides a tool for all NCHDs to log their clinical and professional development activities. Within the E-Portfolio, NCHDs can seek validation from their Supervising Clinician / Consultant for specific clinical experience where applicable. Validated activities will display the details and feedback of the Supervising Clinician / Consultant. Only records in the following sections can be sent for review provided they have an activity date within the last 6 months:

- Procedures
- Assessments
- Training Plan & Review
- Education and Clinical Experience – Leadership & Management

Records within the logbook will be labelled with one of the following statuses:

- Logged – The record has been saved by the NCHD but has not been sent for review by a Supervising Clinician / Consultant. The NCHD has the ability to edit these records with status logged.
- Awaiting Review – The record has been sent to the Supervising Clinician / Consultant for review and the NCHD is awaiting their feedback.
- Reviewed – Validated - The record has been reviewed by the Supervising Clinician / Consultant and the information has been verified and supported by the Supervising Clinician / Consultant. The NCHD will not be able to make any further changes to this record. Validated records will display the details of the Supervising Clinician / Consultant and will be highlighted in light blue with an italic font to easily distinguish the Supervising Clinicians / consultants feedback from the NCHDs record.
- Reviewed – Unable to Validate - The record has been reviewed by the Supervising Clinician / Consultant and the information has not been verified or supported by the Supervising Clinician / Consultant. They have considered the information to be inaccurate. NCHDs will no longer be able to edit these records.

This E-Portfolio does not replicate those offered by the Irish Postgraduate Medical Training Bodies. Within the E Portfolio there are no mandatory or specific sections required for completion. NCHDs are responsible for the content contained within their E-Portfolio. This E-Portfolio is not endorsed by a Postgraduate Medical Training Body or the Irish Medical Council.

For further details on how to use the E-Portfolio and its terms and conditions please visit https://www.hse.ie/doctors

- 1 -

E-Portfolio Logbook:

Title: Anastomosis of stomach

Procedure Type	Emergency
Activity Date	01/03/2021
Level Of Supervision	Independent without supervision
Details	test
Status	Reviewed - Validated
Clinical Supervisor / Consultant Email	
Clinical Supervisor / Consultant IMC	
Clinical Supervisor / Consultant Name	
Clinical Supervisor / Consultant Register Type	*Specialist Registration*
Clinical Supervisor / Consultant Speciality	*Anaesthesiology*
Clinical Supervisor / Consultant Division	*Anaesthesiology*
Validation Date	*01/03/2021*
Consultant's Comments	

Title: Abdominal cavity operation

Procedure Type	Test 1
Activity Date	01/03/2021
Level Of Supervision	Independent with supervision
Details	test filters
Status	Logged

Title: CT of nervous system

Procedure Type	Scheduled
Activity Date	26/02/2021
Level Of Supervision	Independent with supervision
Details	test
Status	Logged

- 12 -

Figure 29: PDF Logbook View

Records will be displayed in the Logbook in the following order:

1. **Clinical Experience** – records are ordered by activity type in alphabetical order and then by activity date in descending order
2. **Procedures** – records are ordered by descending activity date
3. **Education & Personal Development** - records are ordered by activity type in alphabetical order and then by activity date in descending order
4. **Assessments** - records are ordered by activity type in alphabetical order and then by activity date in descending order
5. **Training Plan & Review** – records are ordered by descending activity date

Records that have been validated by a Supervising Clinician/Consultant will display with the following details:

1. Supervising Clinician/Consultant Email
2. Supervising Clinician/Consultant IMC Number
3. Supervising Clinician/Consultant Name
4. Supervising Clinician/Consultant Register Type
5. Supervising Clinician/Consultant Specialty
6. Supervising Clinician/Consultant Division
7. Supervising Clinician/Consultant Comments (If applicable)

As shown in Figure 29, these details will be shaded in blue and italicised. Activities that are "*Awaiting Review*" or those that have status "*Unable to Validate*" will **not** display the above details.

Section 10 – Troubleshooting/Queries

Please note that your Medical Manpower Manger Department will not have access to your Logbook. If you have any queries or issues with trouble shooting please contact dime.team@hse.ie

Appendix 1 – Glossary of Terms

Term	Description
NDTP	National Doctors Training and Planning
NER Portal	National Employment Record Portal.
E-Portfolio	This is the module that is available to NCHDs where they can log their clinical and educational activities.
Logbook	This is the PDF document that can be created which included details from the records that are created in the E-Portfolio.
SNOMED	This is a list of clinical terminology used to describe clinical procedures. For more information please see the link https://www.ehealthireland.ie/our-team/enterprise-architecture/snomed%20ct/
Supervising Clinician/Consultant	This is the name of the clinician/consultant that an NCHD will seek validation for a record from. They must have been present at the time of the procedure.