

Leiðbeiningar fyrir handleiðara fyrir gerð TAB summary report

Inga Sif Ólafsdóttir

Kennslustjóri kandiádata LSH

Formaður í nefnd VEL um kandiáatsárið

Mái 2018

Logga sig inn á ePortfolio með notendanafni (Username) og lykilorði (Password) og klikka svo á Log In



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About ePortfolio

The NHS ePortfolios platform supports health professionals' achievement, reflection and learning.

With more than 450,000 users, NHS ePortfolios is a flexible and a powerful platform supporting quality assurance and workforce planning activities resulting in dramatic improvements and efficiency savings over dispersed and/or paper based systems.

NHS ePortfolios is used extensively within Medicine in the UK, Republic of Ireland, Iceland and Malta, as well as Pharmacy and Dentistry in Scotland.

Twitter

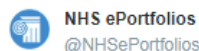


NHS ePortfolios
@NHSePortfolios

Scheduled site update and maintenance has been completed for today. Site was offline from 09:33 to 09:42 - thank you for your patience.



28 Apr 2018

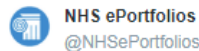


NHS ePortfolios
@NHSePortfolios

Scheduled site update and maintenance on Saturday morning, 28th April 2018. For details see: [ow.ly/nh3E30jF12](https://www.nhs.uk/portal/0w.ly/nh3E30jF12)



25 Apr 2018



NHS ePortfolios
@NHSePortfolios

Log In

Username

Password

Log In


[Forgot Password?](#)

Assessors

If you were given a 10-digit login code for an assessment, enter it here.

Login Code

Þá opnast forsiðan og kandídat sem er skráður á viðkomandi handleiðara birtist. Ef ekki athugið hvort þið séuð að skoða undir réttu hlutverki (Select Role- Iceland Educational Supervisor). Til að fara inn á ePortfolio þess kandídats er klikkað á View




The screenshot shows the user interface of the ePortfolio system. At the top, there are logos for Landspítali, Heilsugæslan, Heilbrigðisstofnun Vesturlands, and SAK. The user is identified as Dr. Inga Sif Ólafsdóttir (Iceland Programme Director) with a 'Log Out' button. A navigation bar includes 'Select Role', 'Profile', 'Status Reports', 'Trainees', 'Messages', and 'Help'. The main content area is titled 'Home' and features a tabbed interface with 'Home', 'Tickets (3)', 'Messages', 'Activity (5)', 'Courses and Seminars', 'Recently Accessed Users (5)', and 'My Draft Forms'. The 'Your Trainees' section is active, showing a table of trainees. The first trainee listed is Aaron Palomares, with a 'View' button next to his name. A 'Search for a Trainee' button is also visible on the right side of the page. The 'Quick Links' section on the right includes links for 'Messages', 'Select a Trainee', and 'Summary reports'.

Home

Home Tickets 3 Messages Activity 5 Courses and Seminars Recently Accessed Users 5 My Draft Forms

Your Trainees

Trainee Previous Current Future

Trainee Name	Current Post	
 Aaron Palomares ⓘ	Kand - HVE - Sjúkrahúsíð á Akranesi - Icelandic Foundation Programme (19 Feb 2018 to 17 Jun 2018)	View

Search for a Trainee

Quick Links

- Messages
- Select a Trainee
- Summary reports

Þá birtist þessi síða og þá er klikkað á Trainee Home

You are viewing the Trainee pages for

Switch Selected User

Message Create Form

Selected Trainee

Trainee Home

Curriculum and PDP

Forms

Reflection

Add Achievements

Form Status - Kand - LSH - Landspítali (16 Oct 2017 to 17 Jun 2018)

✓	Induction Meeting with Clinical Supervisor	Edit	Ticket
✓	Initial Meeting with Educational Supervisor	Edit	Ticket
✓	Combined Induction Meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor	Edit	Ticket
✗	Mid-placement review	Create	Ticket
✗	Clinical Supervisor's End of Placement Report	Create	Ticket
✗	Educational Supervisor's End of Placement Report	Create	Ticket
✗	Educational Supervisor's End of Year Report	Create	Ticket
✓	Mid-year Review	Read	Ticket
✗	Conditions of Joining a Foundation Training Programme for Foundation	Create	Ticket

Þá opnast felligluggi og þar veljið þið Summary Overview

The screenshot displays a user interface for managing trainee information. On the left, a vertical sidebar contains a dropdown menu with the following options: Summary Overview, Personal Details, Post / Supervisor Details, Declarations and Agreements, Attention Items, Absences, and Courses and seminars. A red arrow points from the 'Summary Overview' option in the sidebar to the corresponding menu item in the main content area. The main content area features a header 'Form Status - Kandi - LSH - Landspítali (16 Oct 2017 to 17 Jun 2018)' and a table of form entries. Above the table, there are buttons for 'Message' and '+ Create Form'. The table lists various forms with their status (indicated by checkmarks or crosses) and action buttons for 'Edit', 'Create', 'Read', and 'Ticket'.

You are viewing the Trainee pages for

Switch Selected User

Message + Create Form

Selected Trainee

Trainee Home ▾

Summary Overview

Personal Details

Post / Supervisor Details

Declarations and Agreements

Attention Items

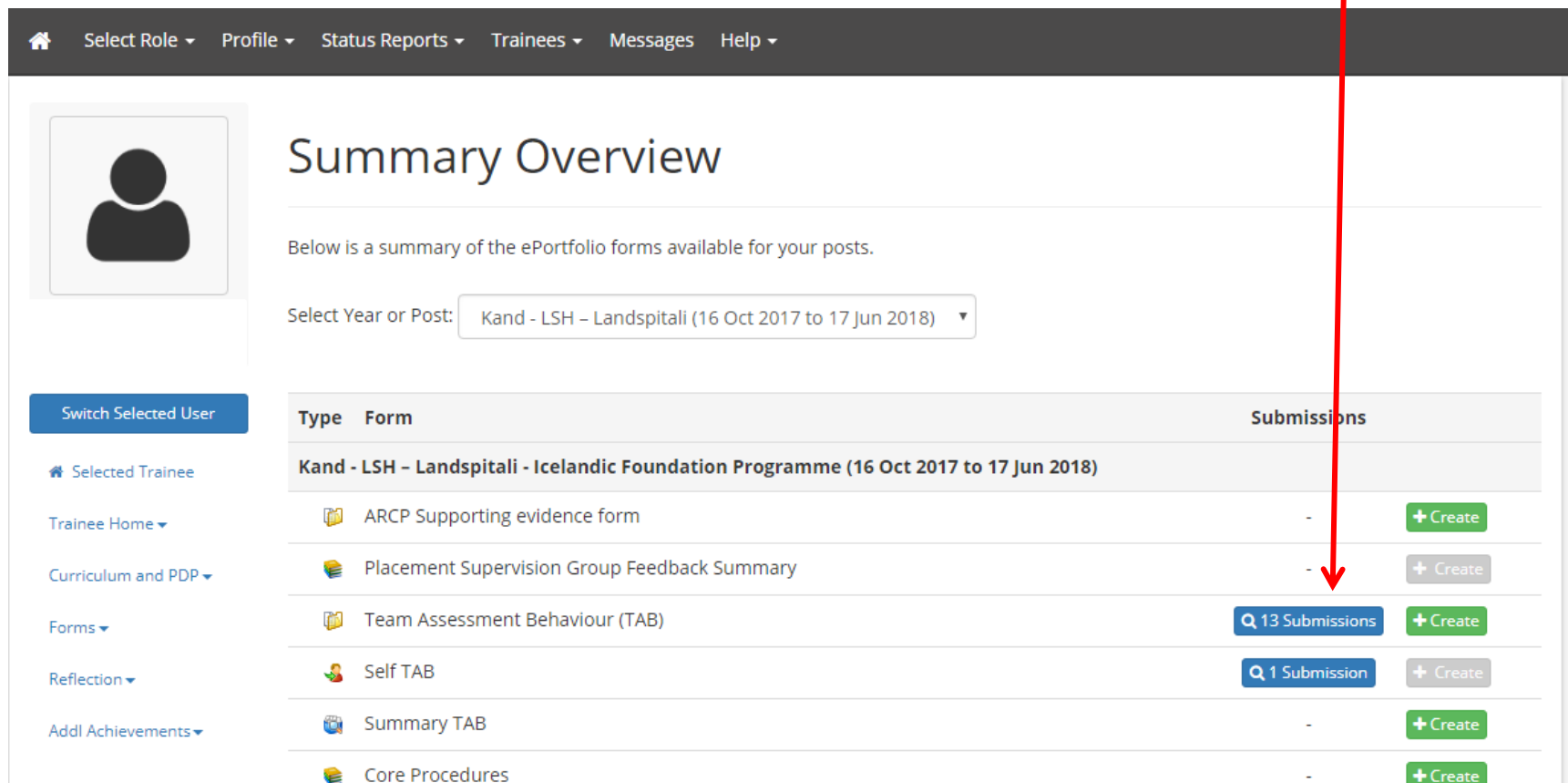
Absences

Courses and seminars

Form Status - Kandi - LSH - Landspítali (16 Oct 2017 to 17 Jun 2018)

✓	Induction Meeting with Clinical Supervisor	Edit	Ticket
	Initial Meeting with Educational Supervisor	Edit	Ticket
	Combined Induction Meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor	Edit	Ticket
	Mid-placement review	Create	Ticket
	Clinical Supervisor's End of Placement Report	Create	Ticket
	Educational Supervisor's End of Placement Report	Create	Ticket
✗	Educational Supervisor's End of Year Report	Create	Ticket
✓	Mid-year Review	Read	Ticket
✗	Conditions of Joining a Foundation Training Programme for Foundation	Create	Ticket

Þá opnast yfirlitsskjal fyrir ykkar námslækni og þið finnið það tímabil sem inniheldur Team Assessment Behavior (TAB) matsblöð kandídatsins og klikkið á þau



The screenshot displays a user interface for a trainee's ePortfolio. At the top, a dark navigation bar contains links for 'Select Role', 'Profile', 'Status Reports', 'Trainees', 'Messages', and 'Help'. Below this, a sidebar on the left offers options like 'Switch Selected User', 'Selected Trainee', 'Trainee Home', 'Curriculum and PDP', 'Forms', 'Reflection', and 'Add Achievements'. The main content area is titled 'Summary Overview' and provides a summary of available ePortfolio forms for the selected year or post. A dropdown menu shows 'Kand - LSH - Landspítali (16 Oct 2017 to 17 Jun 2018)'. The table below lists various forms, including 'Team Assessment Behaviour (TAB)', which has 13 submissions. A red arrow points to the '13 Submissions' link for the TAB form.

Type	Form	Submissions
Kand - LSH - Landspítali - Icelandic Foundation Programme (16 Oct 2017 to 17 Jun 2018)		
	ARCP Supporting evidence form	- + Create
	Placement Supervision Group Feedback Summary	- + Create
	Team Assessment Behaviour (TAB)	13 Submissions + Create
	Self TAB	1 Submission + Create
	Summary TAB	- + Create
	Core Procedures	- + Create

Þá opnast Assessments (TAB) síðan og þið skrollið niður og ef grænn renningur með TAB complete sést þá er kandídat komin með viðeigandi fjölda matsblaða

Home Select Role Profile Status Reports Trainees Messages Help

Assessments (TAB)

There are three ways assessments can be recorded in the ePortfolio:

- Directly from a supervisor's access.
- Directly from the user's access.
- Using the "ticket" process to provide access to an assessor who may not have an ePortfolio account or be linked to the user.

Team Assessment Behaviour (TAB) [Read More...](#)

Self TAB [Read More...](#)

Select a post :

Self TAB

	Created On	Status	
Self TAB	28/11/2017	Complete	View



Hér sjást öll matsblöð sem hafa skilað sér skipt niður eftir starfsstéttum (Category). Neðst eru svo þau matsblöð sem eru enn útistandandi (Outstanding). Ef eitthvað TAB matsblað hefur viðvörðunarþríhyrning er rétt að klicka á hann og skoða hvað um ræðir

Category	Min	Max	Completed	Assessor	Ticket Code	Created On	Status	
Consultant / GP Principal (Clinical / Educational Supervisor) ⓘ	2	-	2	Ása Elísa Einarsdóttir, Clinical Supervisor	8e9a6a5kbg	29/11/2017	Complete	Q View
				Vicente Sánchez-Brunete, GP Principal	p4n5h2c7w5	18/12/2017	Complete	Q View
Doctors (more senior than F2) ⓘ	1	-	1	Sunna Björk Björnsdóttir, GP Registrar	8t748dck6q	08/12/2017	Complete	Q View
Senior Nurse (Band 5+) ⓘ	2	-	7	Magnús Halldorsdóttir, Practice Nurse	77t928398x	29/11/2017	Complete	⚠️ Q View
				Aðalbjörg Sigurjónsdóttir, Other Nurse	2w8c9y6k99	29/11/2017	Complete	Q View
				Gunnhildur Kjærnessted, Other Nurse	mse85cnxs6	30/11/2017	Complete	Q View
				Ingvaldur Ólafsdóttir, Practice Nurse	g9nj63x2mj	14/12/2017	Complete	Q View
				Katrín Jónsdóttir, Practice Nurse	4sk2z393n2	15/12/2017	Complete	Q View
				Ragnhildur Bjarnadóttir, Practice Nurse	287537857g	15/12/2017	Complete	Q View
				Sandra Jónsdóttir, Sister / Charge Nurse	bxf947cbqq	17/12/2017	Complete	Q View
Allied Healthcare Professional / Additional team members ⓘ	2	-	2	Anna Kristín Gunnarsdóttir, Student Nurse	g6bx9p46t9	29/11/2017	Complete	Q View
				Þorsteinn, Healthcare Assistant	7g4a26n76p	13/12/2017	Complete	Q View
Foundation Doctor ⓘ	0	2	1	Dr Ester Viktorsdóttir	787225963y	09/01/2018	Complete	Q View
Pharmacist ⓘ	0	-	0	No Tickets or Forms have been created for / by this group of Assessors				
Other (none of the above)	0	-	0	Sigurbjörg, Læknir	d22pe29k8y	29/11/2017	Outstanding	More
				Anna Guðný, Hjúkrunarfræðingur	28bq94ye9p	29/11/2017	Outstanding	More
				Sigurbjörg, Hjúkrunarfræðingur	7n9q3xk5x9	08/12/2017	Outstanding	More

Hér sést hvað guli þríhyrningurinn táknaði og hægt er að fara inn í matsblaðið og skoða ummæli þar með því að klikka á

View

LANDSPÍTALI HEILSUGÆSLAN HEILBRIGÐISSTOFNUN VESTURLANDS SAK

Dr Inga Sif Ólafsdóttir (Iceland Programme Director) Log Out

Select Role Profile Status Reports Trainees Messages Help

Attention Items

Below are the items that require attention for this user. If they have been dealt with, edit the item and tick handled. If more time is required, put a date in 'Ignore Until' - this will suppress the attention warnings until then.

Reason	Info	Notes	Status	Ignore Until	Edited	Action
Low assessment score	Team working		✘		29/11/17	View Edit

Switch Selected User

Selected Trainee

Trainee Home

Curriculum and PDP

Forms

Þegar búið er að skoða þessi matsblöð er farið neðst á yfirlitsstíðunni yfir TAB matsblöðin og valið að búa til TAB Summary með því að klicka á Create

Assessor Email

Comments

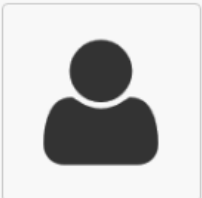
[Add](#)

TAB Summary

The TAB Summary will appear here when available.

	State	
TAB Summary	Not Released	+ Create

Þá opnast síða þar sem fram kemur hverjir hafa gert matsblöðin sem Summary TAB byggir á



Switch Selected User

- Selected Trainee
- Trainee Home ▾
- Curriculum and PDP ▾
- Forms ▾
- Reflection ▾
- Add Achievements ▾

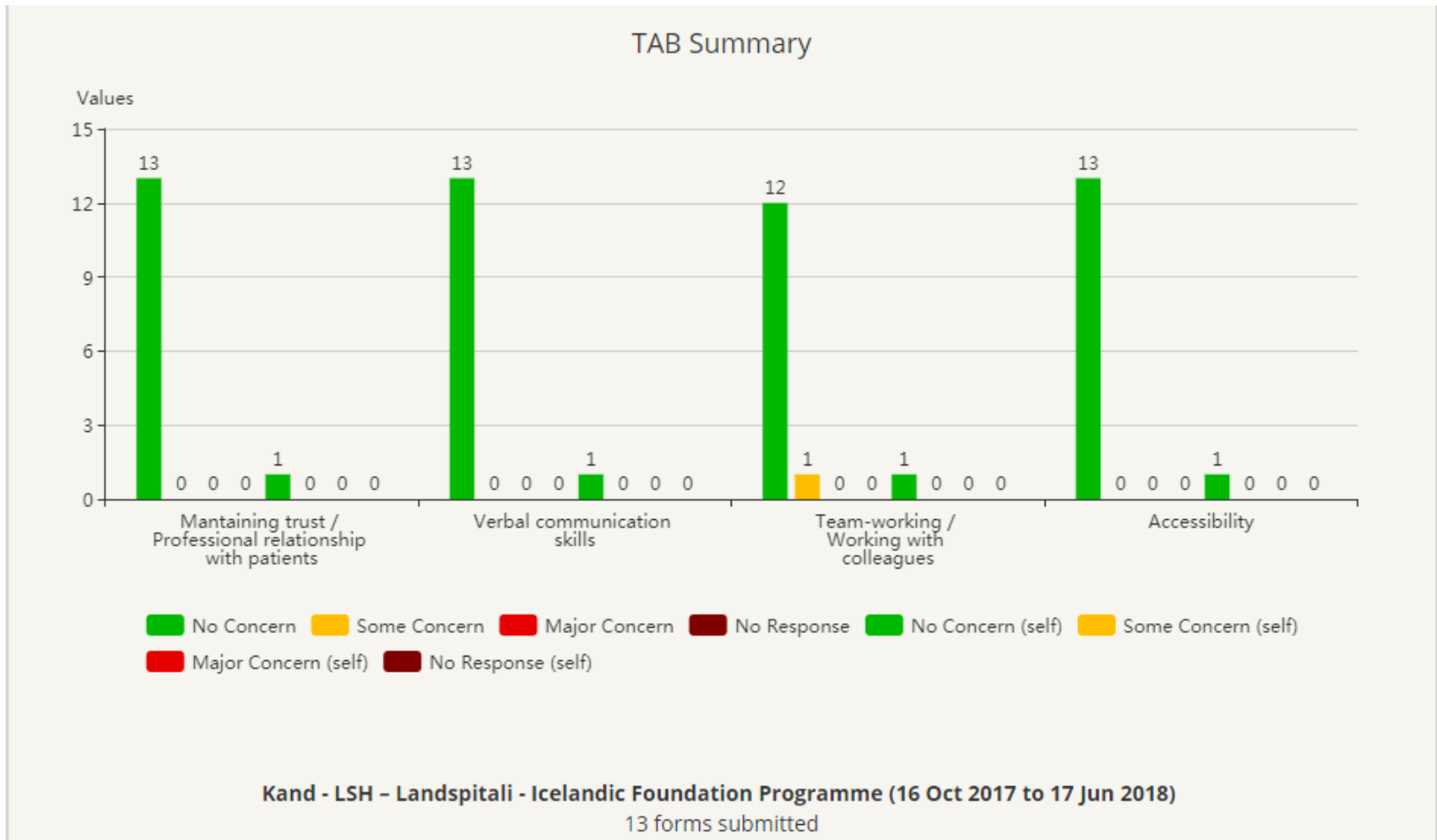
Summary TAB for Kand

Select the forms to be part of this release:

- Dr Ester Viktorsdottir, 09/01/2018 09:38:41
- Vicente Sánchez-Brunete, GP Principal, 18/12/2017 15:34:51
- Sandra Jónsdóttir, Sister / Charge Nurse, 17/12/2017 07:32:49
- Ragnhildur Bjarnadóttir, Practice Nurse, 15/12/2017 16:50:50
- Katrín Jónsdóttir, Practice Nurse, 15/12/2017 12:50:28
- Ingveldur Ólafsdóttir, Practice Nurse, 14/12/2017 16:53:27
- Þorsteinn, Healthcare Assistant, 13/12/2017 01:16:27
- Sunna Björk Björnsdóttir, GP Registrar, 08/12/2017 23:10:10
- Gunnhildur Kjaernested, Other Nurse, 30/11/2017 20:21:39
- Anna Kristín Gunnarsdóttir, Student Nurse, 29/11/2017 22:03:29
- Ása Elísa Einarsdóttir, Clinical Supervisor, 29/11/2017 15:21:34
- Aðalbjörg Sigurjónsdóttir, Other Nurse, 29/11/2017 14:25:46
- Magnídis Halldorsdóttir, Practice Nurse, 29/11/2017 13:20:24

Refresh Summary Form

Ef skrollað er neðar byrtist þetta samantektar stöplarit



Þegar skrollað er lengra niður koma athugasemdir þeirra sem gerðu matsblöðin við mismunandi matsþætti

Maintaining trust / professional relationship with patients

- Listens.
- Is polite and caring.
- Shows respect for patients' opinions, privacy, dignity, and is unprejudiced.
- Er samviskusöm og sinnir sínum sjúklingum vel.
- Hlustar á teymismeðlimi og gefur sér tíma til að mynda sér vel formaðar skoðanir.
- Einstaklega róleg og þolinmóð við sjúklinga, hlustar vel og gefur sér góðan tíma með sjúklingum.
- Calm and collected

Verbal communication skills

- Gives understandable information.
- Speaks good English, at the appropriate level for the patient.
- Virkar svolítið feimin og talar mjög lágt, rólega og blæbrigðalaust. Mætti stundum hækka róminn aðeins og láta betur í sér heyra. Útskýrir hlutina samt alltaf mjög vel.

Team-working / Working with colleagues

- Respects others' roles, and works constructively in the team.
- Hands over effectively, and communicates well.
- Is unprejudiced, supportive and fair.
- Svólítið feimin og mætti alveg hafa sig aðeins meira í frammi, láta rödd sína heyrast.
- Er stundum of róleg og mætti heyrast hærra í henni.
- Vinaleg í hvívetna, róleg og yfirvegud.

Allra neðst á síðunni þarf handleiðari að gera samantektarblaðið aðgengilegt fyrir kandídatinn með því að breyta Hide Summary from Trainee með því að klikka á píluna

In order for a Trainee to see this summary, it must be released.

Release Summary To Trainee?:

Hide Summary From Trainee ▼

Did the foundation doctor request at least the minimum range of TAB assessors as available within the placement?*: ⓘ

Yes No

Comment:

TAB Outcome*:

Satisfactory

Incomplete (within time limit)

Invalid (incorrect number or mix of assessors)

Unsatisfactory: anything other than trivial minor concern which does not require action will necessitate a repeat TAB

Cancel Save

Og velja Release Summary to Trainee.

Síðan þarf að samþykkja að viðeigandi fjöldi matsblaða hafi borist og merkja við hvaða TAB Outcome kandídatinn fær og loks þarf að vista samantekarskjalið

In order for a Trainee to see this summary, it must be released.

Release Summary To Trainee?:
Release Summary To Trainee

Do the foundation doctor request at least the minimum range of TAB assessors as available within the placement?* ⓘ
 Yes No

Comment:

TAB Outcome*:

- Satisfactory
- Incomplete (within time limit)
- Invalid (incorrect number or mix of assessors)
- Unsatisfactory: anything other than trivial minor concern which does not require action will necessitate a repeat TAB

Cancel Save

Spurningar?

- Ef einhverjar spurningar eru við ég ykkur að hafa samband við ingasif@landspitali.is eða sigruni@landspitali.is