

Enhanced e-Portfolio guide for learners

Table of Contents

Enhanced e-Portfolio guide for learners	1
Role Definitions	2
Logging in as a Learner for the first time	2
If you have an existing RCPHarm account	2
Have no RCPHarm account?	4
Returning User Login and Multi-Factor Authentication (MFA)	6
Viewing In progress and Completed Evidence	9
Evidence Statuses	9
Creating and Managing Forms	10
Starting a New Form	11
Saving Your Form	13
Mandatory Fields	15
Editing a Form	16
Completing a Form	17
Uploading a file as a learner	17
Uploading a File on a Form	17
Uploading a File from the Menu	20
File Status	21
Create, view and edit Actions	22
Creating an Action from the Menu	22
Creating an Action Within a Form	24
Viewing Actions	26
Editing an Action	26
Deleting an Action	27
Send an Educational Supervisor an invitation	29

Send a Ticketed Collaborator an invitation.....	32
Logging Out.....	35

Role Definitions

There are three roles within the Enhanced e-Portfolio. Please make sure you are using the correct guide for your role.

Learner: the pharmacist working towards an enhanced credential. Also referred to as a “Candidate”.

Educational Supervisor: The named pharmacist providing longitudinal support to the candidate through the programme or pathway.

Ticketed Collaborator: A person contributing observation, feedback or professional judgement to the pharmacist’s e-portfolio.

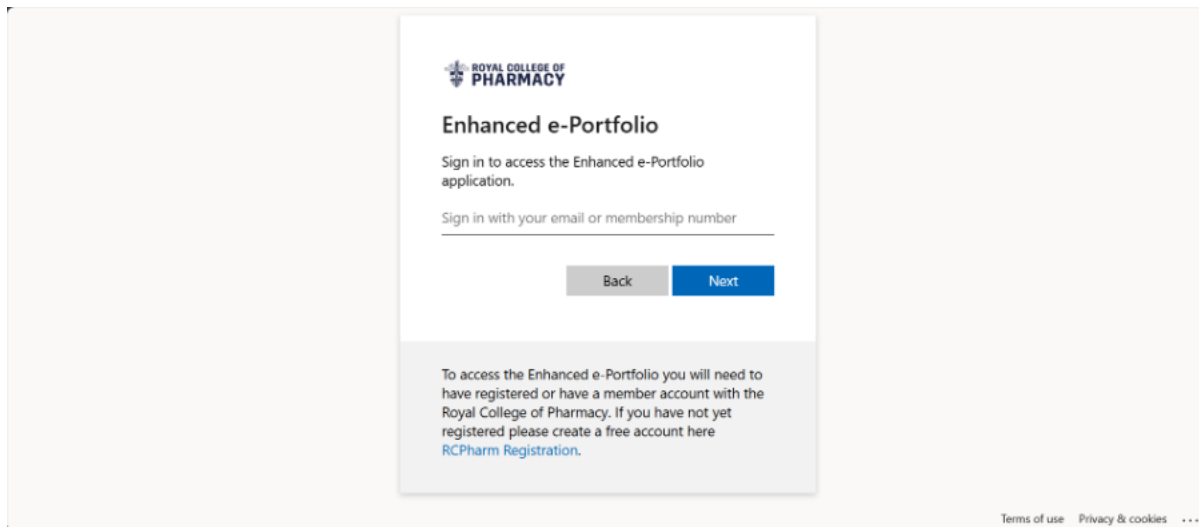
IMPORTANT

Before you attempt to log into the Enhanced e-Portfolio, you will need to have received a one-licence code first from your NHS Provider either in England, Scotland, or Wales.

Logging in as a Learner for the first time

If you have an existing RCPHarm account

1. Go to eportfolio-enhanced.rcpharm.org. If you already have an account, you don’t need to create a new one.
2. Enter your **email address**.
3. Enter your **password**.
4. Click **Sign In**.
5. If you choose **Stay Signed In**, the system remembers your login details on the device you are using.
6. A **one-time licence code** will have been sent to you by your NHS Provider.
7. Enter the verification code received from your click **Activate Licence Code**.



The screenshot shows the 'Enhanced e-Portfolio' sign-in page. At the top is the Royal College of Pharmacy logo. Below it, the title 'Enhanced e-Portfolio' is followed by the instruction 'Sign in to access the Enhanced e-Portfolio application.' A text input field is labeled 'Sign in with your email or membership number'. Below the field are two buttons: 'Back' and 'Next'. A grey box at the bottom contains a message about registration and a link to 'RCPharm Registration'. The footer includes links for 'Terms of use', 'Privacy & cookies', and a menu icon.

**ROYAL COLLEGE OF
PHARMACY**

Enhanced e-Portfolio

Sign in to access the Enhanced e-Portfolio application.

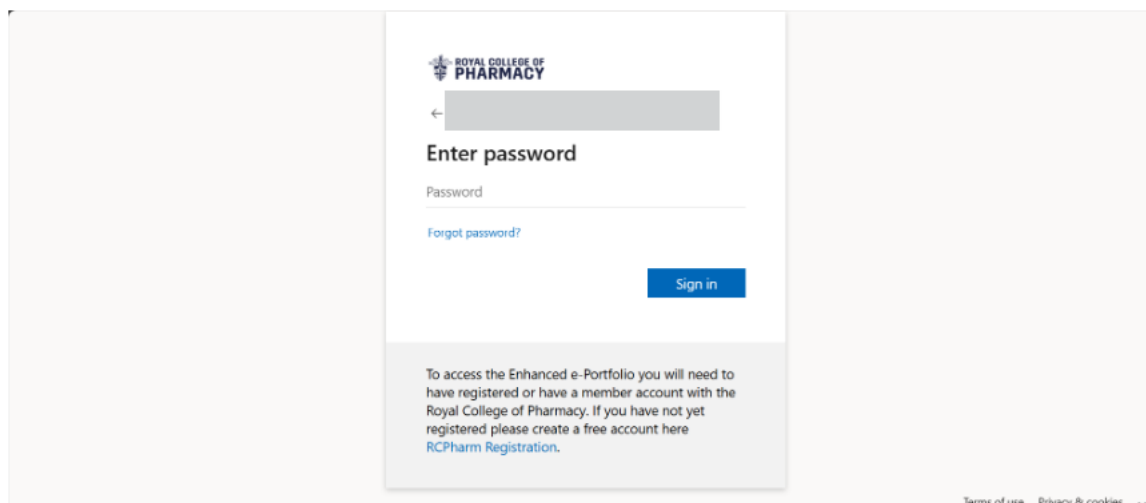
Sign in with your email or membership number

Back Next

To access the Enhanced e-Portfolio you will need to have registered or have a member account with the Royal College of Pharmacy. If you have not yet registered please create a free account here [RCPharm Registration](#).

[Terms of use](#) [Privacy & cookies](#) ...

Ensure you enter the email address associated with your account.



The screenshot shows the 'Enter password' page. It features the Royal College of Pharmacy logo, a back arrow, and a password input field. Below the field is a 'Forgot password?' link and a 'Sign in' button. A grey box at the bottom contains a message about registration and a link to 'RCPharm Registration'. The footer includes links for 'Terms of use', 'Privacy & cookies', and a menu icon.

**ROYAL COLLEGE OF
PHARMACY**

←

Enter password

Password

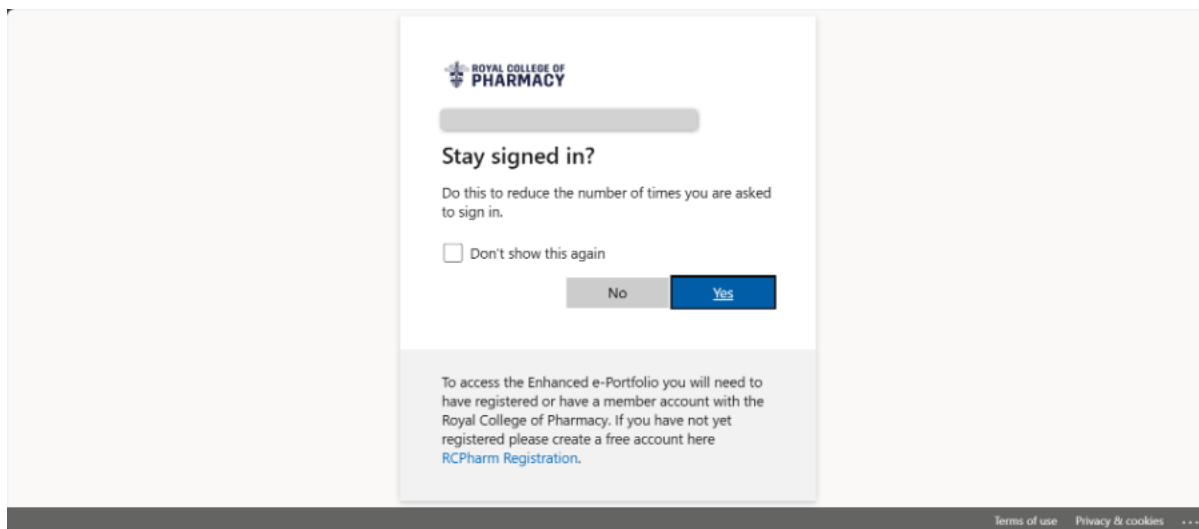
[Forgot password?](#)

Sign in

To access the Enhanced e-Portfolio you will need to have registered or have a member account with the Royal College of Pharmacy. If you have not yet registered please create a free account here [RCPharm Registration](#).

[Terms of use](#) [Privacy & cookies](#) ...

Once you have successfully verified your identity, the system recognises your account on future sign-ins, making the login process quicker.



**ROYAL COLLEGE OF
PHARMACY**

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

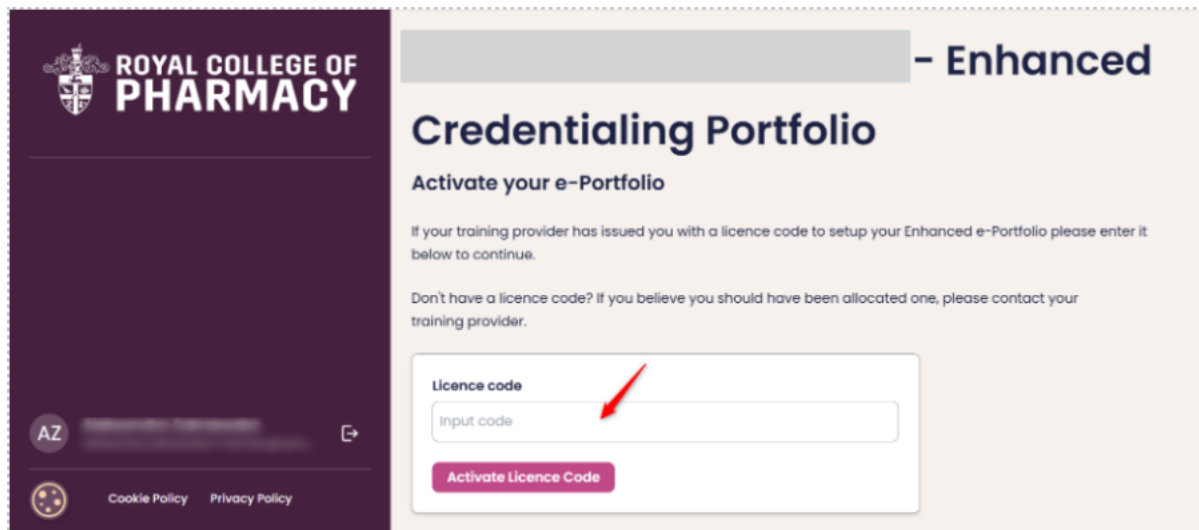
☐ Don't show this again

No Yes

To access the Enhanced e-Portfolio you will need to have registered or have a member account with the Royal College of Pharmacy. If you have not yet registered please create a free account here [RCPPharm Registration](#).

Terms of use Privacy & cookies ...

A one-time licence code will have been sent by your relevant NHS provider. If you did not receive the code or are unsure how to access it, please contact your NHS provider for assistance.



**ROYAL COLLEGE OF
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**- Enhanced
Credentialing Portfolio**

Activate your e-Portfolio

If your training provider has issued you with a licence code to setup your Enhanced e-Portfolio please enter it below to continue.

Don't have a licence code? If you believe you should have been allocated one, please contact your training provider.

Licence code

Input code

Activate Licence Code

AZ Cookie Policy Privacy Policy

Have no RCPPharm account?

If you don't have an existing RCPPharm account, you will need to create one as a Registered User before you can login for the first time.

1. This is a free non-member account via the short registration from on <https://membership.rcpharm.org/registration>.
2. When all the fields are completed, accept the terms and conditions, and then click **Register**.

 [Return to main website](#) [Login](#) 

Become a registered user

If you are not eligible to become a member of the Royal College of Pharmacy or wish to experience more of our services then you can become a registered user.

For more information about becoming a member please visit our [membership](#) section.

First name *

Last name *

Email *

Phone Number

+44 (UK) -

What best describes your involvement with pharmacy? *

-Primary occupation-

GPhC Number

Qualification date

UK Postcode *

☐ Enable International Postcode Format

Date of birth *

Password *

Your password must have at least 8 characters, and needs to contain at least one letter, one number, and one special character.

Confirm password *

Please tick this box to confirm that you agree to abide by the Royal College of Pharmacy's [Terms and Conditions](#) *

☐

You need to agree to our terms and conditions before registration.

Register



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Trading as Royal College of Pharmacy

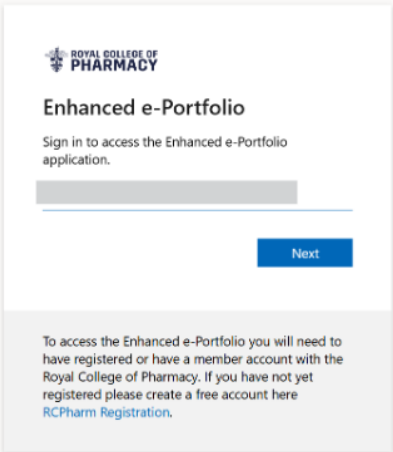
VAT No: 813 9738 73
Charity No: 1217986

Returning User Login and Multi-Factor Authentication (MFA)

For security purposes, you may be asked to verify your identity with a code before you can log into the Enhanced e-Portfolio. You do not need an app for this; the system will email the code to you once prompted. If it does not come through to your inbox, check your junk mail.

To get the code:

1. Go to eportfolio-enhanced.rcpharm.org
2. Enter your existing RCP Pharm login details. If you already have an account, you don't need to create a new one.
3. Click **Next** and enter your password.
4. On the following **Verify your identity** page click your email address. This will prompt a unique code, which will be emailed to you.
5. Enter the code sent to your email address. It will come from account-security-noreply@accountprotection.microsoft.com.
6. Click **Verify**
7. If you choose **Stay Signed In**, the system remembers your login details on the device you are using.
8. View your homepage





←

Enter password

[Forgot password?](#)

Sign in

To access the Enhanced e-Portfolio you will need to have registered or have a member account with the Royal College of Pharmacy. If you have not yet registered please create a free account here [RCPharm Registration](#).



Verify your identity

Email code to

Cancel

To access the Enhanced e-Portfolio you will need to have registered or have a member account with the Royal College of Pharmacy. If you have not yet registered please create a free account here [RCPharm Registration](#).

Your The Royal College Of Pharmacy account verification code [Summarise this email](#)

T

The Royal College Of Pharmacy

CAUTION: This email originated outside the RCPharm organisation. DO NOT CLICK links or open attachments unless you recognise the sender and know the content is safe.

The Royal College Of Pharmacy

Account verification code

To access The Royal College Of Pharmacy's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:



Enter code

We emailed a code to . Please enter the code to sign in.

Enter code

[Resend code](#)

Cancel

Verify

To access the Enhanced e-Portfolio you will need to have registered or have a member account with the Royal College of Pharmacy. If you have not yet registered please create a free account here [RCPharm Registration](#).



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes

To access the Enhanced e-Portfolio you will need to have registered or have a member account with the Royal College of Pharmacy. If you have not yet registered please create a free account here [RCPharm Registration](#).

Viewing In progress and Completed Evidence

IMPORTANT

When editing and saving your individual evidence forms, expect to see sections that are inactive and greyed-out. Similar to e-Portfolios you may have worked on before, these will be completed separately by your Educational Supervisor or Ticketed Collaborator once you invite them.

When you sign in to the e-Portfolio, your individual evidence forms are displayed on the Overview page.

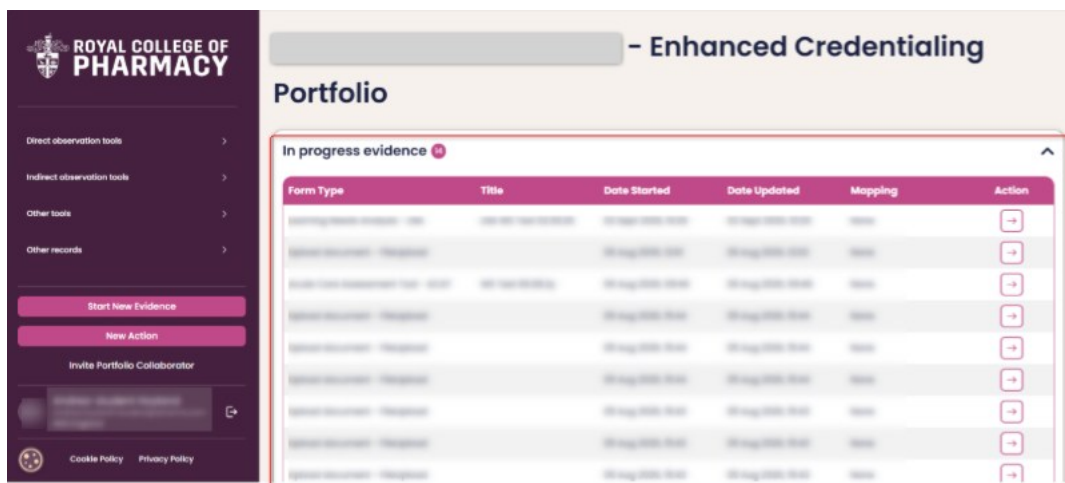
Evidence Statuses

Your evidence is organised into the following categories:

In-progress

Forms saved using “**Save and Close**” appear in the “**In progress**” section.

- These forms have not yet been completed.
- You can open and continue editing them at any time.
- Forms remain in this section until they are marked as complete.



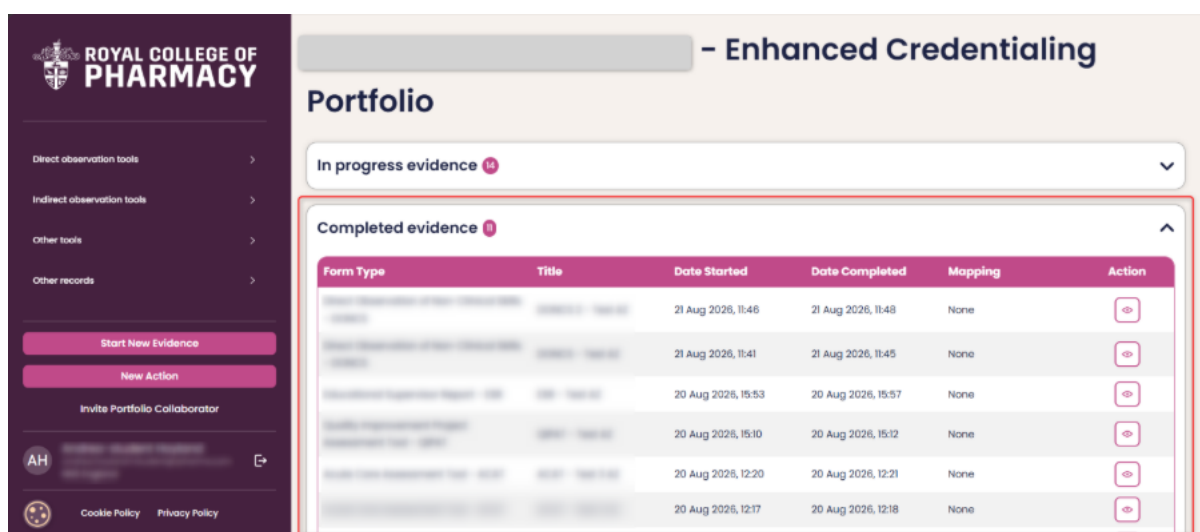
The screenshot displays the 'Enhanced Credentialing Portfolio' interface. On the left is a dark sidebar with the Royal College of Pharmacy logo and navigation links: 'Direct observation tools', 'Indirect observation tools', 'Other tools', and 'Other records'. Below these are buttons for 'Start New Evidence', 'New Action', and 'Invite Portfolio Collaborator'. The main content area is titled 'Enhanced Credentialing Portfolio' and features a section for 'In progress evidence' (indicated by a red box). This section contains a table with the following columns: 'Form Type', 'Title', 'Date Started', 'Date Updated', 'Mapping', and 'Action'. The table lists several 'Evidence Record - Mapplan' entries, each with a date and a 'Mapping' status of 'None'. Each row has an 'Action' column with a red button containing a right-pointing arrow.

Form Type	Title	Date Started	Date Updated	Mapping	Action
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]
Evidence Record - Mapplan	12345678901234567890	20 Aug 2024 10:00	20 Aug 2024 10:00	None	[Action]

Completed

Forms saved using “**Save and Complete**” appear in the “**Completed evidence**” section.

- These records have been finalised and submitted.
- Completed records are read-only and cannot be edited.
- You can view the information saved in completed records at any time.



ROYAL COLLEGE OF PHARMACY

Enhanced Credentialing

Portfolio

In progress evidence 14

Completed evidence 8

Form Type	Title	Date Started	Date Completed	Mapping	Action
Direct observation of practice (DOP)	21 Aug 2026, 11:46	21 Aug 2026, 11:46	None		
Direct observation of practice (DOP)	21 Aug 2026, 11:41	21 Aug 2026, 11:45	None		
Indirect observation of practice (IOP)	20 Aug 2026, 15:53	20 Aug 2026, 15:57	None		
Self-reflection and peer-review (SRPR)	20 Aug 2026, 15:10	20 Aug 2026, 15:12	None		
Self-reflection and peer-review (SRPR)	20 Aug 2026, 12:20	20 Aug 2026, 12:21	None		
Self-reflection and peer-review (SRPR)	20 Aug 2026, 12:17	20 Aug 2026, 12:18	None		

Creating and Managing Forms

You can create a new form to record each of your learning and development activities. Different forms are available depending on the type of activity you want to record.

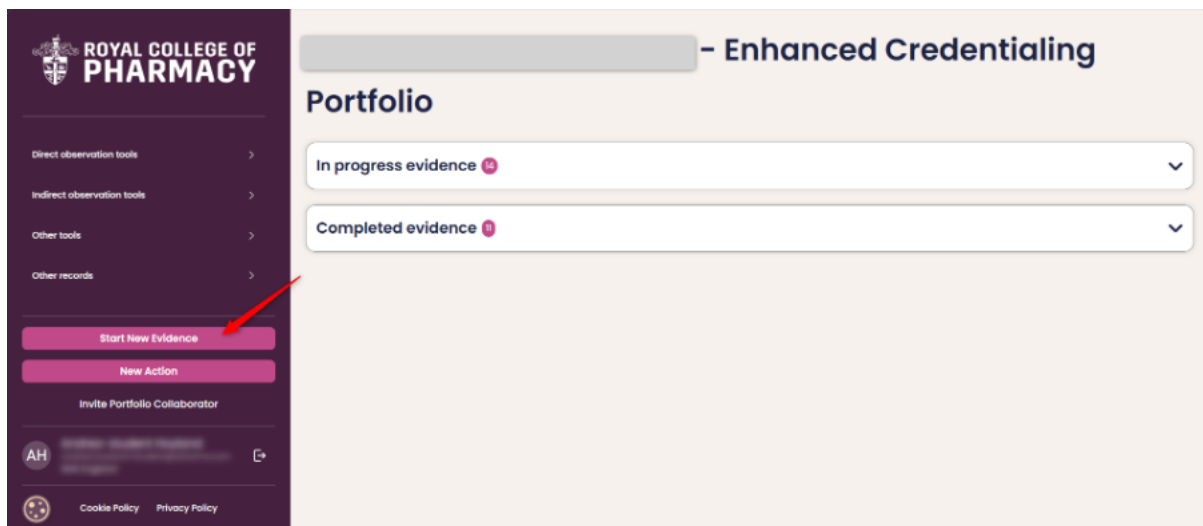
If you are unsure which form to use, select the form that best matches the activity you are recording. For more information about the available forms and their purpose, visit the Royal College website.

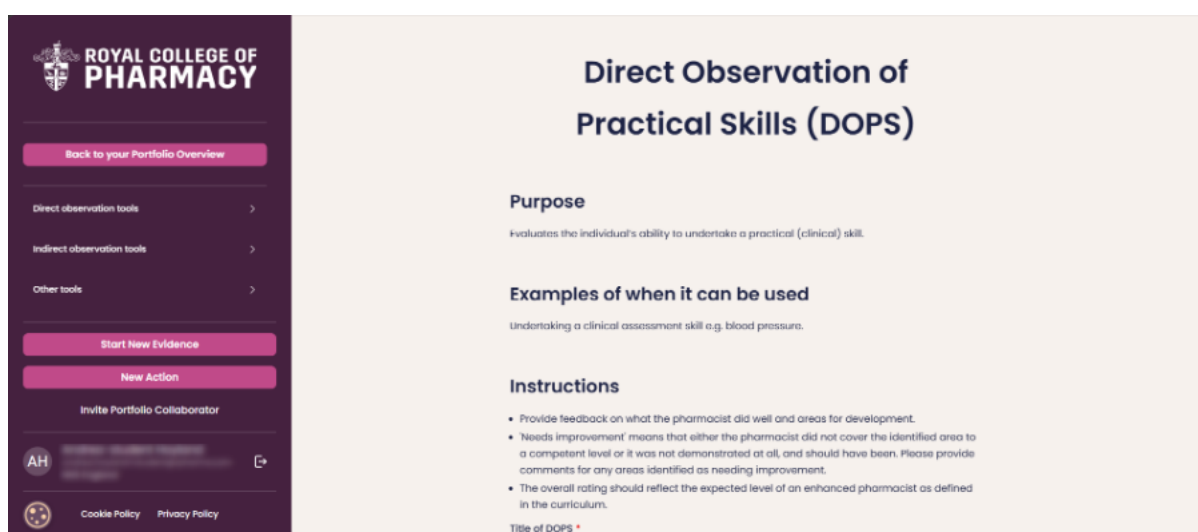
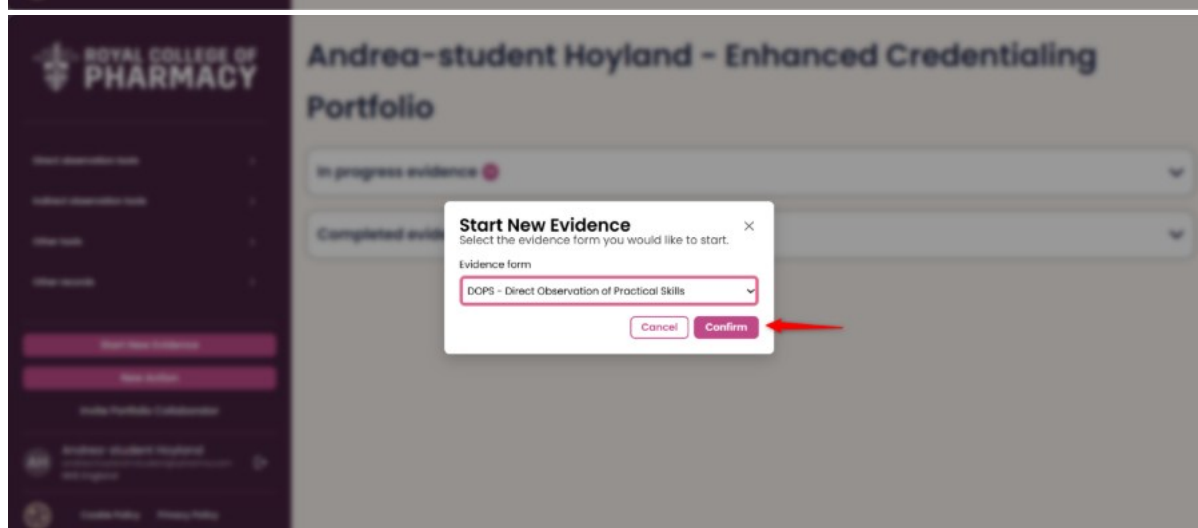
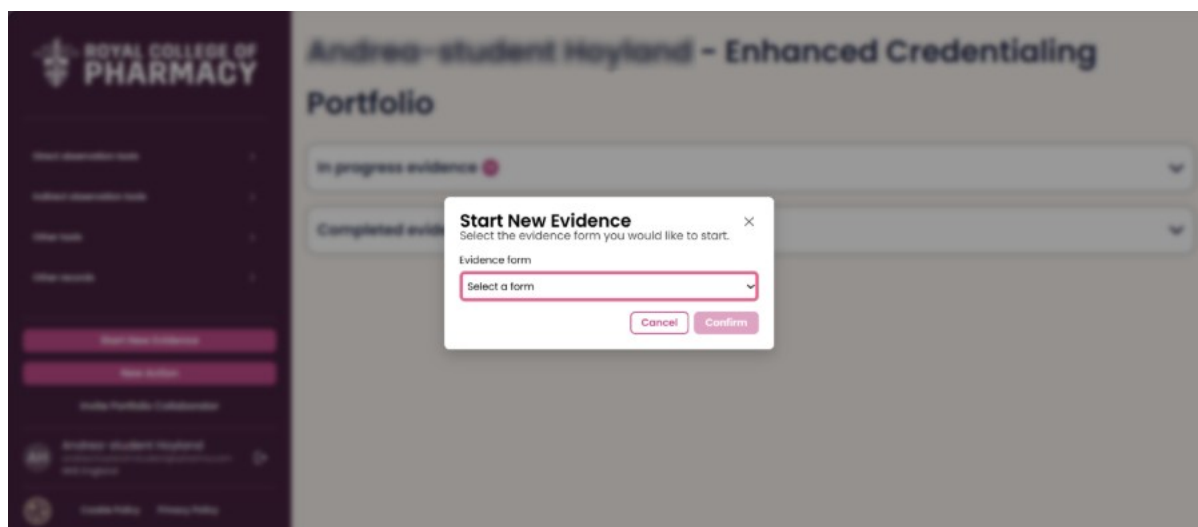
Starting a New Form

There are two ways to start a new form:

Option 1: Start New Evidence

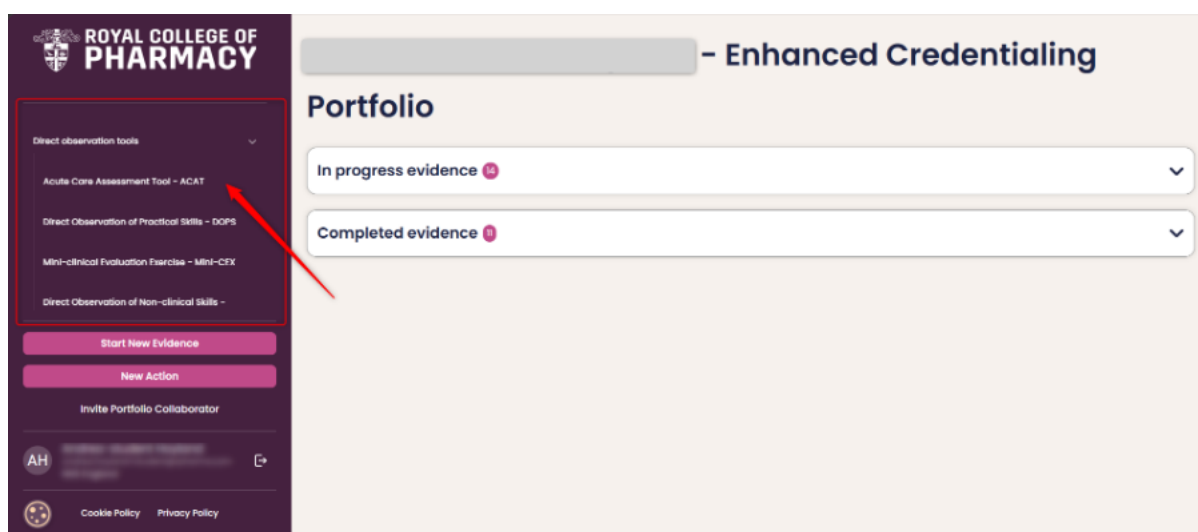
1. Click the **Start New Evidence** button on the left-hand menu on your screen.
2. A Start **New Evidence** window displays
3. Click on **Select a form** to view all available forms.
4. Select the form you want to complete.
5. Click **Confirm**.
6. The selected form opens and is ready for you to enter information.





Option 2: Select a Form Type Directly

1. Locate the required form type in the left-hand menu.
2. Click the **arrow** beside the form name.
3. Select the form you wish to create.
4. The selected form opens and is ready for you to enter information.

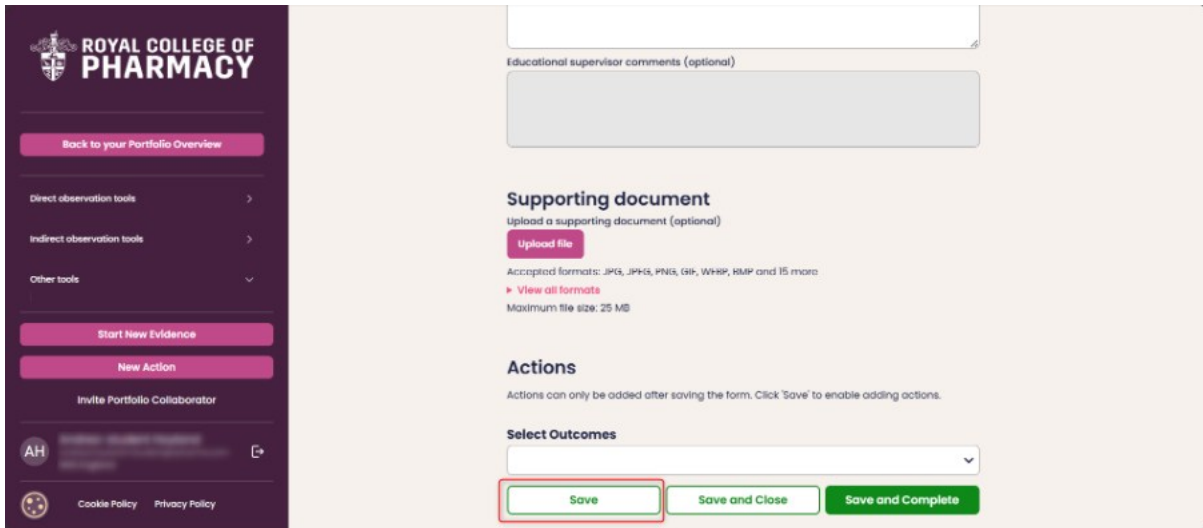


Saving Your Form

As you complete your form, you can choose from the following three save options which will be displayed at the bottom of the form. Please note that information entered in forms is not automatically saved and if you leave a form without saving then we will be unable to recover any lost field data:

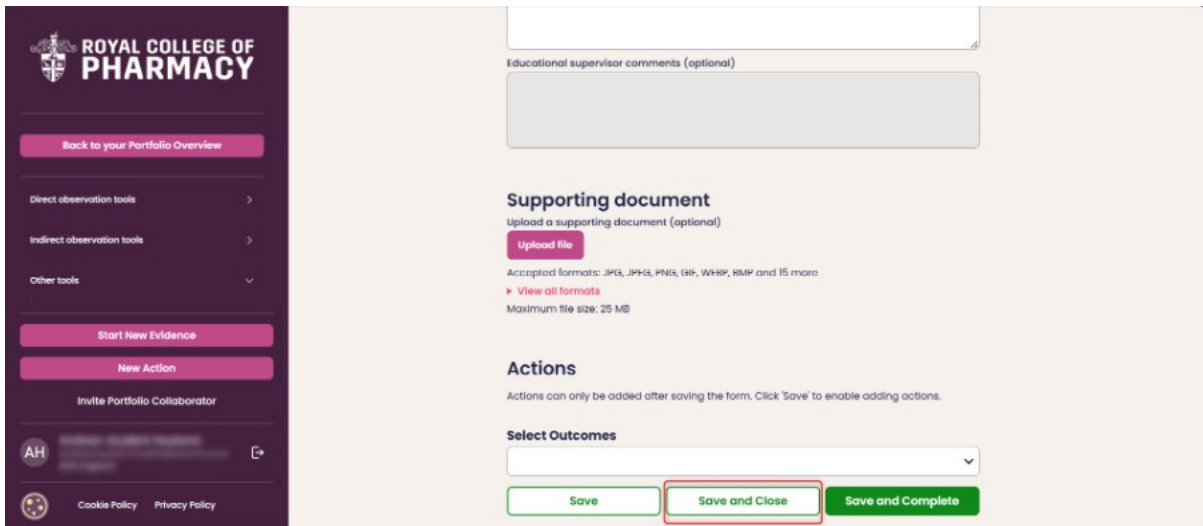
Save

- Saves the information you have entered.
- Keeps the form open so you can continue working on it.



Save and Close

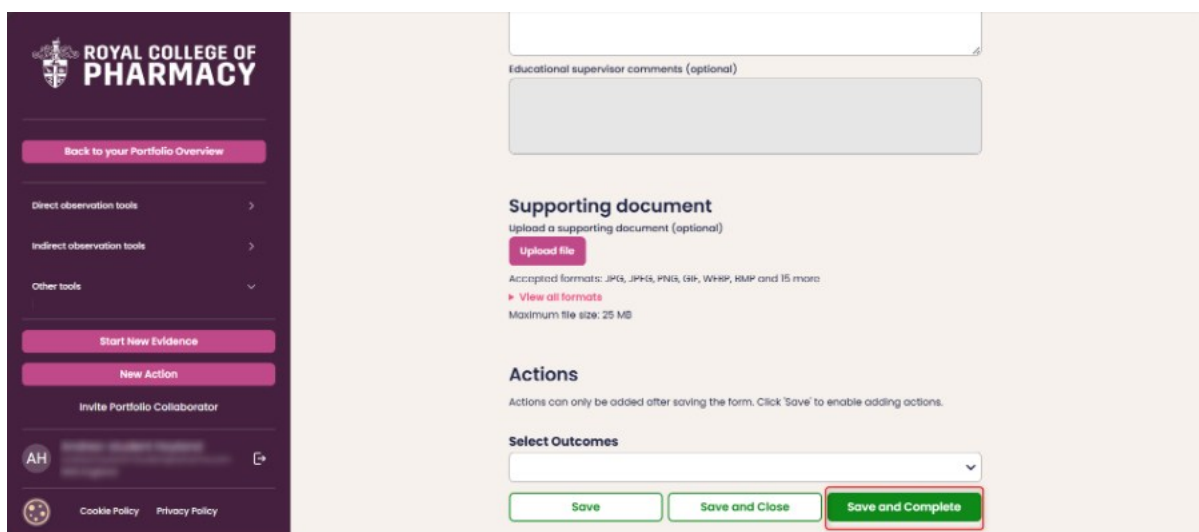
- Saves the information you have entered.
- Closes the form.
- The form remains in your evidence list with a status of **In Progress**.



Save and Complete

- Saves the information you have entered.
- Marks the form as **Completed**.
- Moves the form to the **Completed evidence** list.

Only use this option if the form is complete and you do not wish to edit it further.



Note: All mandatory fields must be completed before a form can be marked as complete.

Mandatory Fields

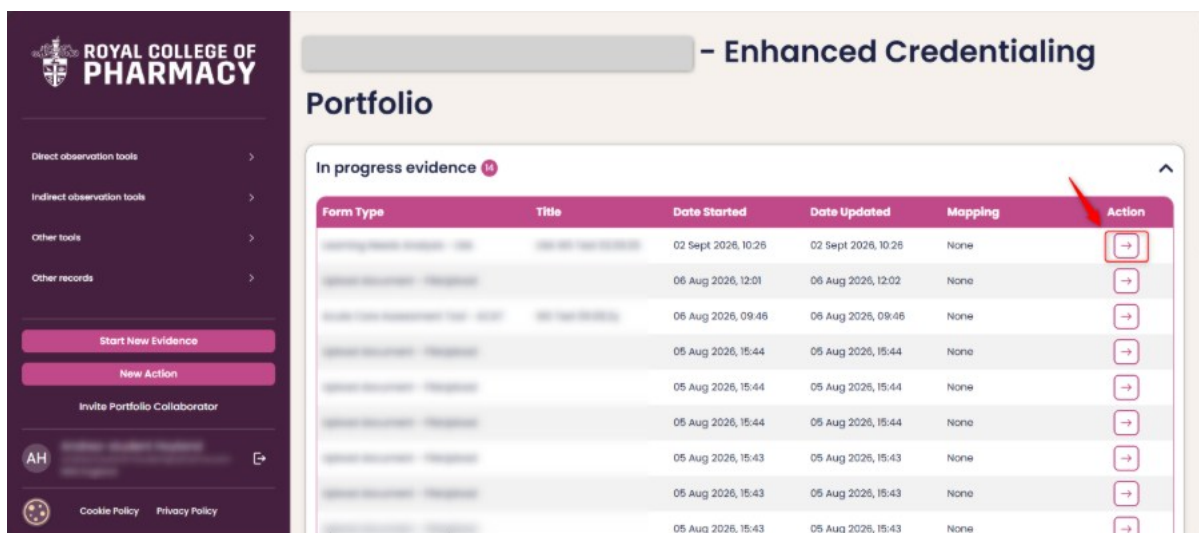
If a mandatory field has not been completed:

- An error message displays above the save options.
- Incomplete mandatory fields are highlighted in red.
- Guidance text indicates the information required before the form can be completed.

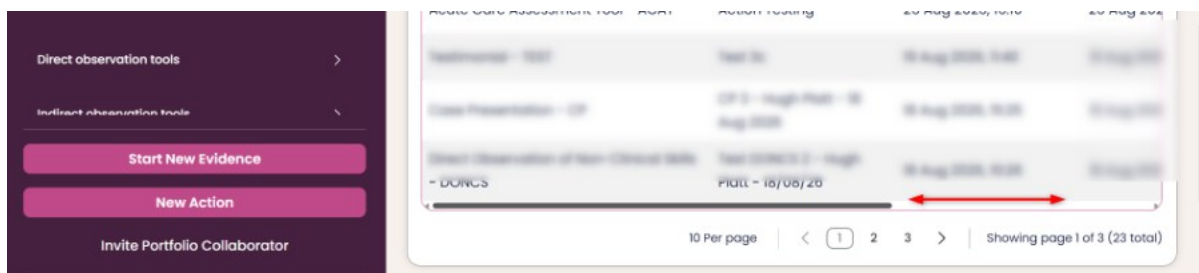
Editing a Form

You can edit forms that are still in progress.

1. Locate the form in your **In progress evidence** list.
2. Click the **arrow** under **Action**. If this arrow is not immediately visible, use your mouse to scroll to the bar to right hand side of the page.
3. The form opens and you can make your changes.
4. Click **Save**, **Save and Close**, or **Save and Complete** to record your updates.



Form Type	Title	Date Started	Date Updated	Mapping	Action
Learning Objectives - 10	10-10-10-10-10	02 Sept 2026, 10:26	02 Sept 2026, 10:26	None	→
Other records - 10	10-10-10-10-10	06 Aug 2026, 12:01	06 Aug 2026, 12:02	None	→
Other records - 10	10-10-10-10-10	06 Aug 2026, 09:46	06 Aug 2026, 09:46	None	→
Other records - 10	10-10-10-10-10	05 Aug 2026, 15:44	05 Aug 2026, 15:44	None	→
Other records - 10	10-10-10-10-10	05 Aug 2026, 15:44	05 Aug 2026, 15:44	None	→
Other records - 10	10-10-10-10-10	05 Aug 2026, 15:44	05 Aug 2026, 15:44	None	→
Other records - 10	10-10-10-10-10	05 Aug 2026, 15:43	05 Aug 2026, 15:43	None	→
Other records - 10	10-10-10-10-10	05 Aug 2026, 15:43	05 Aug 2026, 15:43	None	→
Other records - 10	10-10-10-10-10	05 Aug 2026, 15:43	05 Aug 2026, 15:43	None	→



Form Type	Title	Date Started	Date Updated	Mapping	Action
Direct Observation of New Clinical Skills	10-10-10-10-10	05 Aug 2026, 15:43	05 Aug 2026, 15:43	None	→

Note: You cannot edit comments or selections added by a collaborator.

Completing a Form

When you have finished entering all required information:

1. Click **Save and Complete**.
2. If any mandatory fields are missing, an error message displays and the incomplete fields are highlighted.
3. Complete all required fields.
4. Click **Save and Complete** again.
5. A confirmation message appears.
6. Confirm that you want to complete the form.

Once a form is marked as **Completed**, it becomes read-only and no further changes can be made. The completed form appears in the **Completed evidence** list on your Overview page.

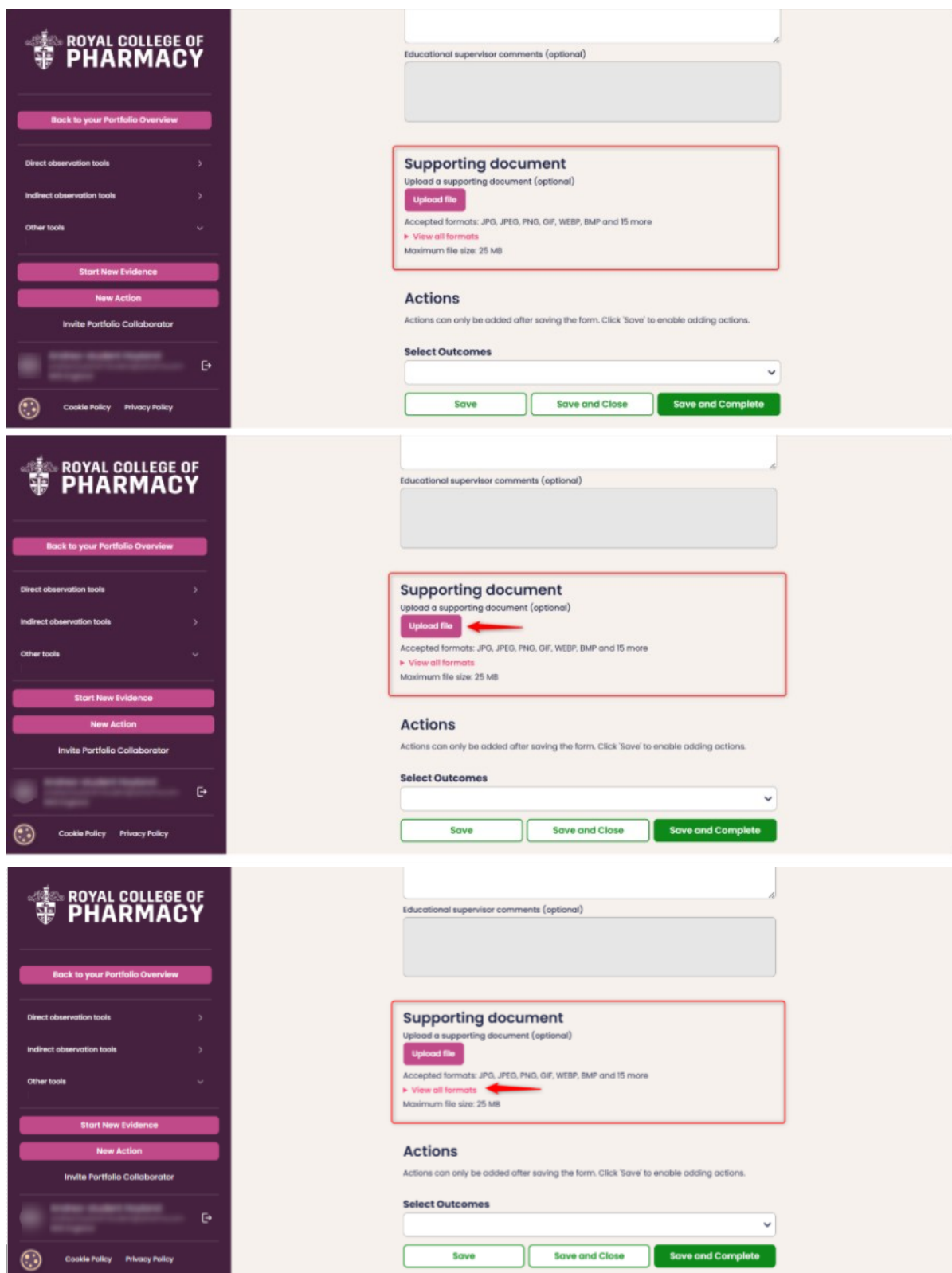
Uploading a file as a learner

You can upload a file either as a **Supporting document** on a form or as an individual piece of evidence using the **Upload file** option.

Uploading a File on a Form

When you access a form, you can add a supporting document using the **Supporting document** link at the end of the form.

1. Click **Upload file**.
2. Select a file from your device.
3. To view information about supported file types and size limits, click **View all formats**.
4. Once the file uploads, the file name appears along with **View** and **Delete** options.
5. Click the **Eye** icon to view the file.
6. Click the **Bin** icon to delete the file.
7. Click **Save**, **Save and Close**, or **Save and Complete** to record the file against the form.



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Back to your Portfolio Overview

Direct observation tools >

Indirect observation tools >

Other tools v

Start New Evidence

New Action

Invite Portfolio Collaborator

Cookie Policy Privacy Policy

Educational supervisor comments (optional)

Supporting document
Upload a supporting document (optional)

Upload file

Accepted formats: JPG, JPEG, PNG, GIF, WEBP, BMP and 15 more
▶ View all formats
Maximum file size: 25 MB

Actions
Actions can only be added after saving the form. Click 'Save' to enable adding actions.

Select Outcomes

Save Save and Close Save and Complete



**ROYAL COLLEGE OF
PHARMACY**

Back to your Portfolio Overview

Direct observation tools >

Indirect observation tools >

Other tools v

Start New Evidence

New Action

Invite Portfolio Collaborator

Cookie Policy Privacy Policy

Educational supervisor comments (optional)

Supporting document
Upload a supporting document (optional)

Upload file

Accepted formats: JPG, JPEG, PNG, GIF, WEBP, BMP and 15 more
[View all formats](#)
Maximum file size: 25 MB

04 November.png
Uploaded

Actions
Actions can only be added after saving the form. Click 'Save' to enable adding actions.

Select Outcomes

Save Save and Close Save and Complete



**ROYAL COLLEGE OF
PHARMACY**

Back to your Portfolio Overview

Direct observation tools >

Indirect observation tools >

Other tools v

Start New Evidence

New Action

Invite Portfolio Collaborator

Cookie Policy Privacy Policy

Educational supervisor comments (optional)

Supporting document
Upload a supporting document (optional)

Upload file

Accepted formats: JPG, JPEG, PNG, GIF, WEBP, BMP and 15 more
[View all formats](#)
Maximum file size: 25 MB

04 November.png
Uploaded

Actions
Actions can only be added after saving the form. Click 'Save' to enable adding actions.

Select Outcomes

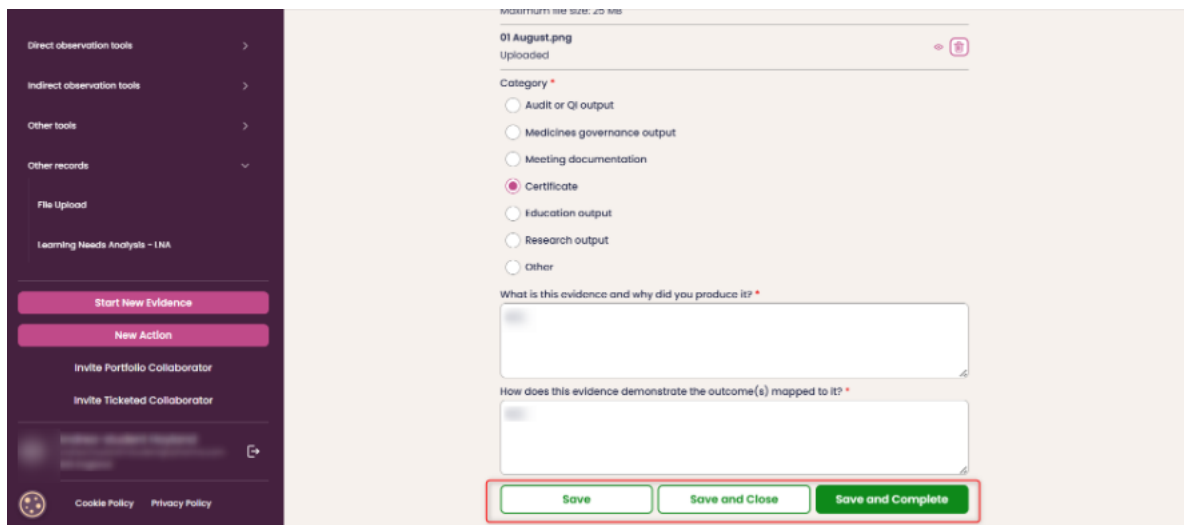
Save Save and Close Save and Complete

Uploading a File from the Menu

You can also upload a file as evidence using the **File Upload** option in the left-hand menu.

1. Select **File Upload** from the left-hand menu.
2. The **File Upload Overview** page displays.
3. Click **Start New Evidence** in the left-hand menu.
4. Select **File Upload**.
5. The Evidence form updates to display **File Upload**.
6. Click **Confirm**.
7. Select a file from your device.
8. To view information about supported file types and size limits, click **View All Formats**.
9. Complete the remaining fields on the **File Upload** page.
10. Click **Save**, **Save and Close**, or **Save and Complete**.





The screenshot shows a web form for uploading evidence. On the left is a dark purple sidebar with navigation links: 'Direct observation tools', 'Indirect observation tools', 'Other tools', 'Other records', 'File Upload', and 'Learning Needs Analysis - LNA'. Below these are buttons for 'Start New Evidence', 'New Action', 'Invite Portfolio Collaborator', and 'Invite Ticketed Collaborator'. At the bottom of the sidebar are links for 'Cookie Policy' and 'Privacy Policy'. The main form area has a light beige background. At the top, it shows the filename '01 August.png' and 'Uploaded'. Below this is a 'Category' section with radio button options: 'Audit or QI output', 'Medicines governance output', 'Meeting documentation', 'Certificate' (which is selected), 'Education output', 'Research output', and 'Other'. There are two text input fields: 'What is this evidence and why did you produce it?' and 'How does this evidence demonstrate the outcome(s) mapped to it?'. At the bottom of the form are three buttons: 'Save', 'Save and Close', and 'Save and Complete'. The 'Save and Complete' button is highlighted with a red border.

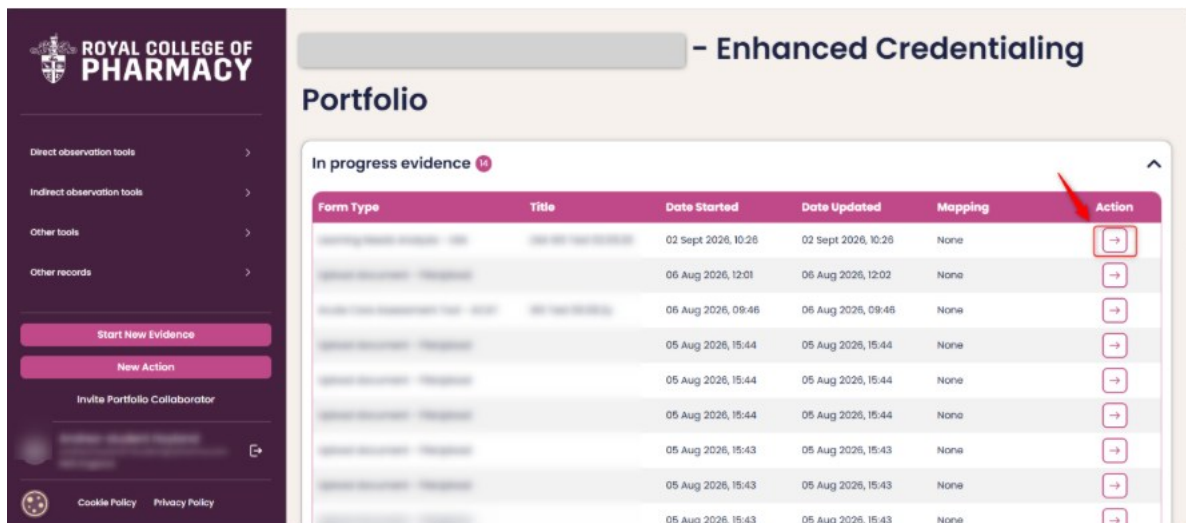
File Status

After saving:

- The file appears in the **Evidence** list as **In Progress** if you select **Save and Close**.
- The file appears as **Completed** if you select **Save and Complete**.

Viewing or Deleting an Uploaded File

1. Click the **Arrow** next to the file to expand the details.
2. Click the **Eye** icon to view the file.
3. Click the **Bin** icon to delete the file.

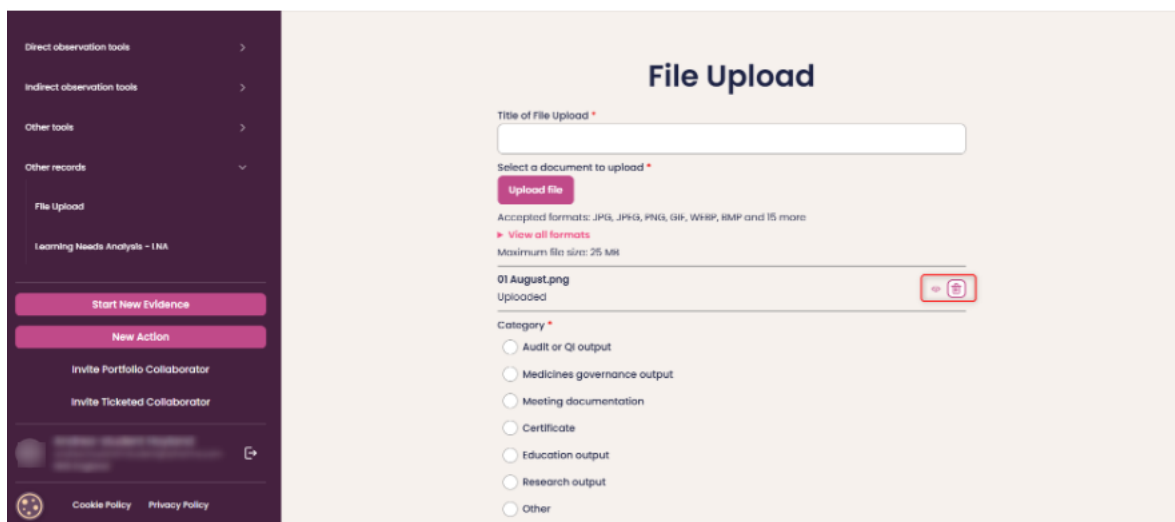


Enhanced Credentialing

Portfolio

In progress evidence 4

Form Type	Title	Date Started	Date Updated	Mapping	Action
Learning Needs Analysis - LNA	01 Sept 2026, 10:28	02 Sept 2026, 10:28	02 Sept 2026, 10:28	None	
Direct observation - DOP	06 Aug 2026, 12:01	06 Aug 2026, 12:02	06 Aug 2026, 12:02	None	
Direct observation - DOP	06 Aug 2026, 09:46	06 Aug 2026, 09:46	06 Aug 2026, 09:46	None	
Direct observation - DOP	05 Aug 2026, 15:44	05 Aug 2026, 15:44	05 Aug 2026, 15:44	None	
Direct observation - DOP	05 Aug 2026, 15:44	05 Aug 2026, 15:44	05 Aug 2026, 15:44	None	
Direct observation - DOP	05 Aug 2026, 15:44	05 Aug 2026, 15:44	05 Aug 2026, 15:44	None	
Direct observation - DOP	05 Aug 2026, 15:43	05 Aug 2026, 15:43	05 Aug 2026, 15:43	None	
Direct observation - DOP	05 Aug 2026, 15:43	05 Aug 2026, 15:43	05 Aug 2026, 15:43	None	
Direct observation - DOP	05 Aug 2026, 15:43	05 Aug 2026, 15:43	05 Aug 2026, 15:43	None	



File Upload

Title of File Upload *

Select a document to upload *

[Upload File](#)

Accepted formats: JPG, JPEG, PNG, GIF, WMF, BMP and IIS more
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01 August.png
 Uploaded

Category *

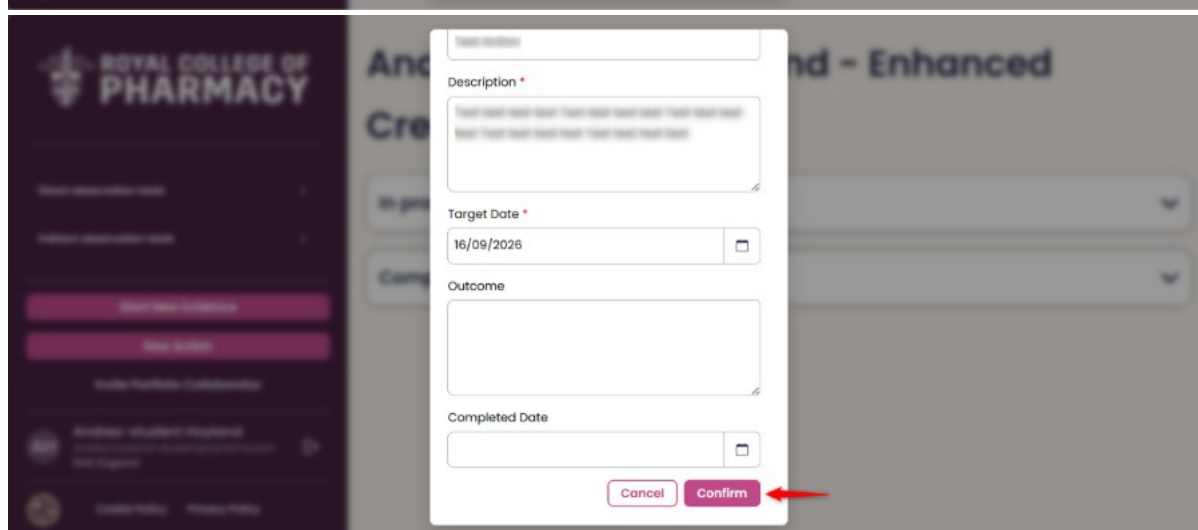
- ☐ Audit or QI output
- ☐ Medicines governance output
- ☐ Meeting documentation
- ☐ Certificate
- ☐ Education output
- ☐ Research output
- ☐ Other

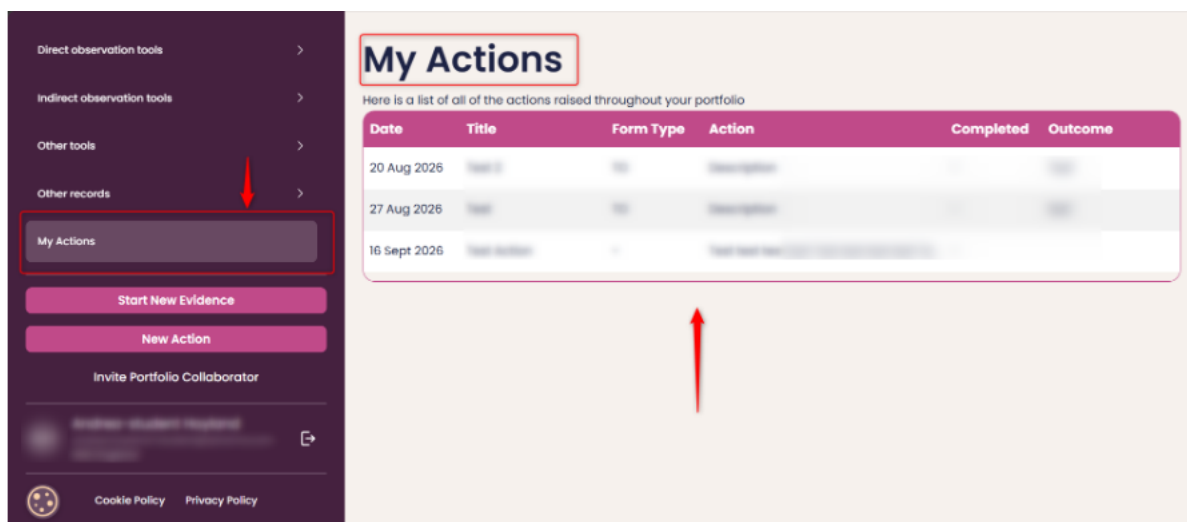
Create, view and edit Actions

Actions help you record development goals, follow-up tasks, or activities you plan to complete. You can create an action either from the left-hand menu or directly within a form.

Creating an Action from the Menu

1. Select **New Action** from the left-hand menu.
2. An **action window** opens.
3. Enter the details of the action you want to record.
4. Click **Confirm**.



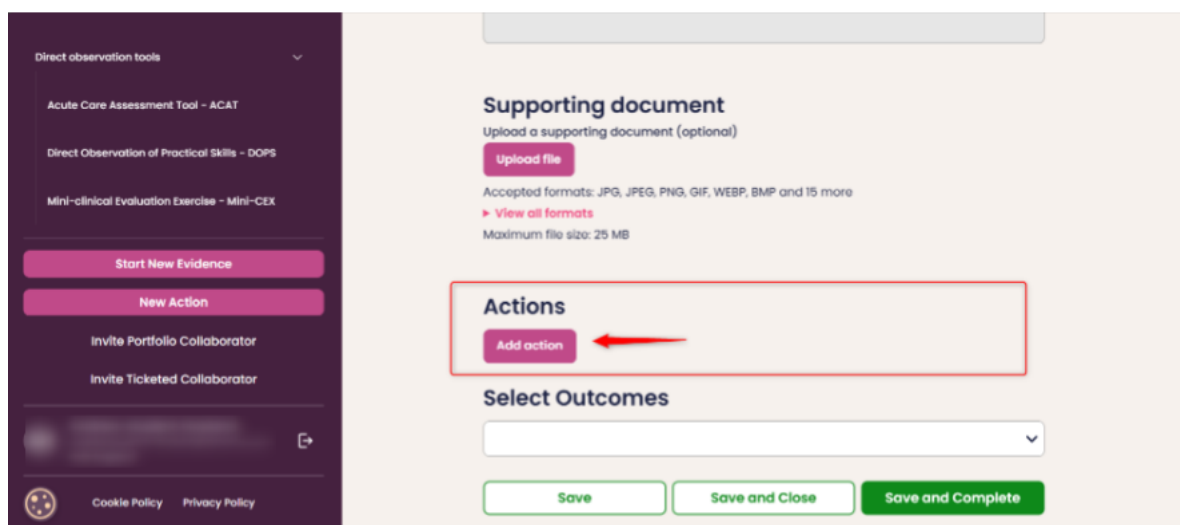


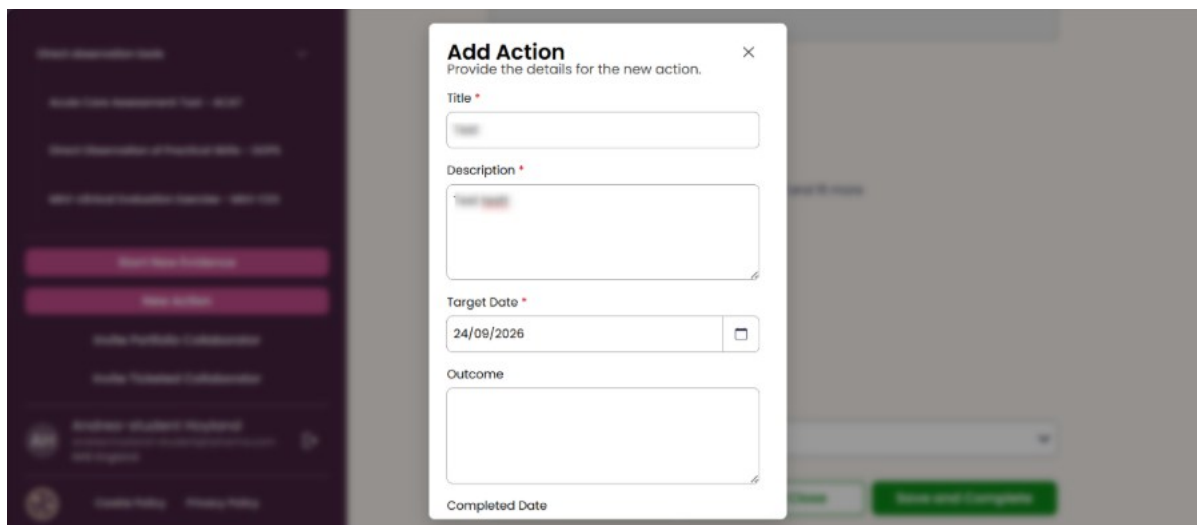
The action is saved and appears in your **My Actions** list.

Creating an Action Within a Form

You can add actions directly to a form while recording evidence.

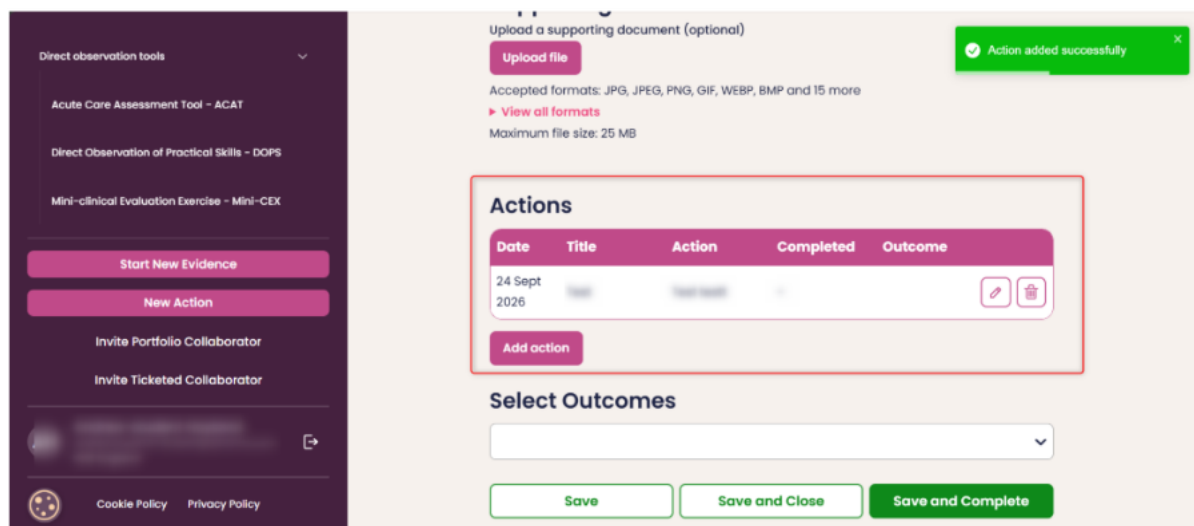
1. Scroll to the **bottom of the form**.
2. Click **Add Action**.
3. An action window opens.
4. Enter the details of the action you want to record.
5. Click **Confirm**.





The action appears at the bottom of the form.

After adding your action(s), click **Save**, **Save and Close**, or **Save and Complete** to save the form and associated actions.



Upload a supporting document (optional)

[Upload file](#)

Accepted formats: JPG, JPEG, PNG, GIF, WEBP, BMP and 15 more
[View all formats](#)
 Maximum file size: 25 MB

Actions

Date	Title	Action	Completed	Outcome
24 Sept 2026				

[Add action](#)

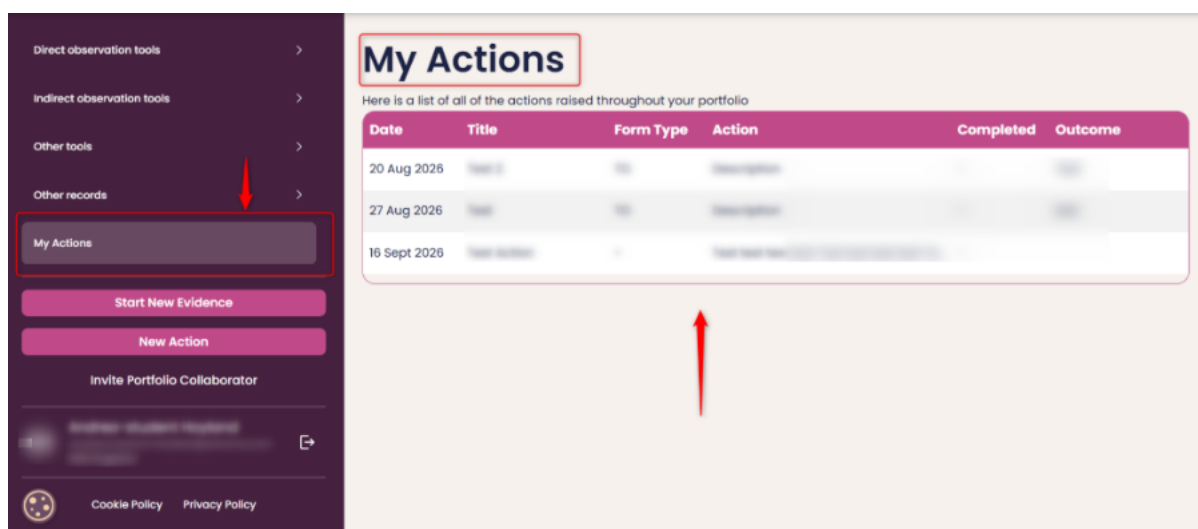
Select Outcomes

[Save](#) [Save and Close](#) [Save and Complete](#)

Viewing Actions

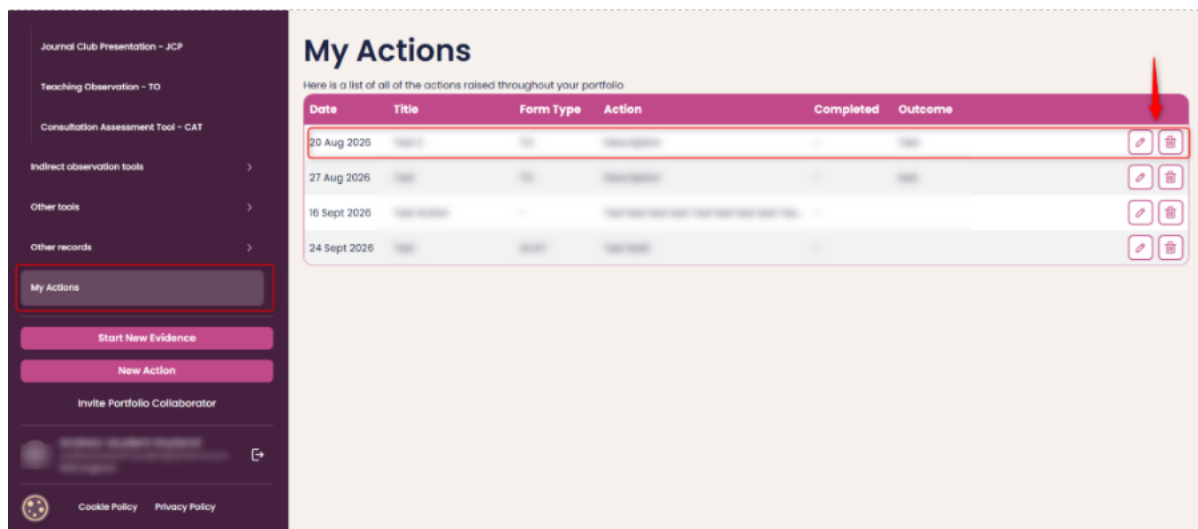
To view all your actions:

1. Select **My Actions** from the left-hand menu.
2. A list of all actions displays, including actions created from forms and actions created directly from the menu.

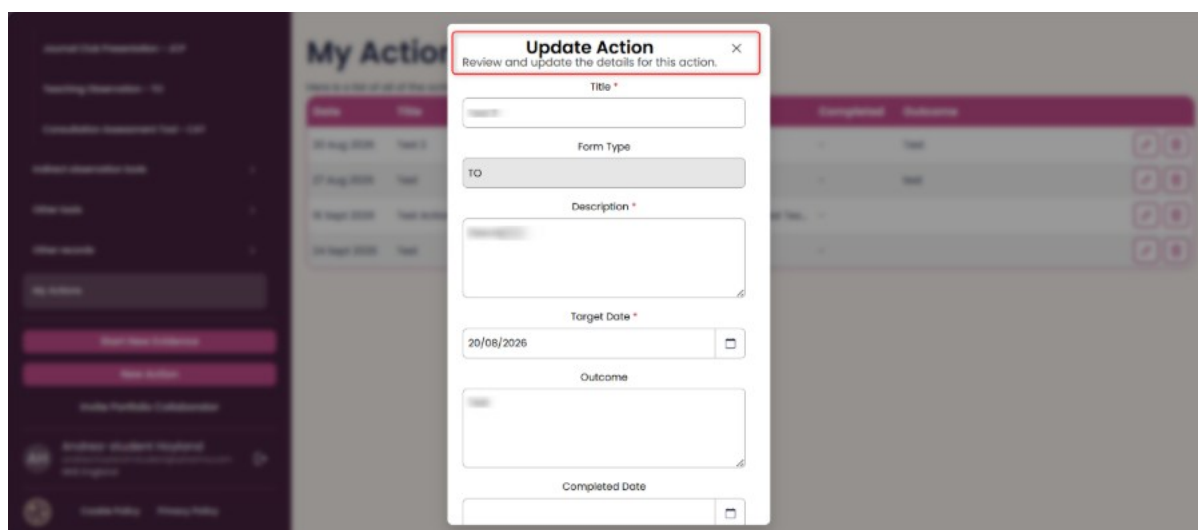


Editing an Action

1. Locate the Action you want to update.
2. Click the pencil icon to edit the Action.
3. Update the Action details as required.
4. **Confirm** your changes.

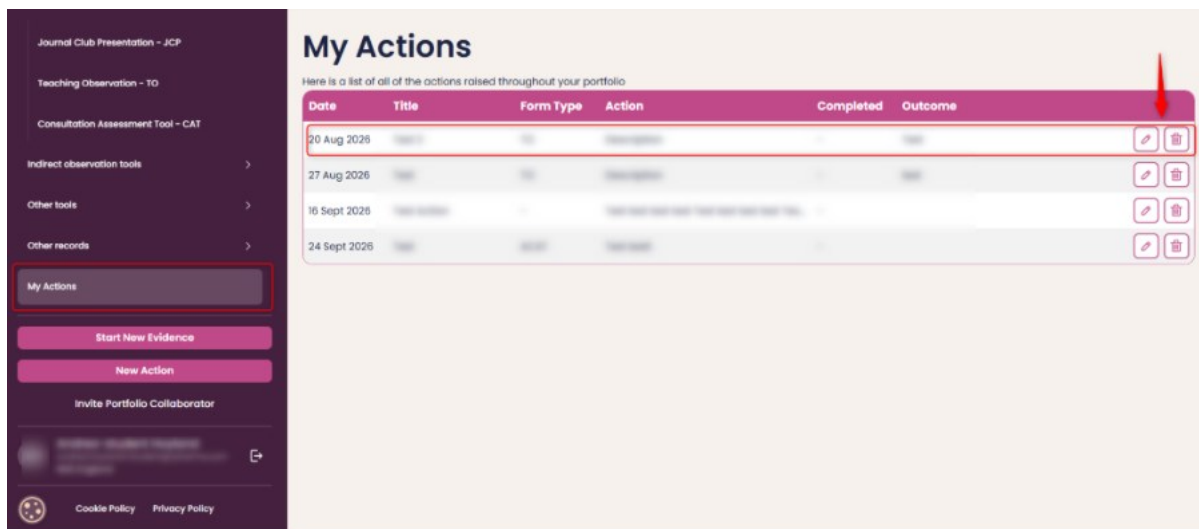


Note: Actions created from a form display the name of the associated form in the Form Type field.

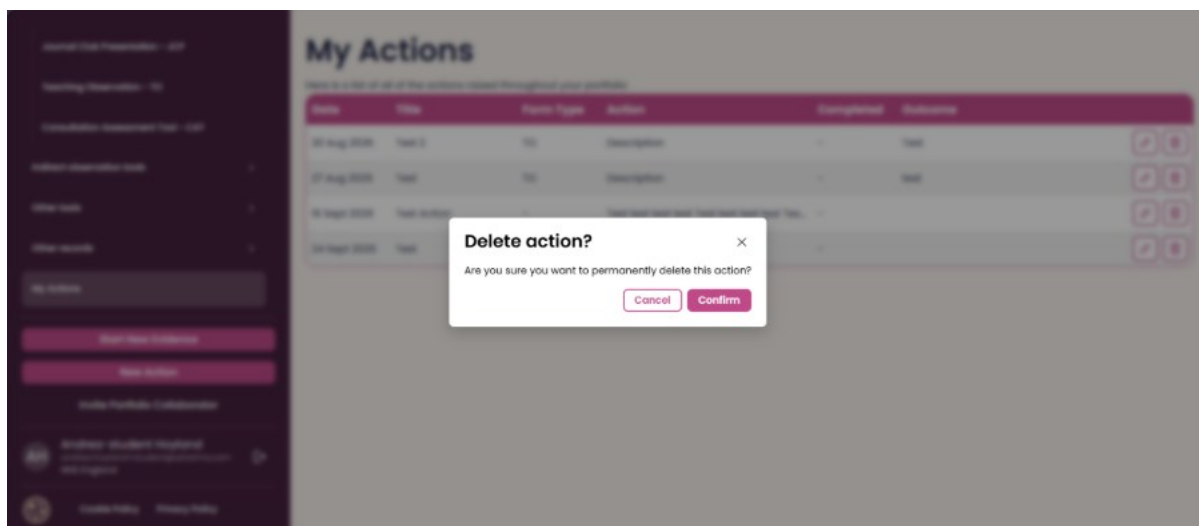


Deleting an Action

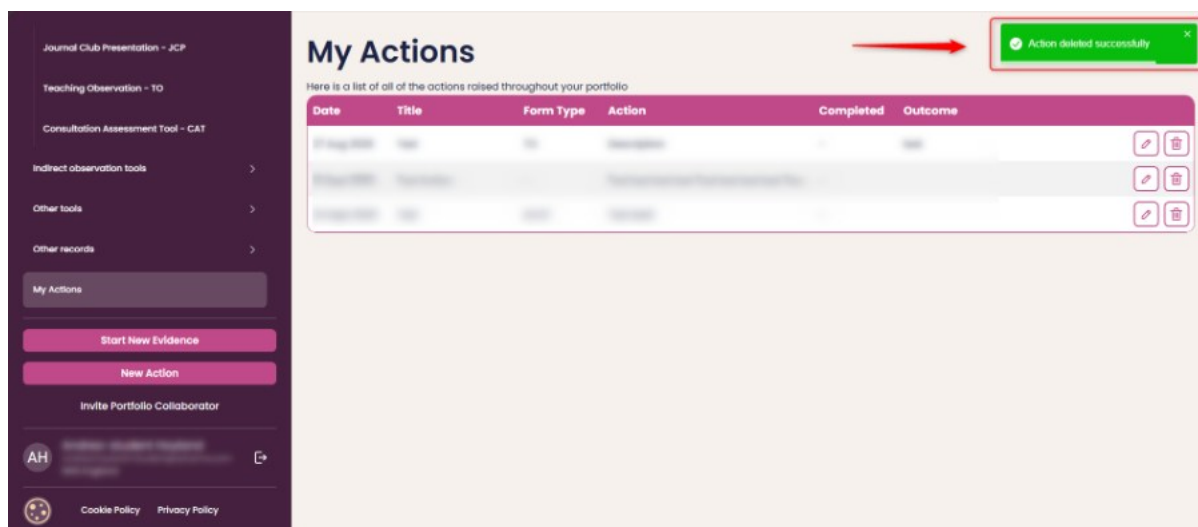
1. Locate the action you want to remove.
2. Click the **Bin icon**.
3. Confirm that you want to delete the action.



Date	Title	Form Type	Action	Completed	Outcome	
20 Aug 2026	Test 1	TS	Description	-	Test	 
27 Aug 2026	Test	TS	Description	-	Test	 
16 Sept 2026	Test evidence	-	Test test test test test test test test test	-		 
24 Sept 2026	Test	TS	Test test	-		 



Important: Deleted actions cannot be recovered.



A confirmation message displays once the action has been successfully deleted.

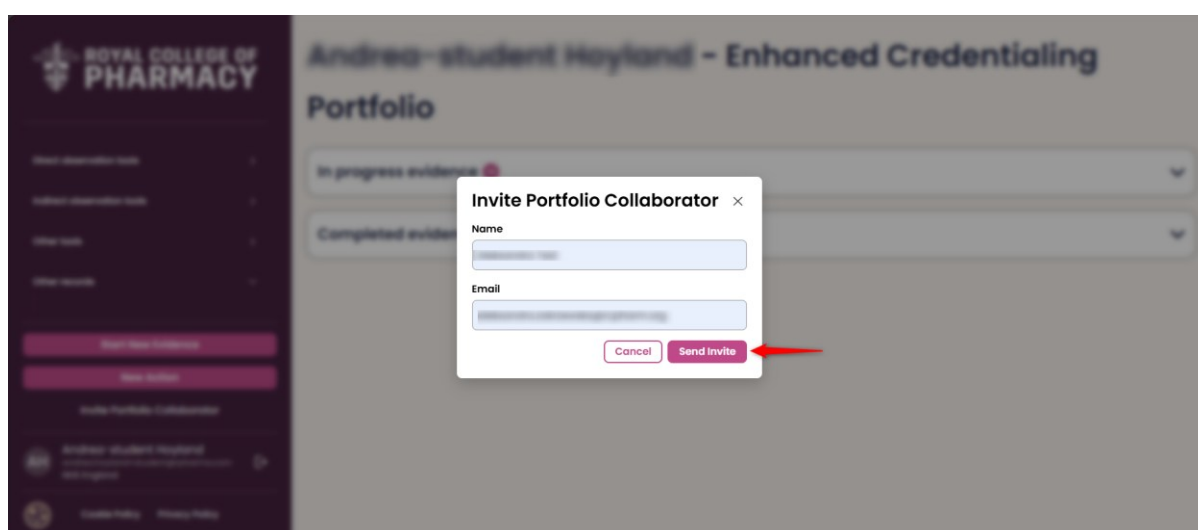
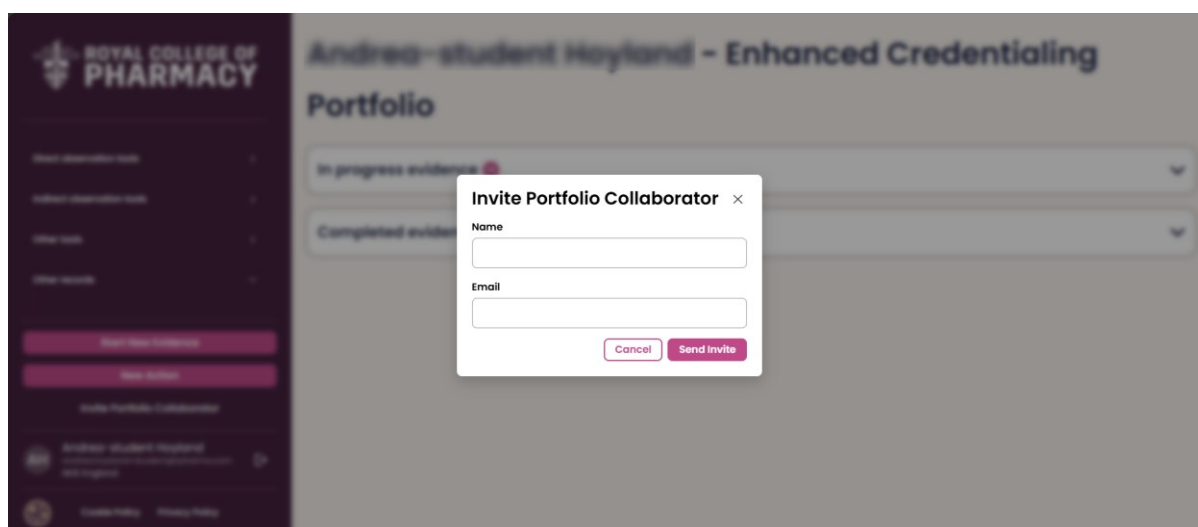
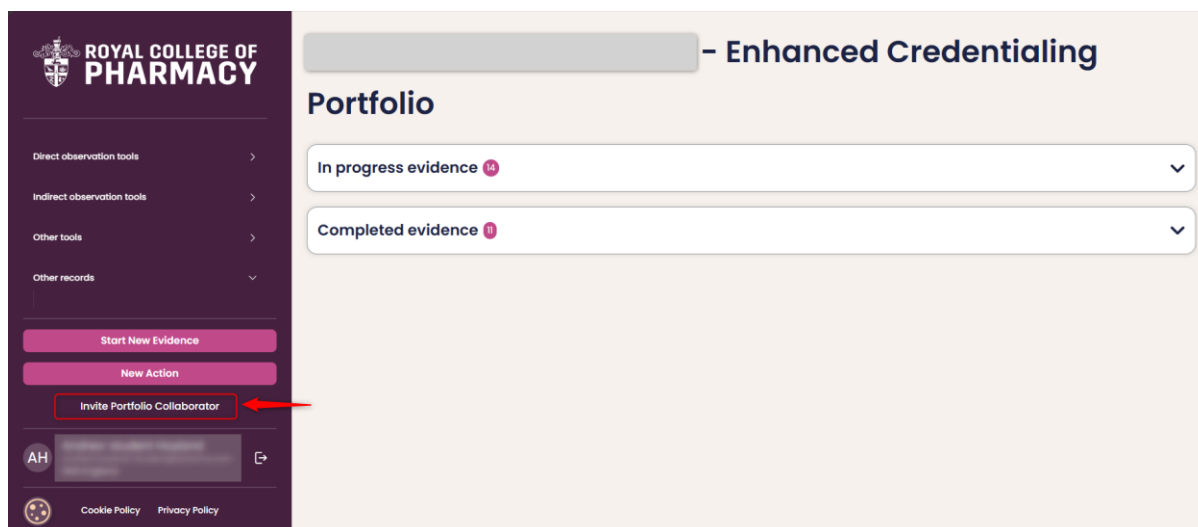
Send an Educational Supervisor an invitation

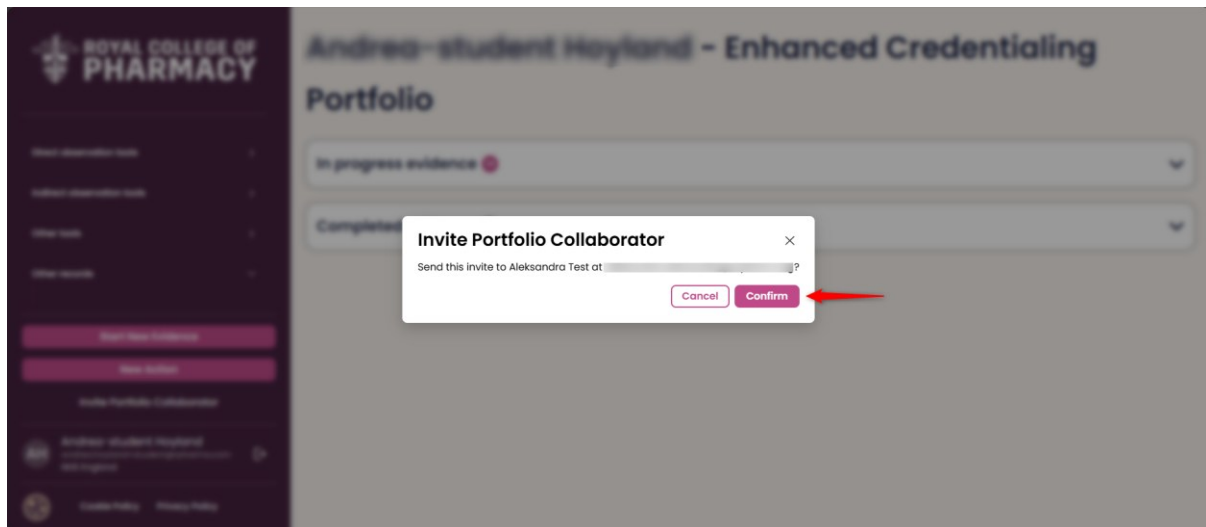
You can invite an Educational Supervisor to review and contribute to your E-portfolio.

It's a good idea to check with your Educational Supervisor that they have received the invitation once you have sent it to them.

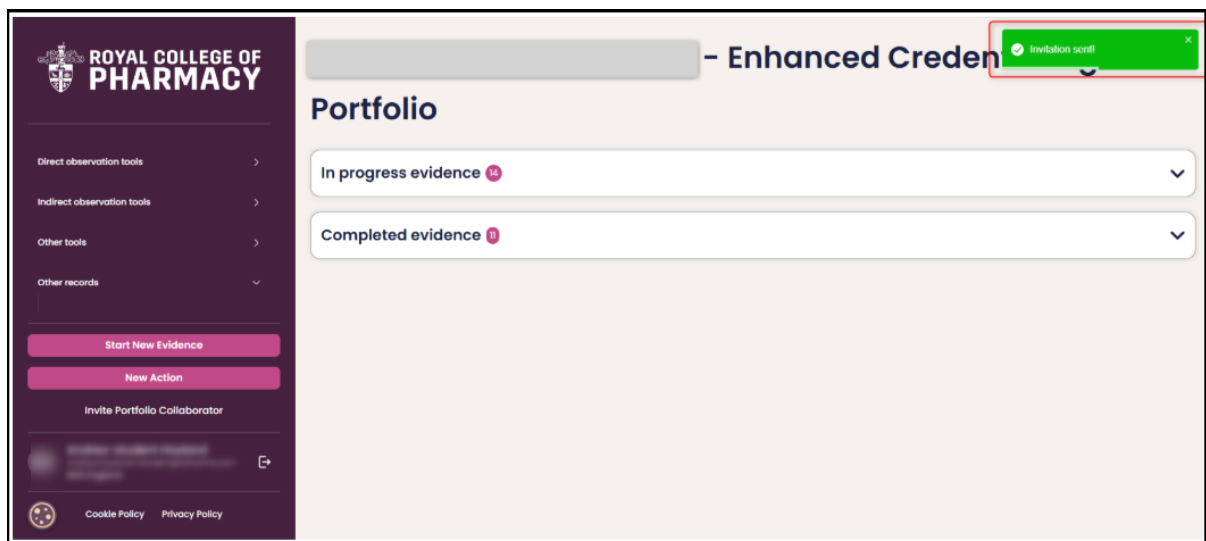
Sending an Invitation

1. Select **Invite Portfolio Collaborator** from the left-hand menu.
2. An "Invite Portfolio Collaborator" window opens.
3. Enter the collaborator's details.
4. Click **Send Invite**
5. A confirmation message appears.
6. Click **Confirm**.





A green success message displays to confirm that the invitation has been sent.



What Happens Next?

- The collaborator receives an email containing a link to the form.
- The link remains valid for **two days** from the date the invitation is sent.
- The collaborator can use the link to access and review the form.

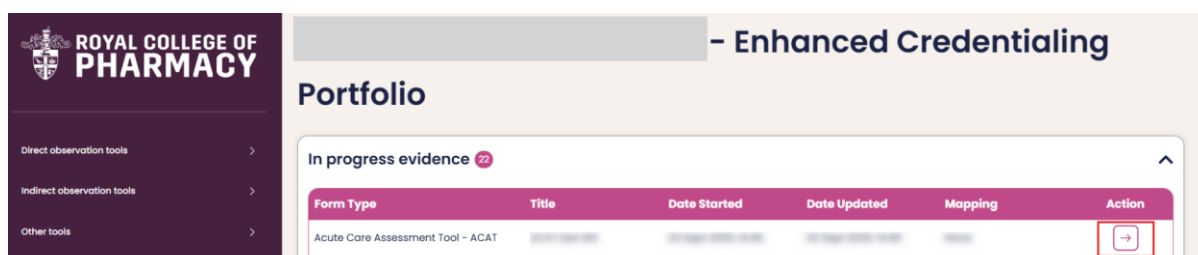
Send a Ticketed Collaborator an invitation

You can invite a Ticketed Collaborator to review and contribute to a specific form saved in your E-portfolio.

It's a good idea to check with your Educational Supervisor that they have received the invitation once you have sent it to them.

Sending an Invitation

1. Open a saved form in your "In progress evidence" table.
2. Click **Invite Ticketed Collaborator** from the left-hand menu.
3. An **Invite Ticketed Collaborator** window opens.
4. Enter the collaborator's details.
5. Click **Invite Collaborator**.
6. A confirmation message appears.
7. Click **Confirm**.
8. A green success message displays to confirm that the invitation has been sent.
9. The name and email of the Ticketed Collaborator shows in the left-hand column. for a particular form. You can invite one Ticketed Collaborator per form.
10. The link in the email invitation remains valid for **30 days** from the date the invitation is sent.




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[Back to your Portfolio Overview](#)

[Direct observation tools](#)

[Indirect observation tools](#)

[Other tools](#)

[Start New Evidence](#)

[New Action](#)

[Invite Portfolio Collaborator](#)

[Invite Ticketed Collaborator](#)

Acute Care Assessment Tool (ACAT)

Purpose

Evaluates the individual's clinical assessment and management, decision making, team working, time management, record keeping prioritisation and handover over a continuous period of time across multiple patients. Can be used in all sectors.

Examples of when it can be used

- Useful tool when a supervisor has organised a session to observe practice.
- Can be used in any setting when the individual reviews multiple people as part of their practice.
- Examples include, but not limited to, participating in a ward round, undertaking multiple medication reviews, or managing several people who present requiring clinical assessment and management.

Instructions

- A minimum of **five** cases need to be observed for an ACAT assessment in a continuous period of observation.


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[Back to your Portfolio Overview](#)

[Direct observation tools](#)

[Indirect observation tools](#)

[Other tools](#)

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[New Action](#)

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Instructions

- A minimum of **five** cases need to be observed for an ACAT assessment in a continuous period of observation.
- This tool is designed to assess the pharmacist undertaking multiple patient interactions.
- Not applicable to cases that the pharmacist did not cover the identified cases or it was not within the context of the procedure or case.

Invite Ticketed Collaborator

Name

Email

Cancel

Invite Collaborator


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[Back to your Portfolio Overview](#)

[Direct observation tools](#)

[Indirect observation tools](#)

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[Invite Portfolio Collaborator](#)

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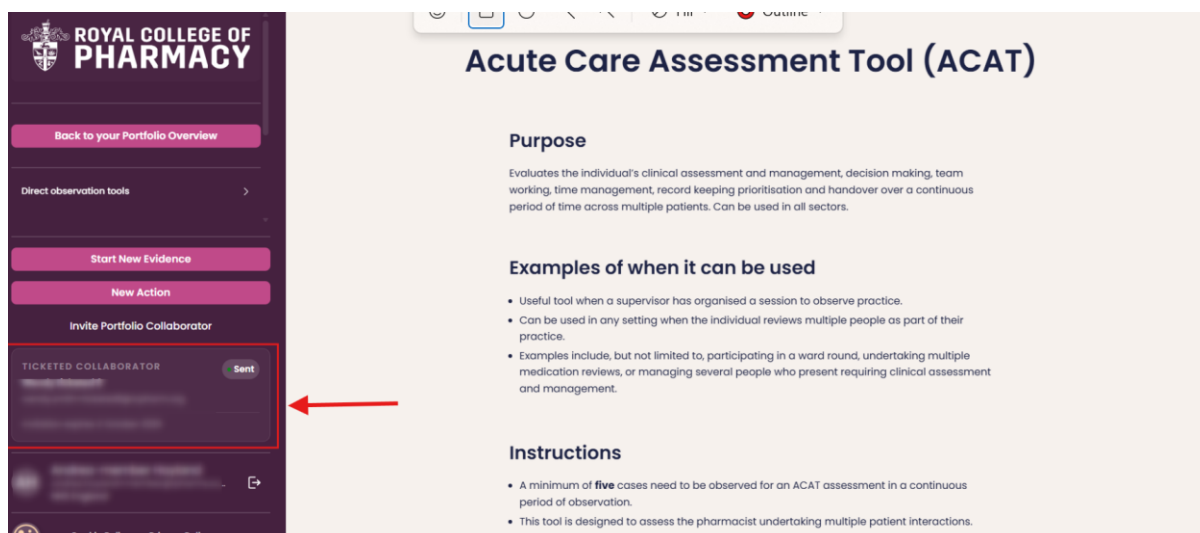
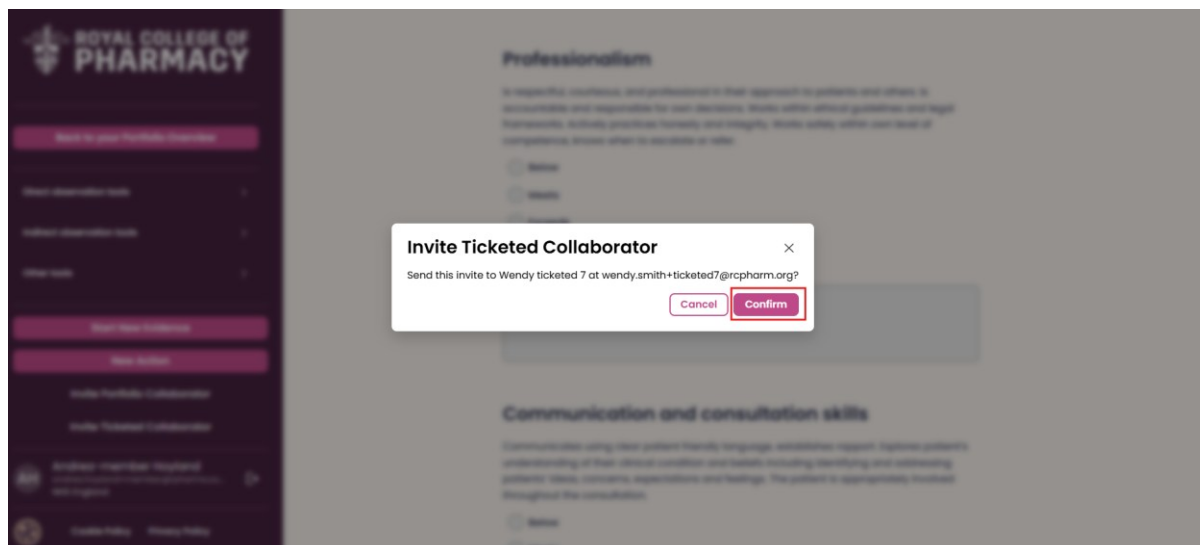
Invite Ticketed Collaborator

Name

Email

Cancel

Invite Collaborator



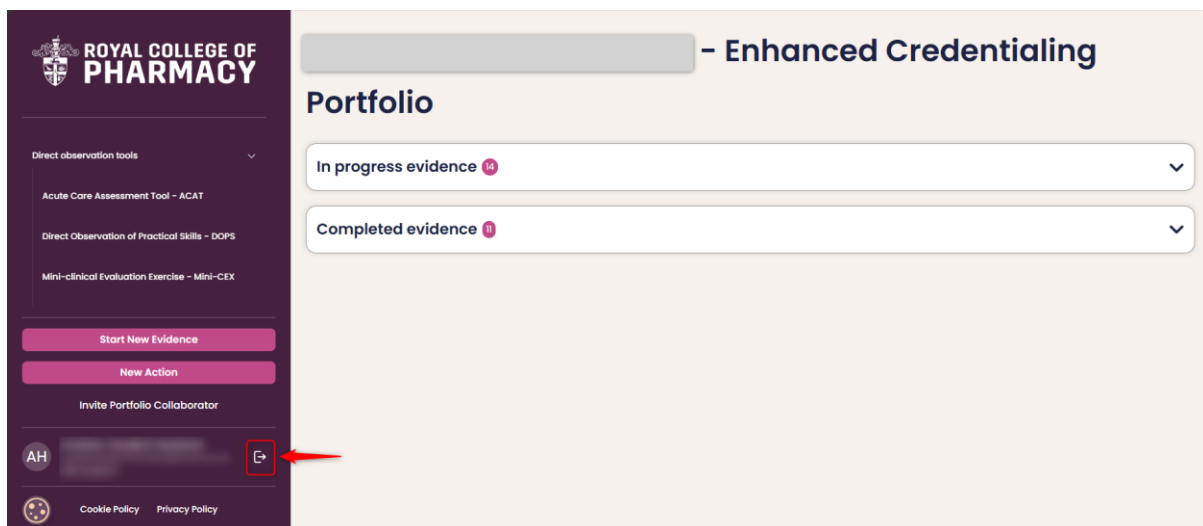
Logging Out

To help keep your account secure, always log out of the e-Portfolio when you have finished working on your forms.

Important: If a collaborator needs to access your record, ensure you have signed out before they log in.

To Log Out

1. Save your work using **Save, Save and Close, or Save and Complete.**
2. Select the **Exit icon** at the bottom of the left-hand menu.
3. You are signed out of the e-Portfolio and returned to the login page.



Always verify that your work has been saved before logging out to prevent any loss of information.