

Enhanced e-Portfolio guide for Ticketed Collaborators

Enhanced e-Portfolio guide for Ticketed Collaborators	1
Role Definitions	1
Accepting an invite from a Learner	2
Adding comments to a Learner's e-Portfolio	3

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!

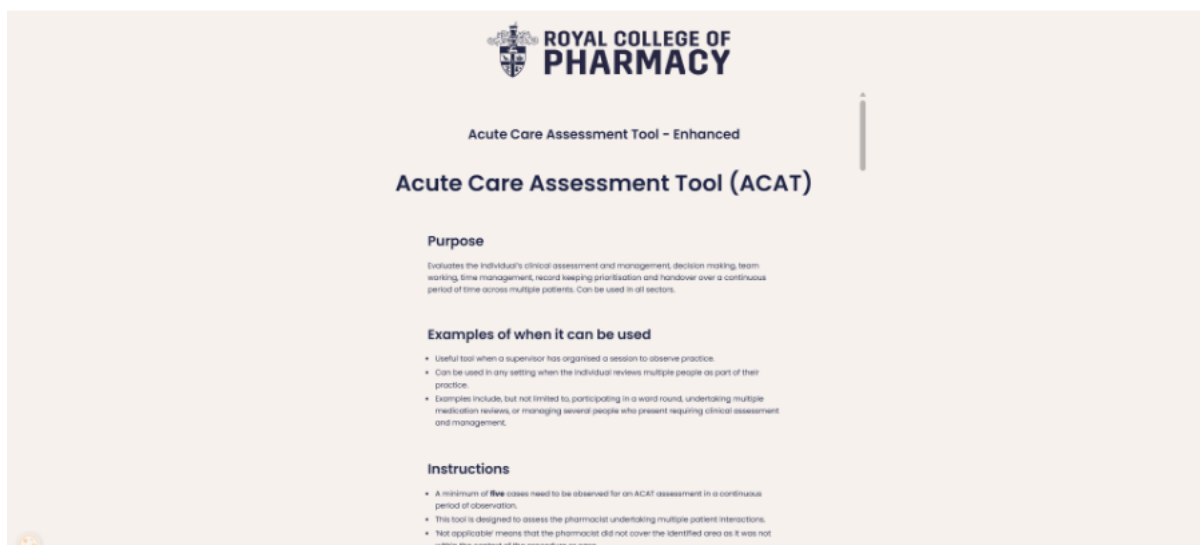
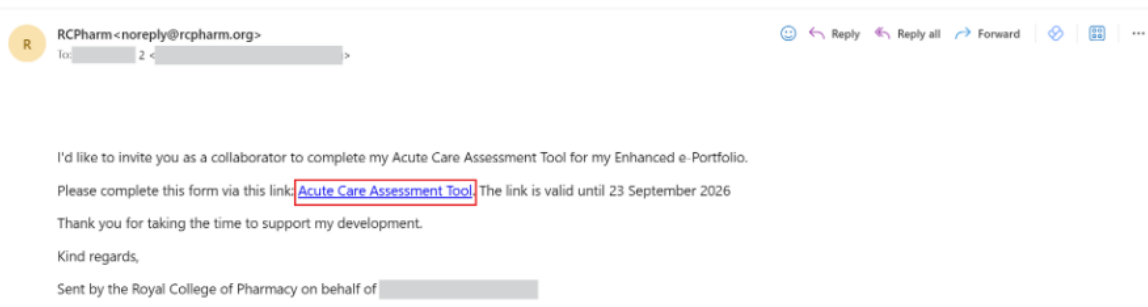
As a Ticketed Collaborator, you can only access a Learner's e-Portfolio from the email invitation that the Learner sends to you. This invitation is valid for **30 days** from the date it is sent. You will only have access to a specific form and not their entire e-Portfolio.

Accepting an invite from a Learner

Steps to access a Learner's form from an invite

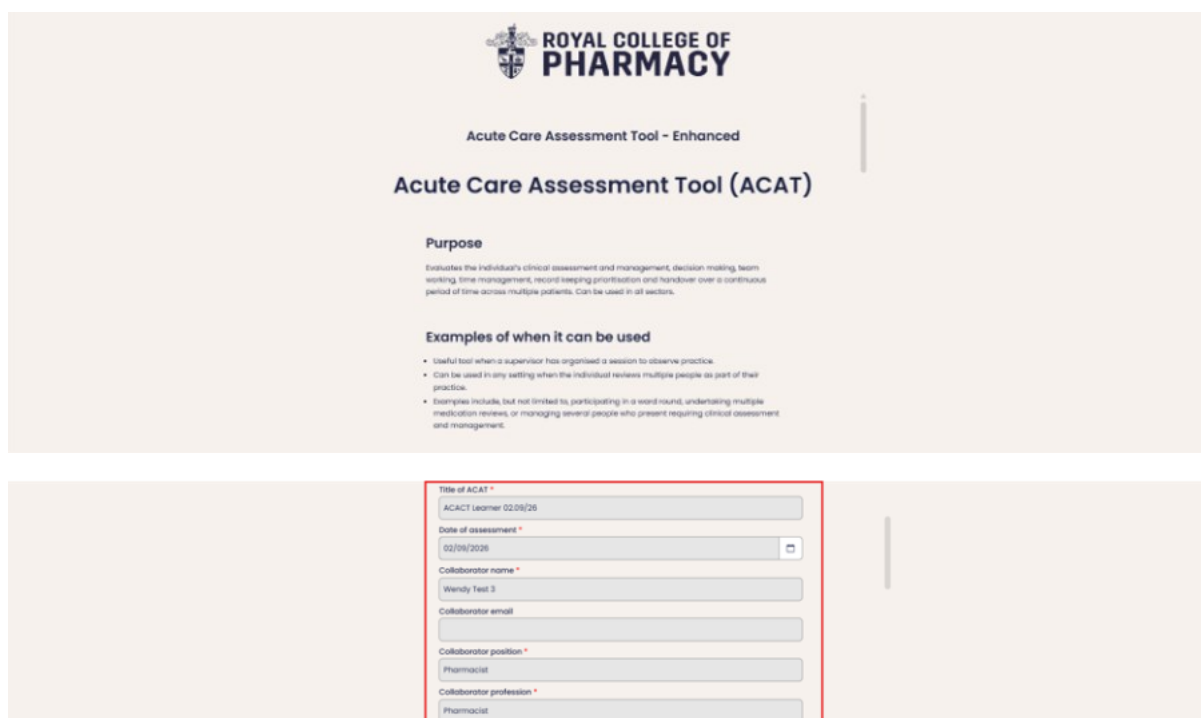
1. Open the email and click on the blue link within it. The email will be sent from noreply@rcpharm.org.
2. This will only grant you access to the form the Learner has sent to you for comment.

RCPharm Enhanced e-Portfolio invitation from [redacted] [Summarise this email](#)



Adding comments to a Learner's e-Portfolio

1. Once the form is open from the link in the email invitation, you will notice that some fields are read-only and can't be edited in your view. These are fields that the Learner fills in, which you can read, but not amend.



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Acute Care Assessment Tool - Enhanced

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.

Title of ACAT *

ACAT Learner 02/09/26

Date of assessment *

02/09/2026

Collaborator name *

Wendy Test 3

Collaborator email

Collaborator position *

Pharmacist

Collaborator profession *

Pharmacist

2. Scroll down to the **Collaborator declaration** paragraph to edit the “Assessment areas” of the form. This box will be initially unchecked, and these sections will be read-only.

Collaborator declaration: I can confirm I have read the RCPHarm collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. *

Professionalism

Is respectful, courteous, and professional in their approach to patients and others, is accountable and responsible for own decisions, works within ethical guidelines and legal frameworks. Actively practices honesty and integrity. Works safely within own level of competence, knows when to escalate or refer.

☐ Below
☐ Meets
☐ Exceeds
☐ Not applicable

Comments: strengths and/or areas for development *

Communication and consultation skills

Communicates using clear patient friendly language, establishes rapport, explores patient's understanding of their clinical condition and beliefs including identifying and addressing patients' ideas, concerns, expectations and feelings. The patient is appropriately involved throughout the consultation.

☐ Below
☐ Meets
☐ Exceeds
☐ Not applicable

3. Check the box to make your section of the form editable.
4. Complete all mandatory sections of the form – these are denoted by a red asterisk.

Collaborator declaration: I can confirm I have read the RCPHarm collaborator guidance and have the appropriate experience to complete this assessment. I confirm I have completed the assessment objectively and independently. *

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☐ Below
☐ Meets
☐ Exceeds
☐ Not applicable

Comments: strengths and/or areas for development *

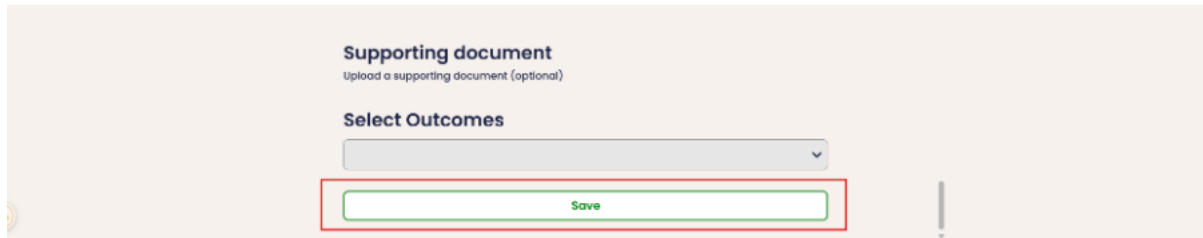
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☐ Meets
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☐ Not applicable

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Click **Save** to save your input and keep the form open. This will bring you to top of the form and show a green **form saved successfully** message.



Supporting document
Upload a supporting document (optional)

Select Outcomes

Save



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• What will you do differently in the future?

Form saved successfully