

Horus ePortfolio

---

# ARCP Reviewer Guide

For ARCP panel members using Horus

June 2019

Developing people

for health and

healthcare

# How to sign in

- Visit: <https://horus.hee.nhs.uk>
- Enter your registered email address and your password in the required fields
- Select “Sign in”

## Please sign in

Horus is the ePortfolio for Foundation Doctors in England.

Email:

Password:

[Sign in](#) [Unable to sign in?](#)

## Troubleshooting

- If you are unsure of your registered email address for Horus ePortfolio please contact your local Horus ePortfolio administrator.
- If you can't remember your password please use the password reset function by selecting “Unable to sign in?” on the Horus sign in page.

## Horus ePortfolio

Home ARCP panels Help

A.Smitham Sign out

### Home

To sign (0)

Drafts (0)

**Select this to view ARCP panels that you have been assigned to.**

There are currently no forms created by others requiring your signature (please check your drafts list for forms you have created, which may need your signature).

## Horus ePortfolio

Home ARCP panels Help

A.Smitham Sign out

### Your ARCP panels

**NOTE:** For a full list of all ARCPs within all your organisations: [Main admin ARCP page](#)

This list allows you to access/manage ARCPs where you are the chair or a panel member. Use the links below to select the relevant time period to display.

[Previous 2 weeks](#) | [Next 7 days](#) | [All scheduled](#) | [Everything](#)

**Next 7 days:** Showing ARCPs taking place in the next 7 days.

Start typing to filter the results in the table:

Foundation Doctor ⓘ	ARCP settings ▼	Outcome	Portfolio
Morissette, Bradly <a href="mailto:LeighLSharples@gmail.com">LeighLSharples@gmail.com</a> 1000049  Summary of evidence F1 01-Aug-2018 - 06-Aug-2019	01-May-2019: Outcome form (F1) Chair: Baxter, Skunk	Outcome: blank Chair signed: no	<a href="#">Portfolio</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

**NOTE:** Outcome forms for any ARCPs where y

ved via your 'My Activity' page.

Select here to view the 'summary of evidence' report.

# Horus ePortfolio

## Your ARCP panels

**NOTE:** For a full list of all ARCPs within all your organisations: [Main admin ARCP page](#)

This list allows you to access/manage ARCPs where you were the Chair. You can also filter the results by time period to display.

[Previous 2 weeks](#) | [Next 7 days](#) | [All scheduled](#) |

**Next 7 days:** Showing ARCPs taking place in the next 7 days

Select here to view the doctor's portfolio.

Start typing to filter the results in the table:

Foundation Doctor ⓘ	ARCP settings ▼	Outcome	Portfolio
Morissette, Bradly <a href="mailto:LeighLSharples@gmail.com">LeighLSharples@gmail.com</a> 1000049  Summary of evidence F1 01-Aug-2018 - 06-Aug-2019	01-May-2019: Outcome form (F1) Chair: Baxter, Skunk	Outcome: blank Chair signed: no	<a href="#">Portfolio</a>

Showing 1 to 1 of 1 entries

**NOTE:** Outcome forms for any ARCPs where you were the Chair, that happened more than 2 weeks ago, can still be reviewed via your 'My Activity' page.

# Foundation Doctor's portfolio explained...

## Horus ePortfolio

Home ARCP panels Help

A. Smitham Sign out

### Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

#### Foundation

Email:

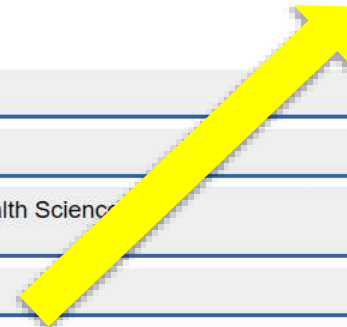
GMC number

Medical school

Last logged in

This is the foundation doctor's portfolio overview page.

Use the portfolio drop down menu to navigate through individual sections of the doctor's portfolio.



#### Placement

Anaesthetics: 01-Aug-2018 - 30-Dec-2018 [Manchester Royal Infirmary]

Educational supervisor	Leigh Sharples	Fake.Email.LS@hee.nhs.uk	No GMC number
Clinical supervisor	Leigh Sharples	Fake.Email.LS@hee.nhs.uk	No GMC number

F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

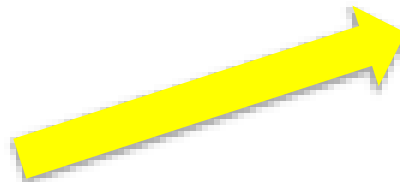
Placement supervision group

F2: 2019-20

**This is the portfolio drop down menu. You can navigate to each of the individual portfolio section from this menu.**



**Contents Page...**



**F1: Bradly Morissette (2018-19) ▾**

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

**F2: 2019-20**

## Horus ePortfolio

Home ARCP panels Help

A. Smitham Sign out

### Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

#### Portfolio contents

Rotation: 01-Aug-2018 - 06-Aug-2019

<b>Personal Development Plan</b> Dummy PDP [achieved]	13-Dec-2018 map to curriculum
<b>Reflection</b> Dummy	13-Dec-2018 map to curriculum
<b>Core Procedure</b> 1. Venepuncture L.Sharplies	17-Dec-2018 map to curriculum
<b>Reflection</b> Halfway through	09-Jan-2019 map to curriculum
<b>Core Procedure</b> 2. IV cannulation L.Sharplies	08-Mar-2019 map to curriculum
<b>Core Procedure</b> 3. Prepare and administer IV medications and injections L.Sharplies	08-Mar-2019 map to curriculum

**This page is where all completed forms are listed.**

#### Filter contents by type

##### Additional achievement

[Course / seminar / other learnin...](#) (3)

[Quality Improvement](#) (2)

##### Careers

[Career Planning](#) (1)

##### Core Procedure

[Core Procedure](#) (12)

##### Personal development plan

[PDP progress \(self-evaluation\)](#) (1)

[Personal Development Plan](#) (2)

##### Placement Supervision Group Feedbac...

[Placement Supervision Group Summ...](#) (3)

##### Reflection

[Reflection](#) (3)

##### Structured meetings and reviews

[Combined Induction Meeting with ...](#) (1)

Rotation: 01-Aug-2018 - 06-Aug-2019

Personal Development Plan Dummy PDP [achieved]	13-Dec-2018 map to curriculum
Reflection Dummy	13-Dec-2018 map to curriculum
Core Procedure 1. Venepuncture L.Sharple	17-Dec-2018 map to curriculum
PDP progress (self-evaluation)	09-Jan-2019 map to curriculum
Reflection My thoughts	04-Feb-2019 map to curriculum
Reflection	06-Mar-2019 map to curriculum
3. Prepare and administer IV medications and injections L.Sharple	08-Mar-2019 map to curriculum
Core Procedure 10. Injection - intramuscular L.Sharple	18-Mar-2019 map to curriculum
Core Procedure 13. Urethral catheterisation (male) L.Sharple	18-Mar-2019 map to curriculum
Personal Development Plan Dummy	18-Mar-2019 map to curriculum
Career Planning Dummy	18-Mar-2019 map to curriculum
Core Procedure 15. Airway care including simple adjuncts (e.g. Guedel airway or laryngeal masks) L.Sharple	18-Mar-2019 map to curriculum

This page can be filtered by selecting a type of form.

### Filter contents by type

#### Additional achievement

[Course / seminar / other learnin...](#) (3)

[Quality Improvement](#) (2)

#### Careers

[Career Planning](#) (1)

#### Core Procedure

[Core Procedure](#) (12)

#### Personal development plan

[PDP progress \(self-evaluation\)](#) (1)

[Personal Development Plan](#) (2)

#### Placement Supervision Group Feedback...

[Placement Supervision Group Summ...](#) (3)

#### Reflection

[Reflection](#) (3)

#### Structured meetings and reviews

[Combined Induction Meeting with ...](#) (1)

[Induction Meeting with Clinical ...](#) (3)

#### Supervised Learning Event

[Case Based Discussion](#) (2)

[Developing the Clinical Teacher](#) (2)

[Direct Observation Of Procedural...](#) (4)

[Mini-Clinical Evaluation Exercis...](#) (8)

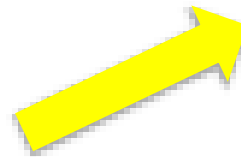
#### Supervisor reports

[Clinical Supervisors End of Plac...](#) (6)

[Educational Supervisors End of P...](#) (3)

[Show all](#)

# Curriculum Overview Page...



F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

F2: 2019-20

### Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

#### Curriculum Overview

#### Section 1. Professional behaviour and trust

Show me: [Mapped evidence](#) | [Descriptors](#) | [e-LfH](#)

ES progress rating: **Satisfactory** (by Leigh Sharples on 01-Feb-2019)

##### 1: Acts professionally

###### Mapped Evidence [2 items]

- [Course / seminar / other learning attended](#) 11-Dec-2018 (Mapped 13-Dec-2018)
- [Clinical Supervisors End of Placement Report](#) 09-Jan-2019 (Mapped 02-May-2019)

##### 2: Delivers patient centred care and maintains trust

###### Mapped Evidence [4 items]

- [Clinical Supervisors End of Placement Report](#) 13-Dec-2018 (Mapped 13-Dec-2018)
- [Educational Supervisors End of Placement Report](#) 13-Dec-2018 (Mapped 13-Dec-2018)
- [Clinical Supervisors End of Placement Report](#) 09-Jan-2019 (Mapped 02-May-2019)
- [Direct Observation Of Procedural Skills \(DOPS\)](#) 13-Feb-2019 (Mapped 02-May-2019)

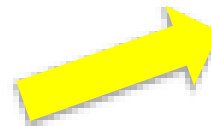
##### 3: Behaves in accordance with ethical and legal requirements

###### Mapped Evidence [3 items]

- [Clinical Supervisors End of Placement Report](#) 13-Dec-2018 (Mapped 13-Dec-2018)
- [Educational Supervisors End of Placement Report](#) 13-Dec-2018 (Mapped 13-Dec-2018)
- [Direct Observation Of Procedural Skills \(DOPS\)](#) 13-Feb-2019 (Mapped 02-May-2019)

Here you can see what content has been mapped to each foundation professional capability (FPC).

# Personal Development Plan (PDP) Page...



F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

F2: 2019-20

# Horus ePortfolio

## Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

### Personal Development Plan

Created	Updated	Title	Achieved?	Open
18-Mar-2019	26-Mar-2019	Dummy	Not achieved	Open
13-Dec-2018	18-Mar-2019	Dummy PDP	Achieved	Open

### Personal Development Plan

Foundation doctors should have a personal development plan for each placement within the rotation. This should set out the specific aims and learning objectives and be based on the requirements for satisfactory completion of F1/the foundation programme. It should also be mapped to the curriculum. At the beginning of each placement the foundation doctor should agree the PDP with their educational supervisor.

Once objectives have been achieved, they can be ticked off. They will remain on the PDP page to reflect your achievements throughout training. PDPs can be used for learning objectives related to your curriculum outcomes or learning objectives that do not relate to your curriculum (for example career management goals, research goals, etc).

**Select 'Open' to view a PDP.**

**Reflections Page...**



**F1: Bradly Morissette (2018-19) ▾**

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

**F2: 2019-20**



## Horus ePortfolio

Home ARCP panels Help

A. Smitham Sign out

### Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

#### Reflection

Reflections are shown with most recently edited first.

Created	Updated	Title	Open
06-Mar-2019	06-Mar-2019	Halfway through	<a href="#">Open</a>
04-Feb-2019	04-Feb-2019	My thoughts	<a href="#">Open</a>
13-Dec-2018	13-Dec-2018	Dummy	<a href="#">Open</a>



Select 'Open' to view a reflection.

#### Reflection

Reflective practice material can be recorded in your portfolio and used as example of you can share it with your supervisors (note that private reflections won't count towards involvement in the experience. You can use this template to record a variety of learning e

#### What is reflection?

Doctors are committed to life-long learning, both in and from their practice, which includes repeated clinical experience. As a foundation doctor, you need to develop your critical thinking and your professional judgement, especially where there is clinical uncertainty. The skill of reflecting on your practice (performance) is vital in gaining a sense of how a method or actions can be improved upon when similar situations arise.

# Team Assessment of Behaviour (TAB) Page...



F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

F2: 2019-20

# Horus ePortfolio

Home    ARCP panels    Help    A.Smitham    Sign out

## Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

### Team Assessment of Behaviour

Started	Assessors	Actions
28-Feb-2019 ⚠ Time limit reached	<ul style="list-style-type: none"> <li>❗ 10 responses (5 / 5)</li> <li>✓ 2 consultants or trained GPs (2 / 2)</li> <li>✓ 1 other doctor more senior than F2 (1 / 1)</li> <li>❗ 2 senior nurses (band 5 or above) (1 / 1)</li> <li>❗ 2 allied health professionals / other team members (1 / 1)</li> </ul>	<p style="text-align: right;"><a href="#">Results</a></p> <p style="text-align: right; font-size: small;">TAB Summary form not yet completed</p>
17-Dec-2018	<ul style="list-style-type: none"> <li>❗ 10 responses (1 / 2)</li> <li>❗ 2 consultants or trained GPs (1 / 1)</li> <li>❗ 1 other doctor more senior than F2 (0 / 0)</li> <li>❗ 2 senior nurses (band 5 or above) (0 / 0)</li> <li>❗ 2 allied health professionals / other team members (0 / 1)</li> </ul>	<p style="text-align: right;"><a href="#">Results</a></p>

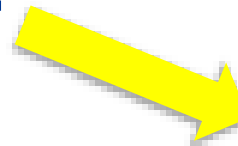
- ❗ Insufficient nominees
- ⚠ Insufficient responses
- ✓ Requirement met

**Select 'Results' to view results of a TAB.**



Note that only 2 foundation doctors will count towards your total number of responses.

## Career Planning Page...



F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

F2: 2019-20

## Horus ePortfolio

[Home](#) [ARCP panels](#) [Help](#)

A.Smitham

[Sign out](#)

### Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

#### Career Planning

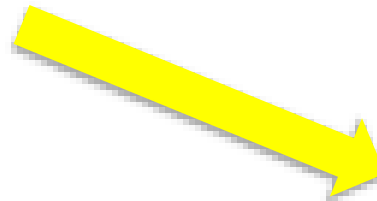
Career Planning forms are shown with most recently edited first.

Started	Updated	Title	Open
18-Mar-2019	18-Mar-2019	Dummy <a href="#">map to curriculum</a>	<a href="#">Open</a>

Select 'Open' to view a career planning form.



# e-Learning for Health (e-LfH) page...



F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

F2: 2019-20

### Horus ePortfolio

Home ARCP panels Help

A. Smitham Sign out

### Bradly Morissette, F1

F1: Bradly Morissette (2018-19) ▾

#### e-LfH activity summary

e-LfH account status: **Connected.** |

You're **viewing only mappable items**, ([switch to show everything](#)). Any items that are incomplete, or were completed

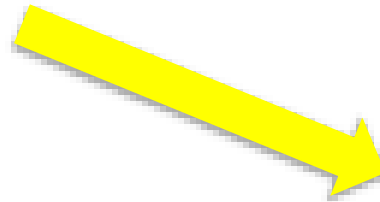
**Note:** Horus only shows activity from the e-LfH "Foundation (FND)" programme. Data is only transferred from e-LfH on tomorrow. For any problems with data syncing between Horus and e-LfH please contact the Horus helpdesk, e-LfH and

Start typing to filter the results in the table:

**This is where all completed e-LfH content is shown (if the doctor has linked their e-LfH account to Horus).**

Dates between ▼	Subject ⓘ	Completed ⓘ
25-Aug-2018 2 attempts, 9 minutes total time.	Infection Prevention and Control eAssessment - Level 1 <a href="#">map to curriculum</a>	Complete
25-Aug-2018 2 attempts, 6 minutes total time.	Safeguarding Children eAssessment - Level 1 <a href="#">map to curriculum</a>	Complete

**Concerns Page...**



F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

F2: 2019-20



Home    ARCP panels    Help    A. Smitham    Sign out

**Bradly Morissette, F1**

F1: Bradly Morissette (2018-19) ▾

**Concerns**

This page can be viewed by all users who have access to this e-portfolio account, **including the foundation doctor**.  
 This page can be edited by the following users:

- The foundation doctor's assigned supervisors
- The foundation programme director(s) at the foundation doctor's placement organisation
- The administrator(s) at the foundation doctor's placement organisation
- Foundation school staff

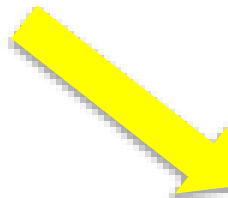
The foundation doctor cannot edit anything on this page.  
[Why are some concerns marked as "auto-resolved"?](#)

**This page shows what (if any) concerns have been raised and how they are being/have been managed.**

**Anaesthetics: 01-Aug-2018 - 30-Dec-2018 [Manchester Royal Infirmary]**

<u>Clinical Supervisors End of Placement Report</u>				
Clinical care:	Some Concern	<b>Last followed up:</b> Skunk Baxter (03-May-2019) <b>RESOLVED</b>	Notes: Error	<a href="#">View/Update</a> (3)
Safety and quality:	Some Concern	Awaiting follow up. <b>UNRESOLVED</b>	Notes: n/a	<a href="#">View/Update</a> (0)

# Placement Supervision Group (PSG) Page...



F1: Bradly Morissette (2018-19) ▾

**Close Portfolio**

Overview

Contents

Curriculum

PDP

Reflection

TAB

Career Planning

e-LfH

Concerns

Placement supervision group

F2: 2019-20

## Horus ePortfolio

Home ARCP panels Help

A. Smitham Sign out

**Bradly Morissette, F1**

: Bradly Morissette (2018-19) ▾

**PSG feedback is split into the placements they were requested in. Select 'Manage PSG Feedback' to view the feedback.**

### Placement Supervision Group Feedback

#### Placements

Anaesthetics (01-Aug-2018-30-Dec-2018)

**Manage PSG Feedback**

Manage PSG Feedback

Cardiology (31-Dec-2018-02-Apr-2019)

Manage PSG Feedback

Clinical Genetics (03-Apr-2019-06-Aug-2019)

Manage PSG Feedback

**PSG summary reports (if created) can also be viewed from the Portfolio Contents page.**

Any questions, suggestions  
or other feedback, refer to the

**Horus ePortfolio Support  
Site:**

<https://supporthorus.hee.nhs.uk>

