Assigning supervisors and posts in the RCR e-portfolio

A guide for doctors gathering evidence for a Portfolio Pathway application

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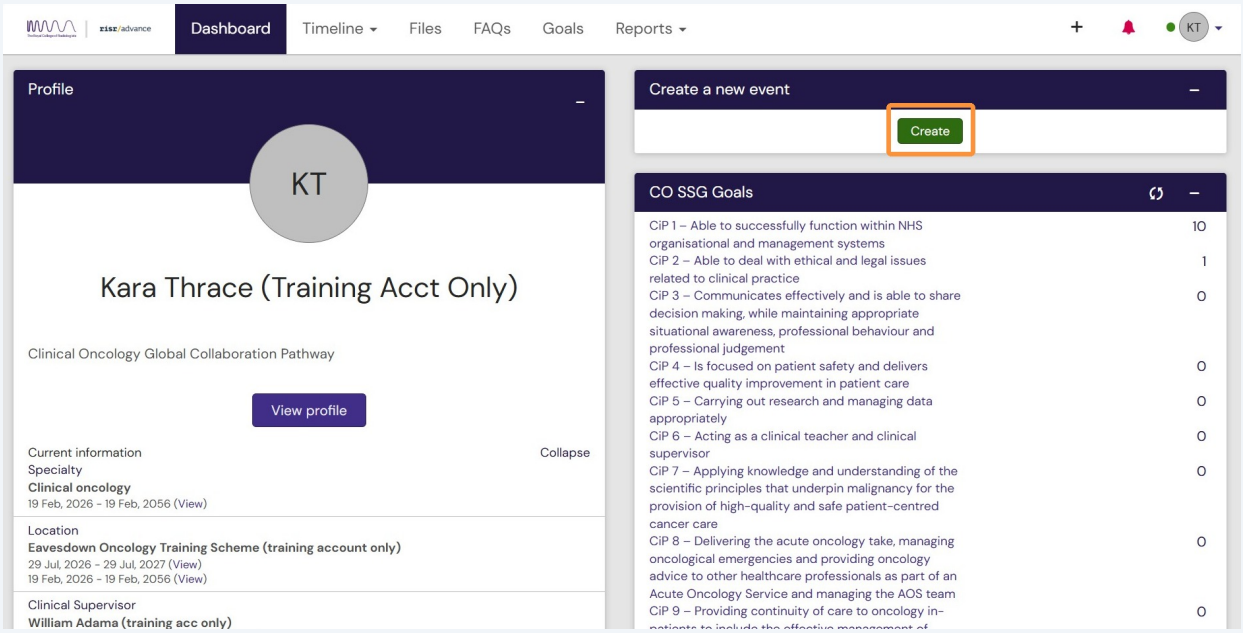
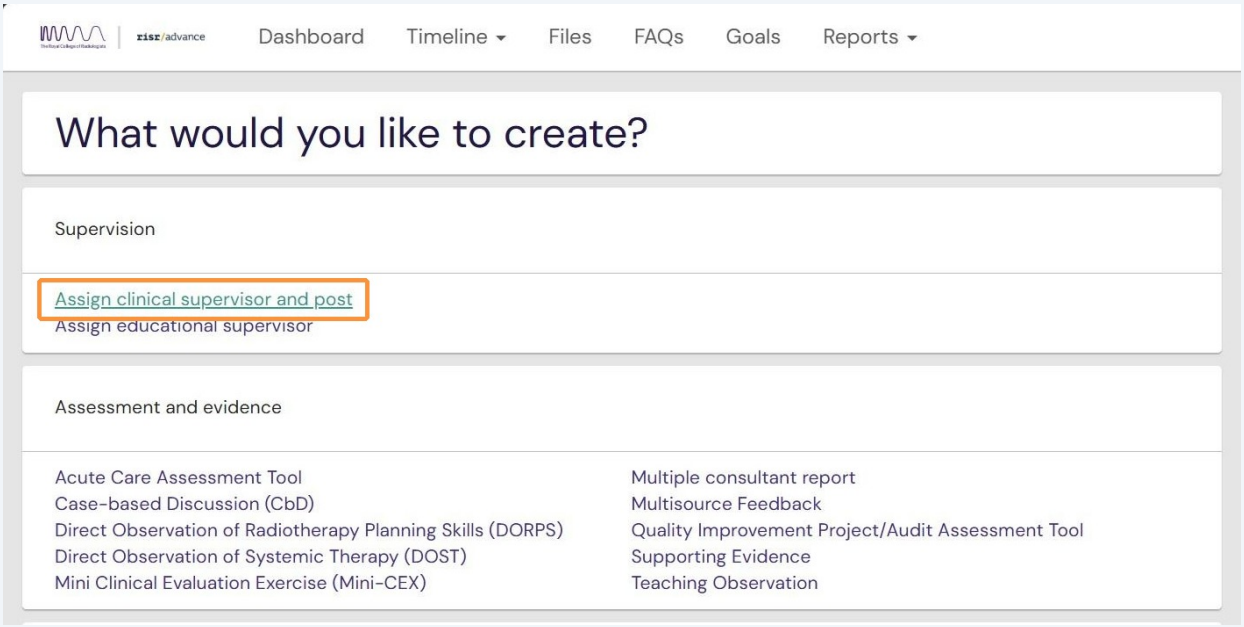
Assigning a post and clinical supervisor

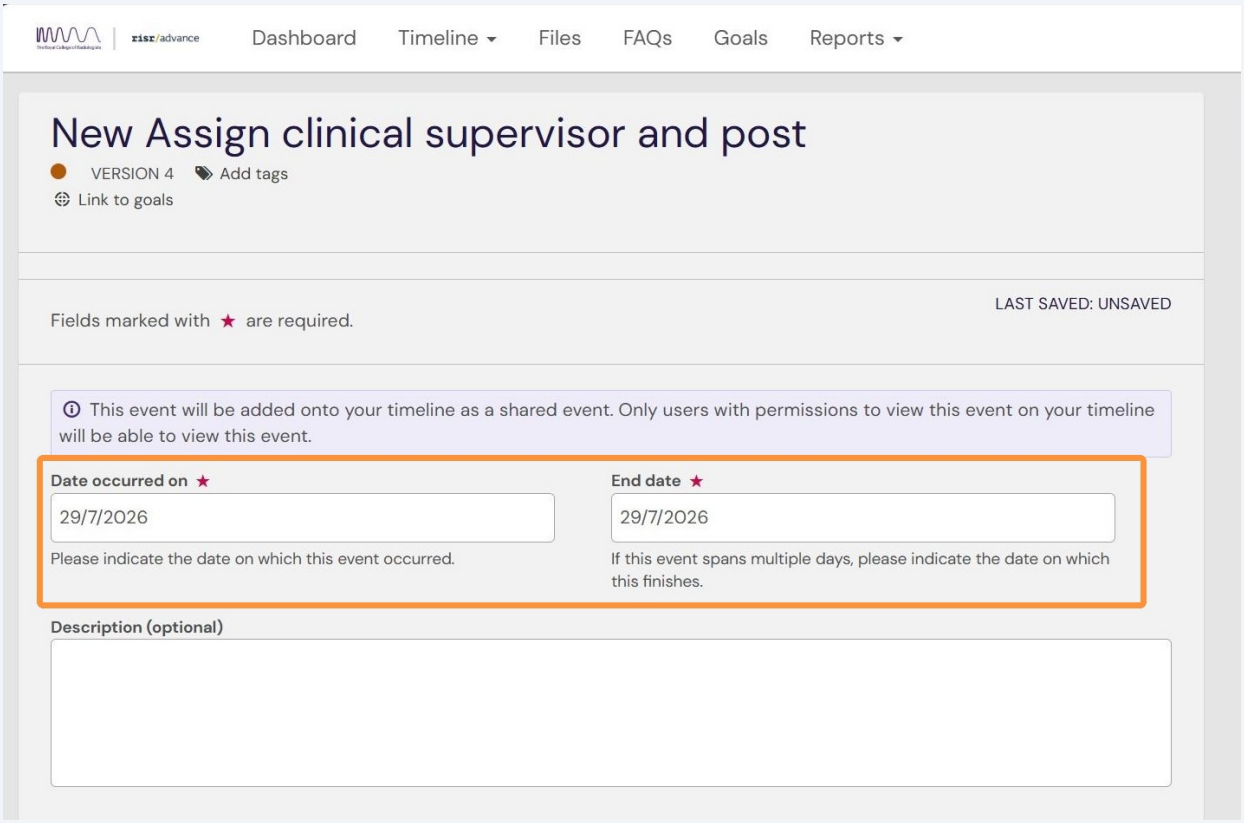
1 From your Dashboard, click "Create"



2 In the create menu, click "Assign clinical supervisor and post"

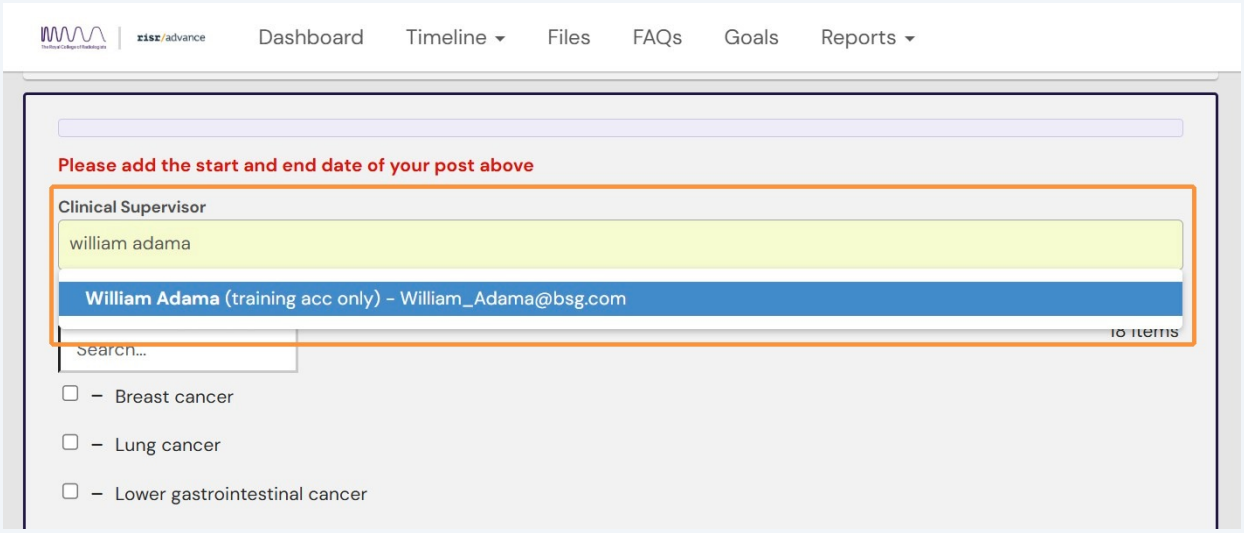


3 Enter the start and end dates of the post in the "Assign clinical supervisor and post" form.

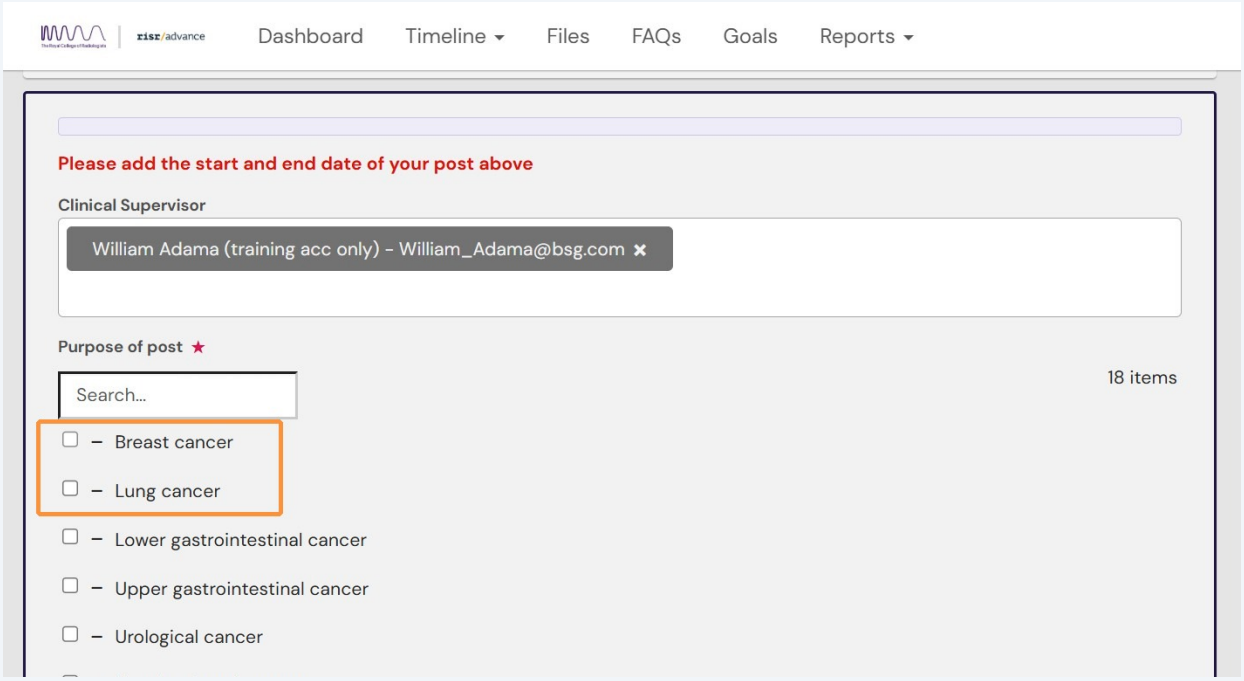


4 Enter the name of your clinical supervisor. You can leave this blank if you do not wish to add a supervisor for this post.

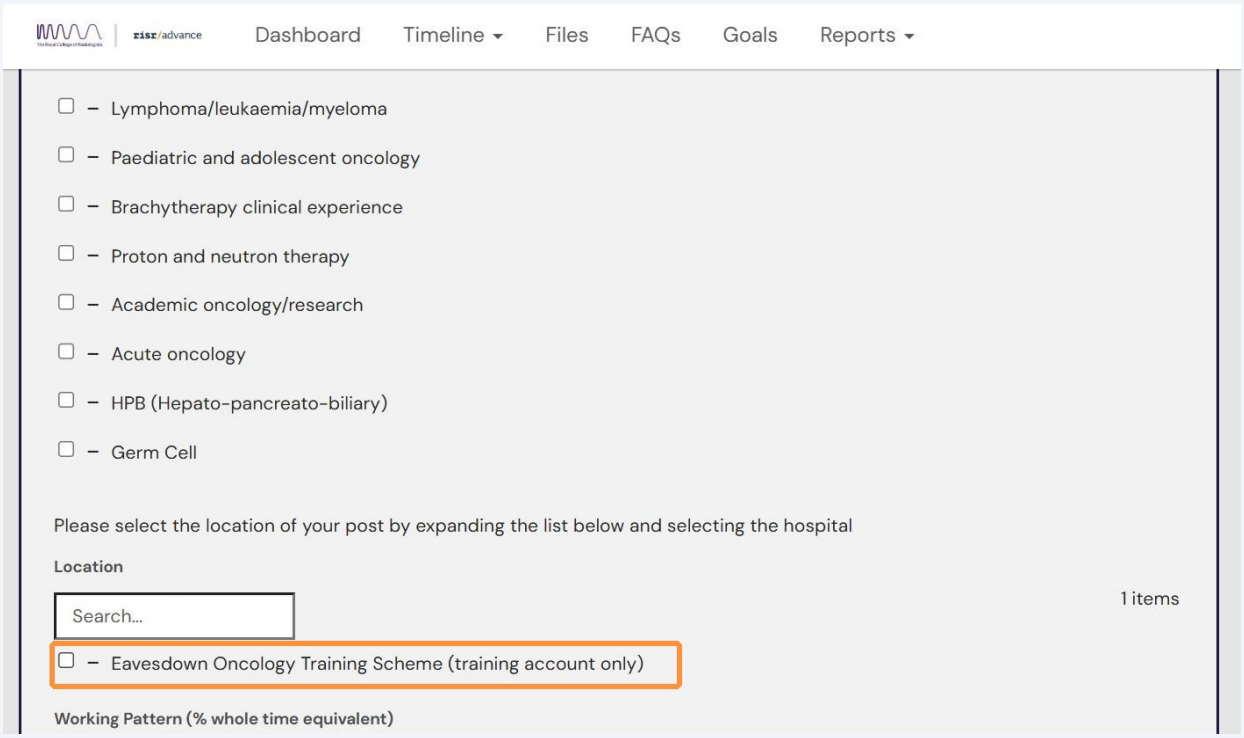
As you type a list of matching supervisors will appear. Select the appropriate supervisor. If your supervisor doesn't appear, this may be because they do not have an e-portfolio account. They must request an account before you can add them as a supervisor.



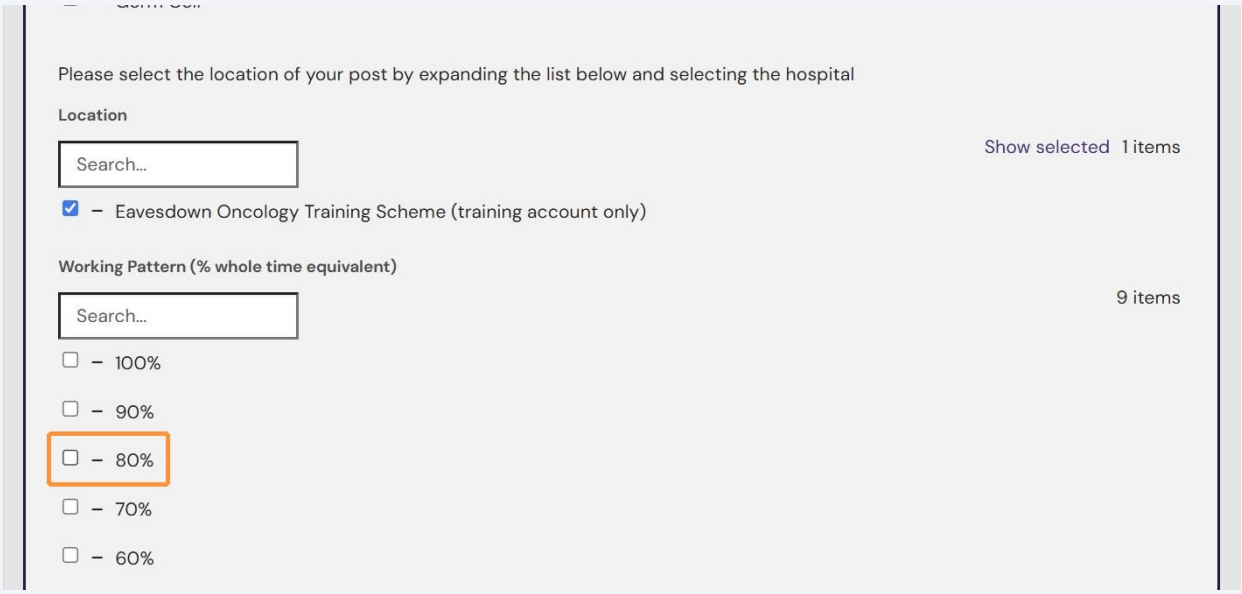
5 Select the purpose of your post. You may select more than one option.



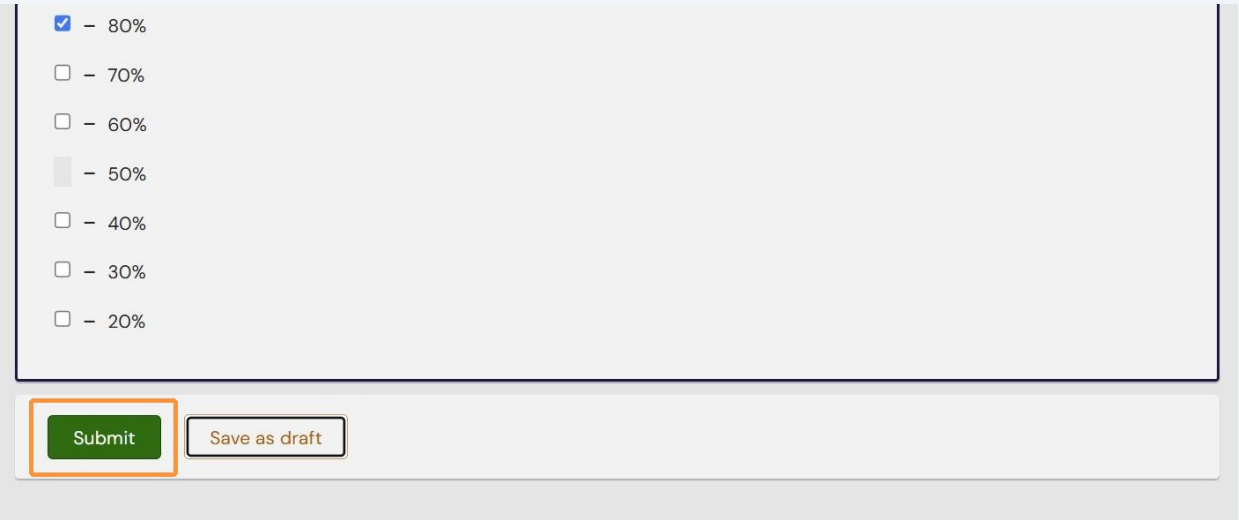
6 Select the location of your post from the list.



7 Select your working pattern from the list.

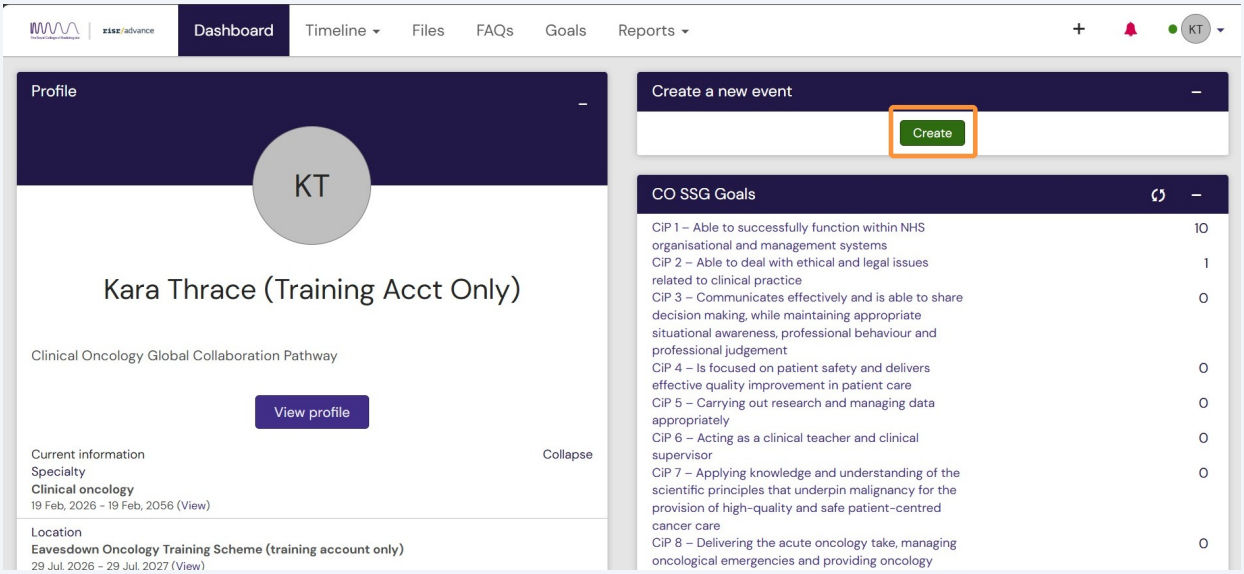


8 Click "Submit" to assign your post and supervisor

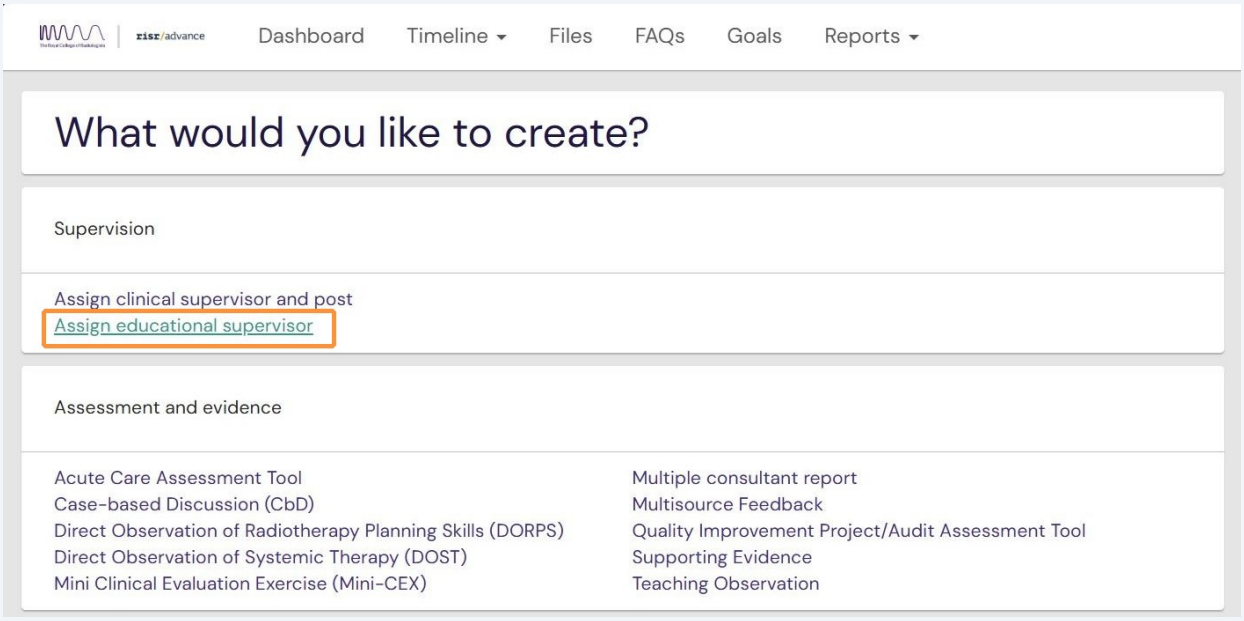


Assigning an educational supervisor

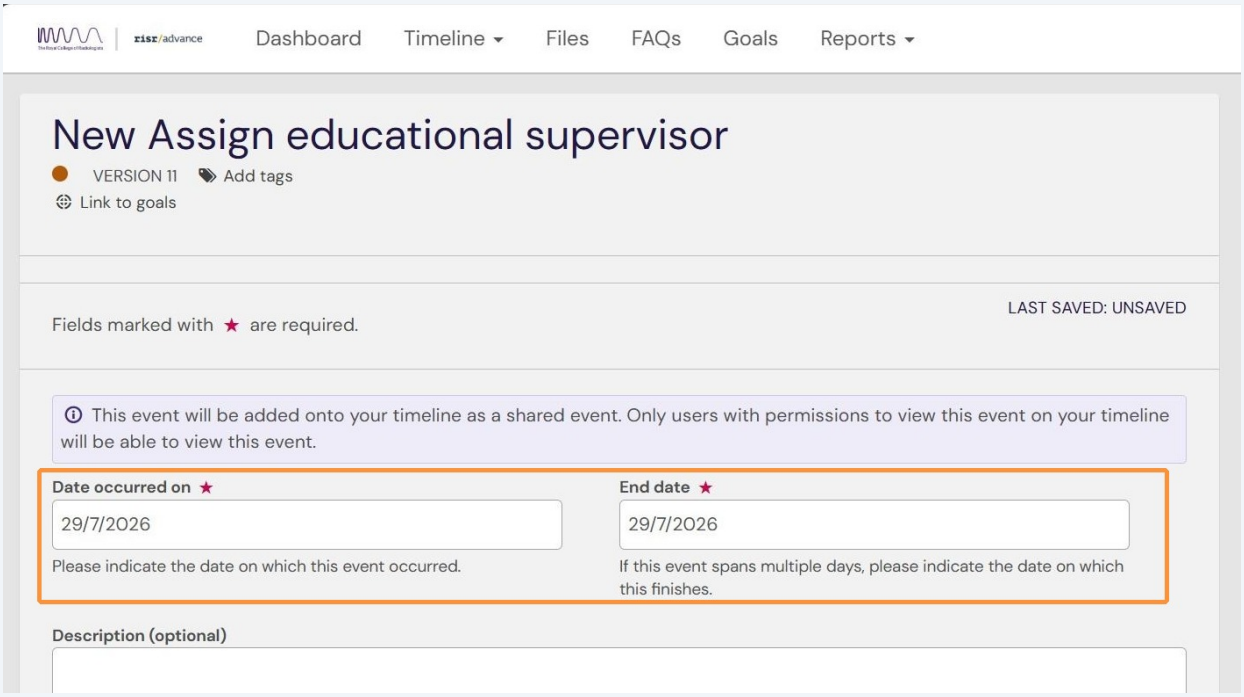
9 From your Dashboard, click "Create"



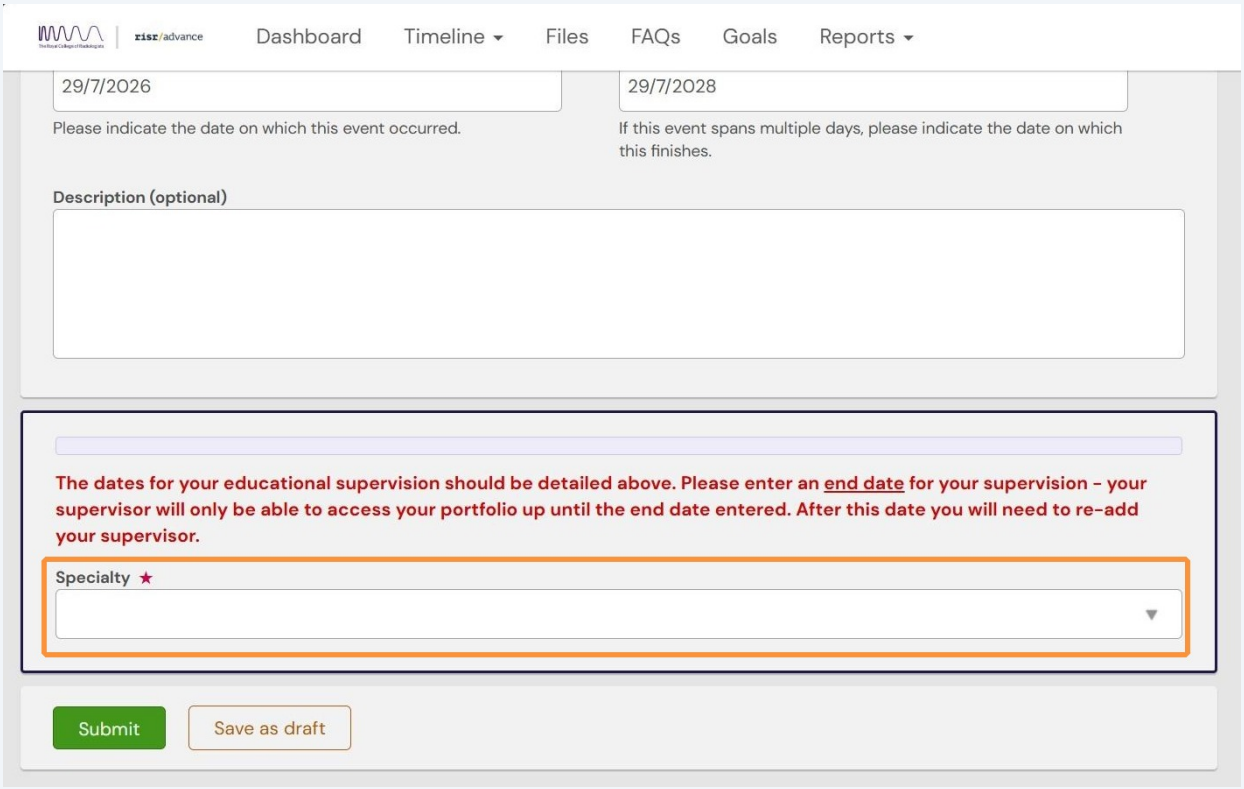
10 Click "Assign educational supervisor"



11 Enter the start and end dates of the period of supervision in the "Assign educational supervisor" form.

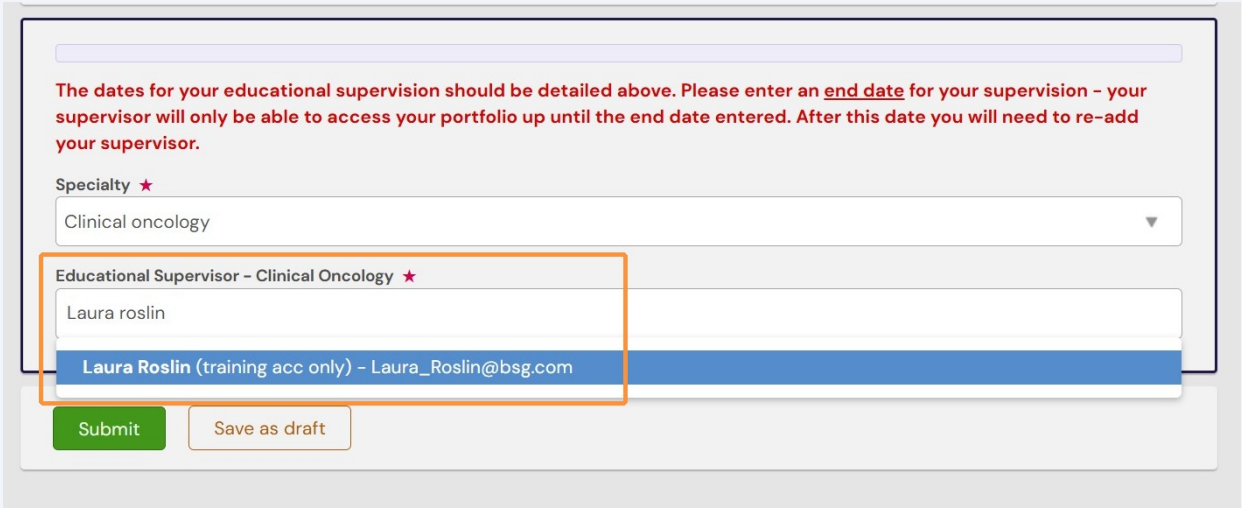


12 Select your specialty from the drop down menu.

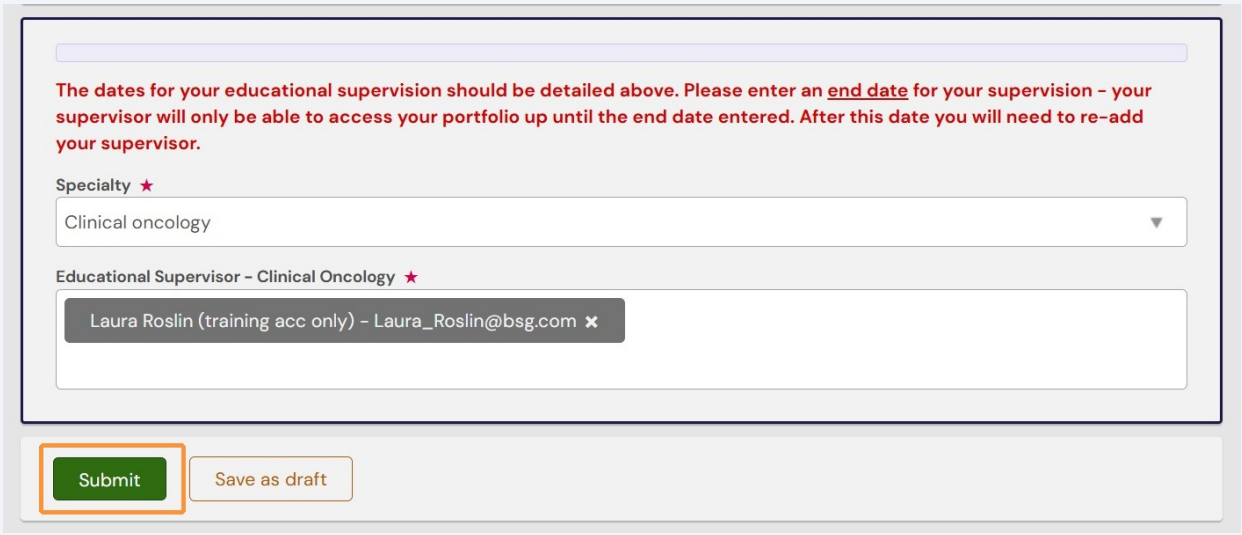


13 Enter the name of your educational supervisor.

As you type a list of matching supervisors will appear. Select the appropriate supervisor. If your supervisor doesn't appear, this may be because they do not have an e-portfolio account. They must request an account before you can add them as a supervisor.

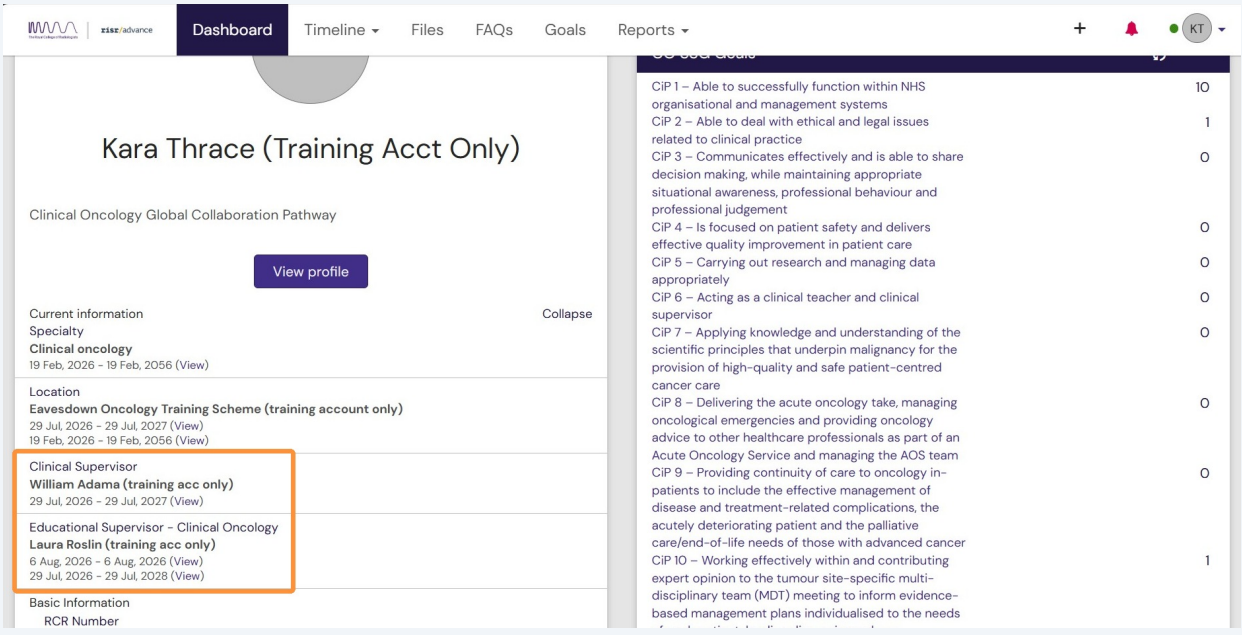


14 Click "Submit" to assign your supervisor.

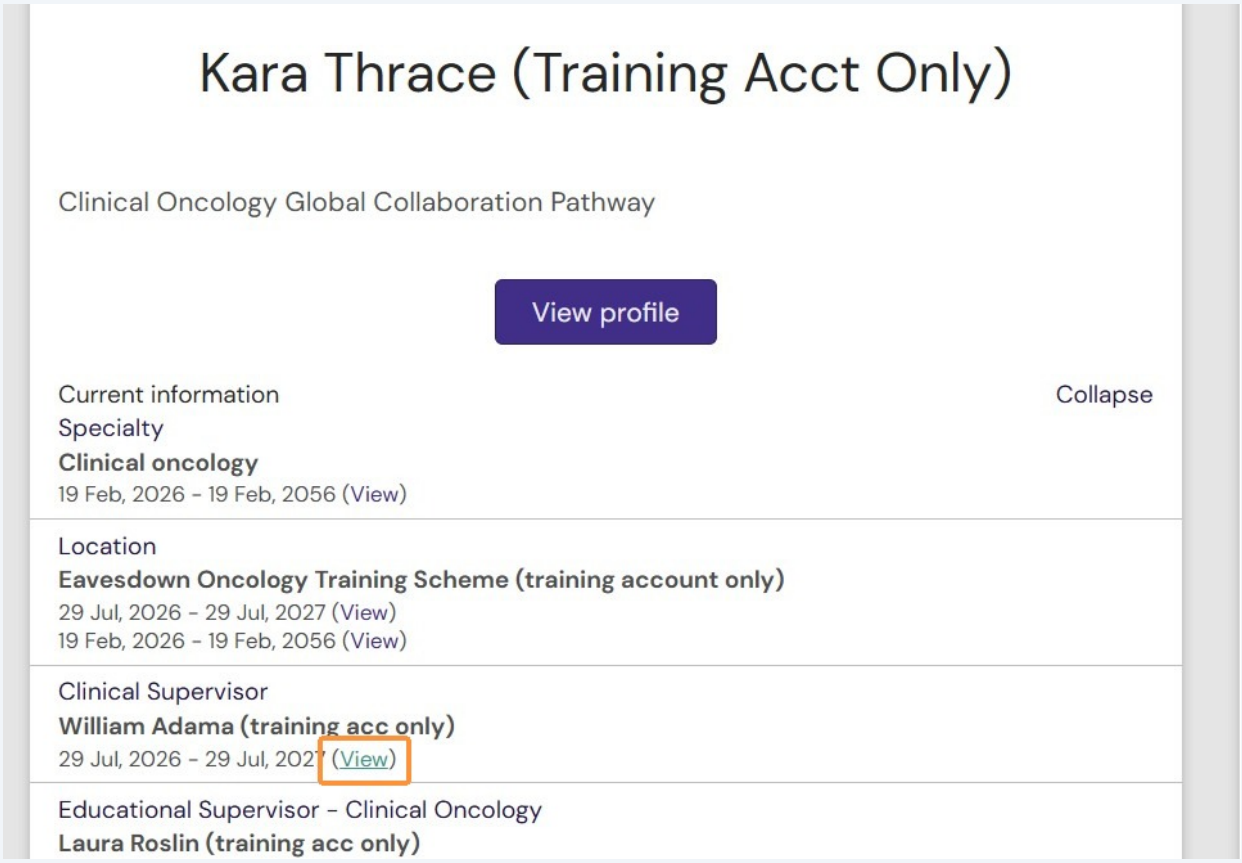


Viewing and editing supervisors

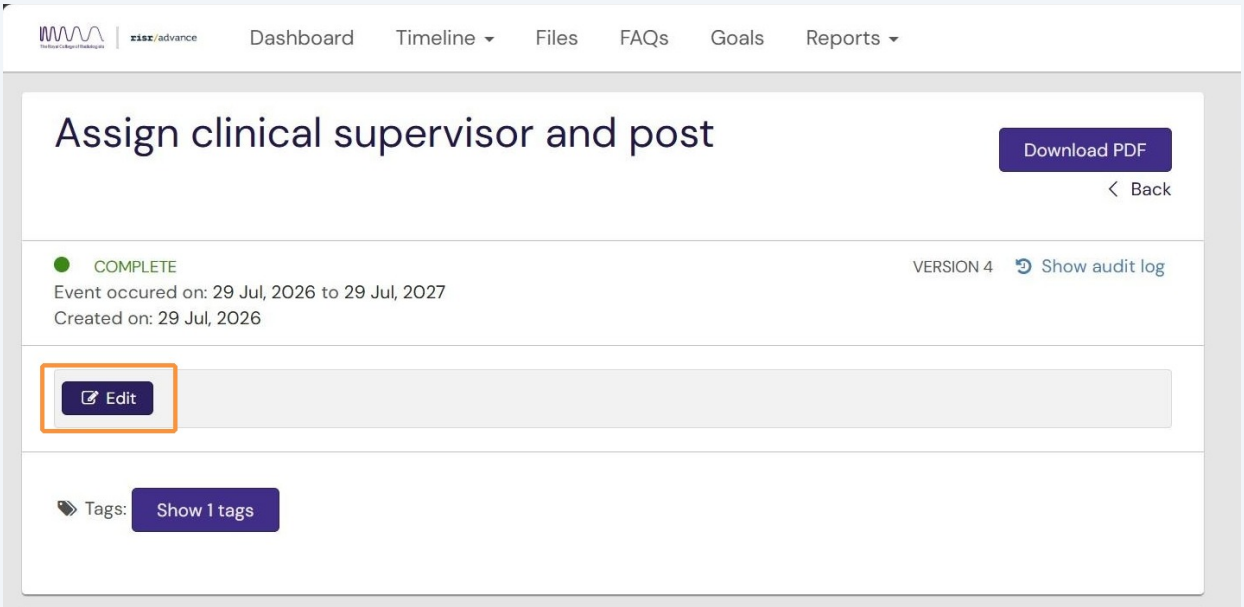
15 Your currently assigned supervisors will appear on your dashboard, along with the dates that they have been assigned for.



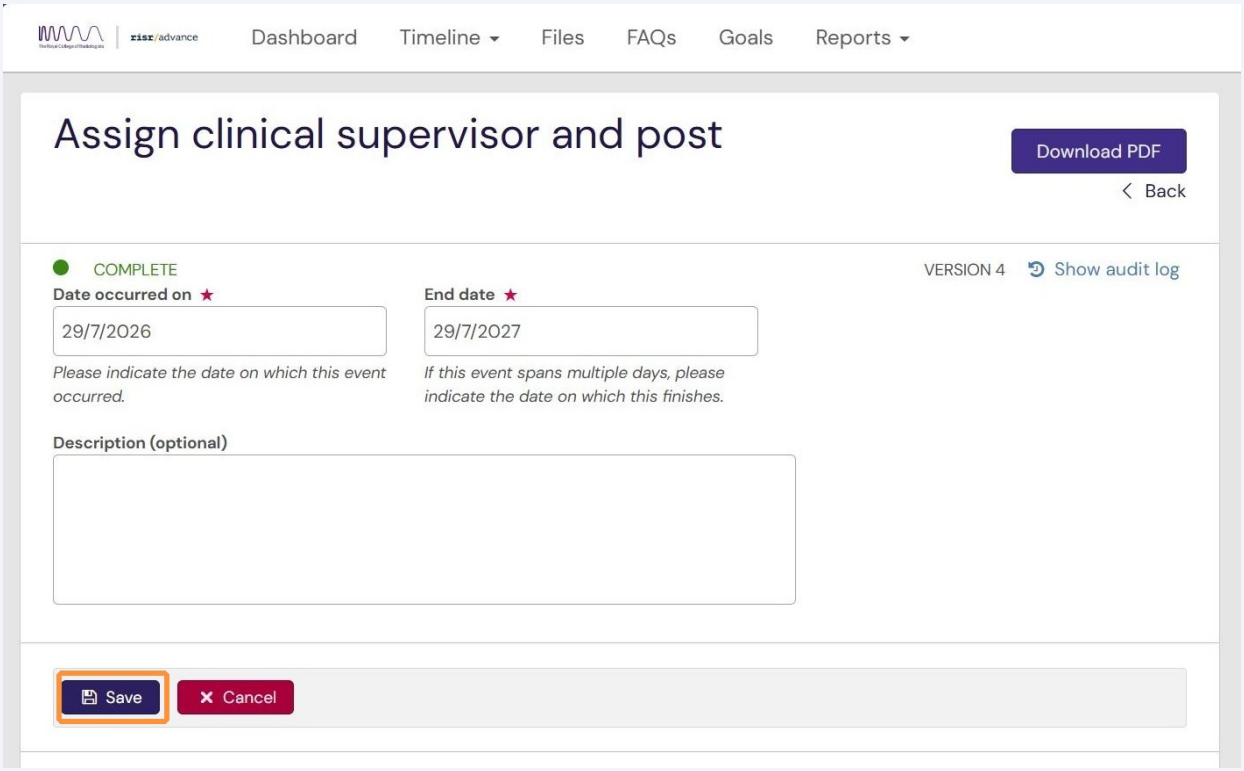
16 Click "View" to open the form



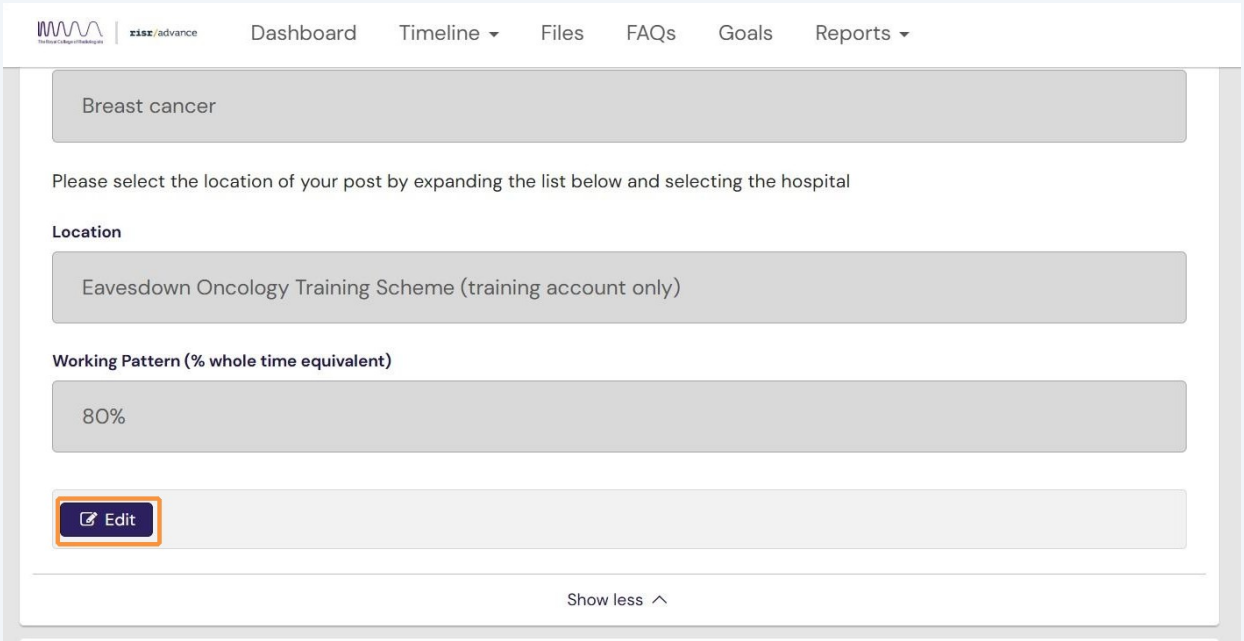
17 You can edit the dates by clicking "Edit" at the top of the form.



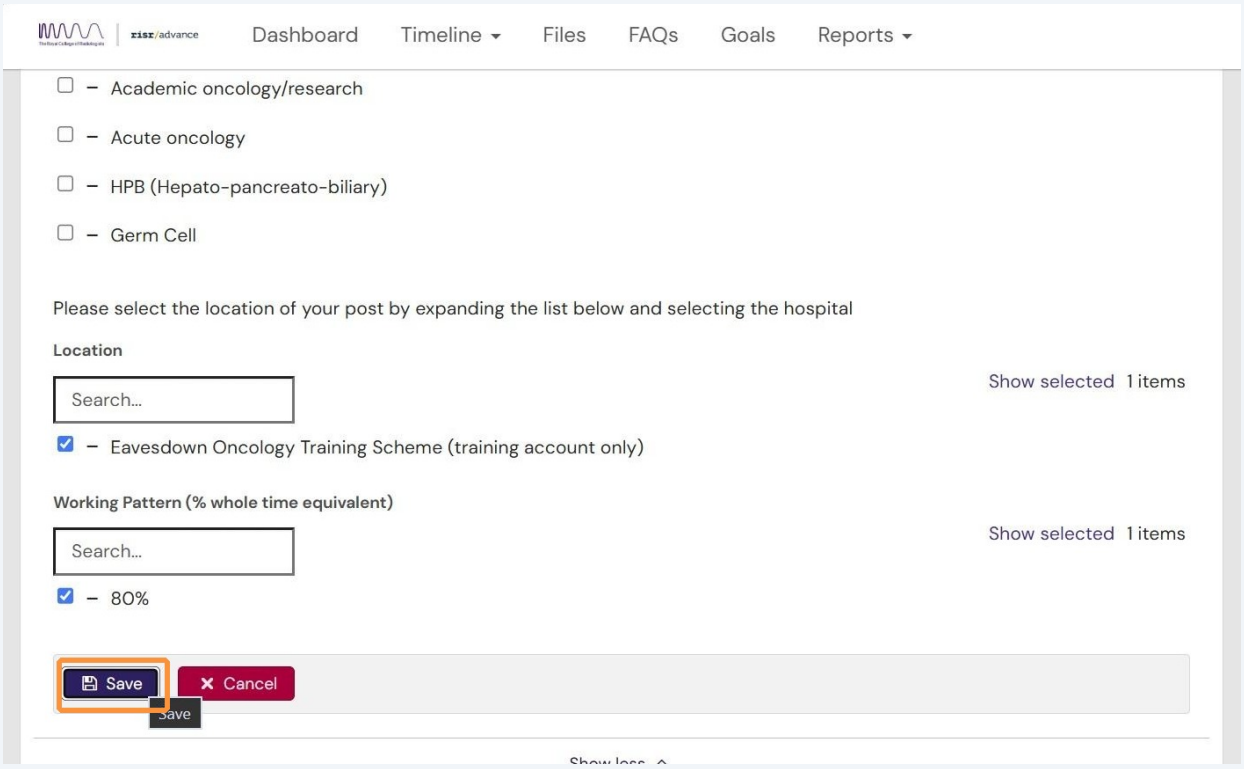
18 Enter the updated date range and then click "Save"



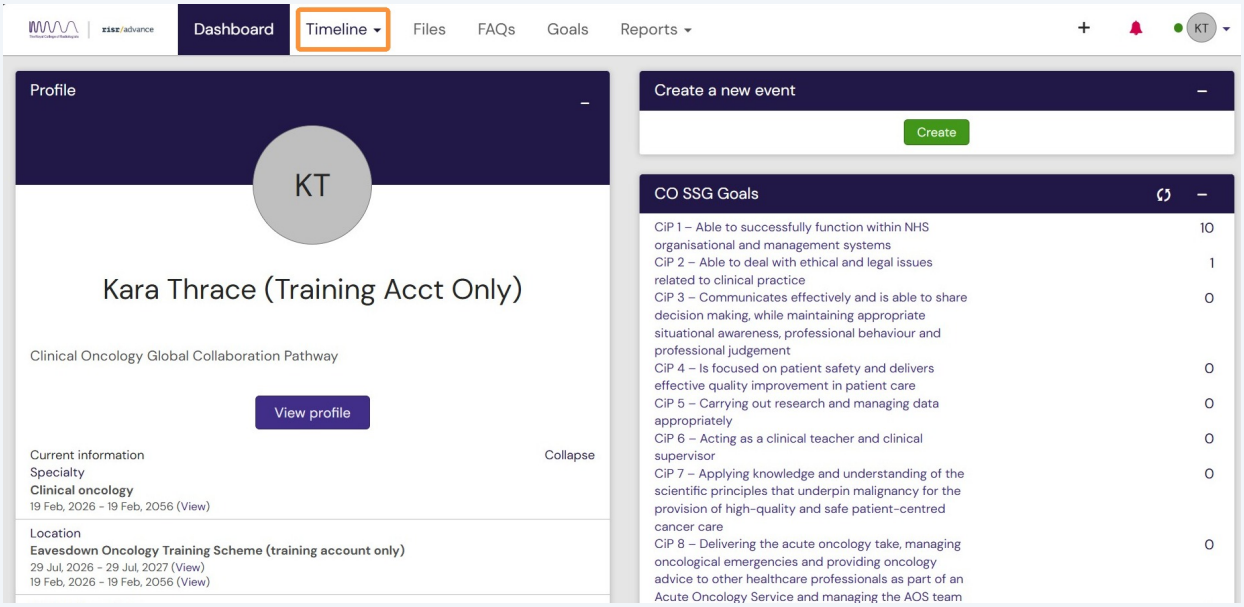
19 You can edit your supervisor or details of your post by scrolling to the bottom of the form and clicking "Edit"



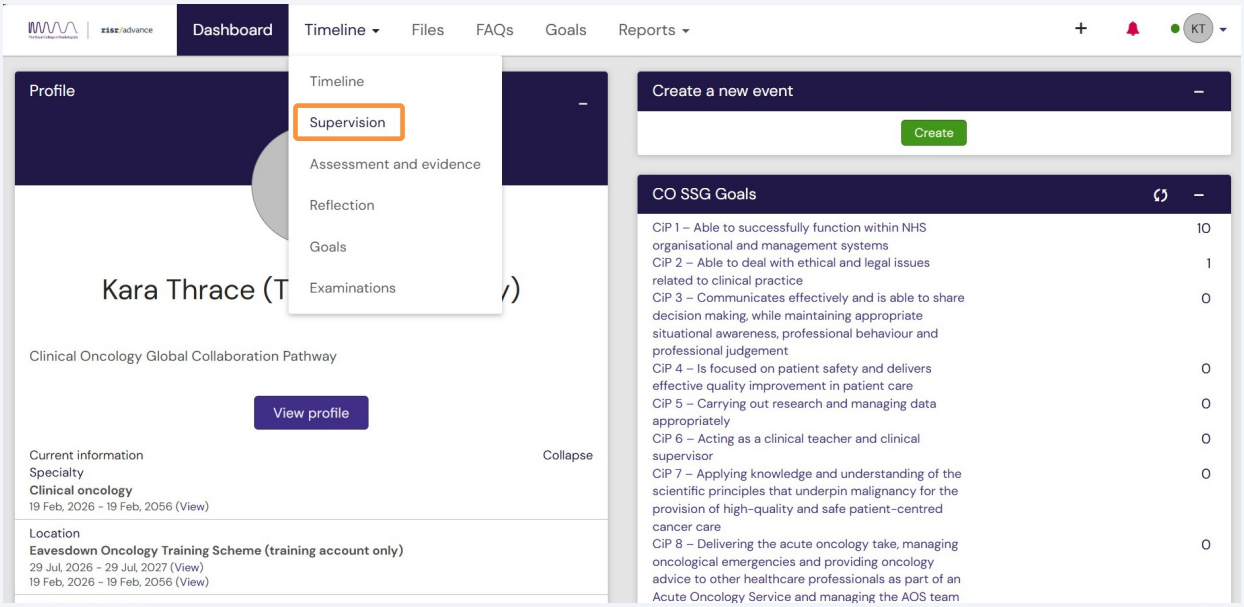
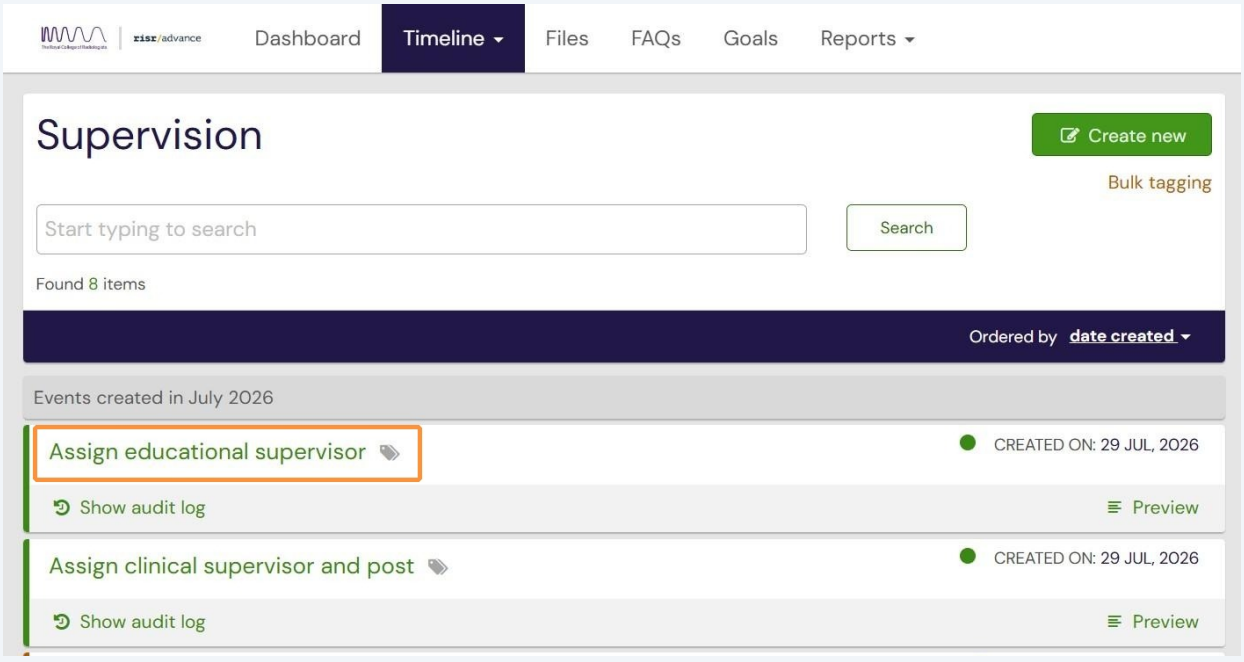
20 Enter the updated information and then click "Save"



21 You can also access supervisor and post forms from your timeline. Click "Timeline"



22 Click "Supervision"



23 Click on the form you wish to edit and make changes as above.