



EPORTFOLIO FOR OBSERVERS

A BRIEF LIST OF THE IMPORTANT FUNCTIONS OBSERVERS CAN CARRY OUT IN EPORTFOLIO

1 – Access Training Modules

- After you log in
- Click on the blue Need Help? link on the top right hand corner to access the training modules.
- The “Introduction to ePortfolio” and “Observer Module” will be most helpful for you to review.
- More webinars can be viewed at: <http://www.royalcollege.ca/rcsite/cbd/cbd-webinar-series-recorded-e>

2 – Review/Accept Observation Requests

- All EPA and multi-source feedback (MSF) observation requests will show in the pending acceptance section until action has been taken at which point they will show up in either the accepted or declined/acceptance section.
- EPA and MSF observations that have not been completed within 30 days from the time of request will expire. The system will send you an email reminder to complete the observation the day before it expires.

3 – Complete an Observation

- Most of the form other than the O-SCORE and milestones will be prefilled.

4 – Add an Observation or Narrative Comment

- Narrative comments are not tied to an EPA and allow you to simply describe an experience you have seen the resident partake in.
- You can add a photograph or other document to serve as evidence for your observation or narrative by uploading it in the EPA/narrative or by clicking on the evidence tab.

- * Please note that once submitted, observations, narratives and documents cannot be edited or deleted. It is important to double check content for correctness before posting. Please ensure that uploaded elements do not contain any elements that could identify a patient (ie. no names, ID numbers, photos of patients, etc.)

5 – Review Completed (Archived) Observations

- Observations can be sorted by program, stage and faculty of medicine (Institution).
- All of your observations for any given resident will be lumped together under the resident’s name. You can expand the selection by type of observation and view the individual within each type by clicking on the blue date hyperlink.

Complete Observations on the iOS app

- You can download the “Royal College Res ePortfolio” app on your iPhone or iPad through the App Store. Currently the app is not available for Android devices.
- Observers for two or more programs will only have access to 2 programs (of their choice) on the app. This is because the app is designed to work in offline mode and takes up large amounts of storage for each program on your mobile device.
- If you have access to the internet when completing an EPA observation, it is best to use the normal MAINPORT site where you can access all of your programs. The site is scalable so it will adjust to fit your screen.

QUESTIONS? NEED HELP?

Contact the PGME CBD Team at pgme.cbd@usask.ca