

# Pre-registration Update – New IT Developments

10<sup>th</sup> February 2017

Dear Tutor

We are pleased to announce several new developments in relation to the pre-registration e-portfolio.

- New: % performance standards coverage score now available to view
- New: Correspondence tab for the E-portfolio
- Reminder: 50% completion of performance standards expected at 26 week appraisal

## % performance standards coverage score now available to view

The % performance standards completion score is now available to view on the pre-registration e-portfolio. This can be viewed in trainee and in tutor mode. In addition there is now a statement which indicates the number of cycles that still need to be verified by the tutor.

It is anticipated that the new developments to the pre-registration e-portfolio will positively assist trainees and tutors in keeping performance standards completion on track throughout the training year.

It is important to note that the % completion score is based entirely on standards that have been claimed by the trainee and that are subsequently verified by the tutor. Cycles not yet verified by the tutor will not contribute to the % completion score. Tutors must log in regularly and verify their trainee's cycles to ensure that the % performance standards completion score is an accurate reflection of their trainee's progress.

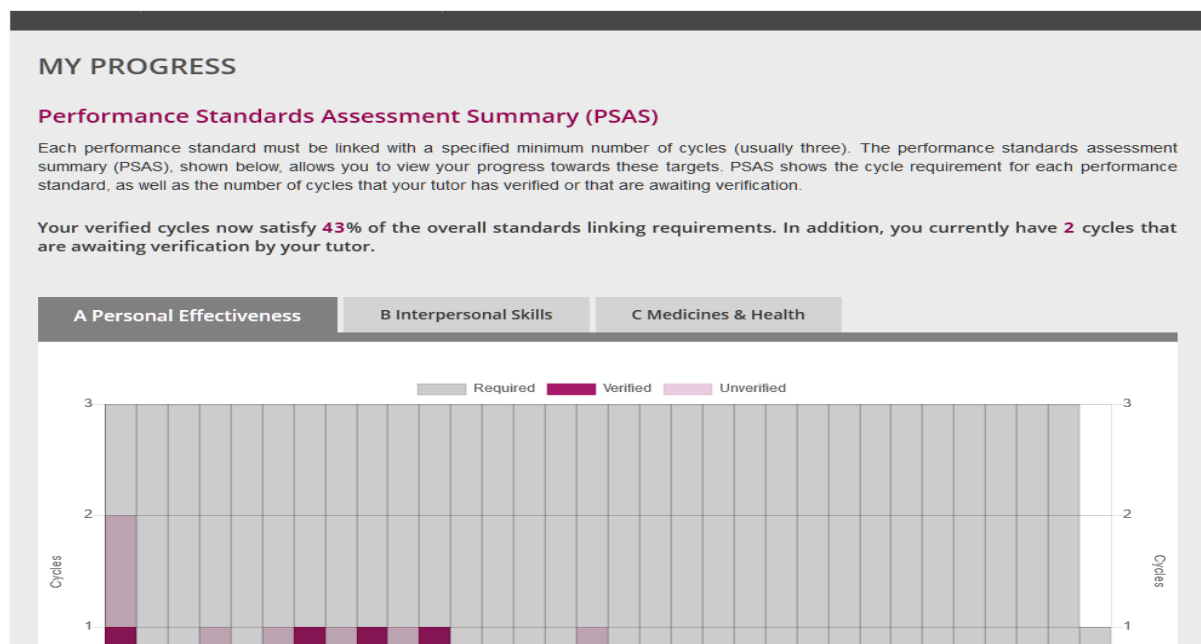
## How to access:

Simply log on to the pre-registration e-portfolio

**Trainees:** Select 'My progress' tab

**Tutors:** Select 'Trainee progress' tab

**Fig 1: Example - Trainee view**



## Reminder: 50% completion of performance standards at 26 weeks

On 20<sup>th</sup> September 2016 the Pharmaceutical Society NI emailed you with details of the revised guidance on the deadline for completion of the performance standards component of the training.

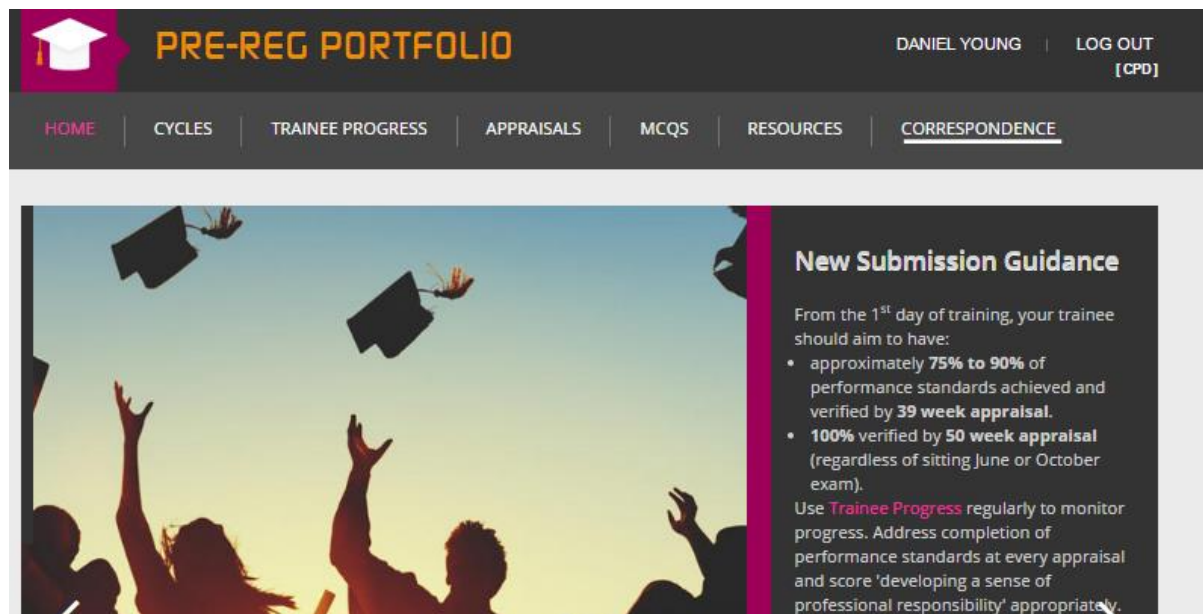
- **26 week appraisal:** at least 50% % of performance standards achieved and verified by your tutor
- **39 week appraisal:** 75 – 90 % of performance standards achieved and verified by your tutor
- **50 week appraisal:** 100% of performance standards achieved and verified by your tutor (regardless of sitting June or October exam)

Tutors and trainees are reminded that at the 26 week appraisal 50% of performance standards should be achieved.

**Action for tutors:** Log on and view your trainee's % performance standards completion score and verify any cycles that need to be verified.

## New: Correspondence tab

A new tab has been added to the e-portfolio. All correspondence sent to trainees and tutors throughout the current year can be viewed in the correspondence section.



The screenshot shows the 'PRE-REG PORTFOLIO' website interface. The user is logged in as 'DANIEL YOUNG' with a 'LOG OUT [CPD]' link. The navigation menu includes 'HOME', 'CYCLES', 'TRAINEE PROGRESS', 'APPRAISALS', 'MCQS', 'RESOURCES', and 'CORRESPONDENCE'. A banner titled 'New Submission Guidance' is displayed, featuring a background image of graduates celebrating. The banner text states: 'From the 1<sup>st</sup> day of training, your trainee should aim to have:' followed by two bullet points: 'approximately 75% to 90% of performance standards achieved and verified by 39 week appraisal.' and '100% verified by 50 week appraisal (regardless of sitting June or October exam)'. It also advises to 'Use Trainee Progress regularly to monitor progress. Address completion of performance standards at every appraisal and score 'developing a sense of professional responsibility' appropriately.'

Regards

**Daniel Young**  
Pre-registration Lead