

PortfolioBuilder

Introduction

[PortfolioBuilder](#) is the FOM ePortfolio which enables trainees to record the official documentary evidence required by Annual Review of Competence Progression (ARCP) panels to make a positive recommendation for progression in Higher Specialty Training.

A detailed description of the types and levels of evidence required at each stage of training within the spiral curriculum are provided within Section 4 of the FOM [Training Handbook](#), which should be read in conjunction with this document.

PortfolioBuilder can enable individual trainees to track their progress towards completion of training and appointment as a consultant. It should also be used by educational supervisors to assess the achievements and learning needs of each trainee, aiding in the identification of key educational objectives.

Training and CPD Record

Section 4 of the [Training Handbook](#) provides detailed guidance on the level of evidence which should be recorded in a trainee's 'Training and CPD Record'. The same level of evidence is required when using [PortfolioBuilder](#).

To ensure that ARCP panels can access the electronic evidence stored within PortfolioBuilder with relative ease, there are some FOM recommended ways to store learning activities. It is anticipated that Section 4 of the Training Handbook will be updated, to reflect the routine use of PortfolioBuilder; however, during the transition further guidance is provided in Table 1.

The main 'Target Learning Activities' which were previously included in Section C of the Training and CPD Record (e.g. four workplace assessments by end of ST4) have been allocated specific 'categories' within PortfolioBuilder (Table 2). These activities will soon be included in a 'Progress to Certification' dashboard as key learning activities which span across training years. Categories have also been created for 'Main Learning Situations' to help demonstrate the range of experience gained.

Trainees are also able to use the additional functionality of PortfolioBuilder to personalise certain aspects of their portfolio, through use of 'tags', to demonstrate the breadth and depth of their personal achievements and competencies (Table 2).

PortfolioBuilder Help and Support

PortfolioBuilder has a number of user support options. The platform is linked to a bespoke support centre ([Knowledge Base](#)), which contains a number of helpful articles written for trainees, supervisors and assessors. Users can email support@fomportfolio.zendesk.com with technical enquiries or contact the help desk directly on 0800 987 1004, which is available Monday to Friday, 09:00 to 17:00. If users have any suggestions for future development of the platform then they can also use the '[Make a suggestion...](#)' feature within PortfolioBuilder.

Please note that FOM cannot help with any technical queries; however, we are still very happy to answer questions related directly to specialty training via training@fom.ac.uk.

Table 1 – Recommendations on Converting the 'Training and CPD Record' to PortfolioBuilder Activities

Training and CPD Record	Required Evidence	PortfolioBuilder Recommendation
Section A	Personal Information	Profile & Portfolio (Overview) – Enter personal details Supervisors – Permit access to portfolio for CS, ES, TPD (as required) Progress to Certification – Exam results (under development)
Section B	Curriculum Vitae	Activities - Upload CV in each training year Folder (e.g. ST3)
Section C	Learning objectives and core competencies	Professional Development Plan - Entries created for learning objectives Activities – Entries created for each learning event, sorted by 'category' Reflective Entry – Form used to reflect on learning activities Case Log – Form used to document case of interest
Section D	Personal Training Information	Reviews – Request quarterly or ad hoc reviews & document outcomes Progress to Certification – ARCP outcomes (under development)
Section E	Workplace-based assessments	Assessments – Generate requests for Mini-CEX, CBD, DOPS, SAIL-OH, MSF
Section F	Continuing Professional Development	Activities – Upload CPD summary (Form CPD 6)

Note: All Activities (including PDP entries and Assessments) can be can be mapped to competencies with the curriculum

Table 2 – Organising Trainee Activities: Categories & Tags

Training and CPD Record Description	PortfolioBuilder Categories	Example of Optional 'Tags'
<u>Target Learning Activities*</u>	Workplace Assessment	
	Evaluation of Health Surveillance Programme	
	Assessment of First Aid Facilities	
	Assessment of Environmental Impact	
	Health Promotion Programme	
	Clinical Audit	
<u>Main Learning Situations</u>	Occupational Health Clinic	
	Workplace Visit	
	Case Management Meeting	
	Specialist Meeting	Line Manager, Occupational Hygienist, Union Representative, Disability Employment Advisor etc
	Clinical Attachment	
	Course Attendance	
	Educational Meeting	
	Tutorial	
	Evidence Based Practice	Journal Club, Literature Review, Self-Directed Learning
	Teaching & Supervision	
	Management Activity	
	Committee Work	
	Policy Development	
	Healthcare Governance	Critical Incident Analysis

* Research Dissertation acceptance will form part of the information uploaded to the PortfolioBuilder directly by FOM