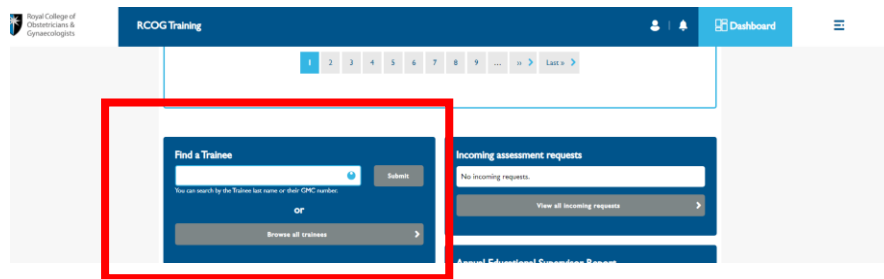


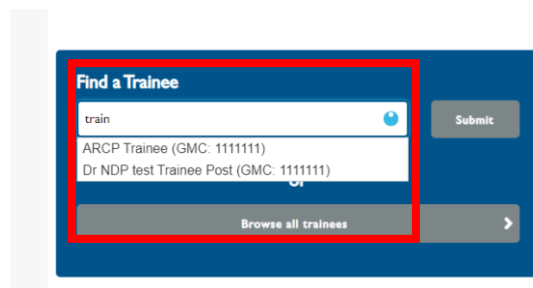
# Deanery Administrators – Editing trainee profile details and assigning trainer roles through the RCOG Training ePortfolio

## Editing trainee profile details

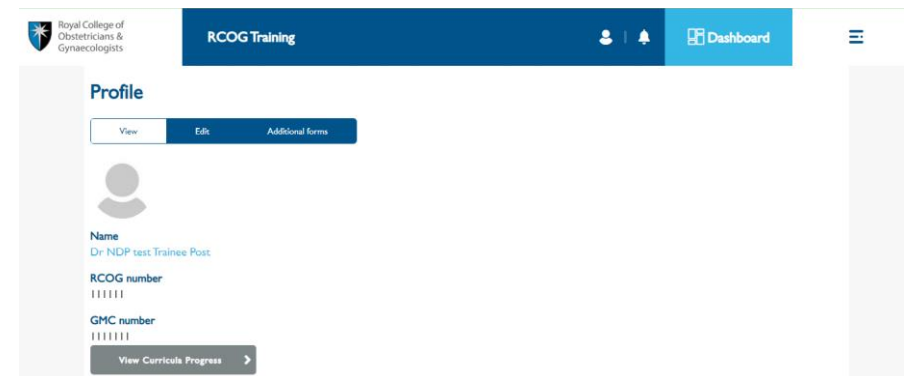
Log in to your RCOG account. On your dashboard, search for a trainee’s “Profile” page via the “Find a trainee” box.



Enter the trainee’s name in the search box, click on the drop down list the click the grey “Submit” button.

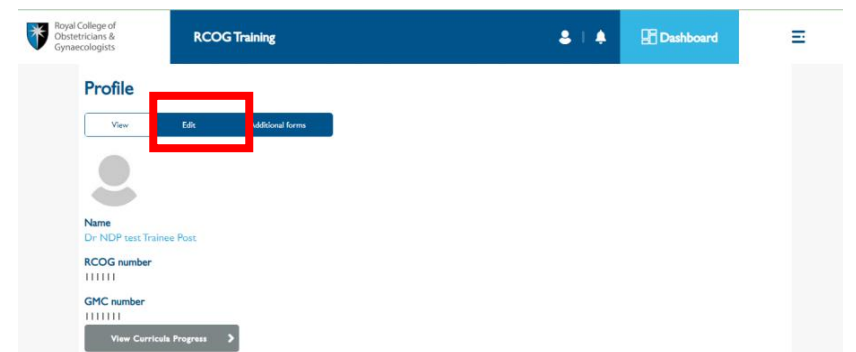


Then you will be taken to the trainee’s page.



## Creating New Training Posts

- On the trainee’s page. Click on the blue “Edit” button at the top of the page.



- Scroll down to the “Posts” block.

Search by surname of the user you want to add  
Please ensure that you are only adding the trainee's assigned supervisor to this area. All other users in your region, such as Heads of School, Training Programme Directors and College Tutors, should already have their roles correctly configured in order to be able to access the necessary trainees through their ePortfolio. If this is not the case, please contact the College on ePortfolio@rcog; that this can be rectified.

Post title	Current post	Operations
ST5	Off	<input type="button" value="Edit"/>

- Click on the grey “Add new post” button.
- For "Post Title", you should enter the "Grade" of the trainee's post and the hospital name, e.g. **ST1 - Causeway Hospital**

Post title !

Grade

Location (hospital) \*

Start date ! \* End date (optional) ! \*

Full time months towards CCT

- Click in the “Grade” box, start typing the trainee's grade, e.g. ST1, then select from the drop down list.

Grade

ST1

ST5

- Click in the “Location (hospital)” box, start typing the name of the trainee's current hospital, then select from the drop down list.

Post title ! \*

Grade

Location (hospital) \*

King

King's College Hospital

King's Mill Hospital

Kingston Hospital

Full time months towards CCT

Activate Window

- Click in the “Start date” box to enter the start date of the trainee's post.
- Click in the “End date” box to enter the end date of the trainee's post. **Please note that it is essential for training posts to have an end date.**

- Click on the grey “Create post” button.

- Scroll to the bottom of the page and click the green “Save” button. If you do not click the green “Save button”, the changes you made previously will not be saved.

## Editing Existing Training Posts

- On the trainee’s page. Click on the blue “Edit” button at the top of the page.
- Scroll down to the “Posts” block.
- Click on the grey “Edit” button next to the relevant post.

Post title	Current post	Operations
ST5	Off	<b>Edit</b>

**Add new post.**

Post title	Current post	Operations
ST5	Off	

Post title **ST5**

Grade **ST5 (75)**

Location (hospital) **RCOG test (1417)**

Start date **2022-11-02** End date (optional) **2022-11-05**

Full time months towards CCT

**Update post** **Cancel**

- For "Post Title", you should enter the "Grade" of the trainee's post and the hospital name, e.g. **ST1 - Causeway Hospital**
- Click in the "Grade" box, start typing the trainee's grade, e.g. ST1, then select from the drop down list.

A screenshot of a web form's 'Grade' dropdown menu. The dropdown is open, showing 'ST1' as the selected option and 'ST5' as another option. The entire dropdown area is highlighted with a red rectangular box.

- Click in the "Location (hospital)" box, start typing the name of the trainee's current hospital, then select from the drop down list.

A screenshot of a web form's 'Location (hospital)' dropdown menu. The dropdown is open, showing 'King' as the selected option and 'King's College Hospital', 'King's Mill Hospital', and 'Kingston Hospital' as other options. The entire dropdown area is highlighted with a red rectangular box.

- Click in the "Start date" box to enter the start date of the trainee's post.

- Click in the "End date" box to enter the end date of the trainee's post. **Please note that it is essential for training posts to have an end date.**
- Click on the grey "Update post" button.

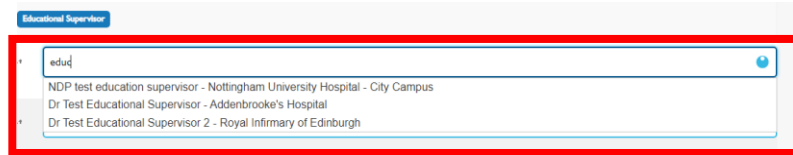
A screenshot of a web form for updating a post. The 'Location (hospital)' field contains 'RCOG test (1417)'. The 'Start date' field contains '2022-11-02' and the 'End date (optional)' field contains '2022-11-05'. The 'Full time months towards CCT' field is empty. The 'Update post' button is highlighted with a red rectangular box.

- Scroll to the bottom of the page and click the green "Save" button.

A screenshot of the bottom of a web form. It shows a 'Panel outcomes' section with an 'Add new panel outcome' button. Below that is a 'Files migrated from NES ePortfolio' section with a 'Choose File' button and the text 'No file chosen'. At the bottom, a green 'Save' button is highlighted with a red rectangular box.

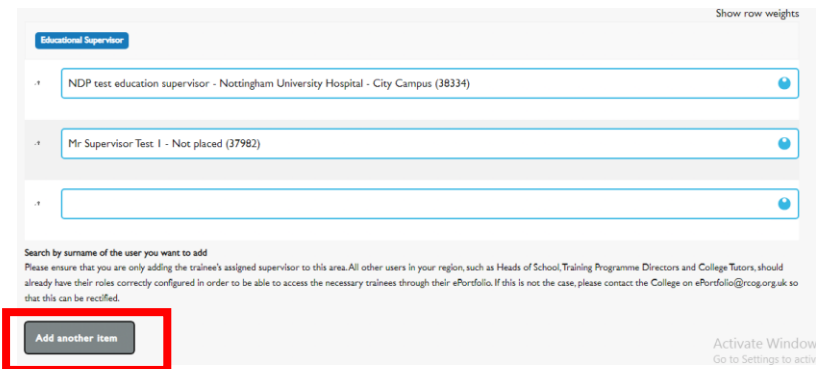
## Adding / Removing Supervisors

- On the trainee's page. Click on the blue "Edit" button at the top of the page.
- Scroll down to just below the middle of the page.
- Click in the empty "Educational Supervisor" box, start typing the surname of the trainee's supervisor, then select from the drop down list.



The screenshot shows a search box for Educational Supervisors. The search term "edu" is entered, and a dropdown list displays three suggestions: "NDP test education supervisor - Nottingham University Hospital - City Campus", "Dr Test Educational Supervisor - Addenbrooke's Hospital", and "Dr Test Educational Supervisor 2 - Royal Infirmary of Edinburgh". The search box and the dropdown list are highlighted with a red border.

- If you wish to add another "Educational Supervisor", click the grey "Add another item" button. A new text box will appear, then enter the supervisor's name as required.



The screenshot shows a list of Educational Supervisors. The list contains three entries: "NDP test education supervisor - Nottingham University Hospital - City Campus (38334)", "Mr Supervisor Test 1 - Not placed (37982)", and an empty entry. Below the list, there is a search box and a button labeled "Add another item". The "Add another item" button is highlighted with a red border. A note below the search box reads: "Search by surname of the user you want to add. Please ensure that you are only adding the trainee's assigned supervisor to this area. All other users in your region, such as Heads of School, Training Programme Directors and College Tutors, should already have their roles correctly configured in order to be able to access the necessary trainees through their ePortfolio. If this is not the case, please contact the College on ePortfolio@ccog.org.uk so that this can be rectified." The text "Activate Window Go to Settings to activate" is visible in the bottom right corner.

- To remove a supervisor from the trainee's profile page, delete the supervisor's name from the "Educational Supervisor" box.
- Scroll to the bottom of the page and click the green "Save" button.



The screenshot shows a section of the page with a "Panel outcomes" box containing an "Add new panel outcome" button. Below this is a "Files migrated from NES ePortfolio" section with a "Choose File" button and the text "No file chosen" and "This field will be populated by the system". At the bottom of the page, a green "Save" button is highlighted with a red border.

## Assigning roles to a trainer through the RCOG Training ePortfolio

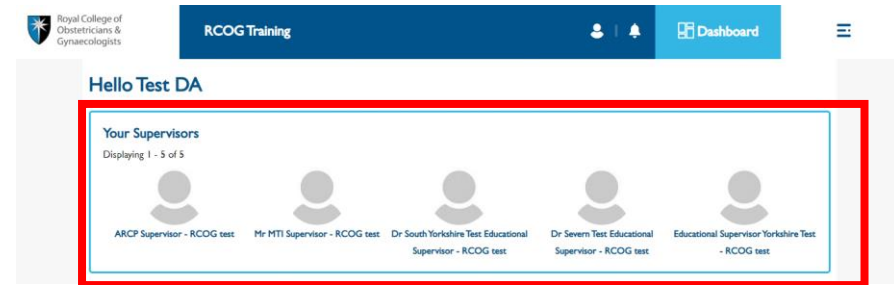
Deanery Administrators can now assign the below roles to trainer accounts:

- ATSM Director – gives the trainer access to all trainees undertaking ATSMs in the same Training Programme(s) and SAS / non-training group(s)
- College Tutor - gives the trainer access to all trainees in the same hospital or trust
- Educational Supervisor – gives the trainer access to the specific trainee(s) to which they have been assigned through the trainee’s “Educational Supervisor” profile block
- General Supervisor - gives the trainer access to all trainees in the same Training Programme(s) (for Heads of Schools or Training Programme Directors)

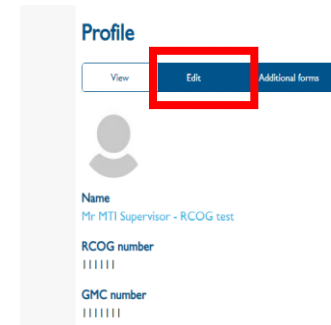
**N.B. In the interests of data protection, Deanery Administrators must ensure that they are assigning the correct roles to trainers. Failure to do so may result in the trainer having unauthorised access to trainee data.**

### Process for assigning trainer roles

Log in to your RCOG account. On your dashboard, access the trainer’s “Profile” page via the “Your Supervisor” box.



- On the top of the profile page, Click “Edit”



- Select the relevant Training Programme from the drop-down list in the "Choose a Training Programme" box.

**Edit profile**

View Edit Additional forms

Choose a Training Programme

Training Programme  
- Select -

List of all the Training Programme(s) where you are a Deanery Admin.

- From the "Choose a Group Role" box, select or deselect the role assigned to the user accordingly.

**Edit profile**

View Edit Additional forms

Choose a Training Programme

Training Programme  
RCOG Test Deanery

List of all the Training Programme(s) where you are a Deanery Admin.

Choose a Group Role

**Group Roles**

ATSM director

College tutor

Education supervisor

General supervisor user

Choose one or multiple group roles you wish to apply for the user.

- Scroll to the bottom of the "Profile" and click the green "Save" button.

Files migrated from NES ePortfolio

Choose File No file chosen

This field will be populated by the system

Save