

Appraisal e-Portfolio User Guides – Initial Set-Up (V8 March 2023)

Website Address: <https://kingstonhospital.medicalrevalidation.com>

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First Login and Initial Account Set-Up

Initial Account Set-Up

On receipt of the email providing login details, please login to the account as soon as possible. You will be asked to agree a Data Protection Statement and to provide details of your last appraisal/ARCP and appraiser name. This does not need to be an appraisal that took place at Kingston Hospital. You will also be prompted to change your password details to something more memorable to you.

You will then be taken to your e-Portfolio homepage. Across the top of the screen, you will see a colour-coded Progress Bar showing the progress of your current appraisal and below this, you will see boxes showing the following information:

Box Title	Containing
Appraisal:	Overview of progress of current appraisal.
Tasks:	Once you start working on your e-Portfolio, any outstanding tasks will appear here.
Access:	Details of those with access to your e-Portfolio.
Useful Links:	Links to External Websites
Education/Training Role Domains:	Overview of evidence loaded against Education/Training Role Domains (only applicable to those holding Clinical and/or Educational Supervisor roles). <i>Note: Does Not Appear until Education/Training roles confirmed within 'Profile'.</i>
Alerts:	Not currently in use.
Messages:	Not currently in use.

Update your Profile

Click the 'burger bar' (3 horizontal lines) on the blue banner across the homepage. Click 'Profile' and update to include:

- Telephone Number,
- confirmation re Education/Training Roles held eg: Named Clinical and/or Educational Supervisor,
- GMC Registered Address.

Enter Qualifications

Click 'Portfolio' on the blue banner across the homepage and then 'Qualifications'. Each qualification should be entered separately.

Enter Scope of Work

Please enter details of your practice by clicking 'Scope of Work' within the progress bar on your homepage and then click 'ADD'. The options for areas of work are: Academic, Clinical, Management and Other Roles (including Voluntary). Your appraisal should cover the whole scope of your practice so please ensure that you include all information, including any Private Practice, Locum work and/or, work for other employers.

Connect your GMC Online Account

If you have not already done so, please connect your GMC account to Kingston Hospital NHS Foundation Trust. You can update your GMC account via the GMC website (www.gmc-uk.org) by clicking 'GMC Online for Doctors' (on the right-hand side of the homepage). You do not need to let anyone know once you have connected to Kingston Hospital as the GMC automatically notifies the Trust of any new connections.

Once you have updated your profile, please start loading your Supporting Evidence in preparation for your next appraisal.