

# How to Submit an ePortfolio

## Submitting your ePortfolio.

### Step 1: Prepare your ePortfolio.

Prepare your ePortfolio in line with the guidance provided.

<https://advanced-practice.hee.nhs.uk/our-work/eportfolio-route/eportfolio-resources/>

### Step 2: Check contents of ePortfolio against check list.

Using the submission checklist ensure you have fully completed your ePortfolio and had all elements required peer reviewed.

[Submission Checklist - Advanced Practice \(hee.nhs.uk\)](#)

### Step 3: Prepare to submit for Verification by your educational supervisor.

Once you are ready and assured that you have completed your ePortfolio, do a final check. If the critical narrative is at least 3500 words and your education supervisor agrees you have demonstrated all capabilities a new area will become available at the top of the page.

## Centre for Advancing Practice



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### ePortfolio (supported) Route

Below you will see an overview of your application please use the relevant buttons to edit and update your application

#### Submit for Verification

Your application is now ready to be submitted for review by your educational supervisor

[Start Submission](#)

Application started	20/01/2022
Application status	Started

### Warning: once submitted your ePortfolio will be locked.

Click "Start Submission"

This start the submission process.

Publication reference:

### Step 4: Checking all capabilities have evidence against them.

The first part of the submission requires you to check that you have attached? evidence against all of the capabilities.

If any capabilities are missing evidence, they will be highlighted red.

## Capabilities

1. Pillar One: Clinical Practice

- 2 1.1. Practise in compliance with their respective code of professional conduct and within their scope of practice, being responsible and accountable for their de...
- 2 1.2. Demonstrate a critical understanding of their broadened level of responsibility and autonomy and the limits of own competence and professional scope of ...

You must complete the capabilities section before proceeding - incomplete sections have been highlighted in red

You can click on each capability to check status

### Capability Reference Breakdown X

Evidence descriptors:  No peer review required  Peer approved  Not peer approved

Referenced in narrative	✗
Linked Evidence	✗ E18: QI: Care of cancer patients

### Capability Reference Breakdown X

Evidence descriptors:  No peer review required  Peer approved  Not peer approved

Referenced in narrative	✓
Linked Evidence	✓ E18: QI: Care of cancer patients

Once each capability has peer reviewed evidence against it, it will all turn blue. When all are blue you can click “Continue”.

## Capabilities

1. Pillar One: Clinical Practice

- 1 1.1. Practise in compliance with their respective code of professional conduct and within their scope of practice, being responsible and accountable for their de...
- 1 1.2. Demonstrate a critical understanding of their broadened level of responsibility and autonomy and the limits of own competence and professional scope of ...
- 1 1.3. Act on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence, and open...
- 1 1.4. Work in partnership with individuals, families and carers, using a range of assessment methods as appropriate (e.g. of history-taking; holistic assessment; i...
- 1 1.5. Demonstrate effective communication skills, supporting people in making decisions, planning care or seeking to make positive changes, using Health Educ...
- 1 1.6. Use expertise and decision-making skills to inform clinical reasoning approaches when dealing with differentiated and undifferentiated individual presentati...
- 1 1.7. Initiate, evaluate and modify a range of interventions which may include prescribing medicines, therapies, life style advice and care.[[COMP1.7]]
- 1 1.8. Exercise professional judgement to manage risk appropriately, especially where there may be complex and unpredictable events and supporting teams to ...
- 1 1.9. Work collaboratively with an appropriate range of multi-agency and inter-professional resources, developing, maintaining and evaluating links to manage ri...
- 1 1.10. Act as a clinical role model/advocate for developing and delivering care that is responsive to changing requirements, informed by an understanding of loc...
- 1 1.11. Evidence the underpinning subject-specific competencies i.e. knowledge, skills and behaviours relevant to the role setting and scope, and demonstrate a...

**Continue** Back

**Warning: Quality of evidence is not reviewed at this stage.**

**Step 5:** Start a new submission checklist.

At this stage you will need to create and complete your submission checklist.

**Please note:** the submission checklist has not changed; it has just been digitised to support the submission process.

**ePortfolio (supported) Route - Submission**

[Back to application view](#)

**Submission Checklist**  
A checklist to be completed before supervisor submission becomes available

No existing records found.

**Start New Form**

Once you have completed your portion of the checklist, you can proceed with the ES submission - clicking the **Submit** button below will send the application to your Educational Supervisor

**NOTE:** Submitting locks your application and prevents further changes

Are you sure you want to submit this application

**Submit** **Back**

Click “Start” New Form”

**Step 6:** Name Submission Checklist

Name the checklist.

- “Submission Checklist – First Submission” for your first submission.
- “Submission Checklist – Second Submission” for first resubmission.
- “Submission Checklist – Third Submission” for second resubmission.

## ePortfolio (supported) Route - Submission

[← Back to application view](#)

### Submission Checklist

A checklist to be completed before supervisor submission becomes available

Documents	
Checklist title *	Submission Checklist – First Submission
Completed LNA form *	
The required evidence of learning against the development plan agreed within the LNA <i>(If required)</i>	
At least two critical reflective case studies related to the clinical practice pillar of a minimum 800 words each. *	
At least two critical reflective accounts related to the other pillars of a minimum of 800 words each *	
A confirmed record that the applicant's advanced practice competence/ clinical capabilities have been assessed as being met by an appropriate health professional. *	
The applicant's current advanced practitioner job description * <i>(as headed name or post reviewed)</i>	
<a href="#">Create Record</a>	

Click "Create Record"

### Step 7: Edit your checklist.

Your checklist has now been created. To complete click "Edit"

Submission Checklist			
A checklist to be completed before supervisor submission becomes available			
<b>Success!</b> Your action was completed successfully. <span style="float: right;">X</span>			
Title	Last Updated	Completed	Actions
Submission Checklist – First Submission	11/07/2024	-	<a href="#">View</a> <a href="#">Edit</a>
Once you have completed your portion of the checklist, you can proceed with the ES submission - clicking the <b>Submit</b> button below will send the application to your Educational Supervisor			
<b>NOTE:</b> Submitting locks your application and prevents further changes			
<input type="radio"/> Are you sure you want to submit this application			
<a href="#">Submit</a> <a href="#">Back</a>			

**Step 8:** Adding essential evidence links.

To complete the submission checklist, you will need to link (insert) your essential pieces of evidence.

Click “Insert Evidence” against each of the elements.

### Submission Checklist

A checklist to be completed before supervisor submission becomes available

Documents	
Checklist title *	<input type="text" value="Submission Checklist – First Submission"/>
Completed LNA form *	<input type="button" value="Insert Evidence"/>
The required evidence of learning against the development plan agreed within the LNA <i>(If required)</i>	<input type="button" value="Insert Evidence"/>
At least two critical reflective case studies related to the clinical practice pillar of a minimum 800 words each. *	<input type="button" value="Insert Evidence"/>
At least two critical reflective accounts related to the other pillars of a minimum of 800 words each *	<input type="button" value="Insert Evidence"/>
A confirmed record that the applicant’s advanced practice competence/ clinical capabilities have been assessed as being met by an appropriate health professional. *	<input type="button" value="Insert Evidence"/>
The applicant’s current advanced practitioner job description * <i>(on headed paper or peer reviewed)</i>	<input type="button" value="Insert Evidence"/>
The applicant’s current curriculum vitae * <i>(upload to the ‘other evidence’ section of Portal to allow for peer review)</i>	<input type="button" value="Insert Evidence"/>

Your evidence window will open.

Select the piece of evidence that matches the description.

For example: Completed LNA form\* should link directly to your completed LNA Form.

Click on “Click here to reference this piece of evidence”.

Available evidence records to link X

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Achievements **5**    Annual Clinical Competence Reviews **5**    Assessed Practice Based Learning **5**    Tool Box **35**

Career Details **7**    CPD Activities **6**    CPD Reflections **3**    Evidence to be confirmed **7**

Externally Verified Evidence **4**    Multi Source Feedback **6**    Other Evidence **8**    Other Learning/Training **2**

Qualifications **5**    Reflection **4**

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[Click here to reference this piece of evidence](#)

You will see the evidence against the description.

### Submission Checklist

A checklist to be completed before supervisor submission becomes available

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#### Documents

Checklist title *	<input type="text" value="Submission Checklist – First Submission"/>
Completed LNA form *	<ul style="list-style-type: none"><li>Evidence   Tool Box   Other Evidence Record: <a href="#">[CLICK TO VIEW]</a></li></ul> <input type="button" value="Insert Evidence"/>

Repeat for descriptions and all essential evidence.

## ePortfolio (supported) Route - Submission

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### Submission Checklist

A checklist to be completed before supervisor submission becomes available

Documents	
Checklist title *	<input type="text" value="Submission Checklist – First Submission"/>
Completed LNA form *	<ul style="list-style-type: none"><li>Evidence   Tool Box   Other Evidence Record: <a href="#">[CLICK TO VIEW]</a></li></ul> <input type="button" value="Insert Evidence"/>
The required evidence of learning against the development plan agreed within the LNA (if required)	<ul style="list-style-type: none"><li>Evidence   Tool Box   Multi Source Feedback Record: <a href="#">[CLICK TO VIEW]</a></li></ul> <input type="button" value="Insert Evidence"/>
At least two critical reflective case studies related to the clinical practice pillar of a minimum 800 words each. *	<ul style="list-style-type: none"><li>Evidence   CPD   CPD Reflections Record: <a href="#">[CLICK TO VIEW]</a></li><li>Evidence   CPD   CPD Reflections Record: <a href="#">[CLICK TO VIEW]</a></li></ul> <input type="button" value="Insert Evidence"/>
	<ul style="list-style-type: none"><li>Evidence   CPD   CPD Reflections Record: <a href="#">[CLICK TO VIEW]</a></li></ul>
<input type="button" value="Update Record"/>	

Click “Update Record”

Update Record acts as a save progress. This means that you can return to complete the checklist at a later date.

Success! Your action was completed successfully.

Once fully complete click “Back” or Back to application view.

### Step 9: Submitting your application.

Once you have completed your section of the checklist, you can proceed with the ES submission.

Check that you are sure that you want to submit this application.

**Warning: once submitted your ePortfolio will be locked.**

Then click “Submit”

This will send the application to your Educational Supervisor

## ePortfolio (supported) Route - Submission

[← Back to application view](#)

### Submission Checklist

A checklist to be completed before supervisor submission becomes available

Title	Last Updated	Completed	Actions
Submission Checklist – First Submission	11/07/2024	-	<a href="#">View</a> <a href="#">Edit</a>

Once you have completed your portion of the checklist, you can proceed with the ES submission - clicking the **Submit** button below will send the application to your Educational Supervisor

**NOTE:** Submitting locks your application and prevents further changes

Are you sure you want to submit this application

[Submit](#)

[Back](#)

Congratulations you have submitted your ePortfolio to your Educational Supervisor.

## ePortfolio (supported) Route

Below you will see an overview of your application please use the relevant buttons to edit and update your application

### Submit for Verification

You have submitted your application to your educational supervisor for review

Application started	20/01/2022
Application status	Submitted to ES



**Step 10:** Checking status of your submission.

Home Evidence Applications and Reports Contact List Messaging **2** Help Your Learners

# Welcome Elouise Greenwood

### Active Applications/Reports

Application Name	Date Started	Application Status	Progress Summary
ePortfolio (supported) Route	11/03/2022	Submitted	<a href="#">View Progress Summary</a>

Click “View Progress” Summary”

ePortfolio (supported) Route - Progress Summary X

Application Status
Submitted to Assessor

Completed	Section Title	Message
✓	Initial Review	
✓	Initial Review	
✓	Critical Narrative with Linked Evidence	

[Go to Application](#)

Or under applications

## ePortfolio (supported) Route

Below you will see an overview of your application please use the relevant buttons to edit and update your application

Application started	11/03/2022
Application submitted	01/08/2024
Application status	Submitted for Verification