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.

Warning: once submitted your ePortfolio will be locked.

Click "Start Submission"

This start the submission process.

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.

You can click on each capability to check status

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

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.

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 **(If required)**	
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 * *(on headed paper or peer reviewed)*	

Create Record

Click "Create Record"

Step 7: Edit your checklist.
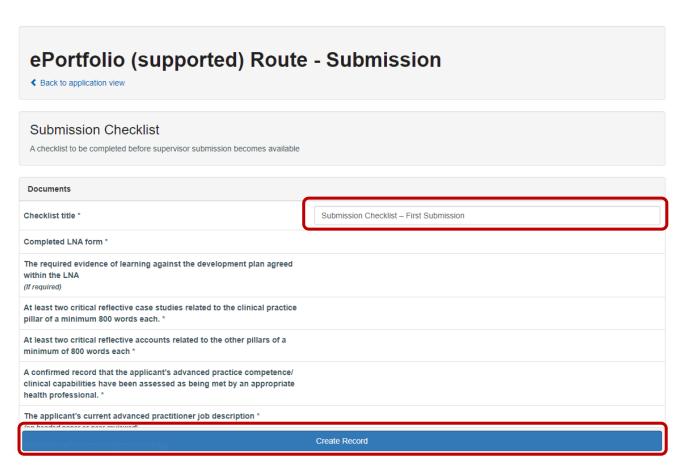
Your checklist has now been created. To complete click "Edit"

Submission Checklist

A checklist to be completed before supervisor submission becomes available

Success! Your action was completed successfully.   x

Title	Last Updated	Completed	Actions
Submission Checklist – First Submission	11/07/2024	-	View Edit

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

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
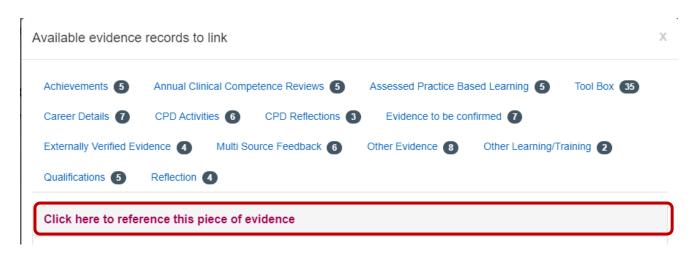
A checklist to be completed before supervisor submission becomes available

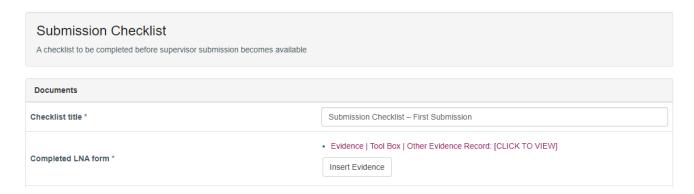| Documents	
Checklist title *	Submission Checklist – First Submission
Completed LNA form *	Insert Evidence
The required evidence of learning against the development plan agreed within the LNA *(If required)*	Insert Evidence
At least two critical reflective case studies related to the clinical practice pillar of a minimum 800 words each. *	Insert Evidence
At least two critical reflective accounts related to the other pillars of a minimum of 800 words each *	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. *	Insert Evidence
The applicant's current advanced practitioner job description * *(on headed paper or peer reviewed)*	Insert Evidence
The applicant's current curriculum vitae * *(upload to the 'other evidence' section of Portal to allow for peer review)*	Insert Evidence
Update Record	

You evidence window will open.

Select the piece of evidence that matches the description.

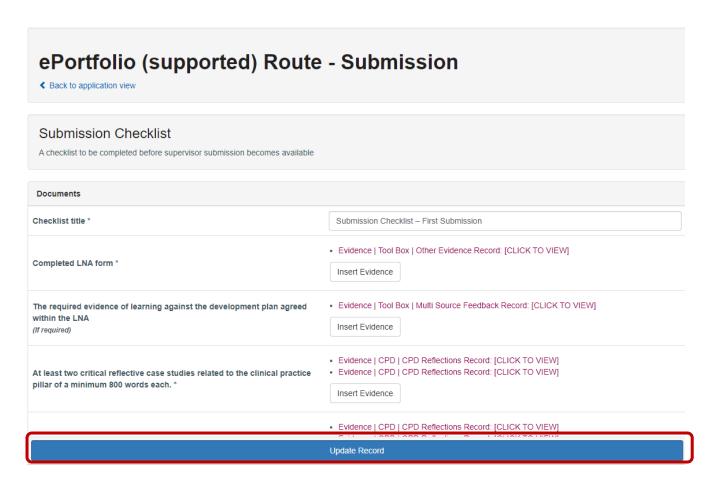For example: Completed LNA form* should link directly to your completed LNA Form.

Click on "Click here to reference this piece of evidence".

You will see the evidence against the description.

Repeat for descriptions and all essential evidence.

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 *	• Evidence | Tool Box | Other Evidence Record: [CLICK TO VIEW] Insert Evidence
The required evidence of learning against the development plan agreed within the LNA *(If required)*	• Evidence | Tool Box | Multi Source Feedback Record: [CLICK TO VIEW] Insert Evidence
At least two critical reflective case studies related to the clinical practice pillar of a minimum 800 words each. *	• Evidence | CPD | CPD Reflections Record: [CLICK TO VIEW] • Evidence | CPD | CPD Reflections Record: [CLICK TO VIEW] Insert Evidence
	• Evidence | CPD | CPD Reflections Record: [CLICK TO VIEW]

Update Record

Click "Update Record"

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

> Success! Your action was completed successfully.   X

Once fully complete click "Back" or Back to application view.

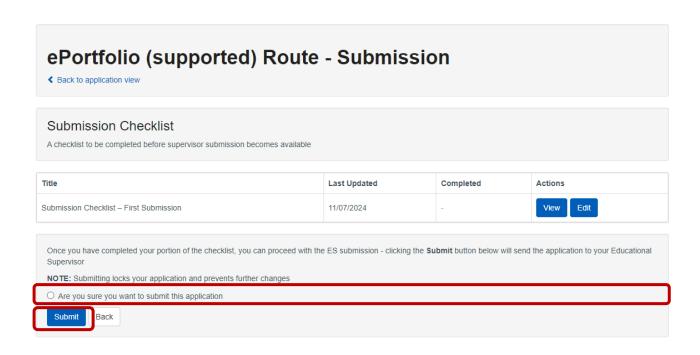**Step 9**: Submitting your application.

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

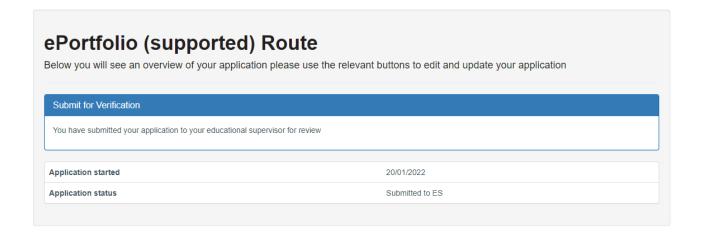Check that you are sure that you want to submit this application.

Warning: once submitted your ePortfolio will be locked.
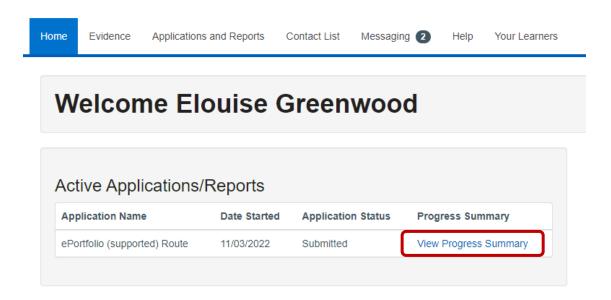
Then click "Submit"

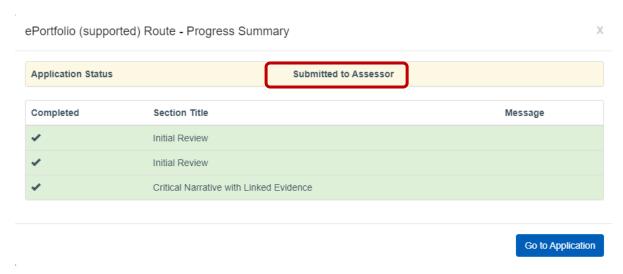This will send the application to your Educational Supervisor

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	-	View Edit

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.

Click "View Progress" Summary"

Or under applications