

GUIDANCE ON DOWNLOADING DATA FROM NES

The Faculty recommends downloading your evidence/data in sections and saving it by naming it appropriately in discrete files/folders so they can be stored in your 'Document Store' of your LLP account for future reference and linking. This process should take you no more than 30 minutes.

CONTENTS

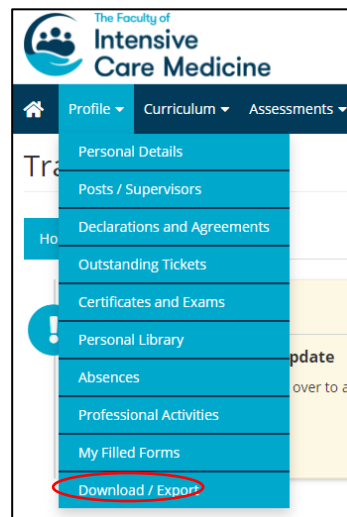
1. [Downloading the curriculum in the respective Stage\(s\) of training](#)
2. [Downloading forms attached to recorded posts/placements](#)
3. [Downloading Certificates and Exams](#)
4. [Downloading your Personal Library](#)
5. [XML Data](#)

1. Downloading the curriculum in the respective Stages of training

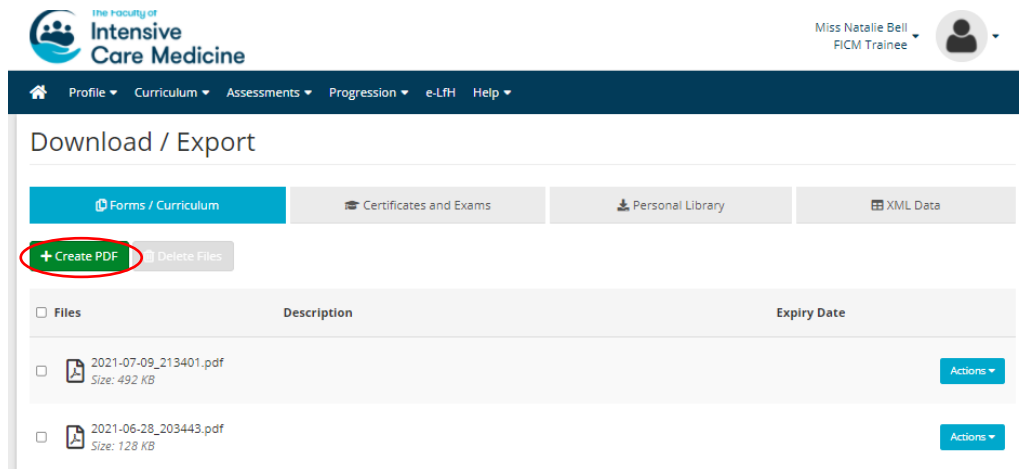
This will give a record of the following:

- all your competencies signed off on the 2010 ICM curriculum within a respective stage of training
- evidence linked to each competency
- whether the competencies were completed (green circles with question marks) or not completed (red circles with question marks)

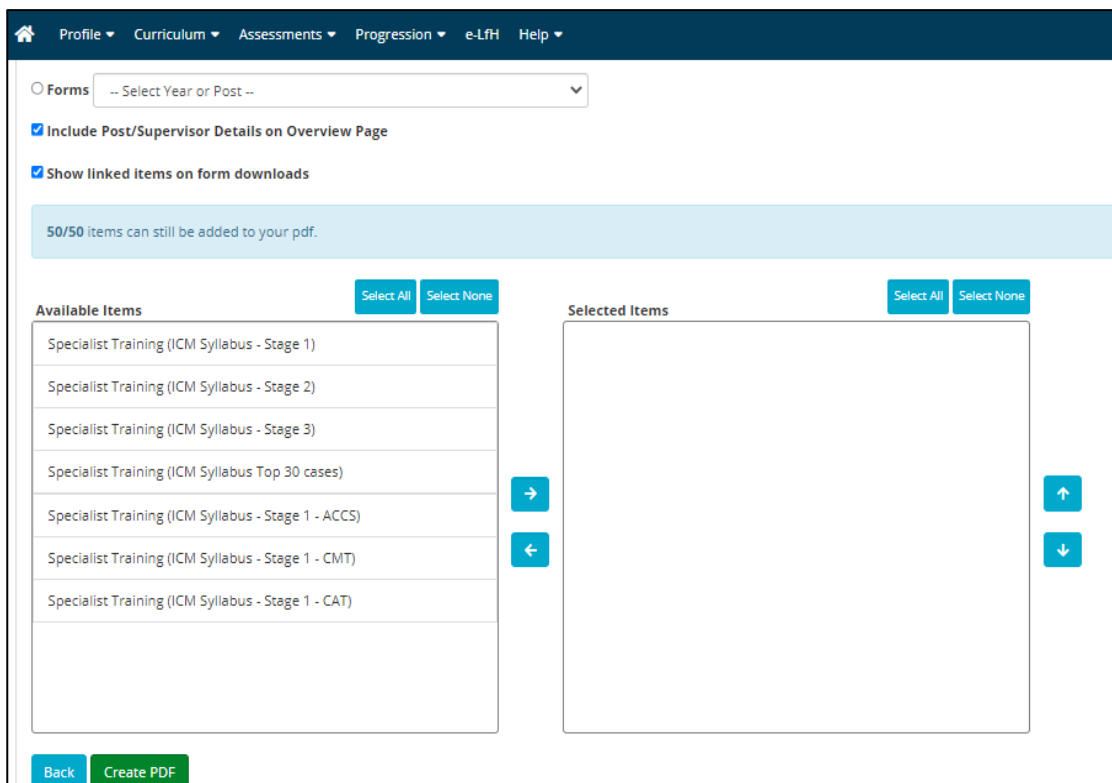
(a) Click on the 'Download/Export' menu item from the 'Profile' heading in your account.



- (b) You will then be shown the following screen with a few download/export functions. It will also display any previous data exports you have created. You should click on the 'Forms/Curriculum' tab to download the curriculum stages. Then click on the green 'Create PDF' button.

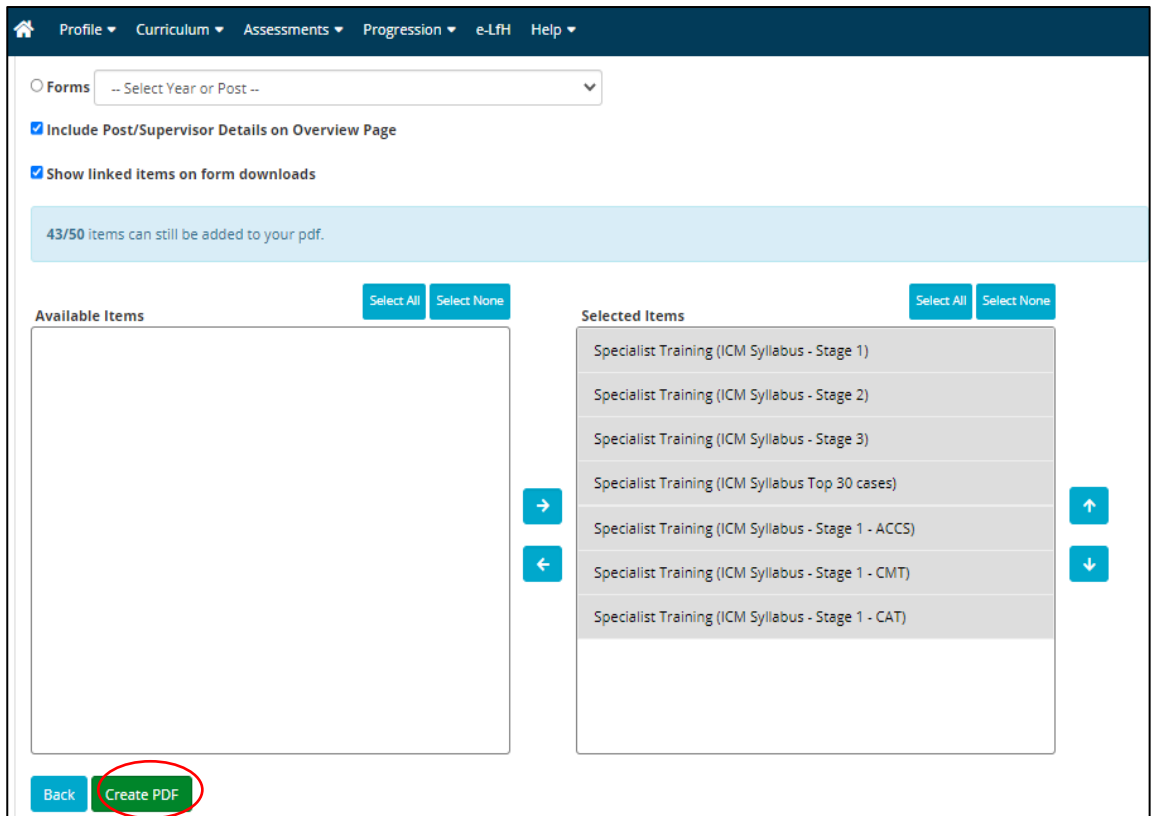


- (c) You will then see the following screen. Here you will need to select which of the stages of training you have completed you would like to download in a single file. You may choose to download the stages separately or all in one go. For this example we are going to be downloading all of our stages of training in one PDF. You can select or deselect items in the export to show the post and supervisor details and linked items.

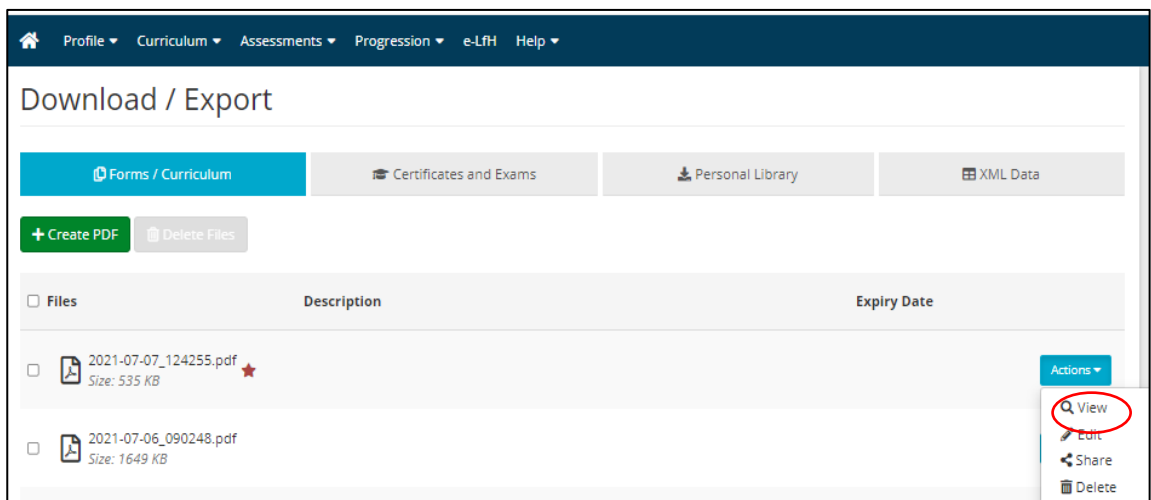


- (d) To download all of the Stages of training at once, click on 'Select All' above the 'Available Items' box and then click the blue arrow facing towards 'Selected Items'. All your selected items will then move across to the 'Selected Items' box on the right hand side of the screen. Then click on the green 'Create PDF' button again. Your PDF will be ready to review. See the screenshot below.

To download individual stages of training in discrete files, only select the ones you would like to download at any one time by clicking on them and then using the 'blue arrows' to add them to the 'Selected items' box on the right hand side. Only items successfully added to the 'Selected items' box will appear in your PDF download.



- (e) Once your PDF is ready you will be able click on the blue 'Actions' button (see screenshot below) and if you select 'View', the PDF will download and you will be able to open and save it.



- (f) An example of what this PDF will show is below. Curriculum competencies that have been completed are identified as green circles with question marks. Competencies not completed are identified as red circles with question marks.

The screenshot displays the 'Specialist Training (ICM Syllabus - Stage 1)' interface. Under the 'Competencies' section, it lists 'Domain 1: Resuscitation and management of the acutely ill patient'. Two specific competencies are shown: '1.1 Adopts a structured and timely approach to the recognition, assessment and stabilisation of the acutely ill patient with disordered physiology' (marked with a red question mark) and '1.2 Manages cardiopulmonary resuscitation - ALS recommended' (marked with a green question mark). Below each competency, there is a box for 'e-LfH Activity' with details such as 'Intensive Care Medicine (e-ICM), Module 1 Anaesthesia for Stage 1 ICM (01_06_01 Medical Gas Supplies)' and 'Module 8 Non-clinical Topics for ICM Step Competency Framework (Levels 1-3) (08 05 02 Dealing with conflict)'. A user profile for 'Mrs Rohini Makwana' is shown as 'Level 3 Competent' on '03/06/2019' with a 'good' rating.

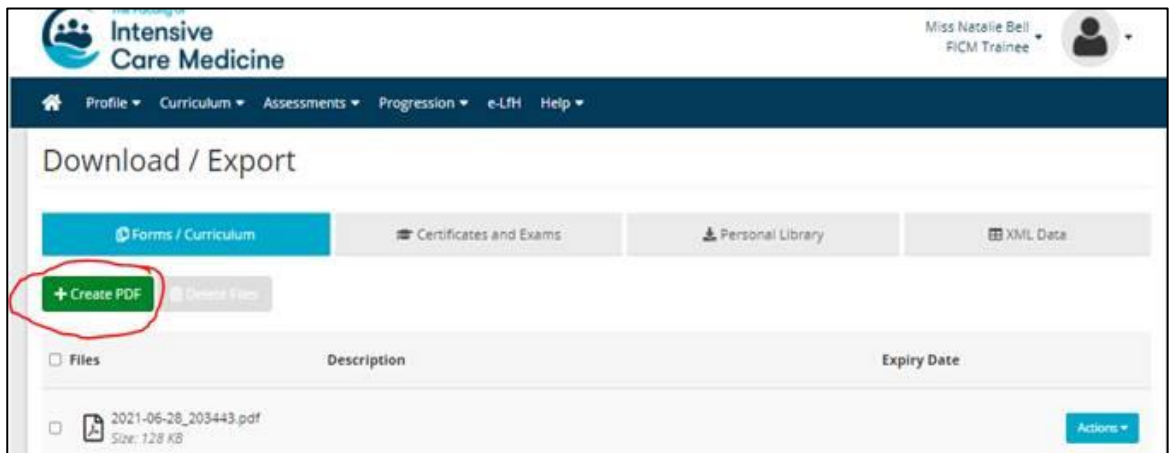
2. Downloading forms attached to recorded posts/placements

This will give you a record of all the forms you have created for your post(s)/placement(s)

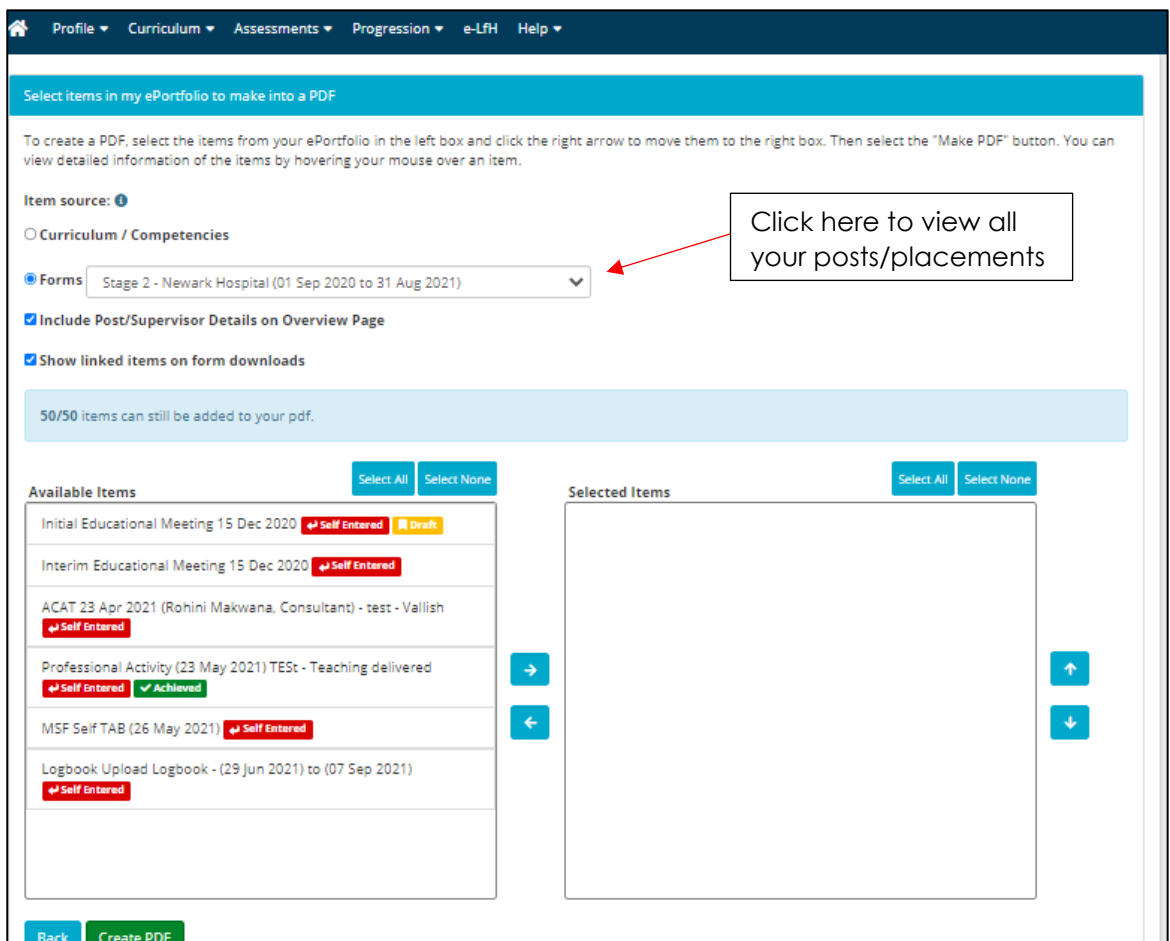
- (a) Click on 'Download/Export' menu item from the 'Profile' heading in your account.

The screenshot shows the user profile menu for 'The Faculty of Intensive Care Medicine'. The menu items are: Profile, Curriculum, and Assessments. A dropdown menu is open under 'Profile', listing: Personal Details, Posts / Supervisors, Declarations and Agreements, Outstanding Tickets, Certificates and Exams, Personal Library, Absences, Professional Activities, My Filled Forms, and Download / Export. The 'Download / Export' option is circled in red.

- (b) You will then be shown the following screen with a few download/export functions. It will also display any previous data exports you have created. You should click on the 'Forms/Curriculum' tab to download your record of saved forms. Then click on the green 'Create PDF' button.



- (c) You will then see the screen below. Here select 'Forms' and then click on the drop down arrow where you will be given a list of all your posts. Select the post/placement you would like to download the saved forms for. You may choose to download your forms separately, categorised by type or all in one go. For this example we are going to be downloading all of our forms in one go. You can select or deselect items in the export to show the post and supervisor details and linked items.



- (d) To download all of your saved forms at once, click on 'Select All' above the 'Available Items' box and then click the blue arrow facing towards 'Selected Items'. All your selected items will then move across to the right hand 'Selected Items' box. Then click on the green 'Create PDF' button again. Your PDF will be ready to review. Screen shot below.

To download different forms in discrete files (eg all of your ARCP outcomes for Stage 1, or ACATs or MSFs for particular posts downloaded together for ease of reference) only select the forms you would like to download at any one time by clicking on them and then using the 'blue arrows' to add them to the 'Selected items' box on the right hand side. Only items successfully added to the 'Selected items' box will appear in your final file download.

Select items in my ePortfolio to make into a PDF

To create a PDF, select the items from your ePortfolio in the left box and click the right arrow to move them to the right box. Then select the "Make PDF" button. You can view detailed information of the items by hovering your mouse over an item.

Item source: **Forms**

Curriculum / Competencies

Forms Stage 2 - Newark Hospital (01 Sep 2020 to 31 Aug 2021)

Include Post/Supervisor Details on Overview Page

Show linked items on form downloads

44/50 items can still be added to your pdf.

Available Items Select All Select None

Selected Items Select All Select None

Initial Educational Meeting 15 Dec 2020 Self Entered Draft

Interim Educational Meeting 15 Dec 2020 Self Entered

ACAT 23 Apr 2021 (Rohini Makwana, Consultant) - test - Vallish Self Entered

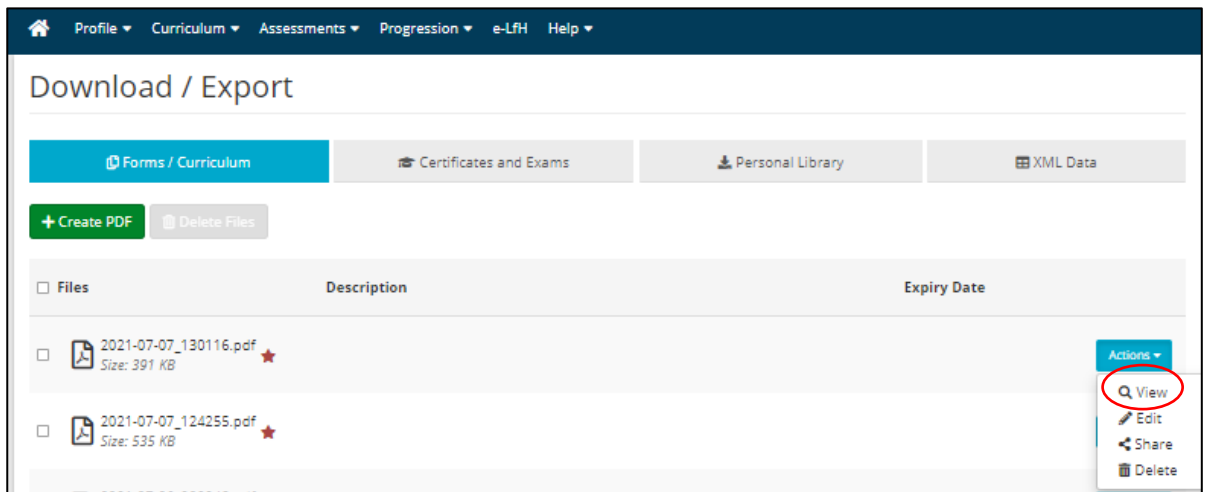
Professional Activity (23 May 2021) TEST - Teaching delivered Self Entered Achieved

MSF Self TAB (26 May 2021) Self Entered

Logbook Upload Logbook - (29 Jun 2021) to (07 Sep 2021) Self Entered

Back Create PDF

- (e) Once your PDF is ready you will be able click on the blue 'Actions' button and then select 'View'. Your PDF will download and you will then be able to open and save it.



- (f) An example of what is shown in the final PDF is below, ie it displays all of the details of the saved forms in the system for the time period that you have selected.

Form Reference Code: 30510574
Created: 15 December 2020 08:20 by Mrs Rohini Makwana

Initial Educational Meeting

Trainee's Post:
Stage 2, Newark Hospital, 01 Sep 2020 to 31 Aug 2021, Renal Medicine

Trainee's Supervisor(s):
Miss Natalie Bell (ICM Educational Supervisor), Mrs Rohini Makwana (ICM Educational Supervisor)

Name of Supervisor Completing this Form*:
Rohini Makwana

Has feedback from the previous post been discussed?*
 Yes
 No

Clinical learning objectives:

Non-clinical learning objectives:

If any additional support is required during this post, how will it be provided?:

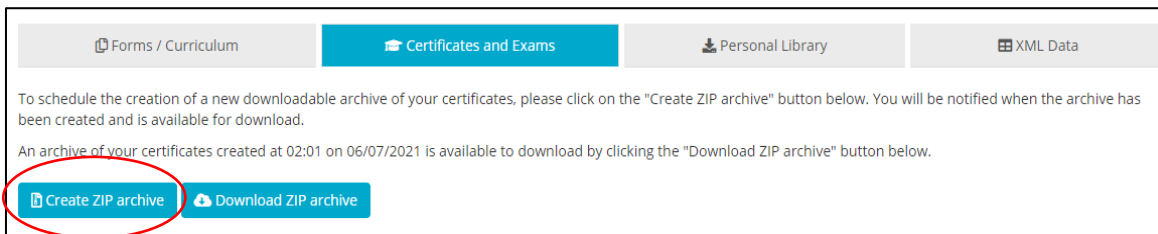
Additional free-text:

Date of next meeting:

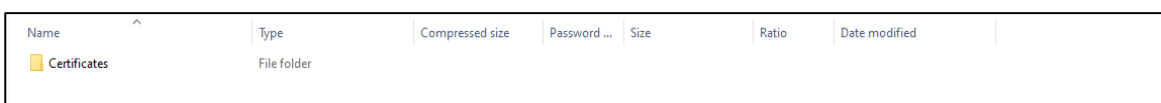
3. Downloading Certificates and Exams

This will give a record of all your certificates that you have uploaded onto the system.

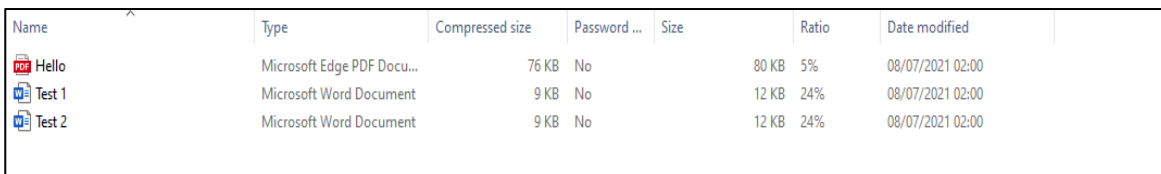
- (a) Click on the blue button 'Create ZIP Archive'. You will be notified by email when the archive has been created and is available for download.



- (b) Once you receive the notification you will then be able to click on the blue 'Download ZIP archive' button and a 'Certificates' folder will appear.



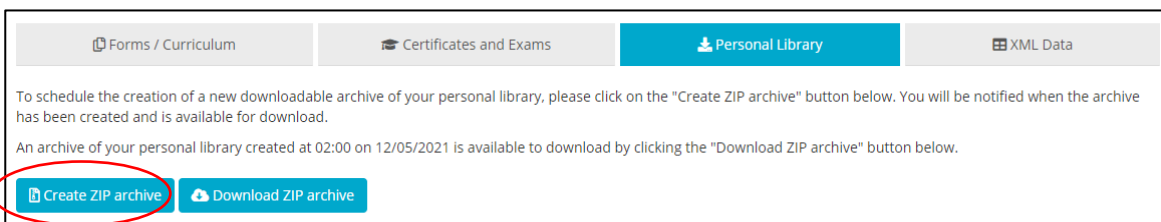
- (c) Double click on the 'Certificates' folder and all your evidence will be listed in the format you had it initially uploaded.



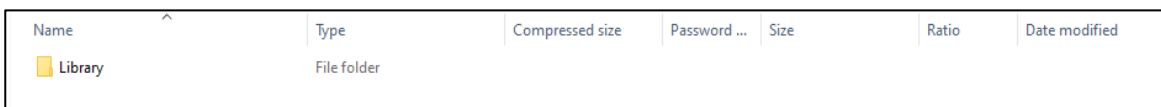
4. Downloading your Personal Library

This will give a record of all your evidence you have stored in your personal library.

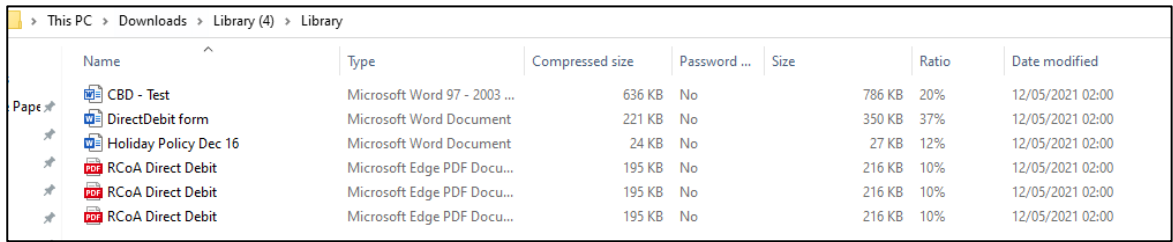
- (a) Click on the blue button 'Create ZIP Archive'. You will be notified by e-mail when the archive has been created and is available for download.



- (b) Once you receive the notification you will then be able to click on the blue 'Download ZIP archive' button and a 'Library' folder will appear.



(c) Double click on the 'Library' folder and all your evidence will be listed in the format you had it initially uploaded.



Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
CBD - Test	Microsoft Word 97 - 2003 ...	636 KB	No	786 KB	20%	12/05/2021 02:00
DirectDebit form	Microsoft Word Document	221 KB	No	350 KB	37%	12/05/2021 02:00
Holiday Policy Dec 16	Microsoft Word Document	24 KB	No	27 KB	12%	12/05/2021 02:00
RCoA Direct Debit	Microsoft Edge PDF Docu...	195 KB	No	216 KB	10%	12/05/2021 02:00
RCoA Direct Debit	Microsoft Edge PDF Docu...	195 KB	No	216 KB	10%	12/05/2021 02:00

5. XML data download

This facility is to allow users to download a copy of all their data relating to their ePortfolio account in a machine readable format so that developers of other ePortfolio applications can safely and securely import/migrate data from the NES ePortfolio account into their application. The Zip file would simply be a coding sequence, like a backend java script. As FICM will not be migrating any data from NES onto the FICM LLP this function will not serve any purpose to you, i.e. you will not be able to read this data. You can, therefore, ignore this function.