USING ONEFILE EPORTFOLIO FOR NURSE TRAINING

THE BEGINNERS GUIDE

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WHAT IS AN EPORTFOLIO?

An eportfolio in the current era, is a tool used to gather and store electronic evidence, which is then used to measure and track the progress of employees (in this case nurses) against a certain criteria or framework.

The immediate benefits are:

Reduced costs
No more paperwork or printing costs and a substantial reduction in nurses' time spent on admin; that's more time that can be spent with patients.

Top security
Everything is securely encrypted online and backed up every 15 minutes.

Access anytime, anywhere
Use the Eportfolio on your phone, tablet or laptop with a unique username and password.

Electronic signatures
No need to pass paperwork around for multiple signatures. Sign tasks off there and then or login at your own convenience and add signatures at a later date.

Offline app
No internet? No problem. The offline app means you can gather evidence on your device and upload your work with a single click once you have an internet connection.

Reports
See the progress of all nurses' training with the click of a button; no more waiting for individual training managers to report on this.

These are just some of the benefits you can expect when using an Eportfolio but what's more, they all result in one very important thing…**more time being spent with patients.**

HOW DOES ONEFILE EPORTFOLIO WORK FOR NURSE TRAINING?

As per the requirements for nurse training, the individual will be required to gather evidence over a period of time in order to be 'assessed' against a specific framework and ultimately deemed competent in their role.

Let's see how this would work in the Eportfolio...

Firstly, OneFile's in-house team would take the Nursing specification and build this into the OneFile system before working with the trust to customise the Eportfolio.

Now the Eportfolio is set up, Nurses can login using their computer, tablet or phone and start making progress. They can gather evidence – just as they would with a paper portfolio – except this time it can be gathered electronically in the form of photos, videos, voice recordings and any other useful documents; they can even submit their university papers via OneFile.

They can then submit this to their manager/assessor/lecturer (whoever it might be) ready to be mapped against their particular nursing framework in order to be verified as competent at their role.

Let's talk access and visibility…

Various different logins are available with different levels of access including an 'administrator' level. The biggest benefit of this, from a Trust perspective, is that users are able to login and see all nurses and their progress at a click of a button – something that is virtually impossible to keep up to date using a paper process.

As you can imagine this will save huge amounts of time as well as improve the visibility Trusts have on their commissioned programmes.
*For information about why OneFile is right for the NHS and who else is using it, try '**Helping NHS Trusts manage nurse training'**.*

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Let's see an example...

Task to be evidenced:
Nurse needs to prove competence in taking a patient's bloods.

Current process:
Nurse takes the bloods, while their manager observes. This would then need to be written up, signed off by both parties and sent either electronically or via mail (costly) to the person who needs to see it. In short, this 'admin' process detracts the Nurse, their manager and any other role involved, away from spending quality compassionate care time with patients.

Eportfolio process:
Nurse takes the bloods as normal, except this time they could take a video/photo on their phone or tablet, and send the evidence directly to their manager/assessor/lecturer.

See our paper vs Eportfolio inforgraphic

When using the Eportfolio, **the patient receives full attention** from the Nurse and unnecessary admin time has been banished. The Nurse can then repeat this process for every other criterion they need to evidence in order to complete their training.

The added benefit that everything is stored safely in the 'cloud' means that evidence can not be lost and is always accessible if for example, a spot check audit is required.

If you would like to have an informal chat about using OneFile, **get in touch** and one of our training experts can talk you through how the Eportfolio would work in your organisation.

For more information about the Eportfolio visit onefile.co.uk/eportfolio.

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