



BNSSG
Training Hub

Paramedic FCP portfolio Guide

07.06.2022 V1

bnssg.training.hub@nhs.net
www.bnssgtraininghub.com



BNSSG_Thub



bnssg-traininghub





The two routes: brief overview

Everyone MUST complete the following

8 x E-learning modules

3x personal care modules

Mandatory training (Equality & Diversity)

STAGE 1

BESPOKE HEI ROUTE

The bespoke HEI module should teach everything needed to cover the KSA's in stage 1

PORTFOLIO ROUTE

Must have completed a level 7 module that covers Advanced Clinical Assessment and Diagnosis

Or

Completed the Specialist Paramedic in Urgent Care diploma

Then

Cover any remaining KSA's via CPD/E-learning/ Reflections



Stage 2 :

a portfolio of evidence proving their clinical capability in primary care
required in both the portfolio and HEI route

CONTENT	NUMBER	
Personal Development plan (PDP) -SMART objectives	1	<i>PDP but needs updating regularly</i>
Clinical Examination procedures (CEPS)	6	<i>Minimum of 6 verified when capable</i>
Clinical Observation tools (COTS)	6	<i>Minimum of 6 :consider covering 1x per system /skill</i>
Case based discussions (CBD)	6	<i>Minimum of 6 verified when capable</i>
Patient survey Questionnaires (PSQ)	40	<i>At least 40 respondents</i>
Multi Source Feedback (MSF)	10	<i>Minimum of 5 x clinical +5x non-clinical</i>
Clinical Supervisor Report (CSR)	1	<i>1 x signed as capable or excellent</i>
Quality improvement project / Audit (QIP)	1	<i>Evidence of Participation</i>
Reflective log entry	25	<i>Minimum one a week covering a range of capabilities</i>



Final sign off for FCP verification

BESPOKE HEI ROUTE

- ✓ Automatic FCP verification will be gained on successful completion of the module

**undetermined if the HEI will inform HEE of your successful completion or if you will have to submit evidence of successful completion of the module to HEE to gain your FCP digital badge*

PORTFOLIO ROUTE

- ✓ Complete the stage 1 checklist (page 33 of the roadmap)
- ✓ Complete the FCP verification form (page 107 of the roadmap)

The signed verification form (see example next slide) will then be submitted to the HEE portal to get your FCP digital badge (**currently not set up*)



FCP verification form: Final sign off form

PRACTITIONER

I confirm that this portfolio contains my own work & evidence related to my own capability. I confirm no patient identifiable information is included.

FCP SIGNATURE

FCP HCPC REGISTRATION NUMBER

DATE

VERIFYING SUPERVISOR please tick where required, supply information and sign to verify evidence

I CONFIRM I HAVE COMPLETED THE PRIMARY CARE ROADMAP SUPERVISOR TRAINING

YES

☐

NO

☐

I HAVE REVIEWED THE EVIDENCE OF CAPABILITY IN THIS PORTFOLIO

YES

☐

NO

☐

I CONFIRM I AM UP TO DATE WITH EQUALITY & DIVERSITY TRAINING

YES

☐

NO

☐

OVERALL RATING OF CAPABILITY FOR STAGE TWO (PLEASE TICK)

Underperforming

☐

Needs further development

☐

Capable

☐

Excellent

☐

SUPERVISOR SIGNATURE

DATE

SUPERVISOR REGISTRATION NUMBER (GMC/HCPC/NMC)

DATE



Portfolio



- There is no standard portfolio that HEE have put together. How the paramedics choose to organize and showcase your evidence is a personal choice
- Ideally they should choose a portfolio type that can be shared online – this allows easy sharing between the Paramedic and their clinical supervisor
- HEE may request a proportion of FCP portfolios to ensure they meet the required standards, therefore it is essential they have a digital copy.
- One option is using Clarity portfolio
[:https://agiliosoftware.com/primary-care/clarity/fcps/](https://agiliosoftware.com/primary-care/clarity/fcps/)
- The second (free) option is downloading my Excel spreadsheet and then saving it to your own OneDrive: [FCP portfolio BLANK](#)



Stage 1 Mapping

- It is expected that all Paramedics should have mapped themselves against stage 1 of the roadmap before entering primary care
- Where no level 7 module in Advanced clinical assessment and diagnosis has been achieved, the Paramedic must be enlisted on a suitable module within 6 months of starting their new role
- *Experienced Paramedics already working in Primary care can retrospectively evidence their capability against stage 1 (evidence must be less than 10 years old)



Stage 1 mapping

“MSc”: all postgraduate module can be listed here
“other Training”: list CPD/e-learning / reflections if not completed a level 7 module

FCPCapabilities	Essential Capabilities	Stage 1	
		Post grad learning /CPD/Reflection/Teaching session	
		<u>MSC</u>	<u>Other Training</u>
Capability 1. Communication and consultation skills			
1a	Critically appraise communication strategies and be able to optimise communication approaches appropriately using skills such as active listening e.g. frequent clarifying, paraphrasing and picking up verbal cues such as pace, pauses and voice intonation.	example: PACR 08/19	example: CPD 08/21
Critical skills			
1b	Convey information and address issues in ways that avoid jargon and assumptions; respond appropriately to questions and concerns to promote understanding, including use of verbal, written and digital information.		
1c	Adapt verbal and non-verbal communication styles in ways that are empathetic and responsive to people's communication and language needs and preferences, including levels of spoken English and health literacy.		

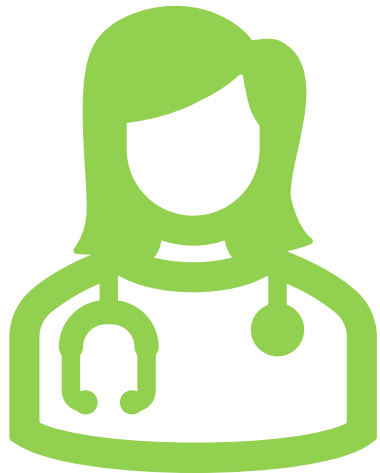
* You only need to provide 1x piece of evidence per KSA i.e Level 7 module (MSc) or other training level



Example of how to evidence individual modules- Level 7 template



COURSE	Non-Medical Prescribing
LEVEL	Level 7 40 credits
LOCATION	University of the West of England
DATE COMPLETED	
E-LINK	https://www2.uwe.ac.uk/faculties/HLS/CPD/CPD%20Documents/Non-Medical_Prescribing_Level_M.pdf
CERTIFICATE	Link your certificate or you could screen shot your results from the university portal
SUMMARY	<ul style="list-style-type: none">• Act autonomously as a prescriber within the limits of their confidence and competence, seeking guidance from another member of the healthcare team when appropriate. (A1&2, B1&2)• Critically evaluate the complexities of prescribing for specific populations including neonates, children and young people, pregnant and breastfeeding <u>women</u> and older people. (A1&3, B1)<ul style="list-style-type: none">• Maintain competence and confidence as a prescriber through participation in, and documentation of, <u>CPD</u>; with reference to their appropriate professional framework. (B1)• Critically evaluate and work within appropriate clinical governance frameworks as a prescriber, which include audit of prescribing. (B1)• Critically evaluate and work within the ethical, <u>legal</u> and professional frameworks relating to their profession. (A1, B1&2)• Identify, critically <u>appraise</u> and use best sources of information to inform prescribing practice. (A1, B1&2)• Recognise, and evaluate influences on individual prescribing practice, and local and national drivers, to ensure safe, cost effective and ethical practice. (A1, B1&2)



Stage 2 Mapping

Work Based Assessments

And other Mandatory Evidence



Personal development plan – PDP

PDPs should have SMART objectives, which help to make them achievable. Think about the following to help you:

S – specific things – be focused and not too general – why has this learning need arisen?

M – measurable – so you know when you have achieved it

A – achievable – be realistic! You can't learn everything in one go! How will you achieve it? What strategies can you use?

R – relevant – make it relevant to your role – how will achieving the goal make a difference to your practice? **T** – time lined – so you can tick them off and add new objectives



LEARNING/ DEVELOPMENT	NEED DEVELOPMENT	OBJECTIVE ACHIEVEMENT DATE	STRATEGIES TO USE	OUTCOMES/ EVIDENCE
WHAT BROAD AREA DO YOU NEED TO ADDRESS?	WHAT SPECIFIC GOAL ARE YOU SETTING?	WHEN DO YOU <u>HOPE</u> TO ACHIEVE IT?	HOW WILL YOU ACHIEVE IT?	HOW WILL YOU KNOW YOU HAVE ACHIEVED IT?
<i>An example: To manage shoulder pain presentation</i>	<i>To manage a range of different shoulder presentations</i>	<i>Three months</i>	<i>Undertake two CEPS assessments with my Clinical Supervisor</i>	<i>When my CS has deemed me a capable in 2 CEPS assessments</i>



Stage 2 mapping

You require **3x pieces** of evidence per capability but 1x piece of evidence can be used across several capabilities

FCPCapabilities	Essential Capabilities	Stage 2		
		Type of evidence and date i.e COT 10/21 , MSF 08/21		
		Evidence 1	Evidence 2	Evidence 3
Capability 1. Communication and consultation skills				
1a	Critically appraise communication strategies and be able to optimise communication approaches appropriately using skills such as active listening e.g. frequent clarifying, paraphrasing and picking up verbal cues such as pace, pauses and voice intonation.	COT 07/21	MSF 1	CBD 03/21
Critical skills				
1b	Convey information and address issues in ways that avoid jargon and assumptions; respond appropriately to questions and concerns to promote understanding, including use of verbal, written and digital information.			
1c	Adapt verbal and non-verbal communication styles in ways that are empathetic and responsive to people's communication and language needs and preferences, including levels of spoken English and health literacy.			



Practitioner:	
Clinical Supervisor Name:	
Date:	

TYPE OF PROCEDURE: Please provide a brief description below.
DESCRIPTION OF CEP ASSESSED: With reference to the items on the CEP's guidance sheet.
PLEASE MARK AS CAPABLE or NEEDS FURTHER DEVELOPMENT (circle)
WHAT WAS DONE WELL?
WORKING POINTS?
LEARNING NEEDS?

Clinical Examination Procedural (CEPS) Skills Assessment: CEPS

- The clinical supervisor will observe the Paramedic undertaking a clinical examination or procedural skill
- Minimum required : **6**
- These can be completed at the same time as a COT's
- Aim to complete one per system (to demonstrate scope of practice)
- Aim to complete at least one Paediatric examination (if seeing paediatric patients)



Practitioner Name:	
Clinical Supervisor Name:	
Presenting Case:	
Date:	

GRADES	<i>I – Insufficient evidence</i>	<i>N – Needs further development</i>	<i>C – Capable</i>
--------	----------------------------------	--------------------------------------	--------------------

CRITERION	GRADE	EVIDENCE
DISCOVERS THE REASON FOR THE PERSONS ATTENDANCE		
Encourages the person's contribution FCP Capabilities 1		
Responds to cues FCP Capabilities 1, 2		
Places presenting problem in appropriate psychosocial context FCP Capability 1, ACP 2		
Explores person's health understanding FCP Capabilities 1, 2, 6 ACP 2		

CRITERION	GRADE	EVIDENCE
DEFINES THE CLINICAL PROBLEM		
Includes/excludes likely relevant significant condition FCP Capability 5 ACP 13		

Clinical Observation Tool (COTs) : COTS

➤ The clinical supervisor may observe the Paramedic undertaking a face to face consultation or listening in on a remote consultation

➤ Remote consultations can be recorded with patient consent for the clinical supervisor to review at later stage:
[Audio COT guide](#)

➤ Minimum required : 6

➤ These can be completed at the same time as a CEPs (if a face to face consultation)

➤ Aim to complete one per system (to demonstrate scope of practice)

➤ Aim to complete at least one Paediatric examination (if seeing paediatric patients)

➤ You do not need to fill in every box, min 3 depending on the consultation



Practitioner Name:	
Clinical Supervisor Name:	
Presenting Case:	
Date:	

GRADES	<i>I – Insufficient evidence</i>	<i>N – Needs further development</i>	<i>C - Capable</i>	<i>E - Excellent</i>
--------	----------------------------------	--------------------------------------	--------------------	----------------------



CAPABILITIES	QUESTIONS POSED	EVIDENCE OBTAINED	GRADE
Communication & consultation skills <small>FCP 1</small>			
Practising holistically to personalise care and promote public and person health <small>FCP 2 ACP 2</small>			
Working with colleagues and in teams <small>FCP 3</small>			



CAPABILITIES	QUESTIONS POSED	EVIDENCE OBTAINED	GRADE
Maintaining an ethical approach &			

Case Based Discussion: CBD

- A CBD is a structured interview about a clinical case with the clinical supervisor, designed to explore the Paramedics professional judgement by (Mehay, 2010):
- Application of medical knowledge
 - Application of a ethical and holistic approach
 - Ability to prioritise, consider implication and justify decisions
 - Ability to recognise complexity and uncertainty

➤ Minimum required : 6

➤ Ensure your bring a balance of differing cases and complexity to discuss

➤ Aim to complete at least one Paediatric assessment (if seeing paediatric patients)

➤ You do not need to fill in every box, min 3 depending on the consultation

➤ CBD guides:

https://www.bradfordvts.co.uk/mrcgp/cbd/#google_vignette



RELATIONSHIP	GRADE
Explores person's agenda (their Ideas, Concerns and Expectations) (FCP Capability 1)	
Works in partnership to negotiate a plan (FCP Capability 2, ACP 2a)	
Recognises the impact of the problem on the person's life (FCP Capabilities 1, 2, 8, ACP2a)	
Examines appropriately and correctly identifies any abnormal findings (please comment on specific examinations observed) (FCP Capability 6, ACP 13)	
Elicits important clinical signs & interprets information appropriately (FCP Capabilities 5, 6, ACP 13)	
Suggests an appropriate differential diagnosis (FCP Capability 7, ACP 13)	

Clinical Supervisors Report: CSR

- Recommend to complete towards the end of your portfolio as a final report from the clinical supervisor
- 1x required unless deemed “*Needs further development*”. A further CSR will be required following the completion of the outlines action plan to reach a level of “*capable or Excellent*”



Other Evidence Required

Patient Satisfaction Questionnaire - PSQ

- Require 40 questionnaires
- Can offer a paper copy or send a questionnaire via text
- See attached link on how to set up a AccuRx template on emis to send a PSQ - PSQ + MSF via accuRx and email

Multi Source Feedback- MSF

- Require 5 clinical and 5 non clinical
- Advised to complete at the end of your portfolio
- See attached guide on how to develop a google form to send via e-mail – MSF google form

Quality Improvement project- QIP

See link to the RCGP website on how to complete a QIP -
<https://www.rcgp.org.uk/gp-training-and-exams/training/workplace-based-assessment-wpba/assessments.aspx>



Guide to using the EXCEL spreadsheet for the FCP Portfolio

1. How to upload your evidence to OneDrive
2. How to share your Evidence and Portfolio
3. Accessing the Excel portfolio
4. Navigating the portfolio
5. Evidencing the FCP capabilities
6. How to Hyperlink your Evidence from OneDrive
7. How the Hyperlink your Evidence from the Excel Portfolio



1:Uploading all your evidence to OneDrive

NHS OneDrive

DIXON, Lily (THE ARMADA)

+ New ▾ Upload ▾ Share

My files > FC

Files
Folder

My files

Recent

Shared

Recycle bin

Quick access

Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here.

Complex descision making mana

Core_Skills_Certificate.pdf

Identification of the Ill and at risk

Mental health in Primary care.pdf

Name ▾

ACP portfolio

Certificates

Evidence

FCP Roadmap blanks

MSF

patient feedback

Verification form- FCP

Lily Dixon PARAMEDIC FCP PORTFOLIO - (v...

Name ▾

CPD

E-Learning

MSc

MT

Create subfolders to help find and organise your evidence and certificate



2:How to Share your portfolio



If you share the main folder, this means that your clinical supervisor can see everything that's in it including all the sub folders

Send link

LD - FCP - ACP Portfolio

People you specify can view >

To: Name, group or email

Message...



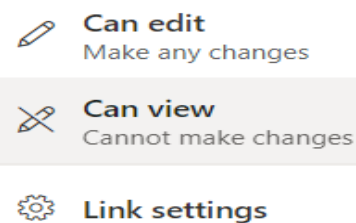
Copy link

People you specify can view >

Copy

You can share the folder with as many people as you like as long as they have a NHS email account

Choose "can view" only





3: Accessing your EXCEL portfolio

A	B	C
	CHECKLIST	COMPLETED
	Does your portfolio contain the following	✓
	All eight- Primary Care e-learning modules completed	E-Learning
	3x Personalised Care e-learning modules	E-Learning
	A Personal Development Plan Smart objectives	PDP
	Mandatory Training (Safeguarding Adult and Child, Equality and Diversity, BLS)	Mandatory Training
	Reflective logs entries	
	Minimum 6x Clinical Observation tools (COTs)	
	minimum of 6x Clinical Examination Procedures (CEPs)	
	Minimum of 6x Case Based Discussions (CBD's)	
	1x Clinical Supervisor Report (CSR)	
	10 x Mutsource Feedback (MSF)- 5 clinical and 5 non-clinical	MSF
	1x Audit or Quality improvement project (QIP)	QIP
	40x Patient satisfaction Questionnaires (PSQs)	PSQ
	FCP Verification Form	

Checklist E-Learning Mandatory Training PDP FCP 1-4 FCP 5-7 FCP 8-9 FCP 10 -12 CPD Tutorial Records Tutorial

Use this checklist to ensure you have completed all the mandatory requirements

Ensure you have downloaded the BLANK PORTFOLIO before uploading it to your OneDrive and renaming the folder:

 Lily Dixon PARAMEDIC FCP PORTFOLIO - (v...

Use the tabs at the bottom of the spreadsheet to navigate your way around, remember this is your portfolio, you can add, remove or rearrange to your preference

Checklist E-Learning Mandatory Training PDP FCP 1-4 FCP 5-7 FCP 8-9 FCP 10 -12 CPD Tutorial Records Tutorial Evaluations PSQ MSF QIP Hyperlink Guide



4: Navigating your EXCEL portfolio

A	B	C
E-LEARNING		
Primary Care E-Learning Modules		
<i>Title</i>	<i>Date Completed</i>	<i>E-Certificate Link</i>
Mental Health in Primary Care		
Identification of the ill and at Risk		
Persistent Pain		
Complex Decision Making managing patients with comorbidity		
Public Health		
What is Primary Care		
Serious pathology of the Spine		
Overview of Medicines and Prescribing		
Personalised Care Modules		
<i>Title</i>	<i>Date Completed</i>	<i>E-Certificate Link</i>
Personalised care and Support Planning		
Core Skills		
Shared Decision Making		

Here you can link
all your
mandatory e-
learning modules
and dates
completed



4: Navigating your EXCEL portfolio

	A	B	C	D
1	MANDATORY TRAINING			
2	Module Title	How often to update	Certificate link	Date Completed
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Here you can link all your mandatory training certificates. you must demonstrate the following as a minimum:

- Equality and Diversity
- Safeguarding child
- Safeguarding adult
- BLS



4: Navigating your EXCEL portfolio

	A	B	C	D	
1	PERSONAL DEVELOPMENT PLAN				
2	LEARNING/ DEVELOPMENT NEED	DEVELOPMENT OBJECTIVE	ACHIEVEMENT DATE	STRATEGIES TO USE	
3					
4	WHAT BROAD AREA DO YOU NEED TO ADDRESS?	WHAT SPECIFIC GOAL ARE YOU SETTING?	WHEN DO YOU HOPE TO ACHIEVE IT?	HOW WILL YOU ACHIEVE IT?	CLINICAL S
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



Here you can choose to link in your PDP or write out your learning needs + objectives direct into the portfolio



4: Navigating your EXCEL portfolio

	A	B	C	D	E	F	G	H	I	J
1	Continuing Professional Development									
2	Date	CPD Activity	Evidence Link	Time Spent	What did I learn?	Impact on Practice?	KSA Capabilities			
3										
4										

Here you can record any CPD you have attended, link in the certificate from OneDrive and cross reference to your KSA capabilities



5: Evidencing the FCP capabilities

“**MSc**”: all postgraduate module can be listed here
“**other Training**”: list CPD/e-learning / reflections if not completed a level 7 module

1	FCPCapabilities	Essential Capabilities	Stage 1		Stage 2		
2			Post grad learning /CPD/Reflection/Teaching session		Type of evidence and date i.e COT 10/21 , MSF 08/21		
3			MSC	Other Training	Evidence 1	Evidence 2	Evidence 3
4	Capability 1. Communication and consultation skills						
5	1a	Critically appraise communication strategies and be able to optimise communication approaches appropriately using skills such as active listening e.g. frequent clarifying, paraphrasing and picking up verbal cues such as pace, pauses and voice intonation.	example: PACR 08/19	example: CPD 08/21	COT 07/21	MSF 1	CBD 03/21
6	Critical skills						

Here you will find
the list of FCP
Capabilities

You require **3x pieces** of
evidence per capability but 1x
piece of evidence can be used
across several capabilities



6:How to hyperlink your evidence from OneDrive

Complex decision making ma...
Core_Skills_Certificate.pdf
Identification of the Ill and at risk.pdf
Mental health in Primary care.pdf

Open
Preview
Share
Copy link
Manage access

Link to 'Complex de...bidity.pdf' copied

https://nhs-my.sharepoint.com/:b:/r/personal/lily_d Copy

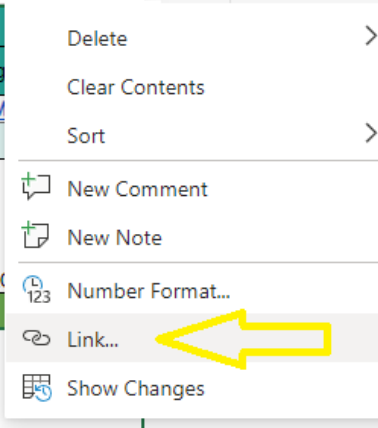
People with existing access can use the link >

- In your OneDrive, select the piece of evidence you would like to link
- Right click and scroll to “copy link”
- Copy link, ensure you click the copy button to highlight the link



6:How to hyperlink your evidence from OneDrive

FCCCapabilities	Essential Capabilities	Post g
Capability 1. Communication and consultation skills		
1a	Critically appraise communication strategies and be able to optimise communication approaches appropriately using skills such as active listening e.g. frequent clarifying, paraphrasing and picking up verbal cues such as pace, pauses and voice intonation.	example: PAC
Critical skills		
1b	Convey information and address issues in ways that avoid jargon and assumptions; respond appropriately to questions and concerns to promote understanding, including use of verbal, written and digital information.	



1.

➤ Head to your excel portfolio and right click on the box you would like to insert the link

➤ Right click and scroll to "link"

** it is important that you are using the portfolio opened directly from your OneDrive, this will not work if you try to link to your portfolio opened from your personal files on your laptop

3.

The top box will automatically insert the pasted link. Change this to the format (name + date)

Insert Link

Display Text

MSc Cert 09/21

Where do you want to link to?

☒ https://nhs-my.sharepoint.com/:b:/r/personal/lily_dixon2_n...

☐ Location in this file, like A1, A1:A10, or Table1

☐ Email address, like John@contoso.com

OK

Cancel

2.

Paste your copied link into the second box

4.

Select OK



7: Hyperlinking your evidence from within the EXCEL portfolio

Insert Link

Display Text

Where do you want to link to?

☐ http://☒ Location in this file, like A1, A1:A10, or Table1☐ Email address, like John@contoso.com

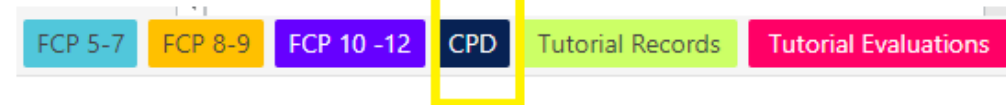
OK

Cancel

1.

- Right click on the box you would like to insert your evidence and scroll to "link"
- Select the third box

Tab name



Location in Tab

	A	B	C
1			
2	Date	CPD Activity	Evidence Link
3	8/21/2021	heart failure	CPD cert

2.

- Insert the Tab name: CPD
- Explanation Mark : !
- Location in the tab: A3
- Full name: **CPD!A3**
- Change display text to the format : **CPD 08/21** (name+date)
- Click Ok

Edit Link

Display Text

Where do you want to link to?

☐ http://☒ CPD!A3☐ Email address, like John@contoso.com

Remove

OK

Cancel

CPD 08/21



7: Hyperlinking your evidence from within the EXCEL portfolio_(con)

Insert Link

Display Text

MSF 1

Where do you want to link to?

☐ http://

☒ MSF!A7

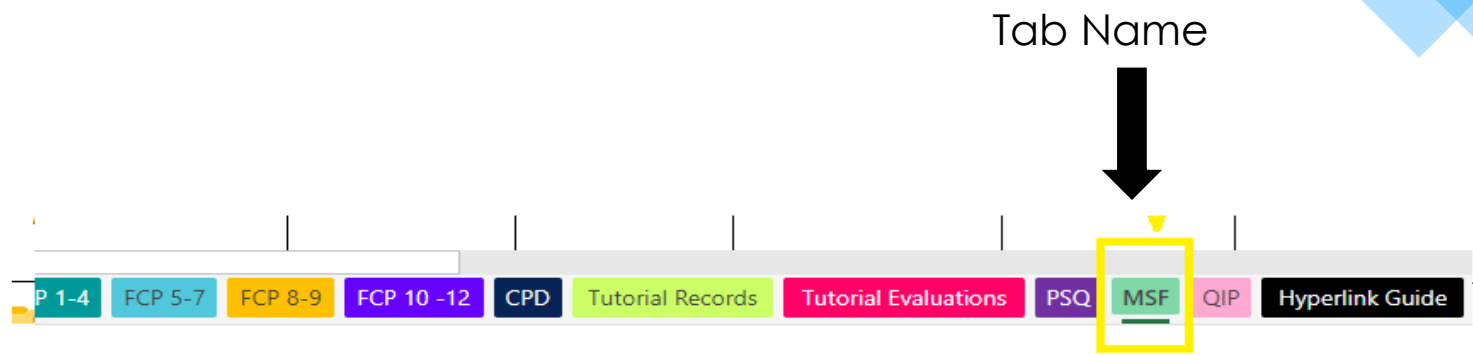
☐ Email address, like John@contoso.com

OK

Cancel

1.

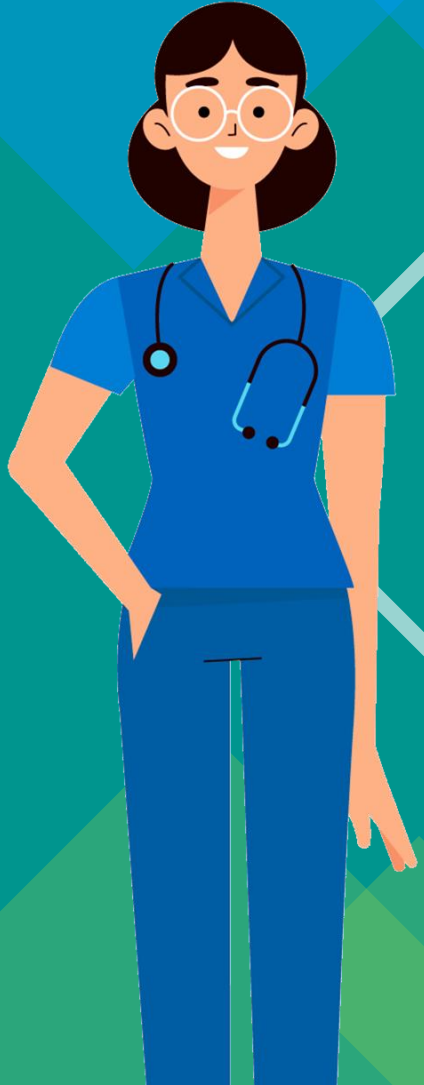
- Insert the Tab name: MSF
- Explanation Mark : !
- Location in the tab: A7
- Full name: **MSF!A7**
- Change display text to the format : MSF 1 (name+date/number)
- Click Ok



Location in Tab

Stage 2		
Type of evidence and date i.e COT 10/21 , MSF 08/21		
<u>Evidence 1</u>	<u>Evidence 2</u>	<u>Evidence 3</u>
COT 07/21	MSF 1	CBD 03/21

	A	B	C
1			
2			
3			
4	NO	Date MSF undertaken	Clinican or non clinical
5			
6			
7	1		
8	2		



BNSSG Training Hub

Lily Dixon

Bristol, North Somerset, south Gloucester Training hub
Paramedic Lead

lily.dixon2@nhs.net

www.bnssgtraininghub.com



[@lily_crumpets](https://twitter.com/lily_crumpets)



[bnssg-traininghub](https://www.linkedin.com/company/bnssg-traininghub)