



National Institute for Health Specialties (NIHS)

ePortfolio Platform Guide for Trainees

(July 2025)

<https://nihs.epads.mkmapps.com/>

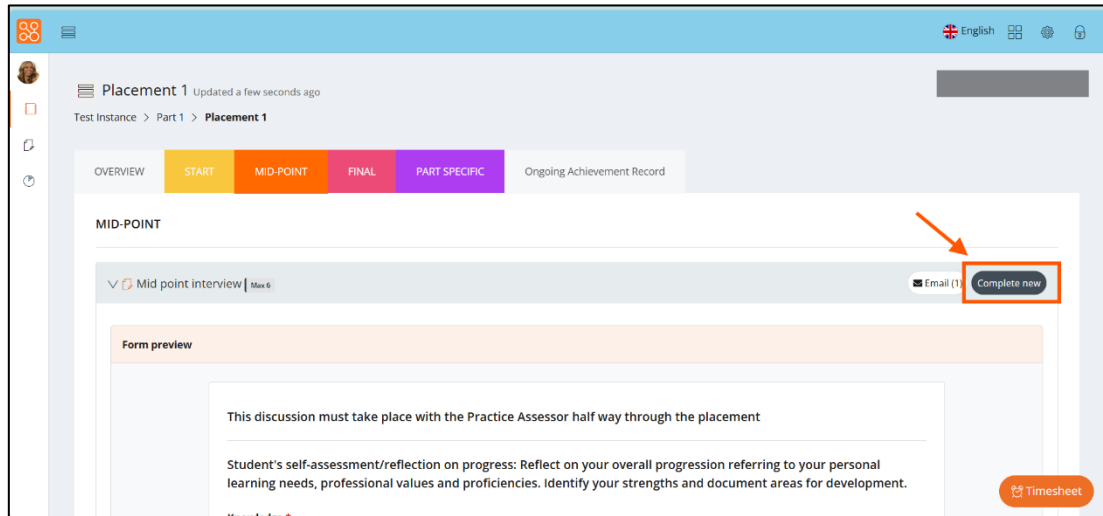


Contents

Creating a draft.....	3
Completing a form with Email Sign Off	5
Completing a form using Email for Later	7
Deleting a draft form	10

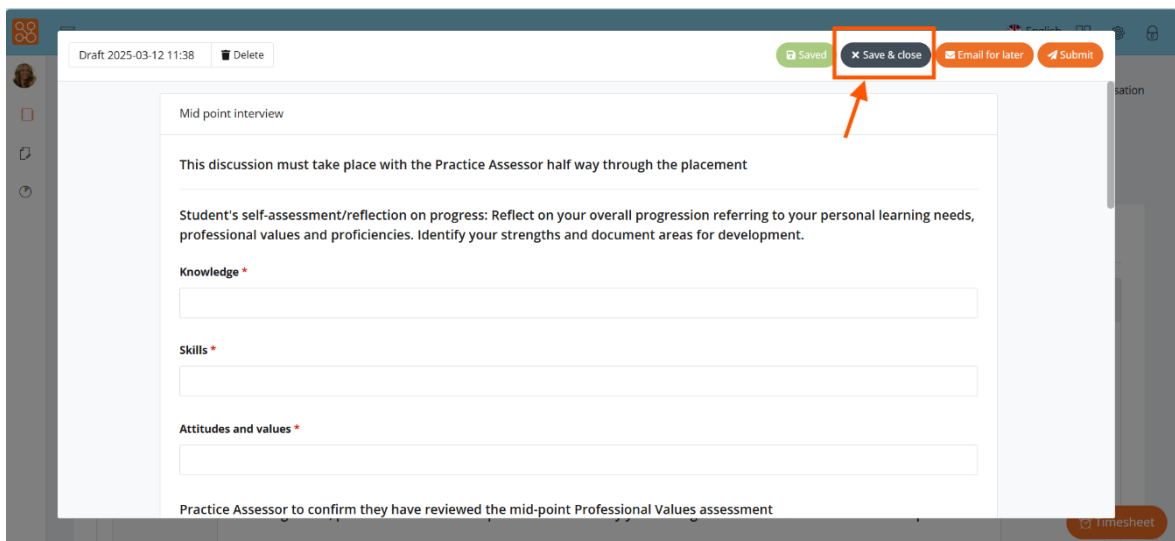
Creating a draft

To create a draft form, click on the "Complete New" button on the form.



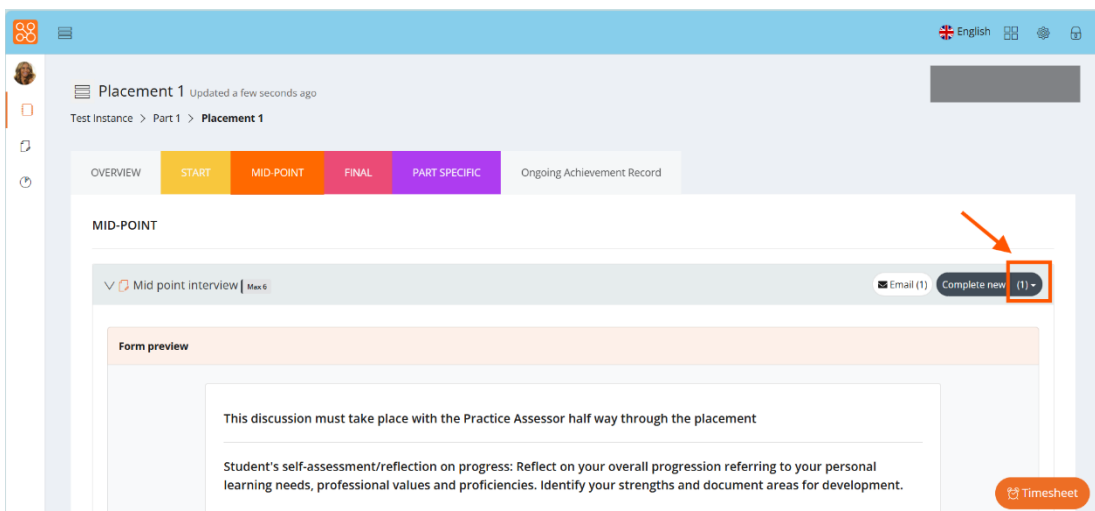
The screenshot shows the 'Placement 1' form in the 'MID-POINT' section. The 'Complete new' button is highlighted with a red box and an arrow. The form includes a 'Form preview' section with instructions: 'This discussion must take place with the Practice Assessor half way through the placement' and 'Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.' A 'Timesheet' button is visible in the bottom right corner.

Click "Save & Close".



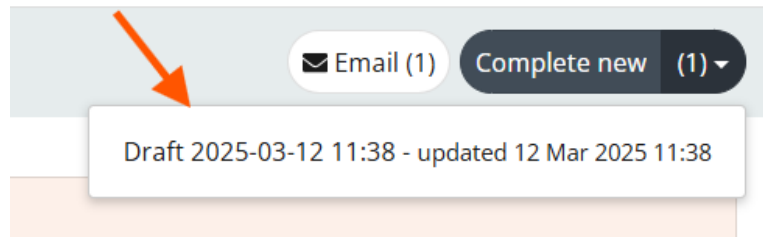
The screenshot shows the 'Placement 1' form in the 'MID-POINT' section. The 'Save & close' button is highlighted with a red box and an arrow. The form includes a 'Form preview' section with instructions: 'This discussion must take place with the Practice Assessor half way through the placement' and 'Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.' A 'Timesheet' button is visible in the bottom right corner.

This creates a draft and appears as a number next to the "Complete New" button on the form. To access the draft, click on the number.

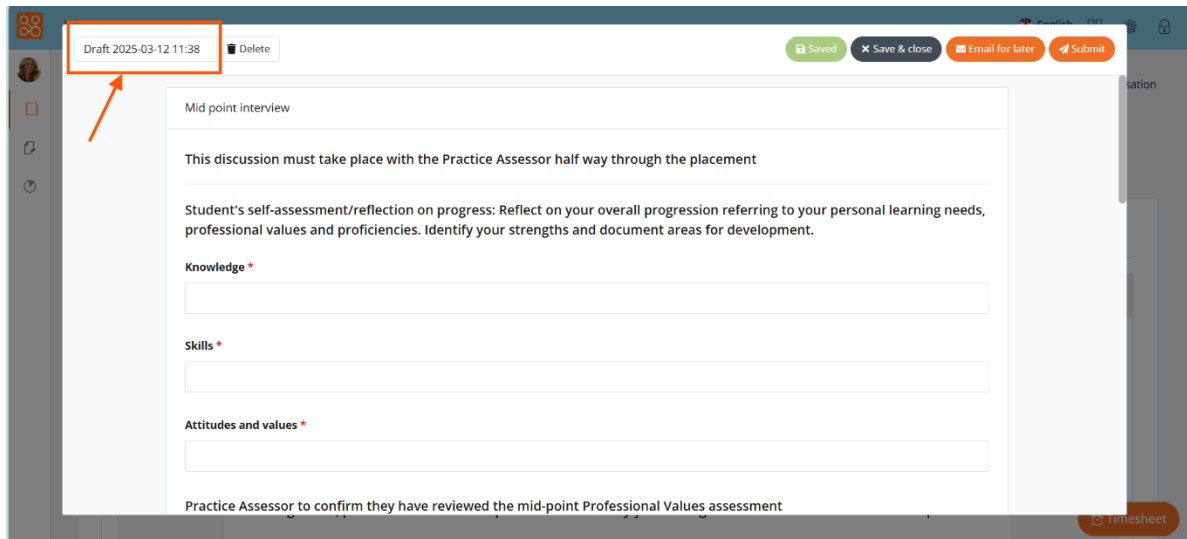


The screenshot shows the 'Placement 1' form in the 'MID-POINT' section. The 'Complete new (1)' button is highlighted with a red box and an arrow. The form includes a 'Form preview' section with instructions: 'This discussion must take place with the Practice Assessor half way through the placement' and 'Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.' A 'Timesheet' button is visible in the bottom right corner.

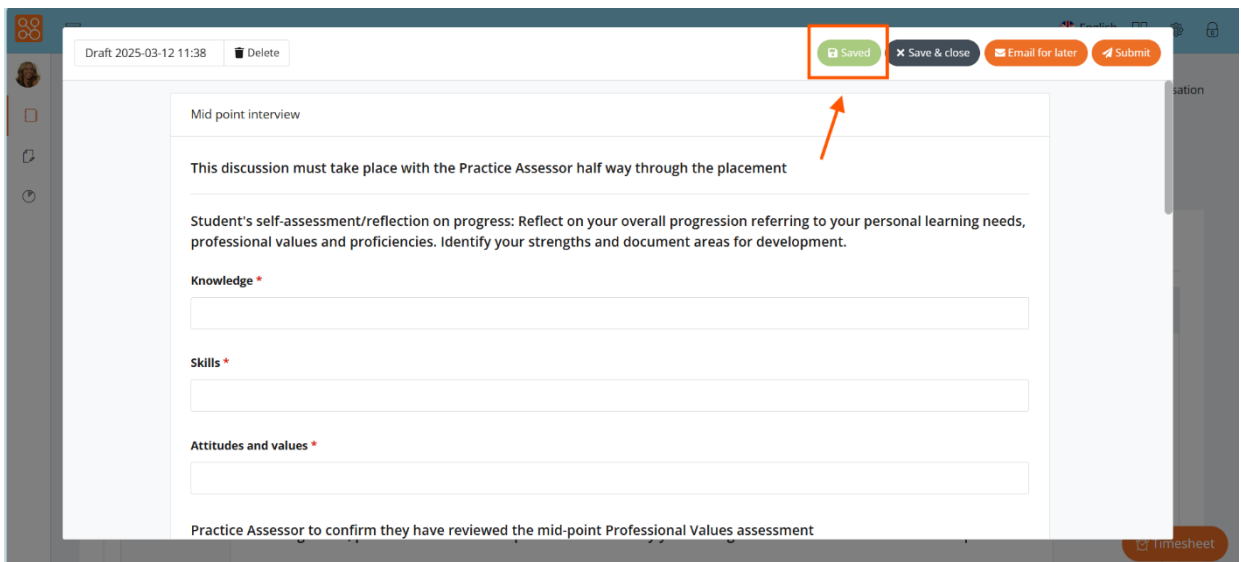
This will bring up a list of all of the drafts you've created. Check the date of when the draft was created and when it was updated. If it matches the one you want to edit, click on the draft



And it will re-open the draft where you left off. If you want to double check to see if it's the same one you clicked on, you can check the date in the top left hand corner of the pop up screen.

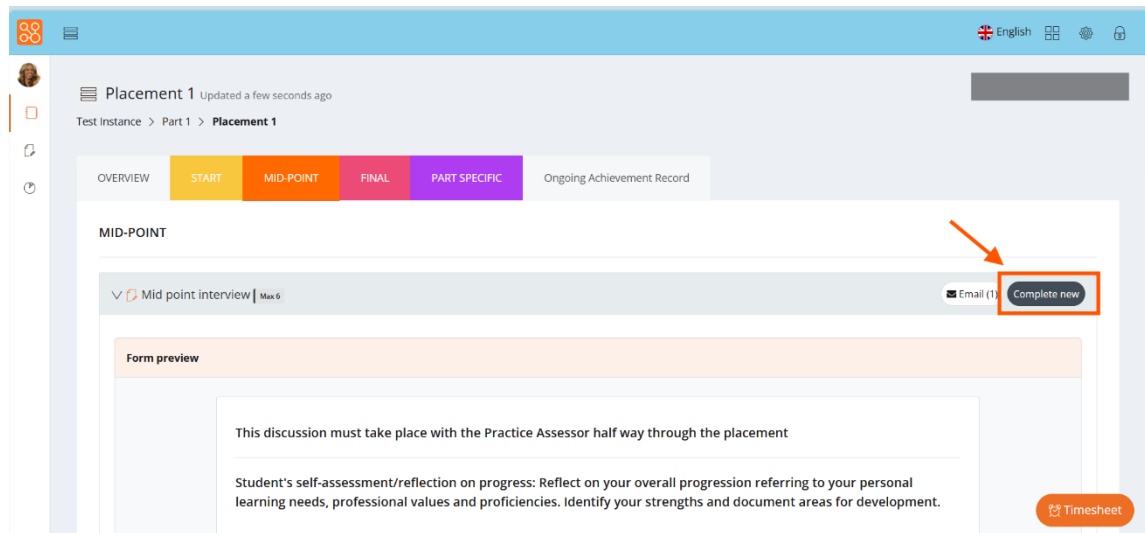


As good practice, you can click the "Save" button every so often whilst completing the draft form, so you always have a saved draft, after you've re-opened it.



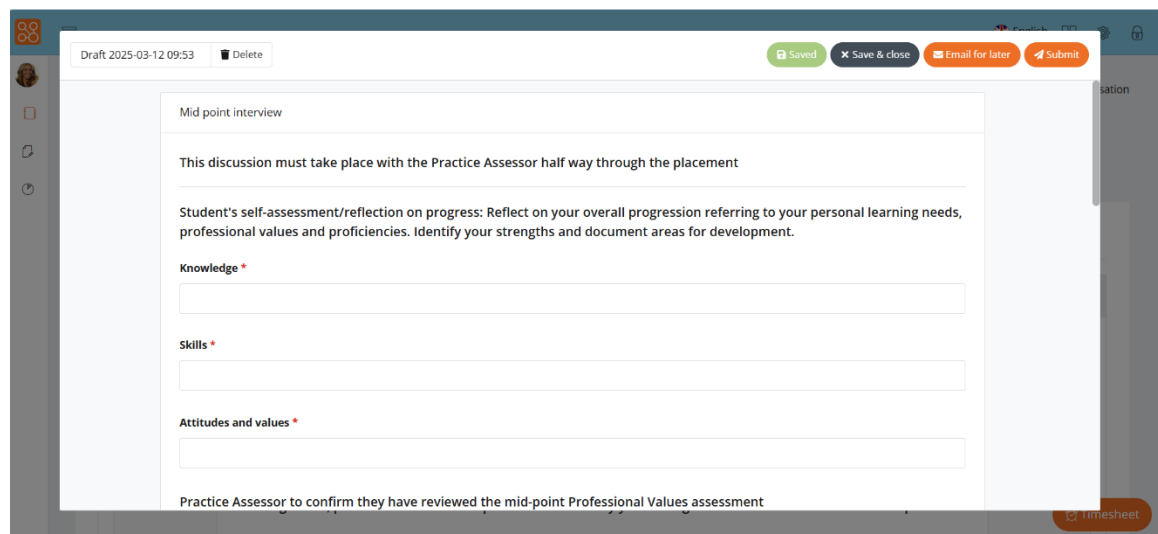
Completing a form with Email Sign Off

To complete a form, click on the "Complete New" button on the form. This will create a brand new draft.



The screenshot shows the 'Placement 1' form in the 'MID-POINT' section. The 'Mid point interview' form is displayed, and the 'Complete new' button is highlighted with a red box and an arrow. The form includes a 'Form preview' section with instructions: 'This discussion must take place with the Practice Assessor half way through the placement' and 'Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.'

Fill out the form and complete all of the relevant sections.



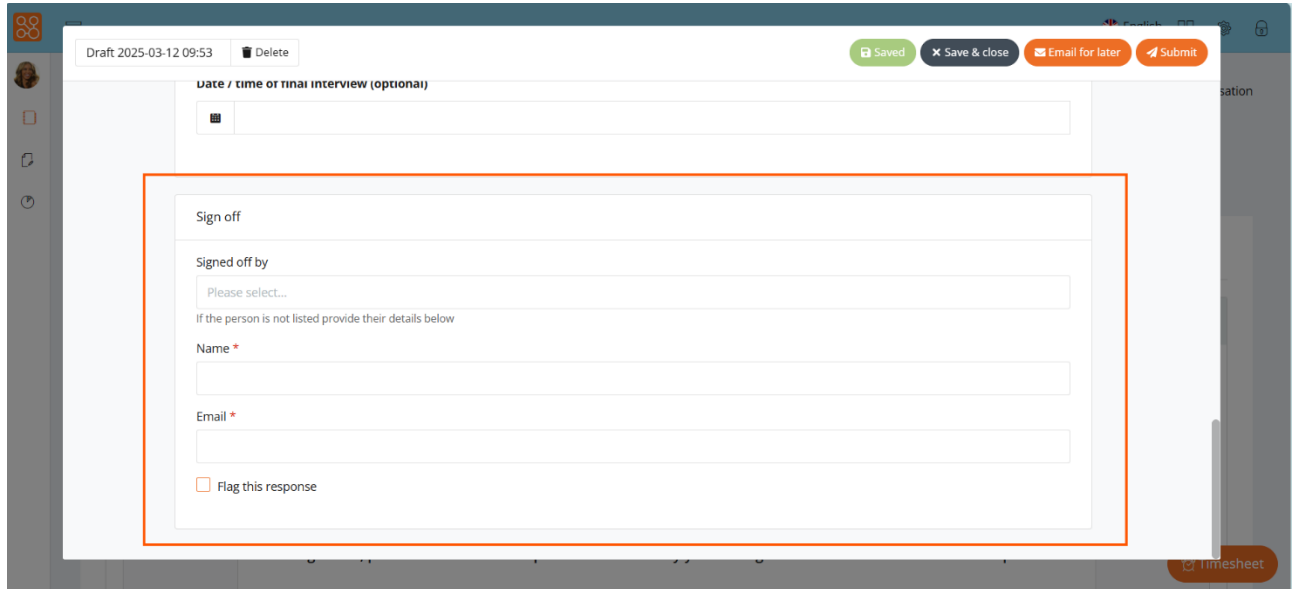
The screenshot shows the 'Mid point interview' form with input fields for 'Knowledge *', 'Skills *', and 'Attitudes and values *'. The form also includes a 'Practice Assessor to confirm they have reviewed the mid-point Professional Values assessment' section. The 'Draft' status is shown at the top, and the 'Submit' button is highlighted.

Please note: Any form sections that are marked with a red star are mandatory and will need to be completed in order for the form to be submitted. If these are not completed, you will receive an error when attempting to submit the form.

Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.

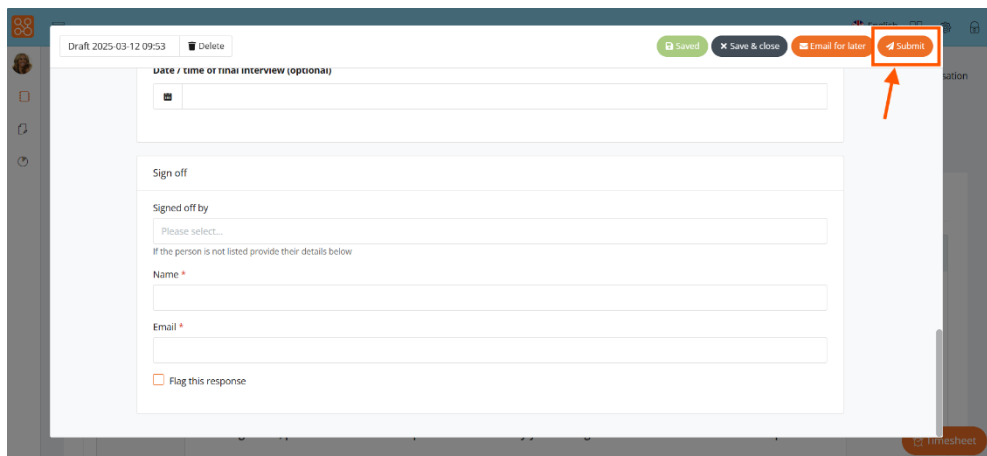
Knowledge *

Once you've done this, you'll need to get a practice staff member to sign the form off before this is submitted and they'll need to add their information into the "Sign Off" section at the bottom of the form.



The screenshot shows a web form titled "Draft 2025-03-12 09:53" with a "Delete" button. At the top right are buttons for "Saved", "Save & close", "Email for later", and "Submit". Below these is a section for "Date / time of final interview (optional)". The main content area is a "Sign off" section, which is highlighted with an orange border. This section includes a "Signed off by" dropdown menu, a text input for "Name *", a text input for "Email *", and a checkbox for "Flag this response".

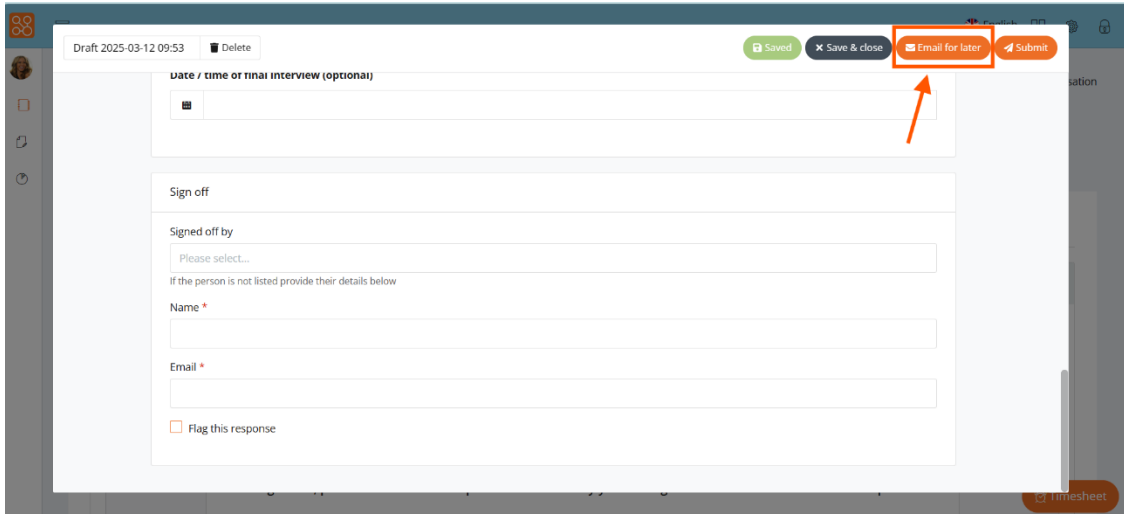
Once this has been done by a practice staff member, click on the "Submit" button (the last button in the top right hand corner of the pop up screen).



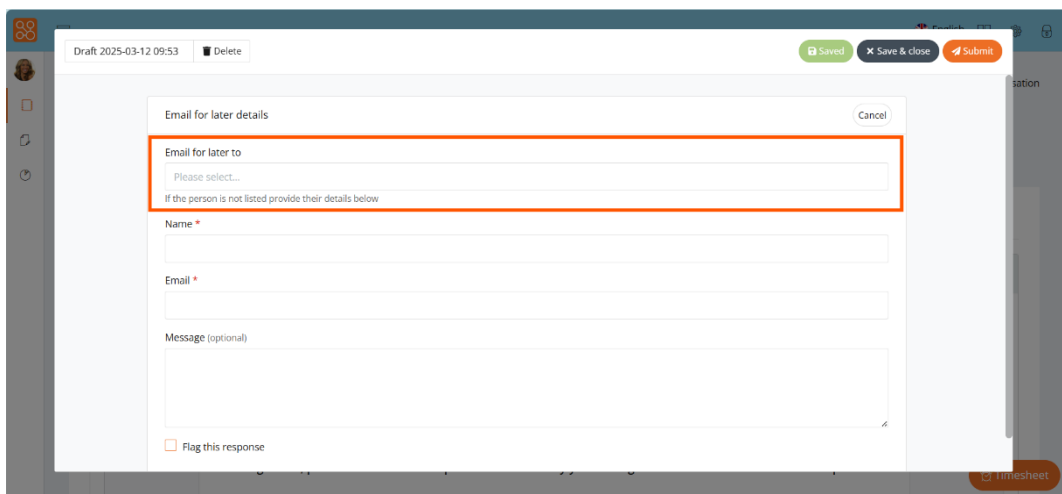
This screenshot is identical to the previous one, but with an orange arrow pointing to the "Submit" button in the top right corner of the form's header area.

Completing a form using Email for Later

Do all of the above steps but instead of filling out the "Sign Off" section, you'll need to click on the "Email for Later" button (the third button in the top right hand corner of the pop up screen).



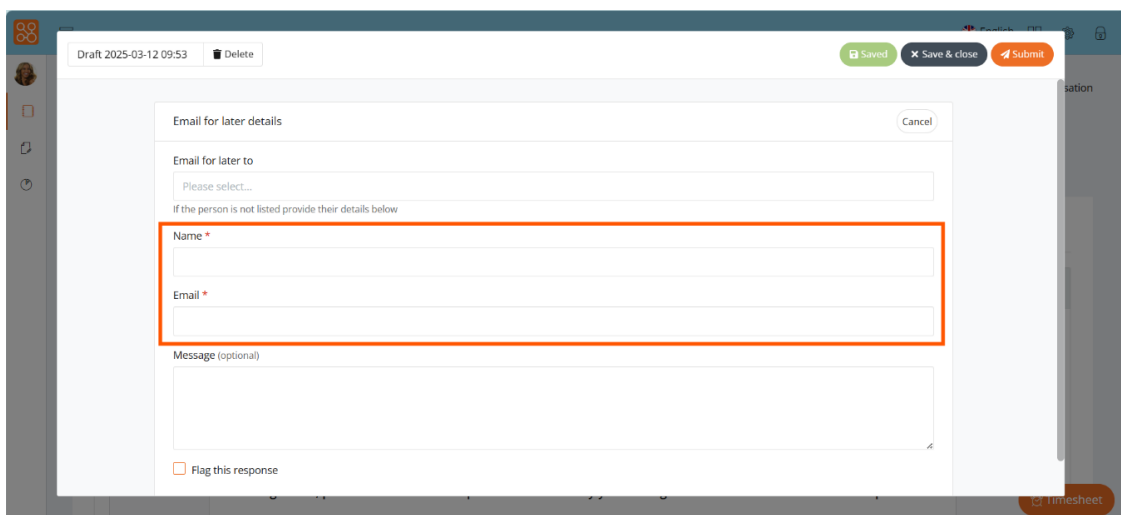
This screenshot shows the top right corner of the form. The 'Email for later' button is highlighted with an orange box, and an orange arrow points to it. The button is located next to 'Save' and 'Save & close' buttons. Below the buttons, the 'Sign off' section is visible, including a 'Signed off by' dropdown and input fields for 'Name' and 'Email'.



This screenshot shows the 'Email for later details' pop-up form. The 'Email for later to' dropdown menu is highlighted with an orange box. Below it, there are input fields for 'Name' and 'Email', and a text area for 'Message (optional)'. The 'Flag this response' checkbox is also visible.

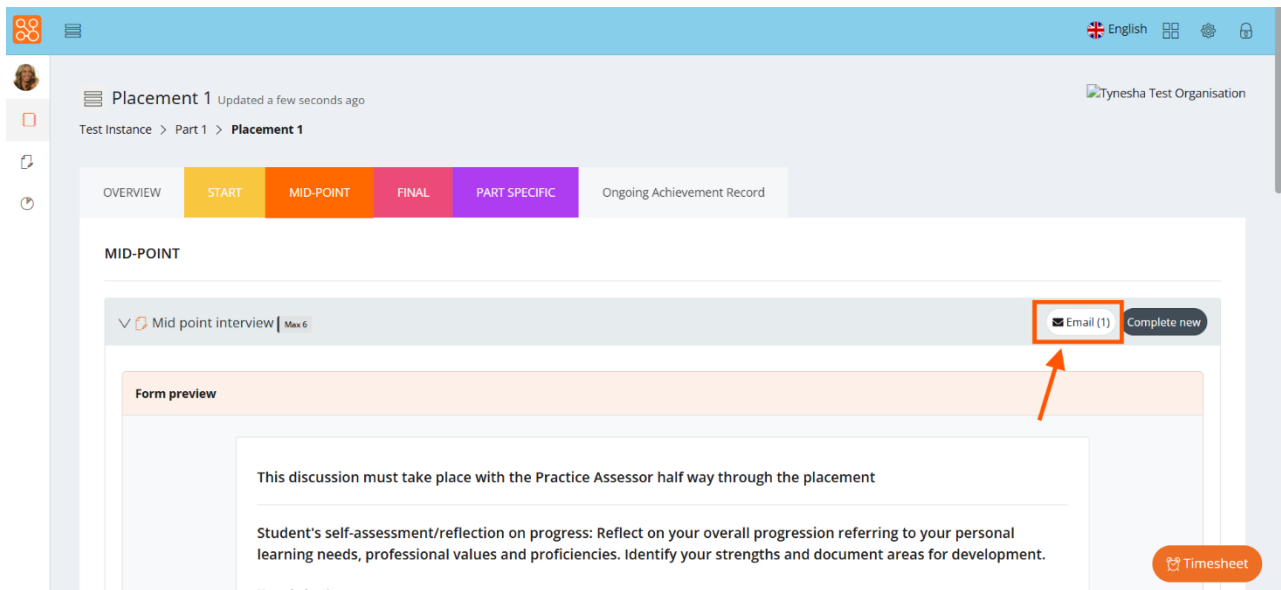
Or you can enter their full name and email address in the section below this.

Please note: Adding a message is optional and doesn't need to be completed in order to email the form.



This screenshot shows the 'Email for later details' pop-up form. The 'Name' and 'Email' input fields are highlighted with an orange box. Below them is the 'Message (optional)' text area and the 'Flag this response' checkbox.

Once you've done this, click on the "Submit" button and this will send an email to this staff member, which you can view by clicking on the "Email" button that appears on the left hand side of the "Complete New" button.



Placement 1 Updated a few seconds ago

Test Instance > Part 1 > Placement 1

OVERVIEW START MID-POINT FINAL PART SPECIFIC Ongoing Achievement Record

MID-POINT

Mid point interview | Max 6

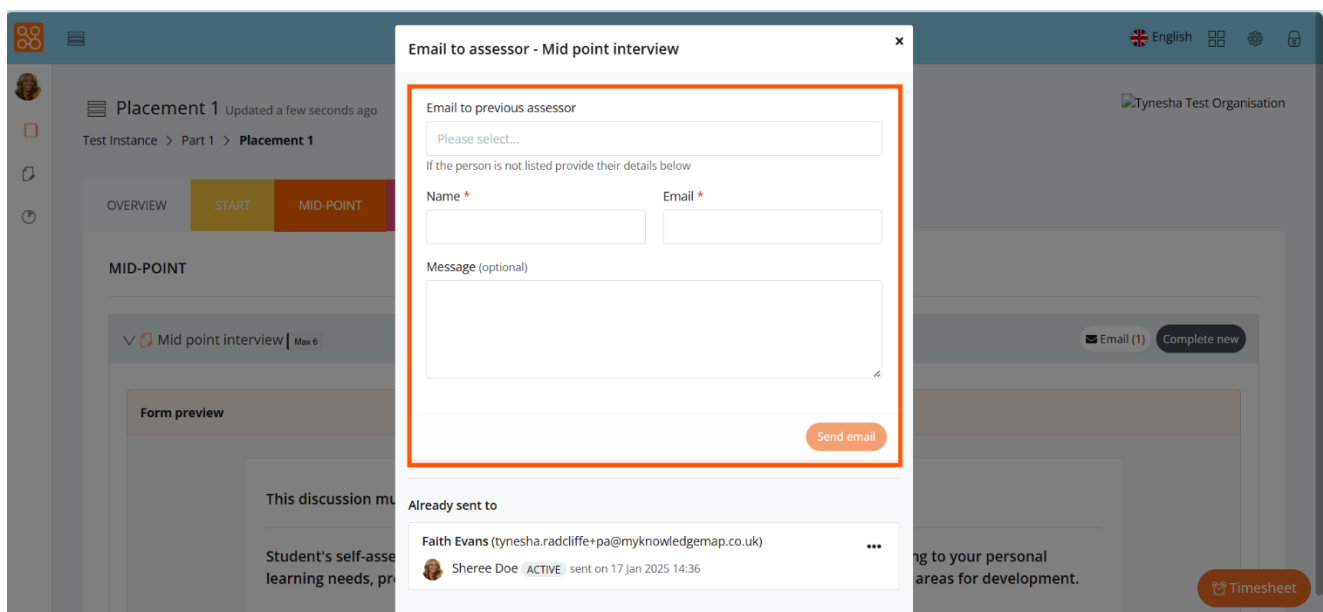
Email (1) Complete new

Form preview

This discussion must take place with the Practice Assessor half way through the placement

Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.

Timesheet



Email to assessor - Mid point interview

Email to previous assessor

Please select...

If the person is not listed provide their details below

Name * Email *

Message (optional)

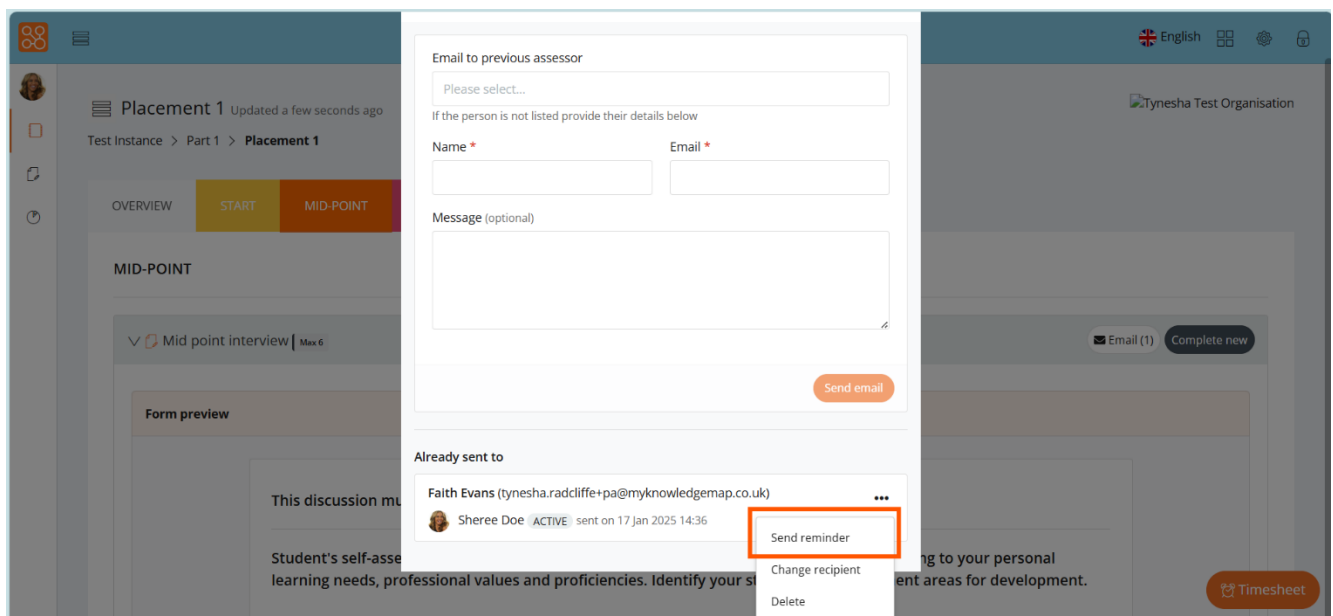
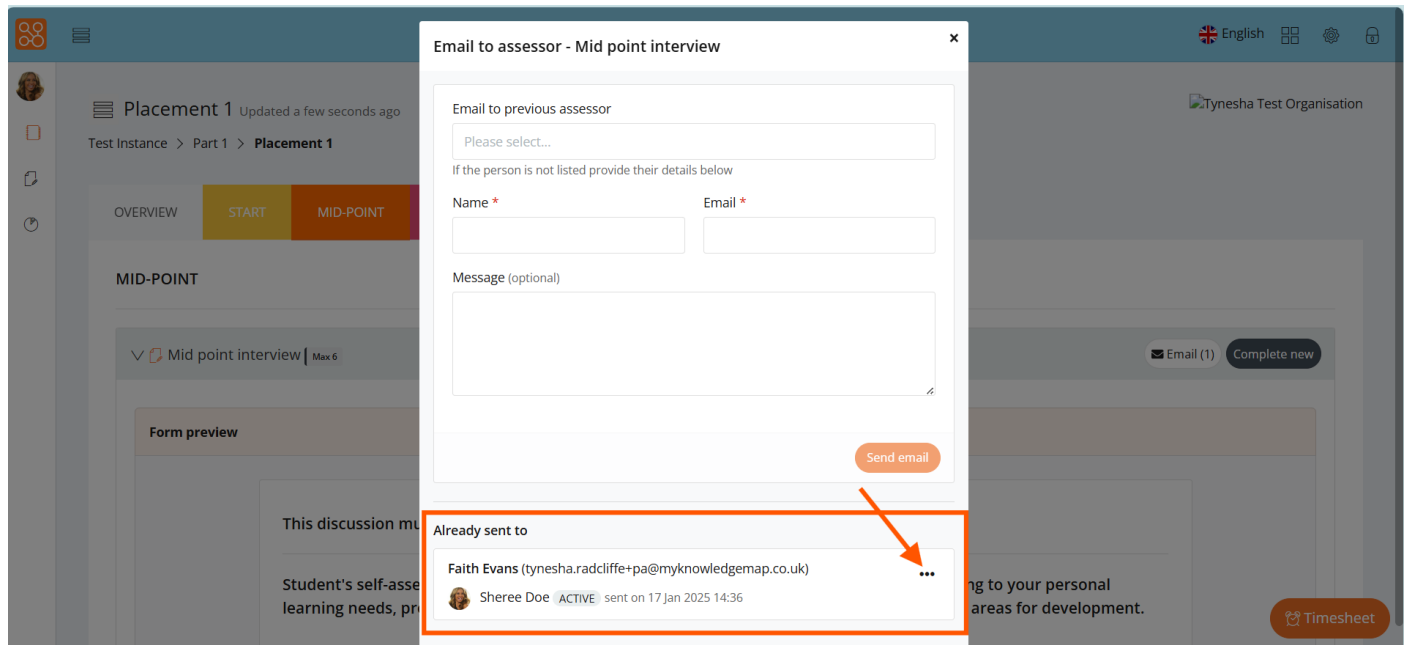
Send email

Already sent to

Faith Evans (tynesha.radcliffe+pa@myknowledgemap.co.uk)

Sheree Doe ACTIVE sent on 17 Jan 2025 14:36

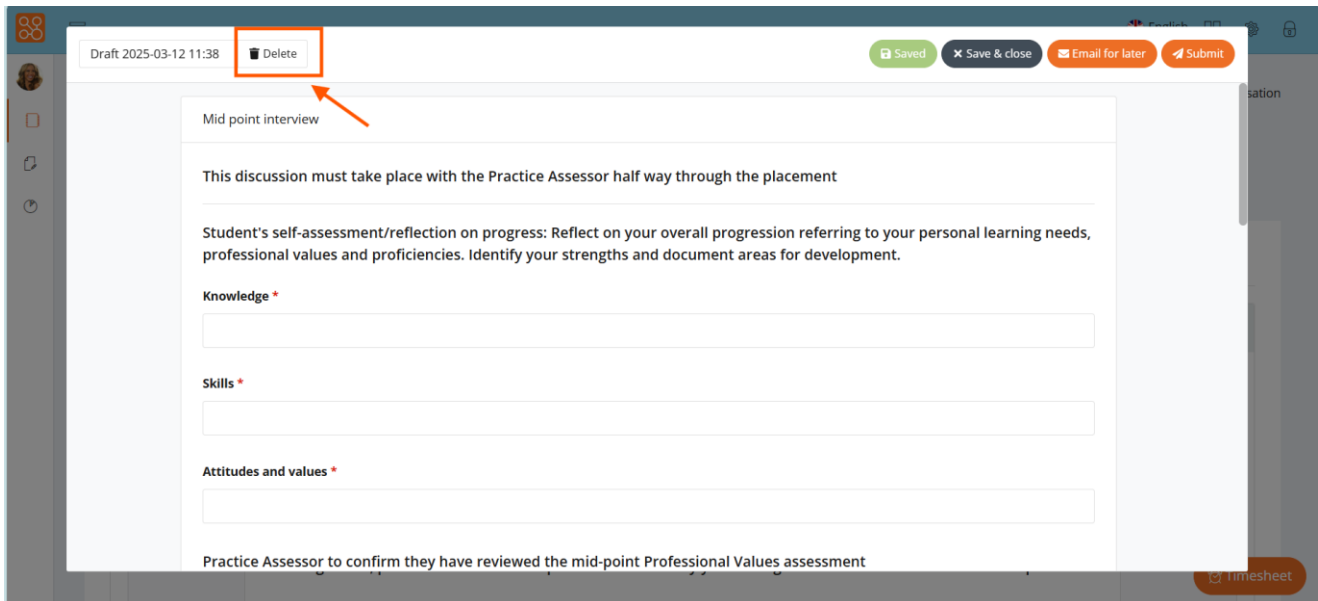
Or the option to "send a reminder" to the staff member you've already sent it to. To do this, click on the 3 horizontal dots inside the box underneath the "Already sent to" section.



Deleting a draft form

If at any point, you would like to delete a draft you've created, you can press the "Delete" button whilst inside of the draft form.

Please note: We strongly advise that you thoroughly go through the draft and create a copy of the information inside of the draft before deleting this, for example, copying and pasting the information into a word document or notepad.



Draft 2025-03-12 11:38

Delete

Mid point interview

This discussion must take place with the Practice Assessor half way through the placement

Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.

Knowledge *

Skills *

Attitudes and values *

Practice Assessor to confirm they have reviewed the mid-point Professional Values assessment

Timesheet

