



NIHS ePortfolio Updated Workflow

26 October 2026

NIHS has updated the platform to improve the EPA assessment process. Henceforth, EPA assessment and procedure-log can be submitted only from faculty accounts and can no longer be submitted from trainee accounts.

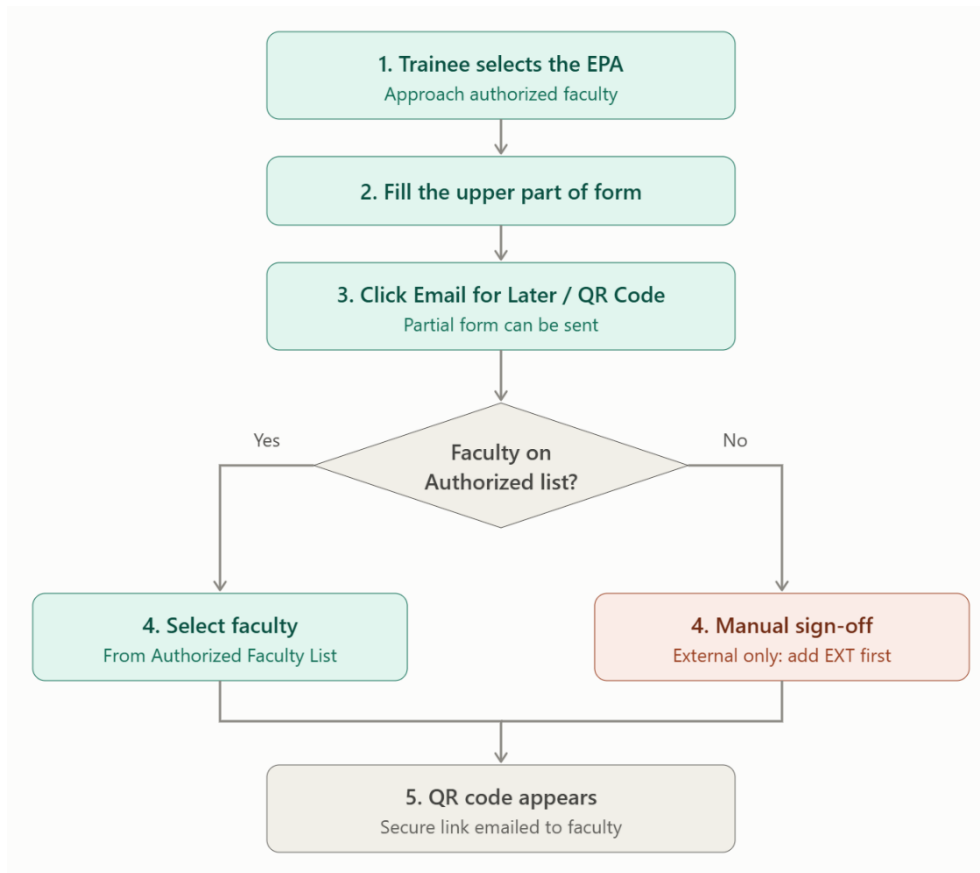
Please follow the updated process:

1. The trainee selects the relevant EPA and approaches an authorized faculty assessor.
2. The trainee fills the upper part of the form.
3. The trainee clicks Email for Later/QR Code.
4. The trainee selects the faculty assessor from the Authorized Faculty List. Only in the case of external assessors who may not be listed, the trainee should use the manual sign-off option.
5. For manual option include the word **“EXT”** before the faculty name.
6. A QR code will appear, and a secure assessment link will be sent to the faculty member by email.
7. The faculty member accesses the assessment by scanning the **QR code** using their own device or by clicking the secure **email link**.
 - We strongly recommend that faculty members scan the QR code rather than relying on the email link, to avoid Wi-Fi restrictions as some institutions may prevent the email from being received.
6. The faculty member logs in and the trainee performs the EPA while being observed by the faculty assessor.
7. The faculty member assesses the trainee performance, completes assessment information, and submits the form.
8. Upon submission, a confirmation email is sent to the faculty member who submits the form.
9. The completed assessment will appear on the trainee’s dashboard within two hours.

The same submission process applies to procedure-log forms: trainees may enter the required information, but only the faculty member can review and submit the form.

Please ensure that assessments are completed only by authorized faculty members and that the manual sign-off option is used only for external faculty.

The program coordinators will monitor and authenticate all the external faculty assessments and report to program directors.



This covers what the faculty does after receiving the QR code or email link.

