

## Preceptee Guide to the AHP Preceptorship Portal

To register for the online portal, please visit [Oxleas AHP Preceptorship](#)

Preceptee Video Portal Tour:

<https://us02web.zoom.us/rec/share/DQP5EO9pGpK2Fa3sR01TIYmLqZ0JADHe-3WrvOkFZjJtP8VDx1UIOp7Wd6vINeo.CdKnYdhtWZgLKbld?startTime=1661264726000>

Passcode: \*WFd2&g5

Minute 1 - How to register

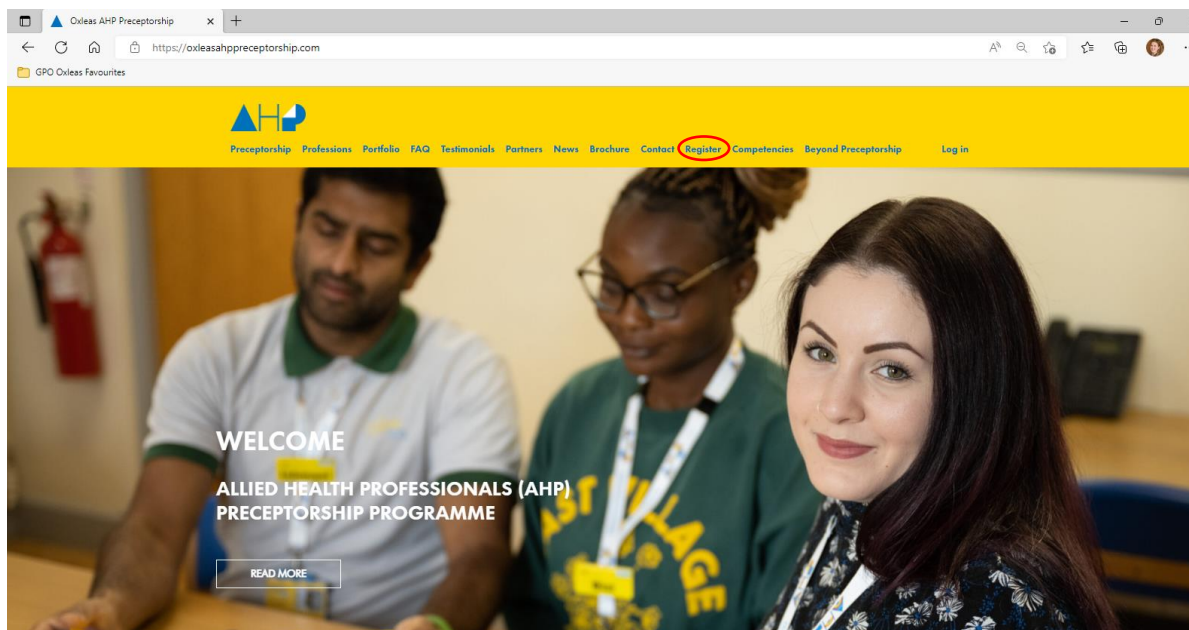
Minute 2 - AHP Events Calendar

Minute 5-11 - Competencies

Minute 12 - News Section

### Step 1: How to Register

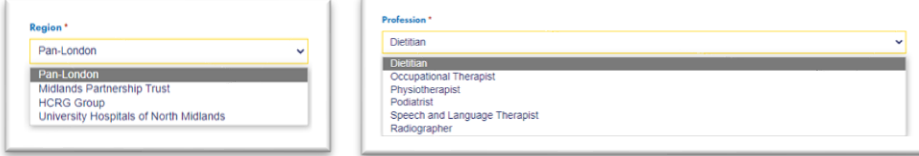
- Please click on the 'Register' option on the top menu.



- Once you click 'Register' please complete all the field on the page.

<b>Name *</b>	
First	Last
<input type="text"/>	<input type="text"/>
<b>Username *</b>	<b>Email *</b>
<input type="text"/>	<input type="text"/>
<b>Trust *</b>	<b>Region *</b>
<input type="text"/>	Pan-London <input type="button" value="v"/>
<b>Work Base *</b>	<b>Band *</b>
<input type="text"/>	<input type="text"/>
<b>Profession *</b>	
Dietitian <input type="button" value="v"/>	

- Please ensure that you select the correct 'Region' where you are based, as well as your AHP Profession from the drop-down menus.




The 'Region' dropdown menu shows options: Pan-London, Midlands Partnership Trust, HCRG Group, and University Hospitals of North Midlands. The 'Profession' dropdown menu shows options: Dietitian, Occupational Therapist, Physiotherapist, Podiatrist, Speech and Language Therapist, and Radiographer.

- Please also ensure you select Preceptee (if you are a band 5 completing the programme) or Preceptor (if you are supervising a Preceptee through the programme)



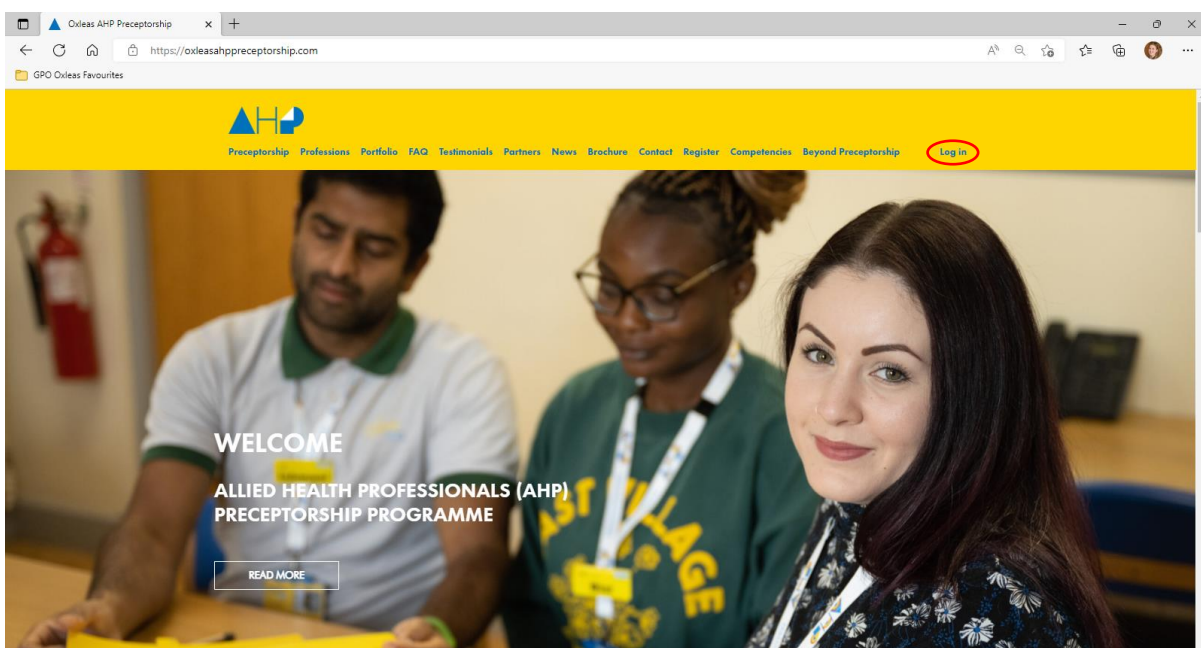
The 'Role' dropdown menu shows options: Preceptor and Preceptee.

- Please make sure you select the correct programme that you are signing you up for – newly qualified for Preceptorship.
- Beyond Preceptorship if you are an experienced Band 5, new to role Band 6, return to practice or international recruit. If you are unsure which programme to sign up for, we can discuss this during your 1:1 meeting.



The 'Programme' dropdown menu shows options: Preceptorship (for Newly Qualified) and Beyond Preceptorship.

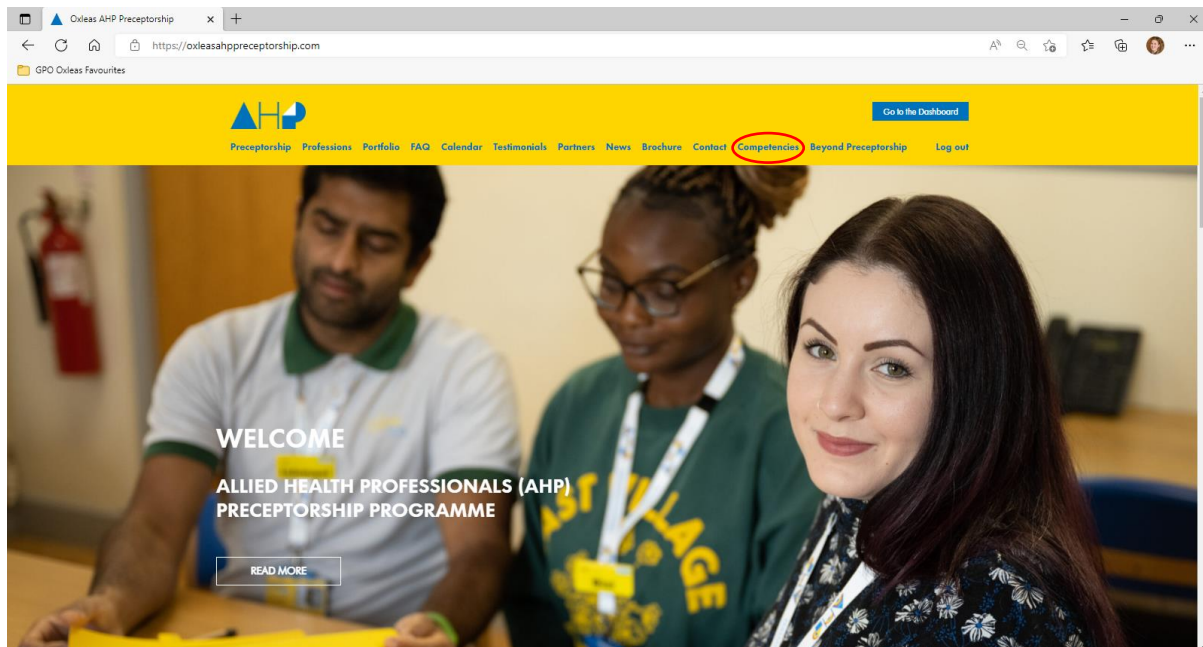
- Once you have registered, you will not have immediate access to the online portal. Please allow us a full working day to approve your registration. You will be sent a temporary password which you can change.
- Once you have your portal access – please access the portal by logging in.



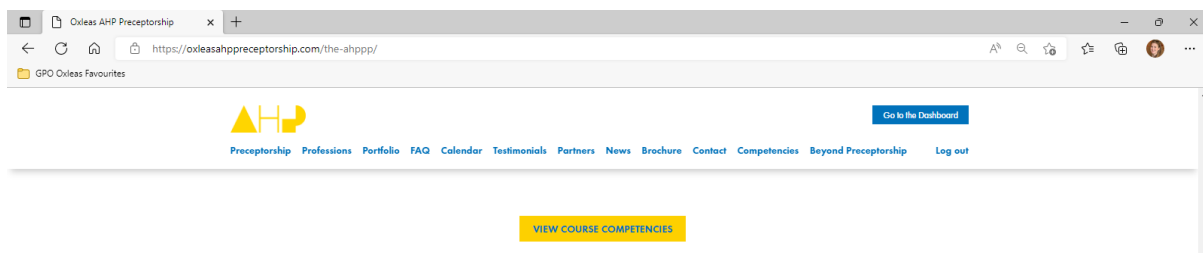


### Step 3 – AHP Preceptorship Competencies (Electronic Portfolio)

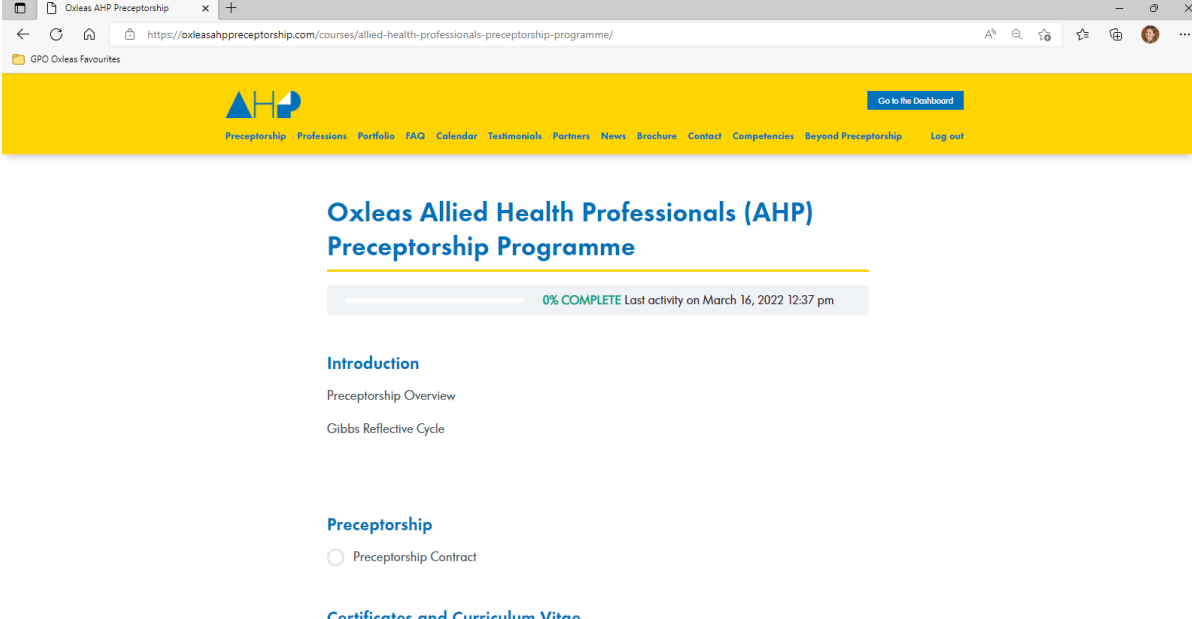
- To access the online version of the portfolio, click on 'Competencies' on the top menu bar.



- Once you have loaded the 'competencies' screen, scroll to the bottom and select 'View Course Competencies'



- This will then load the portfolio. You can access all the supervision and appraisal tracking sessions here as well as the competencies.



Oxleas AHP Preceptorship

0% COMPLETE Last activity on March 16, 2022 12:37 pm

**Introduction**

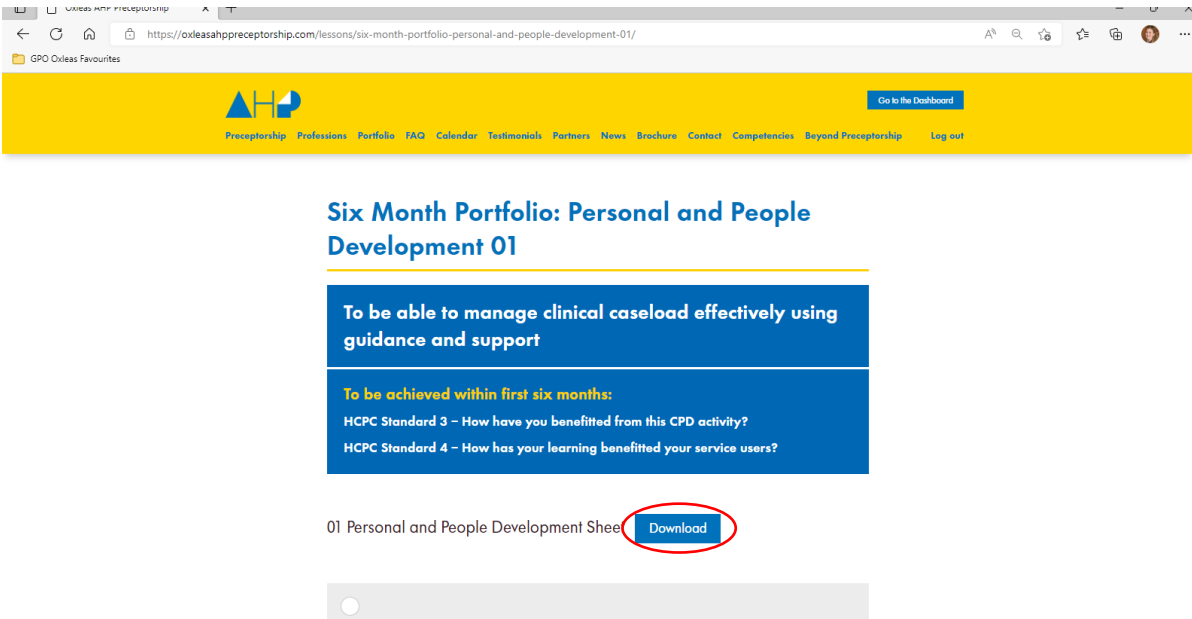
- Preceptorship Overview
- Gibbs Reflective Cycle

**Preceptorship**

- Preceptorship Contract

**Certificates and Curriculum Vitae**

- When you select a competency, you can then download the electronic copy to word. You can then add/edit your competency evidence and save it to your local drive.



Six Month Portfolio: Personal and People Development 01

**To be able to manage clinical caseload effectively using guidance and support**

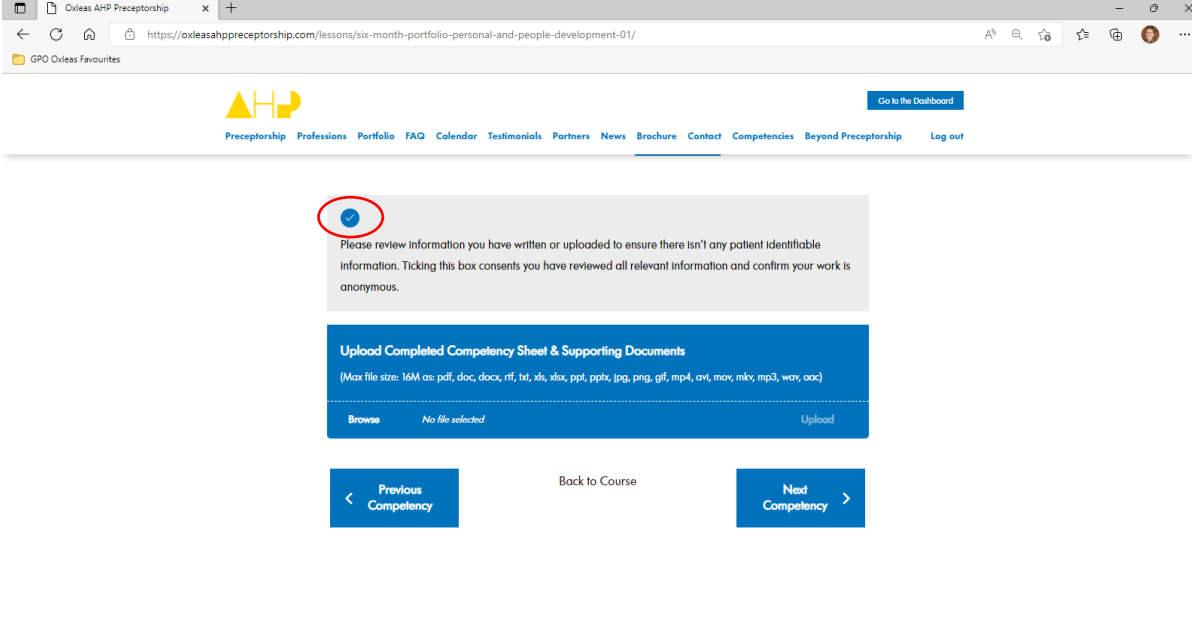
**To be achieved within first six months:**

- HCPC Standard 3 – How have you benefitted from this CPD activity?
- HCPC Standard 4 – How has your learning benefitted your service users?

01 Personal and People Development Sheet [Download](#)

Please review information you have written or uploaded to ensure there isn't any patient identifiable

- To upload your evidence and competency document, you need to make sure there is **no patient identifiable information in the upload**. Then select the tick box in the grey prompt box as shown below. This will then load an upload box where you can browse for your files to add to the portal.



The screenshot shows a web browser window with the URL <https://oxleasahppreceptorship.com/lessons/six-month-portfolio-personal-and-people-development-01/>. The page features the Oxleas AHP Preceptorship logo and a navigation menu. A central grey box contains a blue circle with a white checkmark, indicating a 'Completed' status. Below this, a text box asks the user to review information for anonymity. A blue box titled 'Upload Completed Competency Sheet & Supporting Documents' includes a file size limit and a list of supported file formats. At the bottom, there are buttons for 'Previous Competency', 'Back to Course', and 'Next Competency'.

- Your upload will appear as 'awaiting review' for your Preceptor to approve. Once it has been reviewed and approved, it will appear as 'approved' and a green tick will appear on the main competency page.
- Any questions, please email [oxl-tr.ahp.preceptorship@nhs.net](mailto:oxl-tr.ahp.preceptorship@nhs.net)
- Oxleas AHP Preceptorship Portal Privacy Statement available here: [Oxleas-Privacy-Notice.pdf \(oxleasahppreceptorship.com\)](#)