

How to respond to a submission in OneFile

1. Login to OneFile at <https://login.onefile.co.uk>
2. If there are any trainee submissions awaiting your attention, they will be shown in your task list on the upper-right corner. (See Figure 1.) If you have opted into email alerts, the tasks will also be sent to you by email. Access your quick-view task list by clicking the clipboard icon, and the full task list by selecting 'View All'.

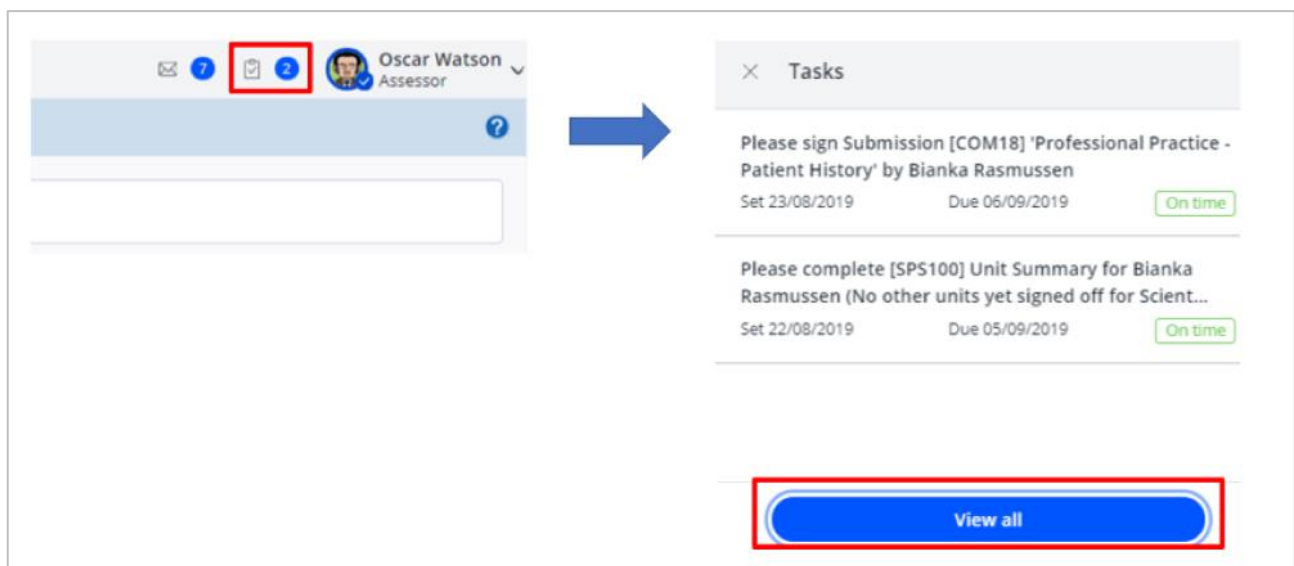


Figure 1.

3. Click the link to the submission in the task list. (See Figure 2.) (You can also access the submission directly from the quick-view list when you click the clipboard icon).

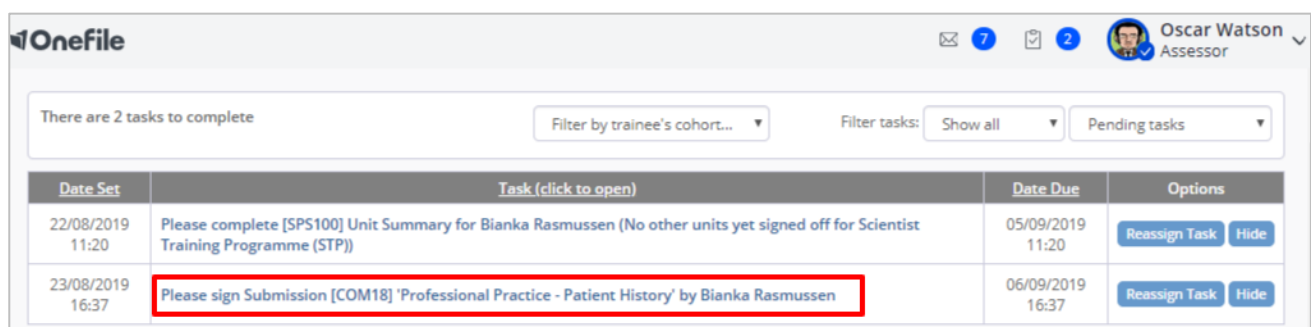


Figure 2.

4. Once you have reached the individual submission, in the 'Competencies & Standards' section of the page, you will see (in greyed-out blue lettering) the specific competencies or assessments that the trainee is submitting evidence against for you to review. Usually the trainee will submit evidence against just one competency at a time. In the example below the trainee has submitted evidence against competencies in multiple modules as they feel the evidence will satisfy the requirements of those competencies. See Figure 3.

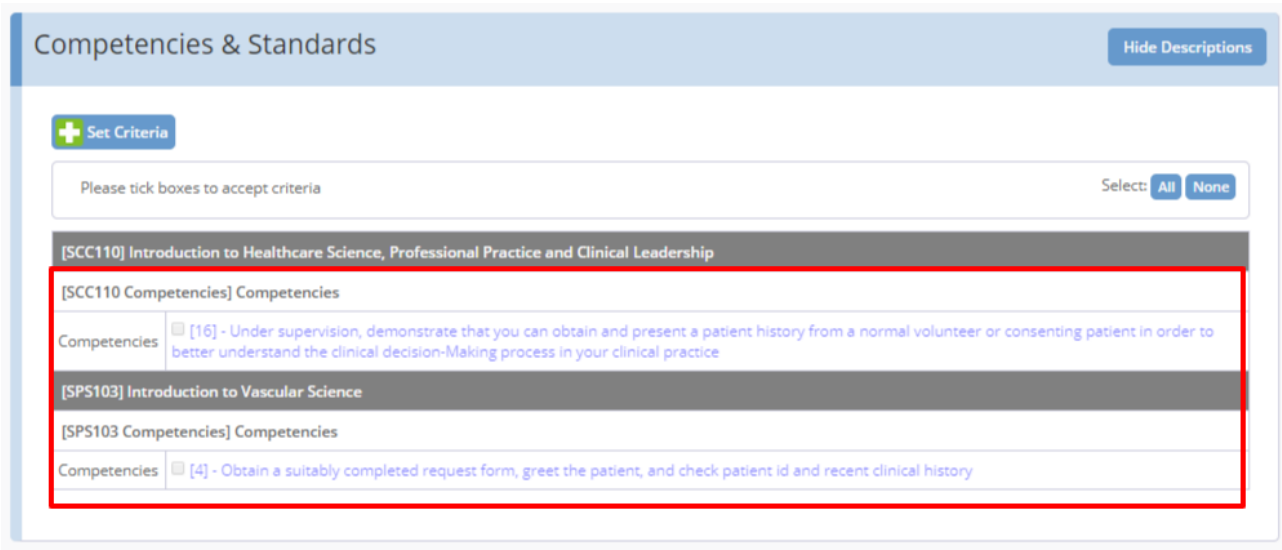


Figure 3.

5. In the 'Evidence' section of the page, you will see all of the evidence the trainee has provided towards the competency. This can either appear as free-text evidence, or attached documents, or both. See figure 4.

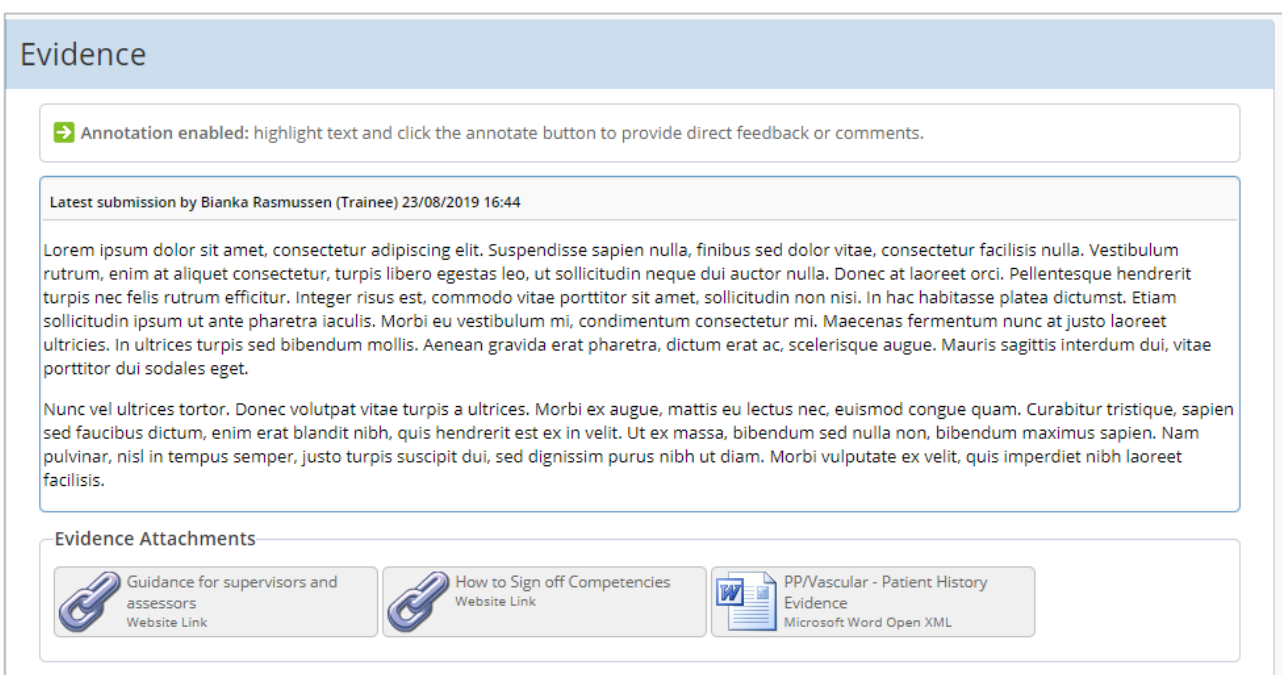


Figure 4.

6. Review the evidence provided. (You will need to download any attached documents. Please ensure you delete them from your computer after reading them.) Some trainees (as in the example below) will provide web links for assessors to review guidance on how to accurately sign off work in OneFile. If the links are attached, please take some time to review that guidance. See Figure 5.

Evidence

→ Annotation enabled: highlight text and click the annotate button to provide direct feedback or comments.

Latest submission by Bianka Rasmussen (Trainee) 23/08/2019 16:44

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Evidence Attachments

- Guidance for supervisors and assessors Website Link
- How to Sign off Competencies Website Link
- PP/Vascular - Patient History Evidence Microsoft Word Open XML

Figure 5.

7. At this point we suggest reviewing the knowledge and understanding required of the competency against which the trainee has provided evidence. To do this, access the [NSHCS Curriculum Library](#) and search through the required areas until you reach the information on the module for which you're reviewing evidence. Further information on using the curriculum library can be found [on this guidance video](#) (05:12).

8. If the trainee has left any free-text evidence you can leave comments directly within the text. To do this, simply highlight the text for which you wish to leave a comment and click 'Annotate'. Then leave your comment. When you have finished, click 'Apply' and your annotation can be seen when you or the trainee hovers over the now-highlighted text. See Figure 6.

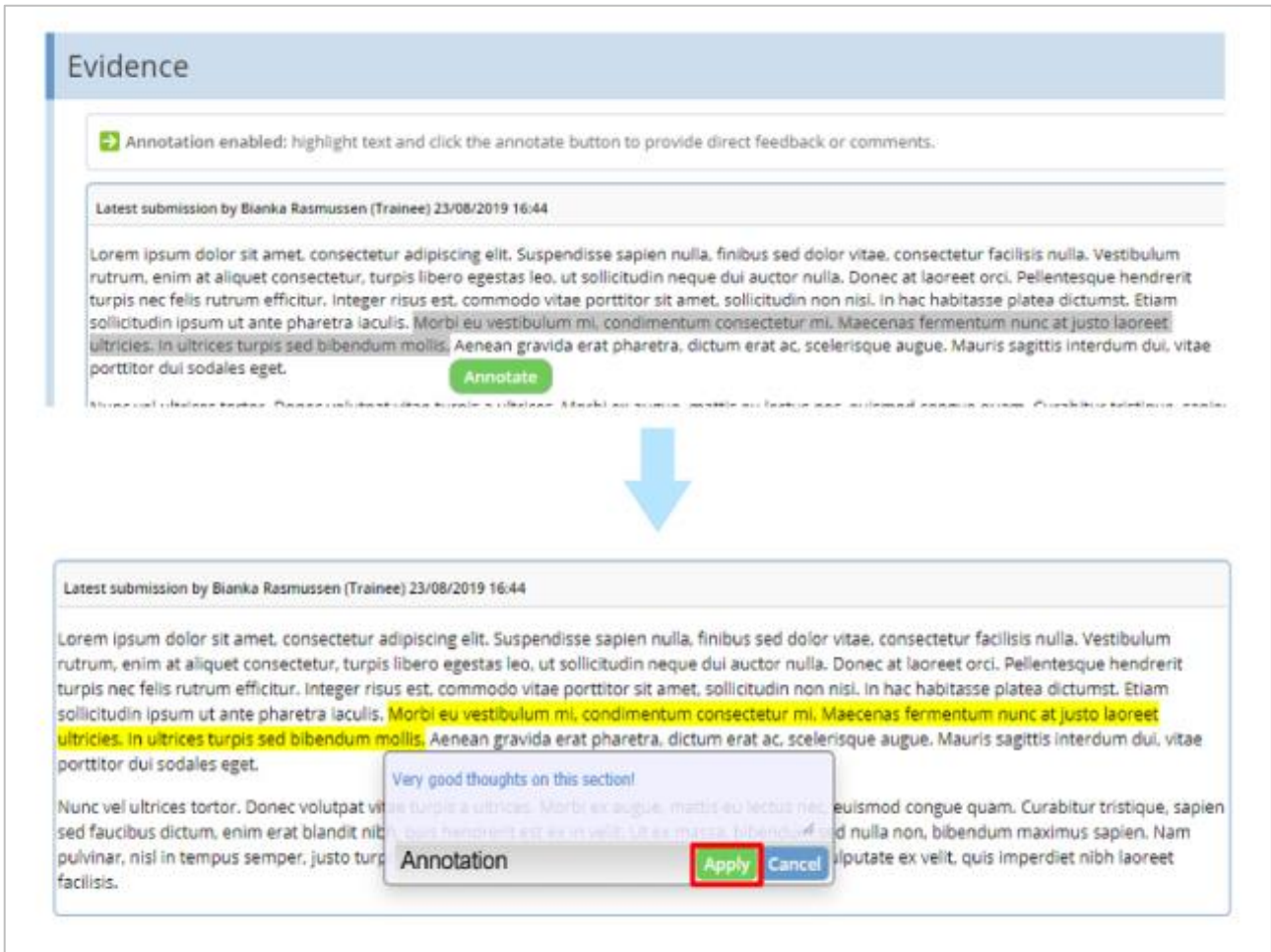


Figure 6.

7. Use the 'Feedback & Comments' section to leave expanded feedback on where you believe the trainee excelled and where you think they could develop, in addition to any other feedback you think may benefit the trainee. You can also add documents to your feedback by clicking the 'Add Message Attachment' button in the feedback section. See Figure 7.

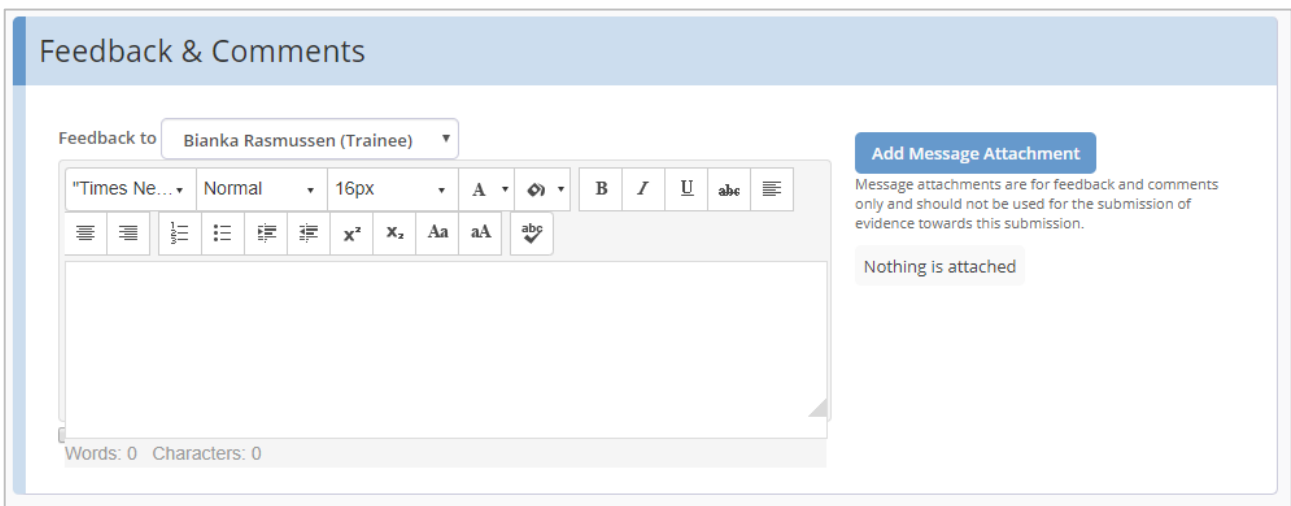


Figure 7.

8. You now have two choices to make: either you are satisfied with the evidence the trainee has provided, or you believe the trainee needs to resubmit with further evidence.

9. If the trainee needs to resubmit their work:

Ensure you have left all your feedback. Scroll to the bottom of the page and click the red 'Resubmit'. The trainee will then have the submission unlocked to them in draft mode with all existing evidence and feedback intact. See Figure 8.

Feedback & Comments * Required

Feedback to: Bianka Rasmussen (Trainee)

Tahoma, ... Normal 12px A B I U abc

Please resubmit with further evidence.

Words: 0 Characters: 0

Create task to acknowledge this feedback

Add Message Attachment

Message attachments are for feedback and comments only and should not be used for the submission of evidence towards this submission.

Nothing is attached

Visit

Visit Type: Not specified

Travel Time: 0 minutes

Save & Refresh Save & Quit Resubmit Cancel

Figure 8.

10. If the trainee has satisfied the requirements of the competency

Scroll back to the top of the submission to the 'Competencies and Standards' section and tick the box or boxes for the competencies that you feel the trainee has achieved. If there is only one competency selected by the trainee, then tick that box. If the trainee has selected multiple competencies, ensure you only tick the box for the competencies which have been fulfilled by the evidence provided. If all the competencies have been fulfilled then ensure you tick all the boxes.

Ticking these boxes ensures that progress is counted in the trainee's portfolio. If the box is not ticked, the submission will be saved as a 'failed' submission and the trainee will need to resubmit their evidence. See Figure 9.

Competencies & Standards Hide Descriptions

+ Set Criteria

Please tick boxes to accept criteria Select: All None

[SCC110] Introduction to Healthcare Science, Professional Practice and Clinical Leadership

[SCC110 Competencies] Competencies

Competencies [16] - Under supervision, demonstrate that you can obtain and present a patient history from a normal volunteer or consenting patient in order to better understand the clinical decision-making process in your clinical practice

[SPS103] Introduction to Vascular Science

[SPS103 Competencies] Competencies

Competencies [4] - Obtain a suitably completed request form, greet the patient, and check patient id and recent clinical history

Figure 9.

11. Scroll to the bottom of the submission and tick the box highlighted in yellow under 'Declaration & Signatures'. This indicates you are confirming your choice to add progress to the trainee's portfolio for the selected competencies. After ticking the box highlighted in yellow, click 'Save & Quit'. See Figure 10.

Declaration & Signatures

Only sign here when you have finished with this submission and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Blanka Rasmussen (Trainee)	<input checked="" type="checkbox"/>	23/08/2019 16:44
I agree that the information provided here is an accurate account of what has taken place.	Oscar Watson (Assessor)	<input checked="" type="checkbox"/>	23/08/2019 20:13
No additional signatures required	-	<input type="checkbox"/>	
No additional signatures required	-	<input type="checkbox"/>	

Save & Refresh
Save & Quit
Resubmit
Cancel

Terms & Conditions

Figure 10.

Quick summary:

- Access the submission from your task list or email
- Review the trainee's evidence
- Leave feedback
- Select 'Resubmit' if the evidence is not sufficient

- **Tick the box(es) under 'Competencies & Standards' if the evidence is sufficient**
- Tick the signature box at the bottom of the submission
- Click 'Save & Quit'