



Te Kaunihera Rata  
o Aotearoa

**Medical Council  
of New Zealand**

## Prevocational training e-portfolio privacy statement

Each intern completing postgraduate year 1 (PGY1) and postgraduate year 2 (PGY2) has an e-portfolio (known as ePort) which is their personal record of learning as part of prevocational training. ePort ensures a nationally consistent means of tracking and recording skills and knowledge acquired during the intern years, PGY1 and PGY2.

e-Port stores information that includes:

- a professional development plan (PDP)
- completed *End of Clinical Attachment Assessment* forms
- record of self-reflection on learning activities
- multisource feedback outcomes; and
- additional learning.

At the end of PGY1 each training provider will convene an Advisory Panel that will discuss and assess each intern's overall performance based off the information above, and will make a recommendation to the Medical Council of New Zealand (Council) as to whether the intern has met the standard required to be registered in a general scope of practice and to proceed to the next stage of training.

For these reasons, a number of people will require access to an intern's ePort to undertake assessments, provide feedback and to support the intern to satisfactorily complete the programme.

This statement explains how Council collects, stores, uses and shares personal information through the ePort, in accordance with the *Privacy Act 2020* and the relevant privacy principles. Contact [support@eport.nz](mailto:support@eport.nz) if you have any questions or complaints about your rights under the Act.

### **Section 1 – Patient confidentiality**

#### *Standard*

ePort must not contain any data which could identify an individual patient.

#### *Rationale*

Patient confidentiality must be respected at all times. ePort does not form part of the patient record, it must not include any data that would identify an individual patient.

#### *Requirements*

- ePort displays instructions to users not to upload any data that could identify an individual patient.
- Any data relating to patients must be anonymised by the intern. This includes, but is not restricted to, data recorded as part of assessments, the PDP, or any uploaded documents.

## Section 2 – Intern confidentiality and access to data

### Standard

Levels of access to data must be clearly prescribed. ePort data must only be accessed and used for the purpose for which it is was retained.

### Rationale

ePort supports the learning of interns and collates evidence of learning, assessments and other achievements. It is a record of learning belonging to that doctor. Those responsible for training interns must be able to monitor progress and access relevant data to assist decision making.

### Requirements

- ePort must provide information on who has access to what data, for what purpose, and for what period.
- Individual interns must be asked to give consent for their data to be shared with the specified roles set out in the table below, before being given access to ePort.
- Interns must be made aware that they will be unable to use the ePort if they do not give this consent and they will not be able to complete their prevocational medical training.

Job Title	Access level	Purpose	Access duration
<b>Intern</b>	All own data.	To record their progress and self-reflections on the 14 learning activities, complete their PDP and access supervisor feedback. The information recorded in ePort forms a record of learning that belongs to the doctor.	Indefinitely.
<b>Prevocational educational supervisors</b>	Shared ePort content for specified interns in a particular training provider.	Educational feedback and assessment. Prevocational educational supervisors give advice and add comments and information in ePort throughout the period they are assigned to the intern.	During the period of supervision during PGY1 and/or PGY2. Access is granted for administrative purposes from 1 month prior to the first clinical attachment until 1 month after Council has signed the intern off for endorsement removal.
	Access to view the specified interns' self-reflections on their progress against the 14 learning activities.	Educational feedback and discussion on progress. Prevocational educational supervisors give advice and add comments and information in ePort throughout the period they are assigned to the intern.	During the period of supervision during PGY1 and/or PGY2. Access is granted for administrative purposes from 1 month prior to the first clinical attachment until 1 month after Council has signed the intern off for endorsement removal.

<b>Clinical supervisors</b>	Shared ePort content for specified interns in a particular clinical attachment of a particular training provider.	Educational feedback and assessment. Clinical supervisors add comments and information throughout the allocated attachment.	For the 13-week accredited clinical attachment that the clinical supervisor is the named supervisor for the intern. Access is granted for administrative purposes from 1 month prior to the clinical attachment commencing until 1 month after the prevocational educational supervisor signs off the attachment.
<b>Advisory panel</b>	Shared ePort content for specified interns in a particular training provider.	Educational assessment and ensuring the intern has met the regulatory requirements set by Council to meet the requirements for registration in a general scope of practice.	Panel members are granted access from the point of allocation to an intern's advisory panel until the sign off of the advisory panel process.
<b>RMO Coordinator (nominated e-portfolio administrator)</b>	Administrator's view that does not include access to individual intern's ePortfolios.	Administrative.	During the period that the intern is employed and supervised at the training provider during PGY1 and PGY2. Access is granted for administrative purposes from the point the intern is allocated to the DHB as an intern until the intern completes their prevocational medical training.
<b>Clinical Directors of Training</b>	Shared ePort content for specified interns in a particular training provider.	To view intern data at a high level, such as meeting dates and assessment outcomes.	While the intern is working at their assigned DHB until the completion of prevocational medical training.
<b>CMO or delegate</b>	Shared ePort content for a specified intern in a particular training provider on unsatisfactory performance as disclosed by prevocational educational supervisor.	To provide supplementary support and remediation where an intern's performance is unsatisfactory or conditional pass as flagged by the prevocational educational supervisor. The CMO or delegate also comments in ePort during the advisory panel process and makes the final recommendation to Council.	When authorised by the prevocational educational supervisor or when allocated to an intern's Advisory Panel.

<b>Medical school administrators</b>	High level view that does not include access to individual ePortfolios.	To view trainee intern data at a high level, such as progress against learning activities and goals that have been recorded.	Throughout the trainee intern year.
<b>Council staff</b>	Shared ePort content and data relating to interns, training providers, clinical attachments and supervisors.	To support prevocational medical education processes, registration, and to monitor and evaluate training providers and supervisors.	Administrative access as required.

### Section 3 – Quality management

#### *Standard*

ePort will include systems to minimise the risk of fraudulent data entry, inappropriate access or modification or misuse.

#### *Rationale*

The data in ePort is used to assess whether the intern has:

- met the required standard for satisfactory completion of PGY1 to gain registration in a general scope of practice and;
- satisfactorily completed the requirements for PGY2.

To ensure patient safety and to preserve trust between the medical profession and the public, it is essential that only doctors who meet the required standard are permitted to progress.

#### *Requirements*

- Only specially designated user accounts approved by Council are able to create new users and to assign access levels.
- ePort will provide clear guidance to all users regarding the security of their login details and the consequences of sharing details.
- ePort will put systems in place to authenticate all users' identities (including the roles in the table above).

### Section 4 – Pooled data

#### *Standard*

Any data used for analysis purposes must be pooled and anonymised.

#### *Rationale*

The purpose of ePort is to collect information to record each intern's progress in meeting prevocational training requirements. Establishing data from ePort to benefit patient safety, improve services and to assist with education and development also meets proper use and purpose only when it is pooled and anonymised.

#### *Requirement*

- Data will only be used for quality assurance, quality management and quality control.

## **Section 5 – Other data**

### *Standard*

Data about training providers, clinical attachments and supervisors is accessible to Council.

### *Rationale*

Council requires access to this information to evaluate the performance of clinical attachments, supervisors and training providers for quality assurance.

### *Requirement*

- ePort will allow Council access to information for the purpose of quality assurance.

## Consent wording

### 1. Intern consent

- I agree that any data in ePort relating to patients must be anonymised. This includes but is not restricted to data recorded as part of assessments, the PDP, or any uploaded documents.
- I understand that the information collected and stored on ePort is to be used for the purposes of tracking and recording skills and knowledge acquired during the intern years, PGY1 and PGY2.
- I give consent for persons described in the table above to access my ePort as specified in the table.
- I understand that if I do not consent to this information being collected and stored in ePort I will not be able to complete prevocational medical training.
- I understand my data will be held securely, via password protection and limited access, and will only be used for proper use and purpose. The information contained in ePort will be held indefinitely for my access but will be closed to others once my endorsement is removed.
- I agree that the information may be used as pooled data for quality assurance, quality management and quality control purposes.
- I will ensure my password for ePort is unique and secure. Your password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.
- I understand I have the ability to access my information on ePort at any time, and I have a right to request a correction to my information by emailing [support@eport.nz](mailto:support@eport.nz) for support. Changes to supervisor comments and assessments will be at the discretion of the CMO and/or supervisors.

### 2. Prevocational educational supervisor consent

- I agree that I am accessing an intern's ePort for the period that I am their prevocational educational supervisor. This period will extend 1 month prior to the first clinical attachment until 1 month after Council has signed the intern off for endorsement removal.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to educational feedback and assessment and regulatory requirements.
- I agree only to grant access to limited parties (that is, the CMO or delegate) where the intern's performance has not met the required standard, for the purpose of the CMO or delegate providing support and remediation.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.

3. **Clinical supervisor consent**

- I agree that I am only able to access an intern's e-portfolio during the 13-week accredited clinical attachment that I am the named supervisor. This period will extend 1 month prior to the clinical attachment commencing until 1 month after the prevocational educational supervisor signs off the attachment.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to educational feedback and assessment and regulatory requirements.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.

4. **Advisory Panel consent**

- I agree that I am accessing ePort for the period that I am a named member of the approved Advisory Panel for interns registered in a provisional general scope of practice. This period will extend from the point of allocation to an intern's advisory panel until the sign off of the advisory panel process.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to educational assessment and regulatory requirements.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.

5. **RMO Coordinator (nominated ePort administrator) consent**

- I agree that I am accessing the administrative view of ePort for the period that I am the nominated ePort administrator for the specified interns. This period will extend from the point the intern is allocated to the DHB as an intern until the intern completes their prevocational medical training.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to administrative requirements.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.

6. **Clinical Director of Training**

- I agree that I am accessing an intern's ePort for the period the intern is working at my assigned DHB until the completion of their prevocational medical training.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to ensuring educational and assessment processes are being followed.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.

7. **CMO/ delegate consent**

- I agree only to access an intern's ePort where the prevocational education supervisor has indicated that the intern's performance is not meeting the required standard, so to provide the intern with further support and remediation; or when allocated to an intern's Advisory Panel.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to educational assessment, support and regulatory requirements.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.

8. **Medical school administrators**

- I agree I am accessing the administrative view of ePort for the period that I am the nominated ePort administrator for the specified trainee intern's.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to a high level view of activity.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.

9. **Council staff**

- I agree I am accessing ePort for the period that I have a role in prevocational medical education at Council.
- I am accessing ePort only for proper use and purpose. Proper use and purpose is limited to supporting prevocational medical education training processes, registration, and monitoring and evaluating training providers and supervisors.
- I will ensure my password for ePort is unique and secure. My password must include a capital letter and a number.
- I agree not to share my password with any third parties.
- I understand I can change my password and email address under the 'My Profile' tab in ePort at any time.