

26th January 2022

Letter sent to: NIPEC Online Portfolio: Registered Users

Re: Decommission of NIPEC's Online Portfolio

NIPEC's Online Portfolio for Nurses and Midwives was first launched in February 2006 as a secure section on NIPEC's Development Framework website. At that time, it enabled registrants employed across all settings and sectors, including education, independent and voluntary sectors, to store information in one place as evidence for Nursing and Midwifery Council's (NMC) requirements for renewal of registration. Nursing and Midwifery students were also able to register on it and update their status once they had registered with the NMC.

The portfolio was further updated in May 2015 to facilitate Nurses and Midwives to record their information in line with the NMC requirements for Revalidation.

A recent review of NIPEC's Online Portfolio website has highlighted the need for significant essential capital investment associated with site enhancements in line with legislation, security requirements and ongoing website maintenance and development.

Since 2006, a range of broader options have become available to registrants through which professional information may be stored, including personal devices such as smart phones, android devices, PCs, Laptops etc. Information recorded on these can be appropriately backed up/stored by individuals for safe keeping.


It is within this context therefore, that the NIPEC Council have considered the future of the Online Portfolio and made the decision that it is now appropriate for the website to be decommissioned.

Arrangements for decommissioning the site are as follows: -

- You may continue to use the portfolio until 30th April 2022;
- If you wish to retain your information you are advised to download your information including any archived records before that date. The instructions for completing the download are detailed in Annex A;
- The section relating to Supervision and Competence Assessment Tools on the Online Portfolio will move across onto NIPEC's main Corporate website [NIPEC | NIPEC \(hscni.net\)](https://www.nipec.hscni.net) with effect from 1st May 2022. These will be available to you to use in PDF format however no longer available to complete online.

Thank you in advance and if you have any queries or require further assistance please send an email to NIPEC Enquiries at enquiries@nipec.hscni.net and we will respond to you as soon as possible.

Yours sincerely



Cathy McCusker
Interim Chief Executive

Guidance on how to download your existing/archived information from NIPEC Online Portfolio

Login to the [NIPEC online ePortfolio](#) using your existing account credentials.
If you have forgotten your details use the '**Forgot your username or password feature**'.

NMC Revalidation

- Go to the NMC Revalidation section
- Choose the type of data you want to retrieve (Practice Hours, CPD, Reflective Accounts, Feedback) in the relevant Revalidation Period.
- Select the relevant entries (a Select All button is available)
- Click on Download Selected

Supervision Record

- Go to the relevant subsection of Supervision Record
- Select the relevant records
- Click on Print Selected Records
- Modern browsers should allow to save the print preview as PDF.

Competence Tools

- Go to the Competency Tools Area
- If you have an active set of assessments in progress – Complete whatever you need and click 'Close and Record') This will add them to the 'Previous Assessments' section.
- Click Previous Assessments
- Select Cycle you want to save
- View each Competence Domain
- Individually select each group of competency statements
- Print page and save as PDF

Archive

- Select the relevant Archive subsection
- Click on Print Archive
- Modern browsers should allow to save the print preview as PDF.