## MBChB Student E-portfolio Guide – Year 5
2017/18

This document is a step by step guide covering the use of the e- portfolio system and the customised forms that have been created, allowing you to record your activities and experiences.

All students are expected to record their clinical activity directly on a mobile device. All assessors are expected to participate in this initiative and review your progress within your e-portfolio. Please note all staff supporting medical students, within the School and each NHS Trust, will be able to view submitted work.

The diagram below summarises the process you will need to engage with when recording clinical activities and experiences.
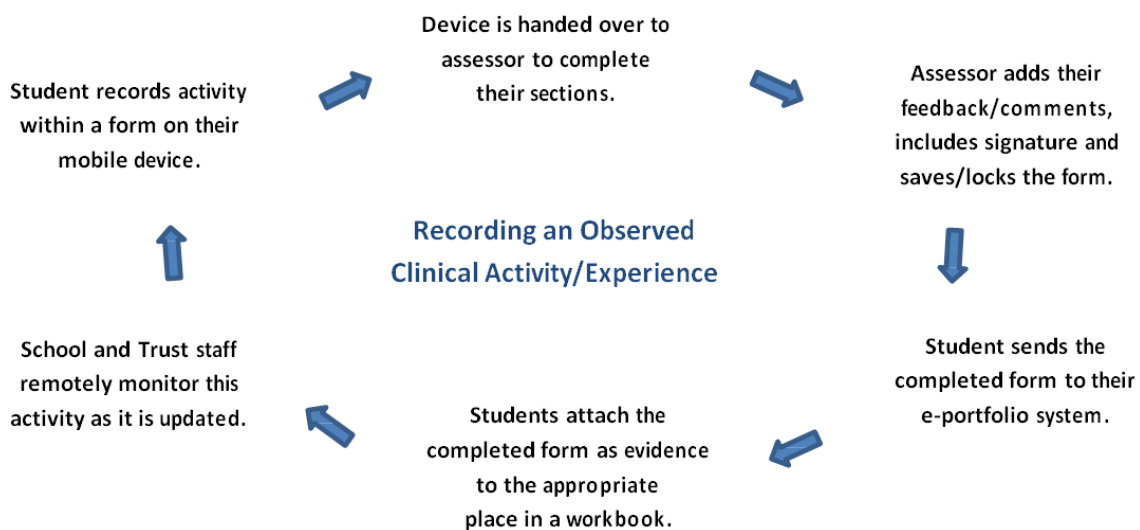
Important Note – Browsers
The e-portfolio runs on any device with a modern web browser.

Recommended Desktop Browsers (These are the minimum desktop browsers and Flash versions it supports).
• Google Chrome 31
• Mozilla Firefox 33
• Internet Explorer 10
• Opera 29
• Safari 7

Please click this link to access a document that provides a detailed overview of the browser settings the e-portfolio supports and ways of checking if your device is compatible.

https://livmedicine.files.wordpress.com/2017/08/recommendedbrowser-settings.pdf

What follows in this guide are step by step instructions, complete with appropriate screen shots, covering;

STEP 1 – Opening your e-portfolio workbook for the first time

STEP 2 – Reuse of your workbook

STEP 3 – Completing PETA forms in the workbook

STEP 4 – Using a reflective template

**STEP 5 – Attaching evidence to your workbook**

Additional Requirements

Appendix:

- **Downloading the 'Pebble Pocket' App**
- **Initial set up of the App**
- **Using the App to record clinical activity**
- **New Interface to the e-portfolio**

**STEP 1 – Opening an e-portfolio workbook for the first time**

All your completed evidence needs to be attached to your workbook in the e-portfolio system. To access a workbook you will need to log into VITAL. The *MBChB Year 5 Assessment 2017/18* course will be accessible. Click on this title to enter the course and view the screen below.
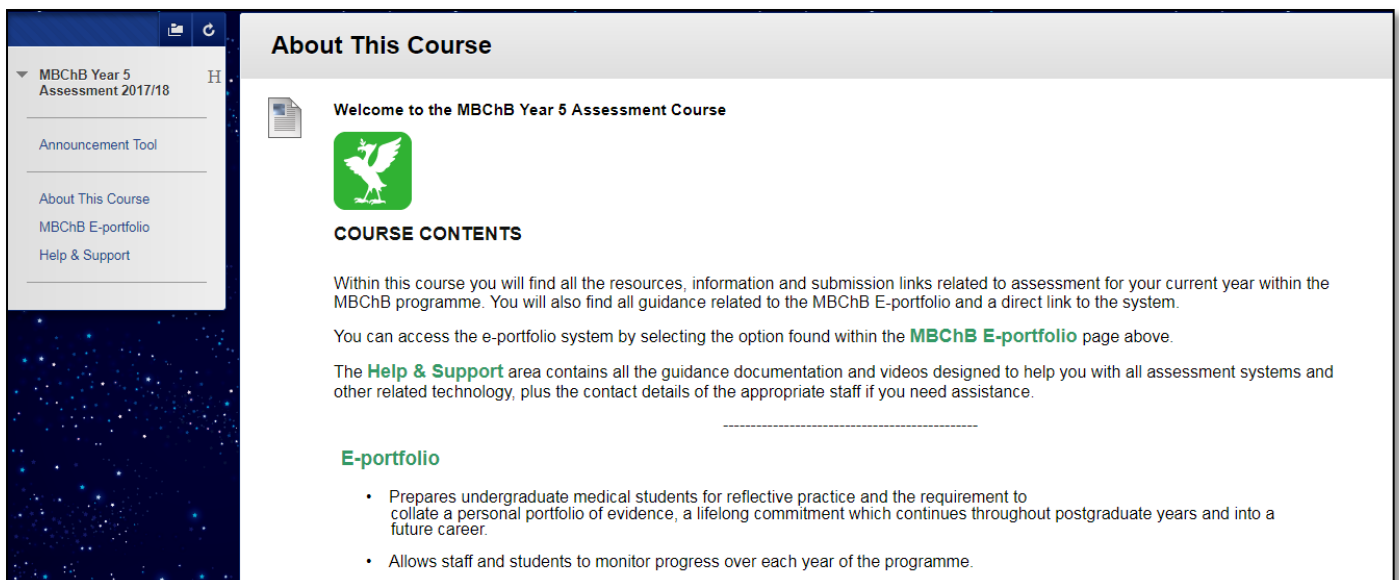

Within this course select *MBChB E-portfolio* in the left hand menu. On this page, click on the *>>My E-portfolio* link. Ensure that popup blockers are disabled, as the e- portfolio system will open in a separate window.
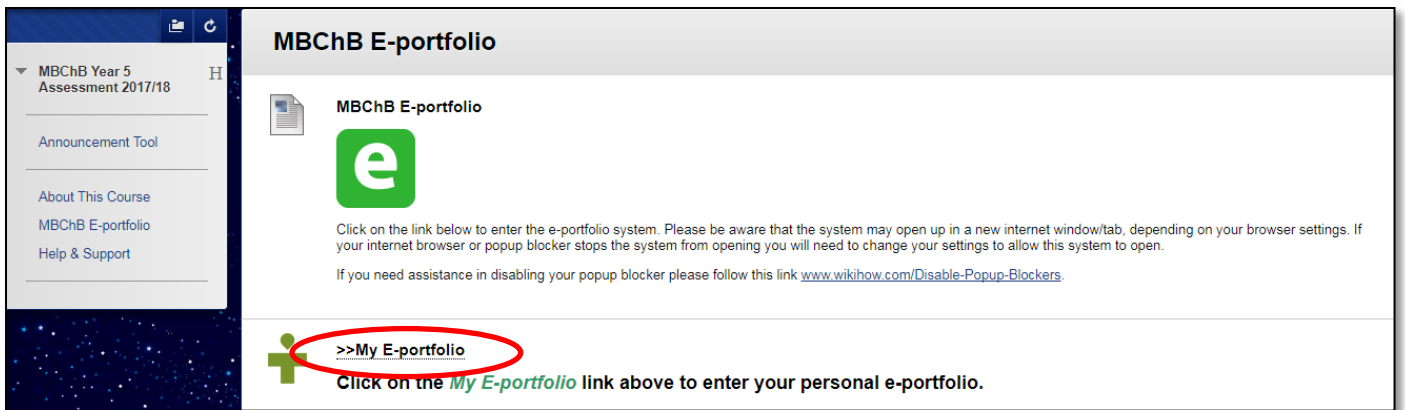
Once opened the new homepage for your e-portfolio will look like this (see Appendix for a more in-depth explanation of the new interface). To access your Year 5 Clinical workbook for the first time, click **Resources**.
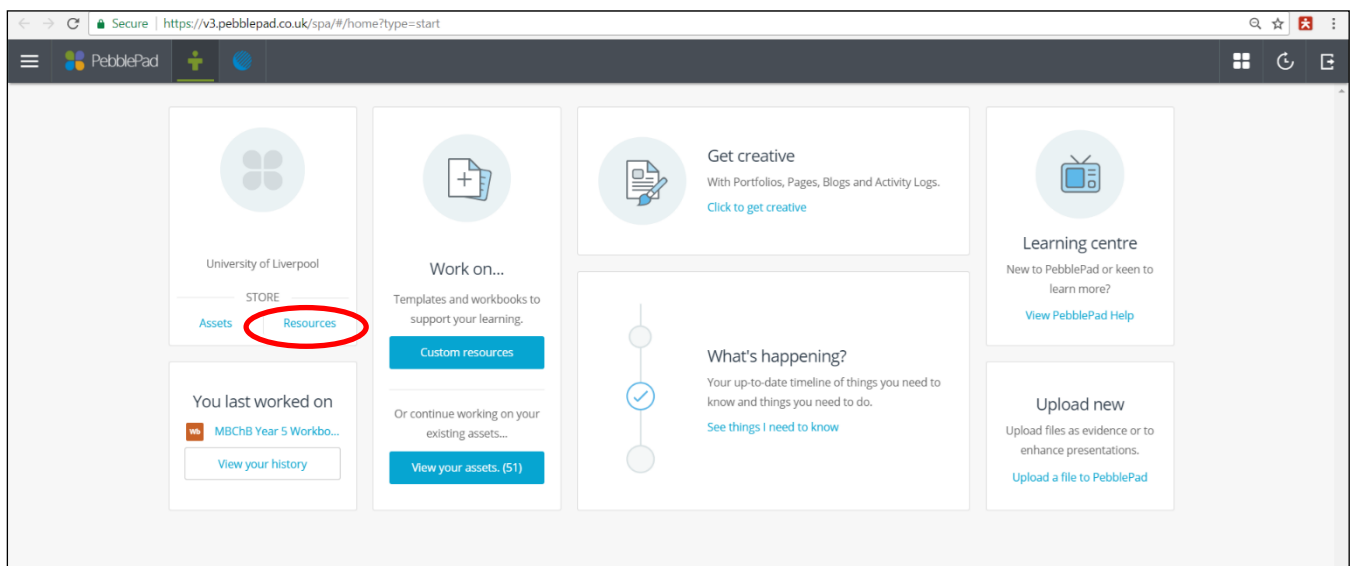

Your resource centre will open as below. You will find the Year 5 Clinical workbook which has been made available to you. Click **once** on the **MBChB Year 5 Clinical Workbook 2017-18** link to open it.
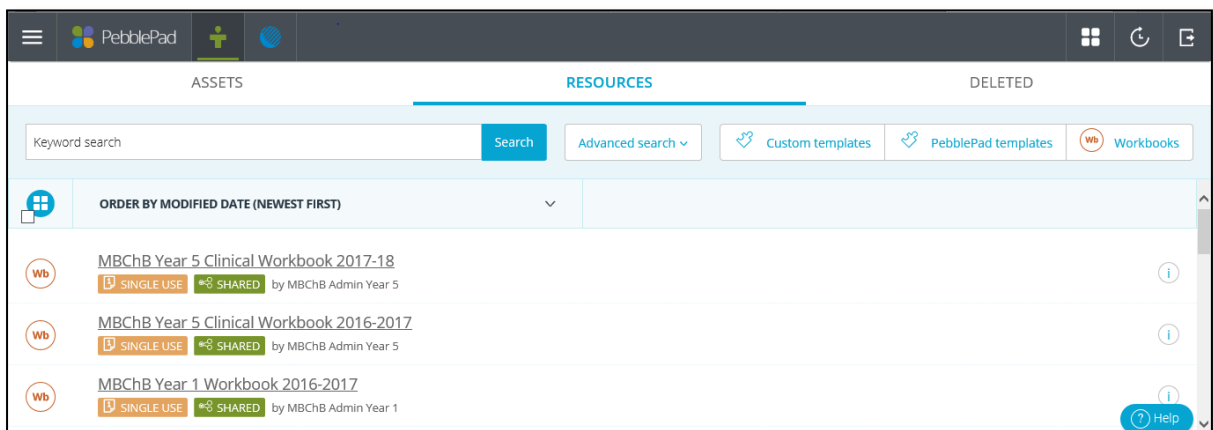
Your workbook will open, see below. Once open you **MUST** save your workbook straight away. Click '**Save**'. **Once you do this your workbook will be saved in your Assets store in your e-portfolio**. You no longer need to open it from the Resource centre, see important note below.

Once you save your workbook it is automatically submitted to the School of Medicine, so no extra steps are necessary to submit it.
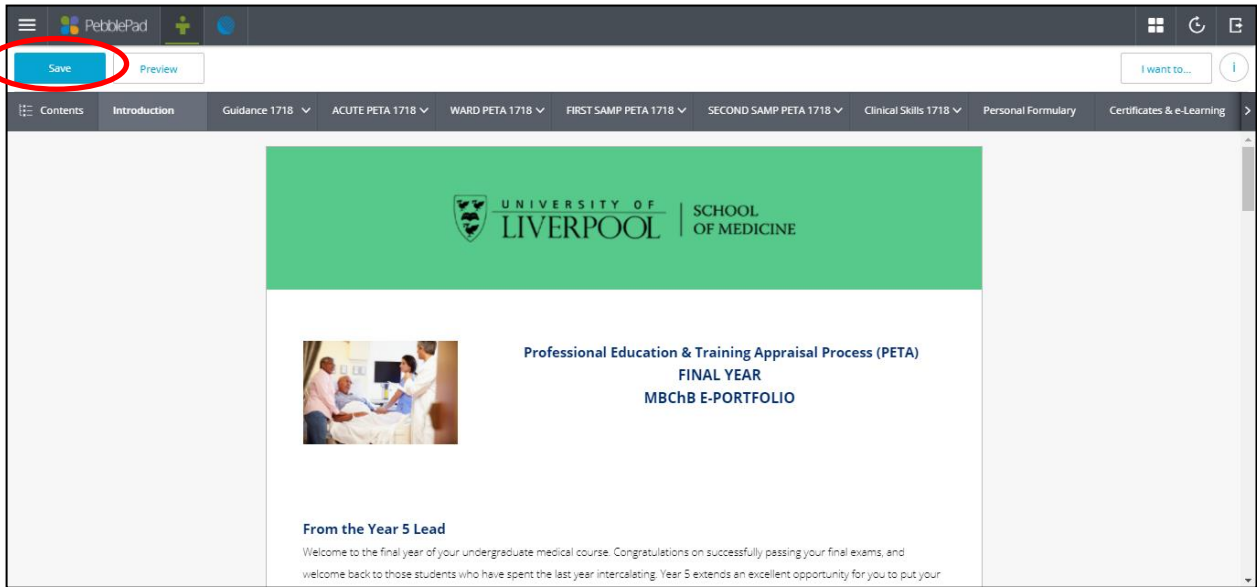
Important note

When you first use an e-portfolio workbook you will find it in the Resource Centre. <u>After this initial use you will continue to access your workbook from the Assets Section of your e-portfolio account.</u> *(The Resource Centre allows the School of Medicine to share resources with the student cohort, once you have started to use a workbook it becomes an asset owned by you personally).*

STEP 2 – Reuse of the workbook

Once you have initially accessed the workbook and saved your own version, you will no longer need to revisit the **Resource Centre** for that specific workbook. You will find any current workbooks in your **<u>Assets</u>** within your e-portfolio account.

To view your assets follow the below instructions:

- Click **Assets** (Your asset centre will appear. The asset centre is where all your uploaded forms and workbooks can be found)
- Click **<u>once</u>** on the workbook link '**MBChB Year 5 Clinical Workbook 2017-18**'
- Your workbook will automatically open in edit mode and you will be able to attach and complete information in your workbook

Follow the above guidance and you can then select the different pages to complete in your workbook depending on which placement you are currently on, e.g. **Acute, Ward etc.**

The Year 5 workbook menu is now located at the top of the screen, to see the full menu you must click on the arrow highlighted below to scroll through the options. There is also a drop down menu on the left entitled '*Contents'* which when clicked shows all the pages within your workbook.
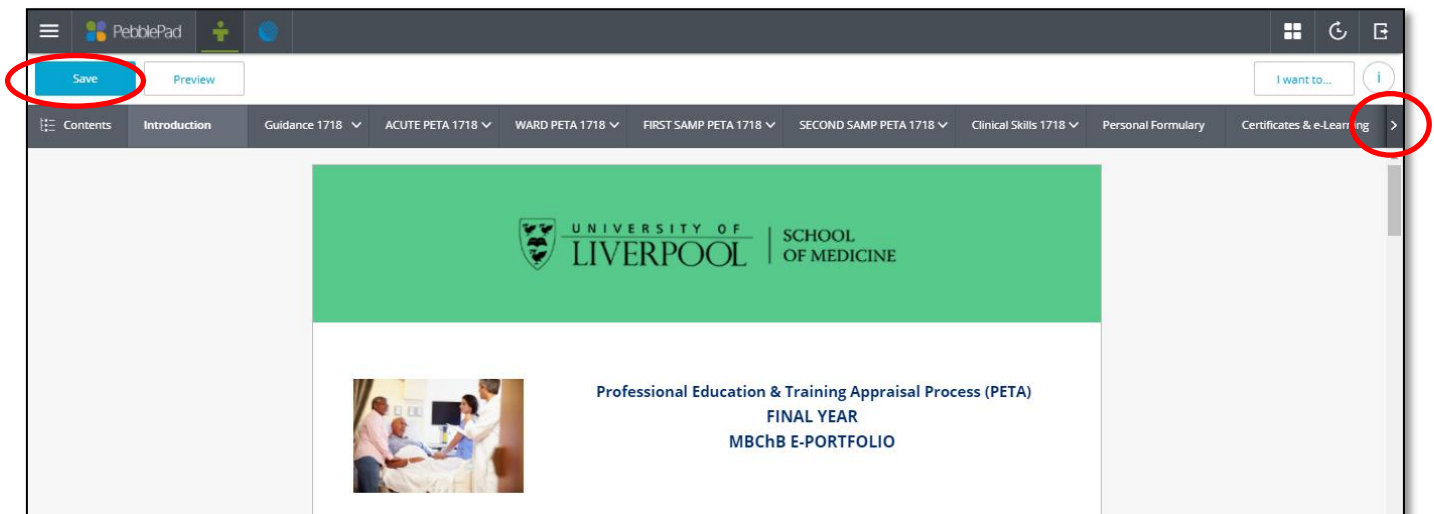
STEP 3 – Completing PETA forms in the workbook

You can complete your **FIRST PETA form** *'Setting Objectives'* during the meeting with your supervisor as long as you can log into the system as yourself to do this. You can also log in beforehand and complete them so that they can be discussed together in the meeting. It depends how your Supervisor would like to do this.

On a number of pages in your workbook you are required to complete text fields directly onto the page, please see example. Every time you enter data remember to click save once you have finished, this will allow your Supervisor to see your work instantly.

Your supervisor MUST log into the e-portfolio during your MID & FINAL PETA meetings to complete the MID & FINAL PETA forms for each placement. ***These fields are locked so that only your Supervisor can change them*.** The only part that you are required to complete is the *'Student Declaration'* which asks you to confirm that the information you and your supervisor have discussed is correct, see below. You can do this after the meeting has taken place.

Once your Supervisor has completed this form with you and given you an overall grade for your placement this information can be seen remotely by the university.

STEP 4 – Using a reflective template

For some tasks you will be required to complete a reflective template. We have produced these templates for you and have embedded them within your workbook, see example below.

Simply click on the reflective template link, enter a title at the top of the template under the '**Save record as'** section (Some templates have pre-populated titles so that when you click 'save' they automatically save under an assigned name) and complete the text boxes. Once the template is complete and you are ready to save it click the **Save** button at the top left of the screen and your template will be saved automatically to your Assets store.

Please Note: It is important that you put a title of your reflection at the top of the template (if not already populated) so that when it is saved to your Assets store you can locate it.

Once you have finished a template you are required to **attach it** as evidence to the relevant page. This process is described in Step 5 of this guide.

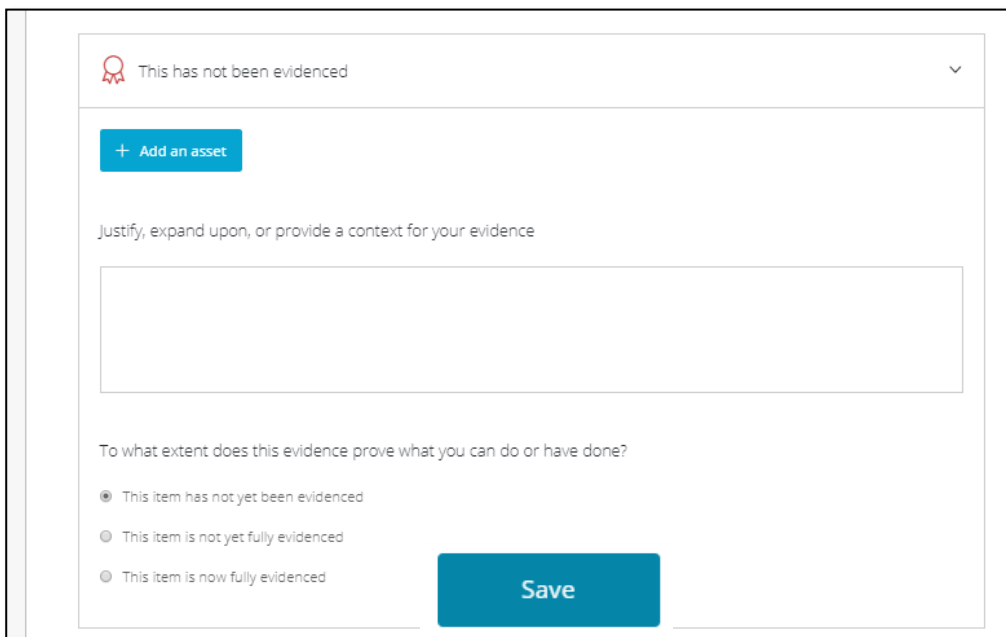## STEP 5 – Attaching evidence to a workbook

Once a completed form has been sent to your e-portfolio account from the App you must to attach it to the appropriate place in your workbook. This below example illustrates the *'Feedback'* form you are required to attach. Within your workbook navigate to the relevant page (for example if you have a completed Feedback form you need to select the required page under the placement you are on).

Open up the workbook you wish to attach evidence to then simply click on the 'rosette' menu where you would like to attach your evidence.
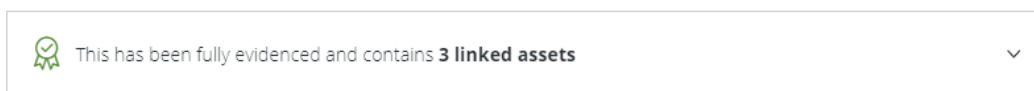
A drop down menu will appear with the option to '+ *Add an asset'* or '+ *Add additional asset'*. Click either of these options and a list of your assets including your completed forms will appear. Select the correct form/piece of evidence and click '**Done'**. (Before you attach your evidence you have the option of writing a short paragraph explaining the context of this evidence and whether you think this item is now fully evidenced - clicking these options makes the rosette change colour from red/amber/green. This is a way for you to keep track of your evidence; it is recommended that if you have completely finished an area on the e-portfolio to tick it as '*This item is now fully evidenced').*

We do not track the colours of the rosettes only the evidence (numbers) attached to them.

After you have attached evidence to your workbook remember to click **Save** which is located in the top left hand corner of the screen and your evidence will be recorded. Staff monitoring student activity will be able to view the most recent version of your workbook as soon as it is updated.

You will know that your evidence has been saved correctly as the rosette will change, see example below.

You can also preview your workbook to see that everything is attached correctly by clicking 'Preview' in the top left hand corner of the screen, when you click this button you will be able to preview your workbook as a completed piece of work (the same view as the school sees your workbook). To go back to edit mode to add evidence simply click 'Edit this asset'.
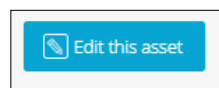
If you wish to return to your homepage/Resources/Assets etc. you can click the top menu bar and use the quick links. These are explained in the *Appendix* of this document.

Additional Requirements

Clinical Skills
You are required to collect signatures from staff when completing these skills, using the Pebble Pocket app.

• Clinical Skills Tutors at your base hospital will record your training at teaching sessions using a form entitled '**Clinical Learning Form**' on the app. You then attach these forms, as evidence, from each teaching session on the page entitled '*Clinical Skills – Attendance'.*

• You are required to record your evidence of undertaking a clinical skill on a form called a '**Direct Observed Procedural Skill' (DOPS)** on your mobile device. You then attach these completed DOPS forms as evidence, to the page entitled 'Clinical *Skills – Clinical Practice (DOPS)'.* **(These MUST be completed on real patients and not on models in the Clinical Skills teaching area).**

More information about what Clinical Learning and DOPS forms you are required to undertake is illustrated in the Year 5 Clinical Workbook.

Personal Formulary
You should review your practical prescribing skills in all attachments during final year. You must include evidence of your knowledge and skill in prescribing in the Year 5 clinical workbook. You can provide evidence of this by Using the *Personal Formulary App* developed by the School of Medicine. This means you **MUST** bring your phone to each PETA meeting to show your supervisor the App and the drugs you have recorded on it. This app can be found in the App Store for Apple mobile devices and within Google Play for Android devices by searching for '*Personal Formulary'.* Please view the link below for further information and download the app on your personal device. https://livmedicine.wordpress.com/

Certificates & e-Learning
You are required to complete a small number of e-learning modules as well as attach certificates from courses you have attended etc. These are to be attached to the page entitled *'Certificates & e-Learning'*

Progression Content
You are required to make up any days that you may miss from your placements in Year 5. On this page please give a brief description of sessions you have missed and how you are going to make up the time, you must also attach evidence. The need to catch up should be determined by your placement supervisor in the first instance, or the University if involved with your absence. If you miss an odd day due to sickness you are not expected to make this time up however non sickness related leave and extended periods away from placement should be caught up. Evidence to show how time has been made up can be either an amended timetable or some form of documentation from yourself stating what you needed to catch up on and how you have done this, this can be typed or handwritten and uploaded and attached to this page.

This page should NOT be used following a student failing a FINAL PETA in a placement. In this case the Educational Supervisor will complete a Referral Form to the Year 5 Lead and a catch-up plan will be agreed.

Career Planning
You have been asked to complete a small number of tasks that allow you to work through the 4 stage career planning structure. It is highly recommended that you complete these tasks as it will help you to reflect on your future career and will provide evidence that you can eventually use in your portfolio for specialty applications, showing that you have engaged with career planning from an early stage. You can access these tasks by clicking on the page entitled '*Career Planning 17/18'*

CV

It is **COMPULSORY** for you to attach a completed CV to the '*Career Planning 17/18*' page in your workbook by the end of the academic year.

Additional Requirements - continued
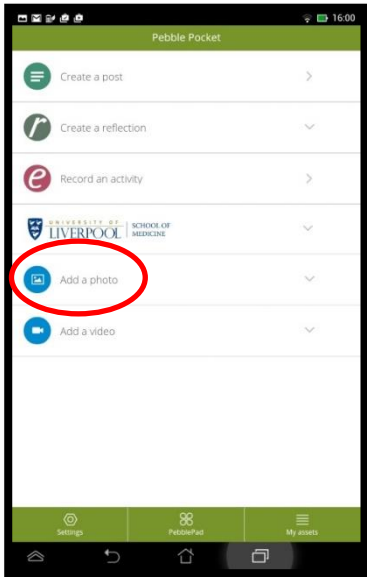
You may be asked to upload an electronic version of evidence such as certificates, this can be facilitated within the Pebble Pocket App. On the main menu select '**Add a photo**'. Use this function to produce an electronic version of any hard copy evidence you receive. You will be asked to give a title and brief content overview of the photo and you can then **Save** this to your device or click **Send** which will send this to your Assets store as described above in the guidance document.

Appendix

Downloading the 'Pebble Pocket' App

Install the Pebble Pocket App from your application store (App Store or Google Play) on your mobile device. Simply search for the title 'Pebble Pocket' and install the free app. Please note you may be asked to reinstall the app at the start of term to ensure you have the most current version, you will be notified if this is the case.

Further detailed instructions can be found on the School of Medicine's Blog if you need them.

https://livmedicine.wordpress.com/2015/08/24/pebble-pocket-app/

Initial set up of the App
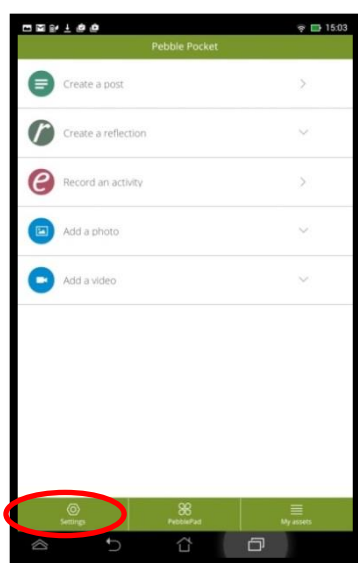
Once you have downloaded the app onto your device (a navigation wizard will appear the first time you open it, simply click '**Next'** at the top right of the screen to scroll through the options till you reach the end of the tutorial and then click '**Done'**) you will see the screen on the left. Click the menu option '**Settings'** located at the bottom of the screen and then click **'Account information'** and then **Log in'**.
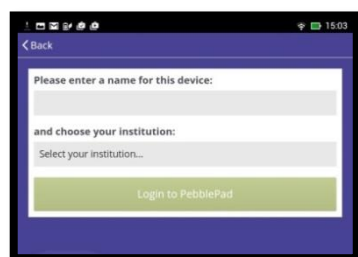
You will then see this screen. Enter a name for your device (if prompted), then choose the option '**University of Liverpool'** from the dropdown menu and click '**Login to PebblePad' (or 'Next step').**
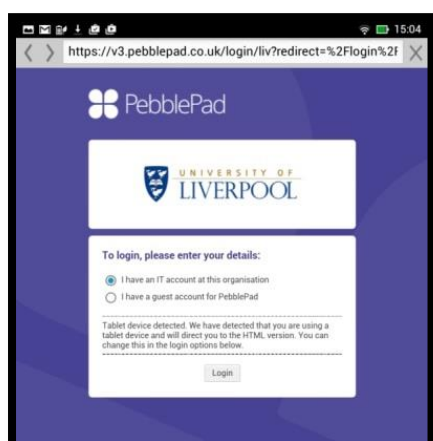
You will then see this screen. Leave the option '**I have an IT account at this organisation'** selected and click '**Login'.**
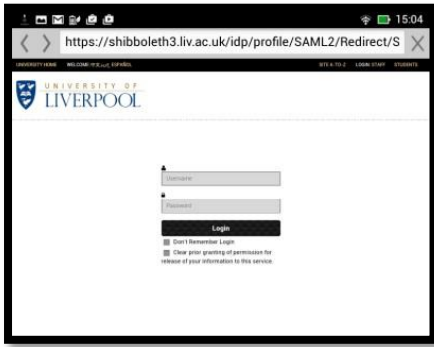
Enter your normal MWS university username and password and click '**Login'**. Once you have done this a screen will appear which states that you have successfully logged in. Click '**OK'**
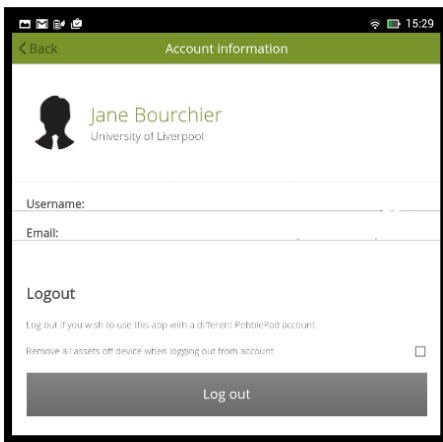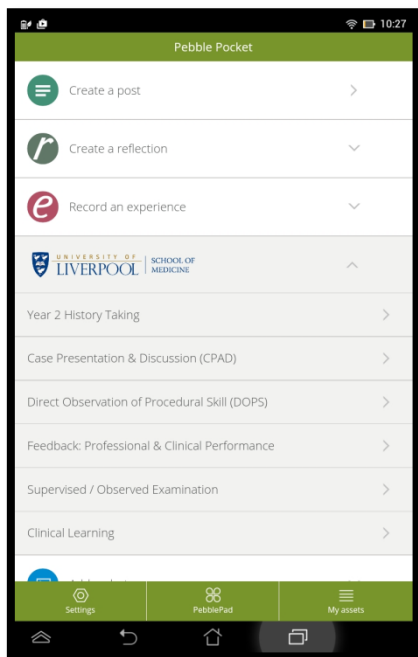

You will be presented with the screen on the left which confirms you have logged into the app successfully, click '**Back'** located in the top left corner and then '**Done'** also in the top left corner.
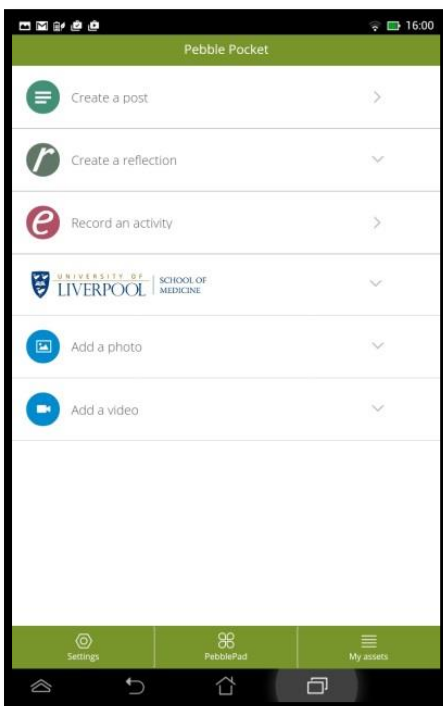

You will be presented with this screen which has the University of Liverpool logo visible.

## Using the app to record clinical activity

Select the '**University of Liverpool'** logo and you will see all the bespoke forms created for the School. Select the form in the dropdown menu that you would like to use - for the example below we have used the

**Direct Observation of Procedural Skill (DOPS) Form.**

Do not use any of the other generic forms on the app, only use the University of Liverpool forms.
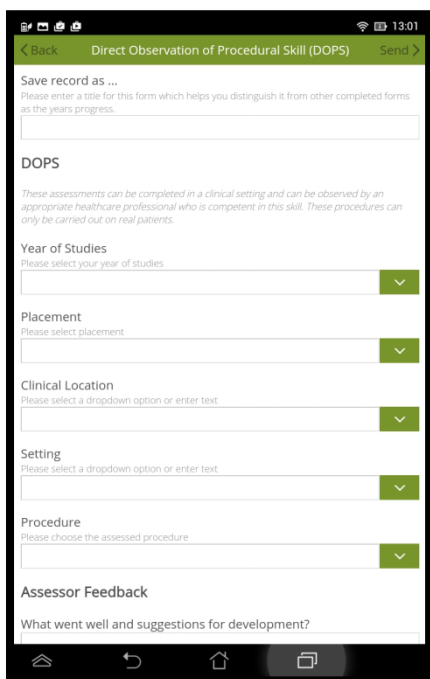

Click on the form to open it, the form will appear on the screen and you can then enter text and select various dropdown options.
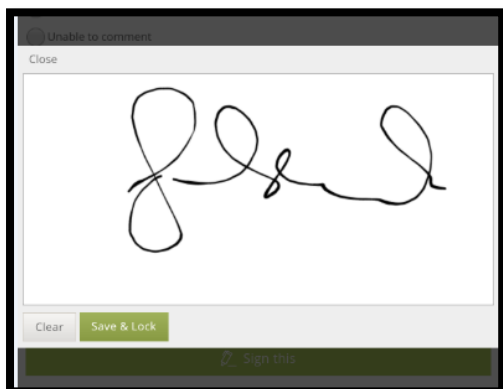

Once the form is complete you must ask the assessor to sign your form. Click the option **'Sign this'** and pass your device over to them to sign with their finger. Once this is signed successfully the assessor should select '**Save & Lock'**
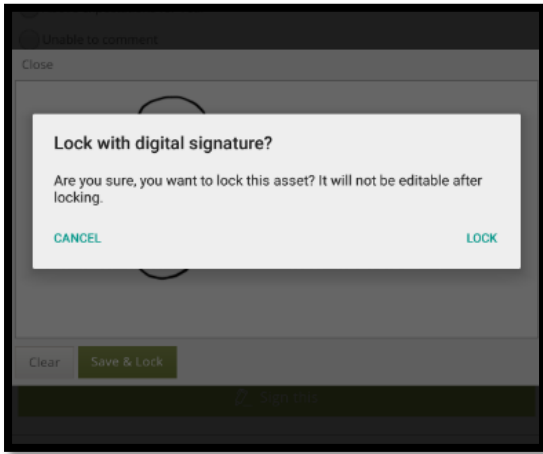
This message will appear which informs you that the form will be locked once you click **Lock**. Click **Lock**, you then have the option to send your form directly to your e-portfolio Assets store. If you have a Wi-Fi signal you can send this immediately by clicking **Send** at the top of the form, simply follow the prompts. We recommend that you send your forms over regularly.
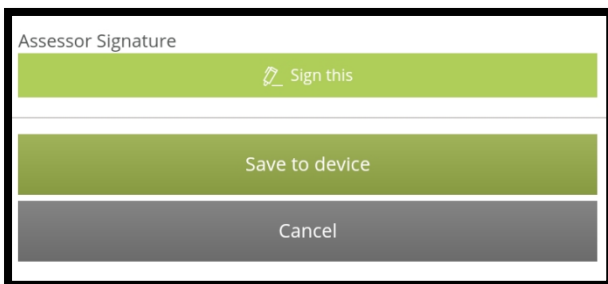

If you would like to save a form and get it signed later click **Save to device**. You can retrieve these saved assets by clicking on the '**My assets'** option at the bottom of the main screen, see below.
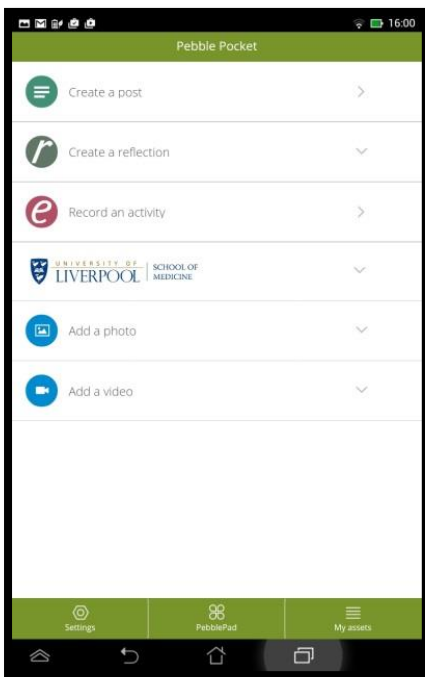
Once you are ready to send your form/s to your e-portfolio and you have internet access, click on the '**My assets'** option at the bottom of the screen.
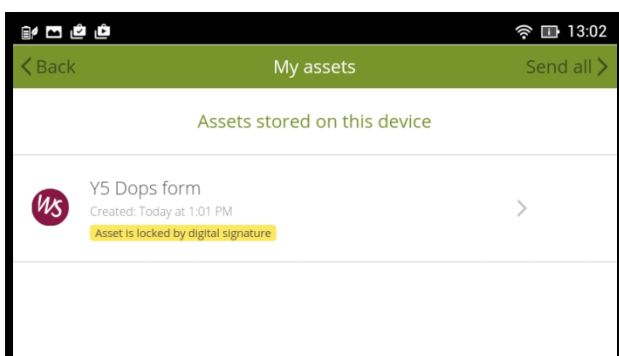
You will see this screen, click on **'Send all'** at the top right of the screen. Ensure all your forms are signed and locked before you click send All.
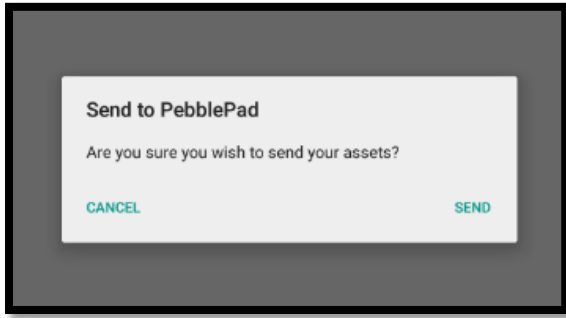
This message will appear, click '**Send**'. The form/s will be sent directly to your Assets store in your e-portfolio account. They are then removed from the 'My Assets' area on the app. You should receive a confirmation e-mail once you have sent a form/s across to your e-portfolio to confirm they have been sent to your account. See important note below about retrieving your '**Sent assets**'

Important:

- You retain the option to update a form until the point when a signature is added and the form is locked**.**
- On the '**Settings**' page on the app there is a '**Sent assets**' option, which stores the last 20 forms that you have sent across to your e-portfolio. You **MUST** send your assets regularly to your e-portfolio so that if any damage occurs to your device your forms are safe. If you notice that one of your forms has not arrived in your Assets section on the e-portfolio then check the 'Sent assets' box on the app and resend it to your e-portfolio.
- If you experience any problems when using the e-portfolio including the App please contact mbchbep@liv.ac.uk

New Interface to the e-portfolio

New Menu Banner
The new banner is available wherever you are in Pebble+ and allows easy access to some important navigation tools. If you wish to return to your homepage/Resources/Assets etc. you can click one of the quick link options on the top menu banner (see below)

Burger Menu	PebblePad Logo Returns you to the Homepage
  Opens as a side menu with links to: • **Asset store** • **Resource store** • **Upload a file** • **Start working on…templates and workbooks etc.**	
	Pebble+ Logo Returns you to the Homepage

| History	ATLAS Logo	Asset search
Opens a list of things you have been working on recently so that you can easily select and return to any one of these	Takes you to the ATLAS Dashboard	Opens a search tool in the sidebar where you can do a keyword search for assets, resources, and uploaded files

Log out

Homepage

When you first log into your e-portfolio you will arrive at the homepage, see below. Each block takes you to a different feature and can be a useful place to come back to if you are ever unsure about where to find something.
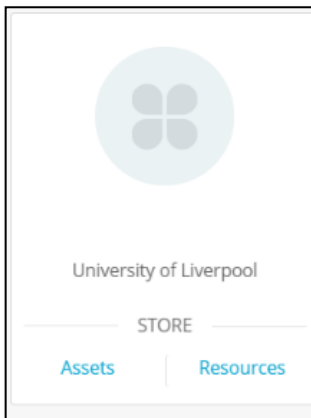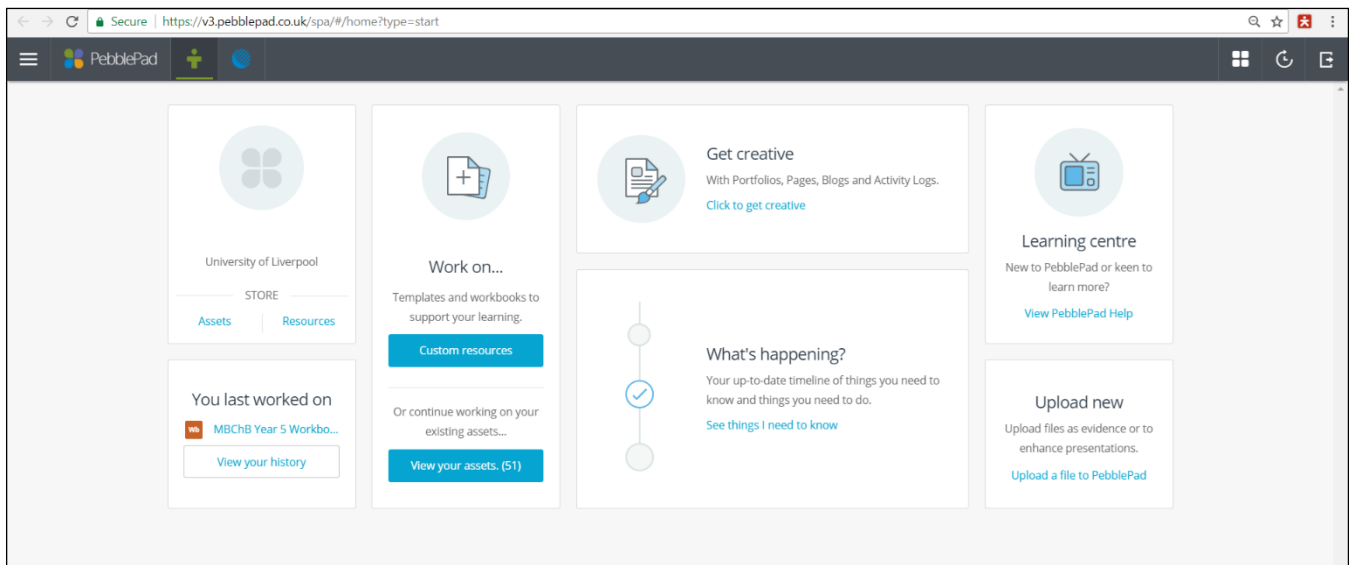
The Profile block enables you to add a photo to your account. Simply click on the image space and your side store will open on the right, displaying just your uploaded images. If you do not yet have a suitable image you can click the '**Upload'** button to source one from your computer.

Clicking on '*Assets'* or '*Resources'* will take you to your Asset store or Resource store.

You last worked on shows the last item you saved and you can return directly to this by clicking on it. Select '***View your history'*** to see a full list of items you have worked on recently.

'**What's Happening?**' takes you to a timeline of things that you need to know and things that you need to do. These might include information about shares you have received, comments or feedback left on your work, or important deadlines.

'**Work on...**' gives you easy access to resources your teachers have made available for you ('Custom resources') or 'Your assets' that you have already started and need to continue to develop. Go to 'Custom resources' to start NEW templates and workbooks or go to '**Your assets**' to continue working on things you have already begun.

'**Learning Centre'** contains a series of short videos to introduce you to the key features and tools in your e-portfolio and more detailed written help about key activities that you are likely to engage in. **Please note the School of Medicine has not produced these resources, please follow the guidance the school provides in this guide regarding what you are expected to do.**

'**Upload New'** to upload any type of digital file from your device to your e-portfolio Asset store.

Help & Support

The contact details of the E-portfolio Administrator are below if you need to report any technical problems or have further questions.

Please contact the Year 5 Admin Lead / Year Lead regarding any queries you may have regarding the curriculum.

E-portfolio Administrator: Jane Bradley
E-portfolio Support E-Mail Address: mbchbep@liv.ac.uk