

Year 4 E-portfolio Requirements 2017-18

This document outlines the **minimum level of activity** you will need to capture throughout your clinical placements within the next year of the MBChB programme. Minimum numbers have been set for the year and each placement, but the School of Medicine **expects students to collect well in excess of these**.

You will need to complete the corresponding form, template or certificate detailed below and attach it as evidence to the relevant section of your **MBChB Year 3 & 4 Clinical Workbook** within the E-portfolio system.

Please refer to the **MBChB Year 3 & 4 Clinical Workbook and Academic Advisor Meetings Folder** for the minimum requirements for each AA meeting/E-portfolio checkpoint.

Activities to be completed by the end of Year 4 during any placement

Activity	Further Details	Signature Required	Form Required
7 Direct Observations of Procedural Skill (at least one of each)	DOPS form <ul style="list-style-type: none"> • Venepuncture • Intravenous cannulation • IV fluid line preparation • Intramuscular (IM) injection • Sub-cutaneous (SC) Injection • Vital signs & NEWS • Wound care & basic wound dressing 	YES	<i>DOPS</i>
3 Reflections	<ul style="list-style-type: none"> • Observing a difficult conversation • Observing a doctor handover • Review of a patient discharge plan 	NO	<i>Reflective E-portfolio template</i>
5 Certificates	<ul style="list-style-type: none"> • Female Genital Mutilation (FGM) e-learning • Domestic Abuse (DA) e-learning • Anaesthetics e-learning • Oncology • Simulation Training Day 	NO	<i>Upload and attach certificate of completion</i>

Please ensure that completed forms are relevant to the placement e.g. a surgical SOE needs to be completed on an examination of a surgical system (a CVS examination would not be acceptable).

Activities to be completed during the [medicine](#) placement

Activity	Further Details	Signature Required	Form Required
<i>Supervised / Observed Examinations</i>	At least 4 during medicine placement	YES	<i>SOE</i>
<i>Case Presentations & Discussions</i>	At least 4 during medicine placement	YES	<i>CPAD</i>

Activities to be completed during the [surgery](#) placement

Activity	Further Details	Signature Required	Form Required
<i>Supervised / Observed Examinations</i>	At least 3 during surgery placement	YES	<i>SOE</i>
<i>Case Presentations & Discussions</i>	At least 3 during surgery placement	YES	<i>CPAD</i>
<i>Anaesthetics e-learning</i>	To be completed during anaesthetics placement	NO	<i>Upload and attach certificate of completion</i>

Activities to be completed during the [mental health](#) placement

Activity	Further Details	Signature Required	Form Required
<i>Case Presentations & Discussions</i>	At least 4 during mental health placement	YES	<i>CPAD</i>
<i>Tutor Feedback Form</i>	1 to be completed at end of mental health placement	YES	<i>Feedback Form</i>

Activities to be completed during the [GP](#) placement(s)

Activity	Further Details	Signature Required	Form Required
<i>Supervised / Observed Examinations</i>	At least 3 during GP placement	YES	<i>SOE</i>
<i>Case Presentations & Discussions</i>	At least 3 during GP placement	YES	<i>CPAD</i>
<i>Tutor Feedback Form</i>	2 forms. One to be completed at end of each separate GP placement (1 form only for students who have a 6 week placement at the same surgery)	YES	<i>Feedback Form</i>

Activities to be completed during the *child health* placement

Activity	Further Details	Signature Required	Form Required
<i>Supervised / Observed Examinations</i>	At least 2 during child health placement (children below 10 years of age)	YES	<i>SOE</i>
<i>Case Presentations & Discussions</i>	At least 2 during child health placement	YES	<i>CPAD</i>

Activities to be completed during the *women's health* placement

Activity	Further Details	Signature Required	Form Required
<i>Supervised / Observed Examinations</i>	At least 2 during women's health placement (to include at least 1 obstetric palpation)	YES	<i>SOE</i>
<i>Case Presentations & Discussions</i>	At least 2 during women's health placement	YES	<i>CPAD</i>

Activities to be completed during the *oncology & palliative care* placement

Activity	Further Details	Signature Required	Form Required
<i>Case Presentations & Discussions</i>	At least 2 during oncology & palliative care placement	YES	<i>CPAD</i>
<i>Tutor Feedback Form</i>	1 to be completed at end of palliative care placement	YES	<i>Feedback Form</i>
<i>Oncology Certificate of Completion</i>	To be obtained at end of oncology placement upon return of attendance card	YES	<i>Upload and attach certificate of completion</i>