

Year 4 E-portfolio Requirements 2018-19

This document outlines the activities that students are expected to capture throughout their clinical placements within Year 4 of the MBChB programme.

Students are required to complete the corresponding form, template or certificate and attach it as evidence to the relevant section of their **MBChB Clinical Workbook** within the e-portfolio system.

All minimum numbers (activities) are required to be completed for students to progress to their next year of studies. Suggested numbers are considered to be an appropriate number for students to adequately prepare for their clinical examinations and future practice as a junior doctor. Suggested numbers will also act as guidance for students aiming to achieve excellence and commendation forms.

E-portfolio progress will be reviewed at end of placement Education Supervisor meetings, Academic Advisor meetings/e-portfolio checkpoints and also at the end of the academic year.

Important information:

- All forms must contain the following: grade for the activity e.g. “meets expectations for year”, name, position and signature of the person completing the form.
- Students are advised to encourage individuals completing their forms to provide them with **written feedback comments**.
- Forms must be completed by a **variety of doctors**, of different grades and at different stages during the placement.
- Forms must reflect a variety of different Case Presentations and Discussions (CPADs) and Observed Examinations (OEs)
- Forms must be relevant to the placement e.g. a surgical OE must be completed on a surgical system e.g. GIT, orthopedic, vascular, breast (CVS or RS examinations are not accepted).
- Forms can only be used to capture one activity e.g. one examination only.
- CPADs are to include the presentation of a history, examination, summary, differential diagnoses and the discussion of a management plan. Students are required to include a brief summary of the case, but are not expected to write up full details of the history and examination etc.
- Different patients should be used for CPADs and OEs.
- CPADs are to be presented by individual students and not in pairs or groups.
- CPADs and OEs are to be completed by doctors only (midwives can complete obstetric palpation OEs).
- Direct Observations of Procedural Skills (DOPS) forms can be completed by any healthcare professional who regularly performs the procedure. They cannot be completed by student doctors.

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

Activity	Further Details	Form
Direct Observations of Procedural Skills	<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 <p>Suggested number 4 of each Minimum number 2 of each</p>	DOPS
Reflections	<ul style="list-style-type: none"> • Observing a difficult conversation • Observing a doctor handover • Review of a patient discharge plan 	Reflective e-portfolio template
Mandatory Induction Training & Certificates	<ul style="list-style-type: none"> • Data Security Awareness • Fire Safety • Health, Safety & Welfare • Moving & Handling • Infection Prevention & Control • Preventing Radicalisation • Female Genital Mutilation • Simulation Training Day* (certificate or signed participation form to be attached when training completed at base hospital) 	Upload & attach certificates of completion

Activities to be completed during the **medicine placement**

Activity	Further Details	Form
Observed Examinations	<p>Suggested number 6 Minimum number 4 (must include at least one CVS & one Respiratory examination)</p>	OE
Case Presentations & Discussions	<p>Suggested number 6 Minimum number 4</p>	CPAD

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

Activity	Further Details	Form
Observed Examinations	Suggested number 5 Minimum number 3	OE
Case Presentations & Discussions	Suggested number 5 Minimum number 3	CPAD
Anaesthetics e-learning module	To be completed during anaesthetics placement	Upload and attach certificate of completion

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

Activity	Further Details	Form
Case Presentations & Discussions	Suggested number 6 Minimum number 4	CPAD

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

Activity	Further Details	Form
Observed Examinations	Suggested number 5 Minimum number 3	OE
Case Presentations & Discussions	Suggested number 5 Minimum number 3	CPAD

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

Activity	Further Details	Form
Observed Examinations	Suggested number 3 Minimum number 2 (on children below 10 years of age)	OE
Case Presentations & Discussions	Suggested number 3 Minimum number 2	CPAD

Activities to be completed during the [women's health](#) placement

Activity	Further Details	Form
Observed Examinations	Suggested number 3 Minimum number 2 (to include at least 1 obstetric palpation)	OE
Case Presentations & Discussions	Suggested number 3 Minimum number 2	CPAD

Activities to be completed during the palliative care & oncology placement

Activity	Further Details	Form
Case Presentations & Discussions	Suggested number 3 Minimum number 2	CPAD
Oncology Certificate of Completion	To be obtained at end of oncology placement upon return of attendance card	Upload and attach certificate of completion

Requirements for 1st Academic Advisor meeting/e-portfolio checkpoint

- Minimum number of forms for each placement completed so far e.g. CPADs, OEs
- Demonstration of progress towards DOPS only (no minimum numbers)
- One reflection e.g. observing a difficult conversation
- Oncology, Anaesthetics and Simulation Training Day certificates (for students who have completed these placements)
- Certificates of all mandatory induction training (to be completed during first four weeks of academic year)

Requirements for 2nd Academic Advisor meeting/e-portfolio checkpoint

- Minimum number of forms for each placement completed so far e.g. CPADs, OEs
- A least **seven** core DOPS
- All three reflections e.g. observing a difficult conversation
- Oncology, Anaesthetics and Simulation Training Day certificates (for students who have completed these placements)

The e-portfolio is a component of summative assessment. All minimum activities are to be completed by the end of the academic year/final e-portfolio checkpoint for students to progress to Year 5. Evidence attached after the end of year deadline will not be accepted.