

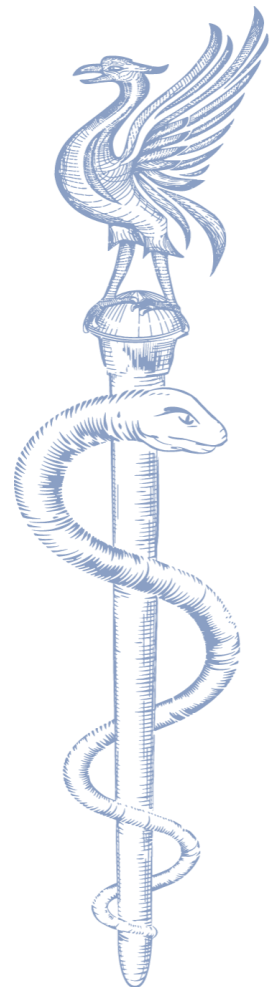


# MBChB Year 2

## Clinical & Educational Supervision

### E-portfolio Guide

2023-24



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# 1. Introduction

This document provides step by step guidance highlighting how Educational Supervisors can use the key areas of the e-portfolio system, as staff supporting student doctors. The structure of this guide maps directly onto the structure of the clinical programme for Year 2. We hope it provides useful information in an easily accessible format. If you have further questions which are not answered within these pages please contact the dedicated e-portfolio e-mail address: [eportfolio.mbchb@liverpool.ac.uk](mailto:eportfolio.mbchb@liverpool.ac.uk)

All educational supervisors will require access to the MBChB E-portfolio in order to complete the educational supervisor sections and review the placement activity of their student doctors. Full details, including examples of the forms are provided in this Technical Guide which goes alongside the 'Clinical & Educational Supervision Handbook'.

You will meet your allocated student doctors on a regular basis to assess their progress and support them through the clinical placement. In order to achieve this, student doctors will meet with you to review and discuss cases or skills that they have performed or observed. This will help to determine the student doctors' progress and completion of their placements. Educational Supervisors will complete feedback in the student doctors' online workbook in the e-portfolio.

## 1.1 Logging in and accessing the E-portfolio System

**When you meet with a student doctor you must log into the e-portfolio system** to complete the online forms and add your feedback and grades.

**Recommended Browsers:** Chrome, Safari and Firefox

**Click the following link to log into the e-portfolio system.** We recommend that you add this link to your Bookmarks on your browser for easy access to the e-portfolio.

<https://atlas.pebblepad.co.uk/atlas/liv> **[PebblePad Login web link]**

### 1.1.1 I have an IT account at the University of Liverpool

Ensure the following is selected '**I have an IT account at this organisation**' then click the option '**Login**' and login with your university account details. The ATLAS homepage will appear where you can view the workspaces you have access to in the E-portfolio system. The following workspace will be available:

### **MBChB Year 2 Assessment - 2023/24 ATLAS**

### 1.1.2 I do not have an IT account at the University of Liverpool

You will be added to the e-portfolio as an external member of staff, please ask your Education

Centre to contact the e-portfolio administrator to verify that you require access. Once confirmation is received you will then be added to the appropriate workspace using your Trust email address.

Once you have been added to the system you will receive an email which contains your username and password and you will be able to login. Click the following link to log into the e-portfolio:

<https://atlas.pebblepad.co.uk/atlas/liv> [\[PebblePad Login web link\]](#)

Click '**I have a guest account for PebblePad**' and enter the login details that have been emailed to you from PebblePad. Once you have entered these details click the option '**Login to PebblePad**'.

The following workspace will be available. Click on the link to enter the workspace.

### **MBChB Year 2 Assessment - 2023/24 ATLAS**

#### **Important Note:**

If you already have access to the e-portfolio we will simply add the workspace for Year 2 to your account.

Once you are in the correct workspace the page below will appear. To view the student doctors' clinical workbooks, select the '**Submissions**' tab located at the top of the screen.

**MBChB Year 2 Assessment - 2023/24 ATLAS** ▾

The below screen will appear, click the dropdown menu entitled '**You are viewing**' and select the '**MBChB Year 2 Clinical workbook 2023-2024**' from the list. This will bring up a list of all the student doctors' clinical workbooks.

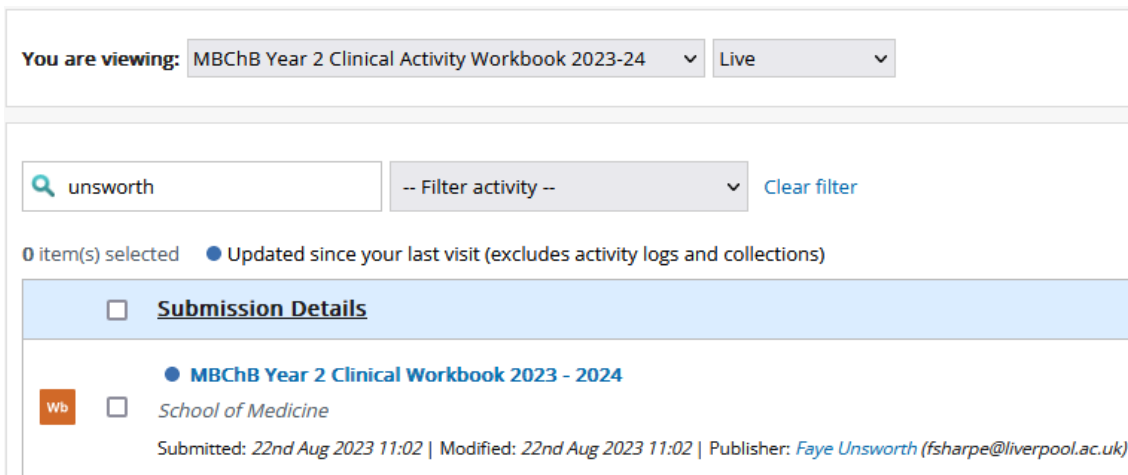


The screenshot shows the PebblePad interface. At the top, there is a header 'You are viewing:' followed by a dropdown menu currently set to 'MBChB Annual Student Agreement 2023-24' and another dropdown set to 'Live'. A search bar on the left contains the text 'filter the sub...'. A dropdown menu is open, listing various workbooks. The item 'MBChB Year 2 Clinical Activity Workbook 2023-24' is highlighted in grey. Other items in the list include 'MBChB Annual Student Agreement 2023-24', 'MBChB Year 4 Academic Advisor Meetings 2023-24', 'MBChB Academic Advisor Meetings', 'MBChB Year 4 Clinical Activity Workbook 2023-24', 'Years 1-5 Career Supporting Logbook', 'Years 1-5 Clinical Skills Attendance and Mandatory...', 'Year 4 Observed Examination (OE eform)', 'MBChB Annual Student Agreement 2023-24', and 'MBChB Year 2 Academic Advisor Meetings 2023-24'. A 'Clear filter' button is visible on the right side of the dropdown menu.

## 1.2 Reviewing and completing the workbook placement page

You will have been provided with a list of student doctors that you are supervising, if not please contact the Education Centre in your Trust.

You must search for your student doctor's workbook by typing their surname into the **Filter the submissions** box. The student doctors' names will be filtered as you type, the example below shows a student with the surname 'Unsworth'.



The screenshot shows a web interface for filtering submissions. At the top, it says "You are viewing:" followed by two dropdown menus: "MBChB Year 2 Clinical Activity Workbook 2023-24" and "Live". Below this is a search bar containing the text "unsworth" and a dropdown menu labeled "-- Filter activity --" with a "Clear filter" link. Underneath, it indicates "0 item(s) selected" and a radio button for "Updated since your last visit (excludes activity logs and collections)". A blue header bar contains a checkbox and the text "Submission Details". Below this, a submission is listed with a blue radio button, the title "MBChB Year 2 Clinical Workbook 2023 - 2024", a small orange "Wb" icon, a checkbox, and the text "School of Medicine". At the bottom of the submission entry, it says "Submitted: 22nd Aug 2023 11:02 | Modified: 22nd Aug 2023 11:02 | Publisher: Faye Unsworth (fsharpe@liverpool.ac.uk)".

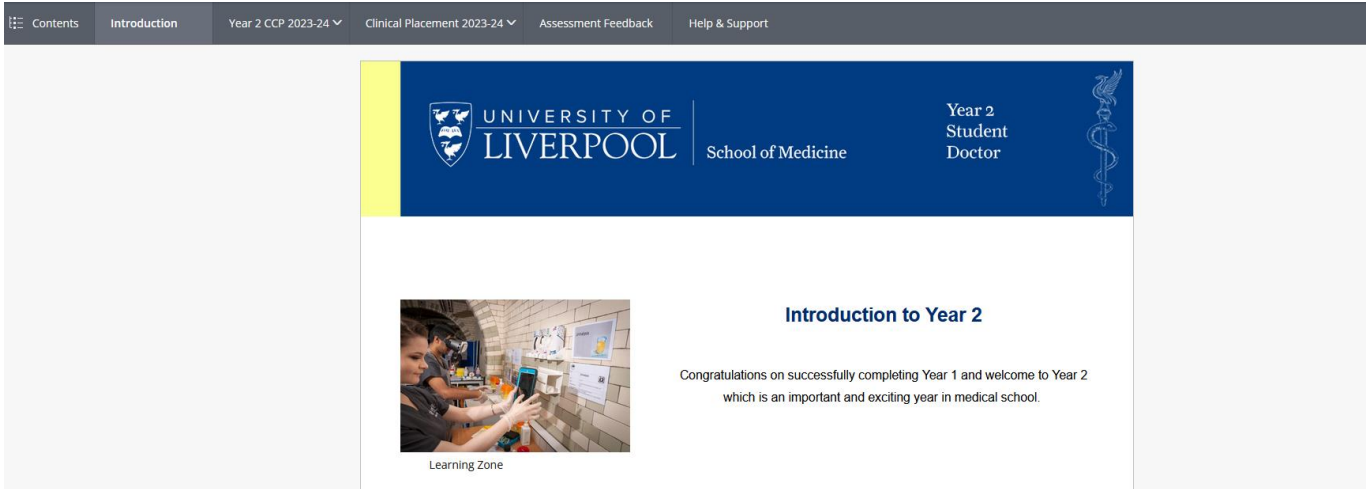
**Please note:** If a student's workbook is not returned when you search for it this is because they have not opened up their workbook and saved it correctly. If this is the case please encourage them to do this as you cannot open their forms to complete your meetings until they do. Please direct students to the e-portfolio email account if they need support [eportfolio.mbchb@liverpool.ac.uk](mailto:eportfolio.mbchb@liverpool.ac.uk)

The student's name can be found in blue in the third sentence under each submission.

**Before you open the workbook please check that this is the correct student doctor. We have student doctors with similar names and some with the same surname.**

**Click the title in blue to open the student doctor's clinical workbook.** Their workbook will appear in a new window and display as a webpage.

**All workbook menus are located at the top of the screen;** to see the full menu you must click on the small arrows located on the top left and right of the screen. There is also a drop down menu on the left entitled '**Contents**' which when clicked shows all the pages within a student doctor's workbook.



Contents Introduction Year 2 CCP 2023-24 Clinical Placement 2023-24 Assessment Feedback Help & Support

UNIVERSITY OF LIVERPOOL School of Medicine Year 2 Student Doctor

**Introduction to Year 2**

Congratulations on successfully completing Year 1 and welcome to Year 2 which is an important and exciting year in medical school.

Learning Zone

- The top menu on the workbook includes the dropdown menu entitled: **Clinical Placement 2023-24**, click this.
- From the dropdown menu select the option '**Clinical Placement**'



Clinical Placement 2023-24 ^ Assessment Feedback Help & Support

Clinical Placement Information Clinical Placement 2023-24

Clinical Placement

Catch-up Week

Placement Activities

UNIVERSITY OF LIVERPOOL School of Medicine Year 2 Student Doctor

**Introduction to Year 2**

Congratulations on successfully completing Year 1 and welcome to Year 2 which is an important and exciting year in medical school.

Learning Zone

**Important Note:**


- **Student doctors have been informed that they must fill out their clinical workbooks**

**before they meet with you.**

- **Please try not to have the workbook open at the same time as the student doctor as this can cause issues when saving the workbook.**

Once you have navigated to the correct page and discussed the information/evidence that your student doctor has entered and attached you can then complete the '**Assessor fields**' on the form. These fields are locked and only you as the Supervisor can edit them. The student doctor fields are also locked so only they can edit them. On each page there are text boxes, radio buttons and rubric tables to complete.

**Please Note:** If the below warning message appears; click '**Activate Page**' this is a standard message that appears when we add new content to workbooks. Once you activate the page you will be able to edit the workbook forms.

 This page has not been saved by the user or it was added after the user started to fill in the workbook, you will need to activate the page before adding comments.  
[Activate Page](#)

Please ensure that you complete each assessor field, examples below.

COMPLETED BY: EDUCATIONAL SUPERVISOR

### First Group Meeting Summary - To be completed by Educational Supervisor

Meeting summary to be completed. Please comment on how the student doctor's objectives could be achieved on this placement.

Save &amp; Release



COMPLETED BY: EDUCATIONAL SUPERVISOR

### First Meeting Outcome - To be completed by Educational Supervisor

I confirm that this group meeting has taken place and that the objectives of the placement have been discussed. Please select one of the options below.

- Yes
- No

Save &amp; Release



COMPLETED BY: EDUCATIONAL SUPERVISOR

If the answer is 'No' please expand below:

Save &amp; Release



Once you have completed the assessor section on the page and are happy with it to be submitted click '**Save & Release**' at the bottom of the assessor field. This is then saved as a permanent record of your meeting and will be released to the student.

Staff within the School of Medicine and Education Centres will also be able to view saved workbooks and your feedback immediately.



**You can then close the student doctor's workbook by closing the tab on your browser. This will take you to the main Submissions page where you can open another workbook.**

### 1.3 Reviewing Evidence (attachments)

Student doctors record their clinical experiences/activities by filling in forms on the 'Pebble Pocket App' on their device and have them signed off by a clinician. They are required to upload and attach their signed/completed clinical placement forms; Histories, Observed Examinations (OE's) etc. as evidence to their Year 2 Clinical workbook. There are minimum number of forms for them to attach to successfully complete the placement.

**Note:** If student doctors are unable to obtain a signature on the PebblePocket App in person from their assessor, they can email them an electronic version of the form.

Clinical activities which have evidence attached to them are indicated by the rosettes on the placement page. The number next to the icon shows how many forms the student doctor has attached.

**The key thing to look at is the number of pieces of evidence attached and the quality. This will be against an overall requirement for the year.**

#### Histories presented

##### Important Notes:

- **Two** of these histories **MUST** be presented to and signed off by a doctor
- **One** of these histories **MUST** be presented to and signed off by a consultant
- Histories can be presented to and signed off by a Physician Associate or Advanced Nurse Practitioner if they routinely take histories as part of their professional practice.
- Make sure all forms are signed before they are attached to your workbook.
- These are to be obtained during your ward work activity time.
- It is not a requirement to record a history for every system, but you should undertake as much variety as possible.
- Use the **Year 2 History Form** available on the PebblePocket App to record these, remember to send your completed forms to your e-portfolio regularly and attach them below
- A doctors signature may only appear a maximum of **four times** in your Year 2 clinical workbook. This is to encourage you to get the broadest assessment from a wide range of different doctors. If you find this difficult to achieve, contact your hospital placement in the first instance.
- Please attach your signed **Year 2 History forms** here:

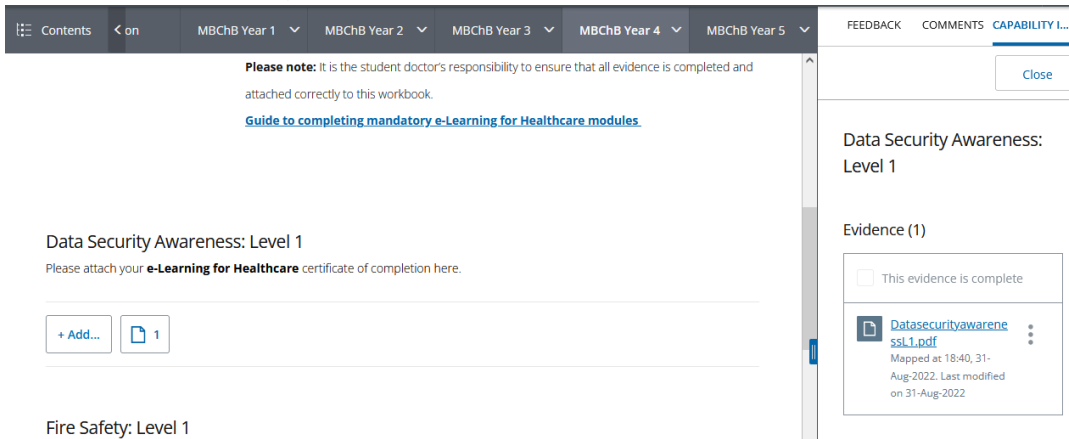
**Recommended number: 8. Minimum number: 4**



**To view the individual evidence which a student has attached, click the page icon.**

A side menu will appear, showing the attached evidence. To view any specific evidence, click on

the appropriate file link and the evidence will appear in a new window. This can be done for each student doctor and for each clinical activity/outcome to view evidence added and to check on a student doctor's progress.



The screenshot shows a navigation bar with tabs for 'Contents', 'MBChB Year 1' through '5', 'FEEDBACK', 'COMMENTS', and 'CAPABILITY...'. A 'Please note' message states: 'It is the student doctor's responsibility to ensure that all evidence is completed and attached correctly to this workbook.' Below this is a link: 'Guide to completing mandatory e-Learning for Healthcare modules'. The main content area shows 'Data Security Awareness: Level 1' with a prompt: 'Please attach your e-Learning for Healthcare certificate of completion here.' There is an '+ Add...' button and a file icon with the number '1'. Below this is 'Fire Safety: Level 1'. On the right, a sidebar shows 'Evidence (1)' with a checkbox 'This evidence is complete' and a file entry: 'Datasecurityawareness1.pdf', 'Mapped at 18:40, 31-Aug-2022. Last modified on 31-Aug-2022'.

## 1.4 Clinical Skills (DOPS) forms

Student doctors are required to record evidence of performing a clinical skill (mandatory and recommended skills) using a **Direct Observed Procedural Skill' (DOPS) form** on their mobile device called (PebblePocket). If a student doctor is unable to obtain a signature on the PebblePocket App in person from their assessor, they can email them an electronic version of the form (E-form). Once feedback is returned student doctors attach the completed DOPS forms to their clinical workbook. To view a form/s click on the rosettes on the student doctors' workbook, as explained above.

**Note:** If a student doctor observes a DOPS, no assessor feedback or sign off is required.

## 1.5 E-forms that are sent to your E-portfolio account (Histories, DOPS & OEs)

The School of Medicine's E-portfolio system (PebblePad) now allows external members of staff within the Trusts to be added to the system in two ways; either by the E-portfolio Administrator, or by a student doctor.

**Student Doctor:** Can add members of staff to the e-portfolio system, who have watched them perform a specific activity on placement, see list of E-forms below:

### E-Forms

- Direct Observation of a Procedural Skill (DOPS)
- Year 2 History
- Observed Examination (OE)

**E-portfolio Administrator:** Can add members of staff via email to the system, who are Educational Supervisors and require higher access to the system in order to review and complete student doctor's workbooks.

### **Educational Supervisors allocated by the Education Centre**

You will have access to the e-portfolio system in order to review and complete student doctor's workbooks, this access will be granted by the E-portfolio Administrator.

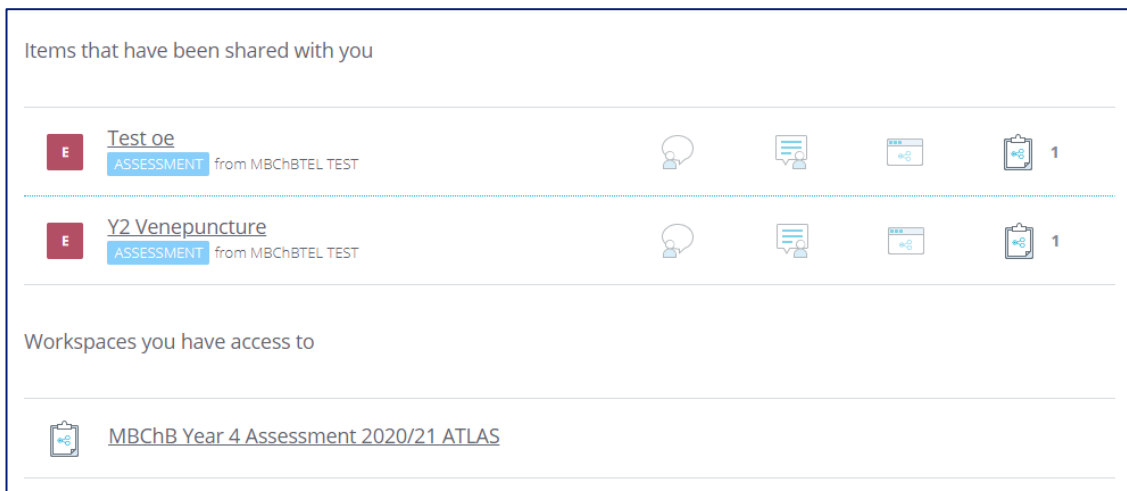
If you will **also** be signing clinical placement forms (DOPS, Histories or OEs) and prefer to complete them electronically instead of on the PebblePocket App on the student's device then the student doctor can send you an E-form request via email. When you log into the e-portfolio you will be able to view and complete the E-forms that the student doctor has sent to you.

**Important: Please ensure that when the student doctor asks for your email address to complete the E-form that you give them the email address that you log into the e-portfolio system with (Trust/nhs email address) this will ensure that the system does not create a duplicate account for you.**

There are two ways to access E-forms:

**You can access a specific e-form by clicking on the link in the email.** This will prompt you to login and you will be taken directly to the form. Please note, this method will only allow you to view a specific E-form, and not the list of E-forms from any other students.

**You can also log into the e-portfolio as normal and you will see the below screen.** If a student doctor has shared an E-form/s with you it will appear here under '*Items that have been shared with you*'.



The screenshot displays the e-portfolio interface. At the top, it says "Items that have been shared with you". Below this, there are two rows of shared items. Each row includes a red square with a white 'E', the title of the item, a blue box labeled "ASSESSMENT", and the text "from MBChBTEL TEST". The first item is "Test oe" and the second is "Y2 Venepuncture". To the right of each item are four icons: a person with a lightbulb, a speech bubble, a calendar, and a clipboard with a plus sign, followed by the number "1". Below the shared items, it says "Workspaces you have access to". There is one workspace listed: "MBChB Year 4 Assessment 2020/21 ATLAS" with a clipboard icon to its left.

From the above page you can view and complete E-forms directly by clicking on the name of the form. You can also click on the workspace link e.g. MBChB Year 2 Assessment 2023-24 ATLAS' and access the Submissions page and complete workbooks and E-forms via the 'You are viewing' dropdown menu.



Clicking on an e-form that has been shared with you will open the form and allow you to view and provide feedback. Once you click **Save** the feedback is automatically added to the student doctors e-portfolio, they will receive an email informing them that you have completed their form.

## 1.6 Certificates, CCP & Additional Evidence

Student doctors are expected to complete and attach other forms of evidence to their Year 2 clinical workbook and e.g. specific e-learning certificates, CCP sections and additional evidence etc. Although you are welcome to view these, you are not required to check that these have been completed in your role as Education Supervisor.

## 1.7 Logging out



Always log out of the e-portfolio system correctly by clicking on the above button (this is located at the top right of the screen and is located on the '**Submissions**' page). If you do not log out correctly you run the risk losing the feedback you have added to the workbook.



## 2. Appendix

### 2.1 How do student doctors record clinical activity on placement?

#### 2.1.1 PebblePocket App

Student doctors record their clinical activity on placement using the PebblePocket App on their mobile device and then attach these forms to their clinical workbook.

#### 2.1.2 E-forms

If student doctors are unable to obtain a signature on the PebblePocket App in person from their assessor, they can email them an electronic version of the form. Once feedback is returned they attach these forms to their clinical workbook. (See section 1.5 for further details)

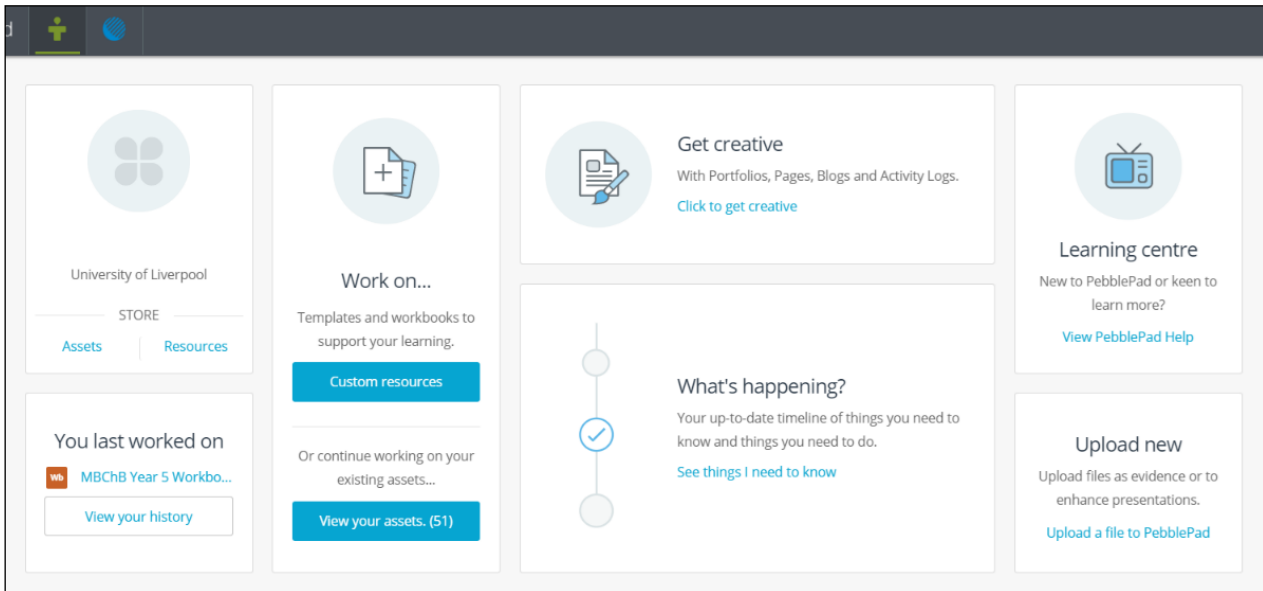
**Please note:** Forms that do not require a signature:

**Student Declaration form** - Student doctors use this form to record their attendance at ward rounds, clinics and investigative experience etc. This does not need to be signed off by a healthcare professional.

**DOPS (Observed)** - If a student doctor observes a DOPS, no assessor feedback or sign off is required. If they perform a DOPS, sign off is required.

## 2.2 Problems logging into the system

If you follow the above guidance on logging into the system and find yourself on the below page, simply click the ATLAS icon, located on the top left of the screen. You will then be taken to the Managers Dashboard screen, where you can click the workspace you need access to.



**ATLAS icon**

## 2.3 Reset your password

If you forget your password you can reset it by clicking on the following link, you will be asked to enter your username, which is your email address.

<https://atlas.pebblepad.co.uk/atlas/liv> [[Reset password link](#)]

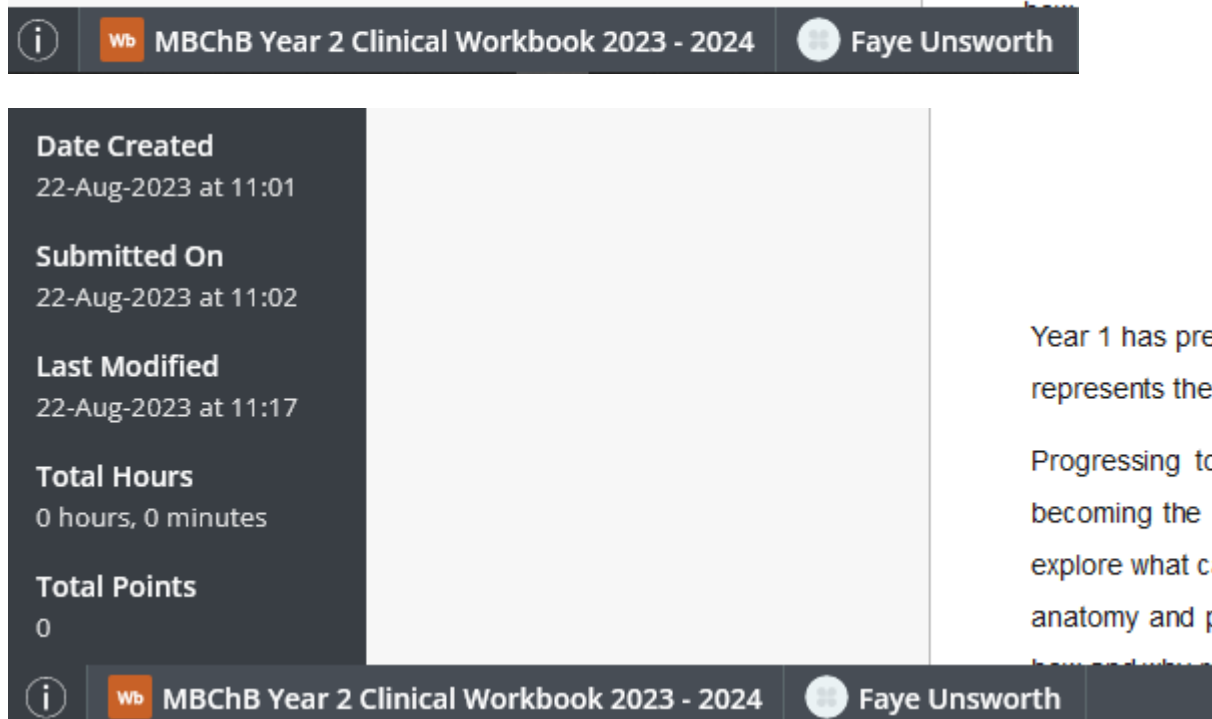
## 2.4 Pop-up Blockers

If the e-portfolio does not open in a new window, ensure any pop up blockers are disabled. If you require some assistance with this please follow this link to view the most common ways to disable popup blockers:

<https://www.wikihow.com/Allow-Pop-ups> [[How to Disable Pop-up Blockers](#)]

## 2.5 Student doctor names on workbooks

The following menu is located on the bottom left of the screen. If you are on a workbook page and would like to identify which student doctor workbook you are looking at, simply click on the 'Information' icon and a side menu will appear, see below. You can also see when the workbook was last 'Modified' by the student doctor.



**Date Created**  
22-Aug-2023 at 11:01

**Submitted On**  
22-Aug-2023 at 11:02

**Last Modified**  
22-Aug-2023 at 11:17

**Total Hours**  
0 hours, 0 minutes

**Total Points**  
0

Year 1 has pre represents the Progressing to becoming the explore what c anatomy and p

## 2.6 Merge account message

External Assessors who have External accounts from more than one organisation can now merge their accounts so that they can use a single login to access PebblePad and then choose the organisation that they want to view. If when you log into the e-portfolio you see the below message, click '**Continue without merging**' and complete what you need to on the e-portfolio.

If you wish to merge your accounts please contact the E-portfolio Administrator who will send you guidance on how to do this.

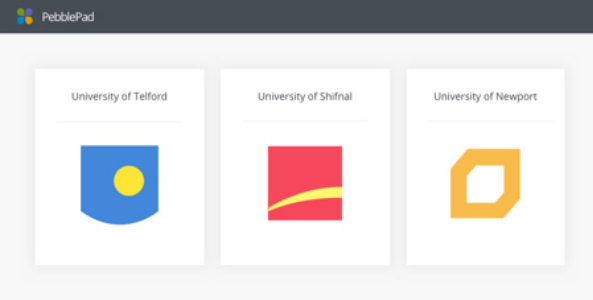


## Merge your accounts

We've noticed that you have multiple accounts across multiple organisations. These accounts can now be merged providing access to all of your organisations from a single page

To confirm you'd like to use the merged dashboard, we require a quick password reset

Example merged dashboard:



Reset password and merge

Continue without merging

Don't show this message again

## 2.7 Useful Contacts

Title	Name	Email
Year 2	Mrs Karen Avies	<a href="mailto:yr2mbchb@liverpool.ac.uk">yr2mbchb@liverpool.ac.uk</a>
Student Welfare and Support for Studies	Mrs Michelle Szkudlanski	<a href="mailto:wellbeing.mbchb@liverpool.ac.uk">wellbeing.mbchb@liverpool.ac.uk</a> 0151 794 8756
E-portfolio	Mrs Faye Unsworth, Mr Charles Czalej, and Miss Sarah Donovan	<a href="mailto:eportfolio.mbchb@liverpool.ac.uk">eportfolio.mbchb@liverpool.ac.uk</a>

Contact the E-portfolio Administrator if you find any digital content difficult or impossible to use, either directly or with an assistive technology such as a screen reader.

Contact details for all teams and individual staff can be found on the [School website](http://www.liverpool.ac.uk/medicine/contact-us/email/).  
[[www.liverpool.ac.uk/medicine/contact-us/email/](http://www.liverpool.ac.uk/medicine/contact-us/email/)].