MBChB Year 5

Clinical & Educational Supervision

E-portfolio Guide

2023-24

Contents

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 doctor doctors. The structure of the Year 5 workbook in the e-portfolio maps directly onto the structure of the clinical programme for Year 5. 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

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 forms 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 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, click on the link to enter the workspace entitled:

MBChB Year 5 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 5 Assessment – 2023/24 ATLAS

Important Note:
If you already have access to the e-portfolio we will simply add the new workspaces for the year to your account.

Once you are in the correct workspace the page below will appear. To view the student doctors' workbooks, select the '**Submissions'** tab located at the top of the screen.
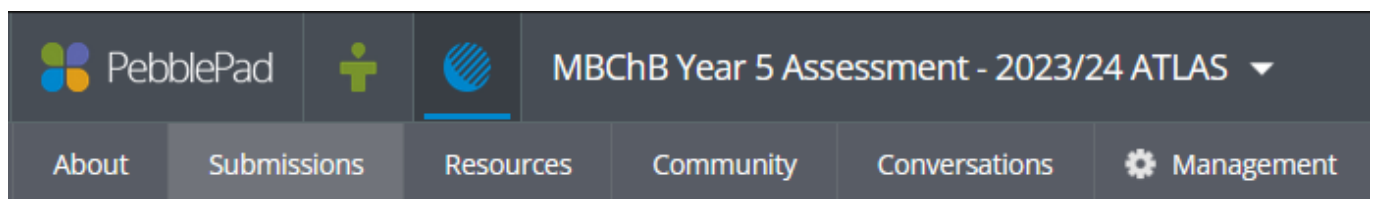
The below screen will appear, click the dropdown menu entitled '**You are viewing'** and select the '**MBChB Year 5 Clinical workbook'** from the list (if it is not already selected). This will bring up a list of all the Year 5 student doctors clinical workbooks.

1.2 Reviewing and completing the workbook placement pages

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

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 last name 'Czalej'.

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
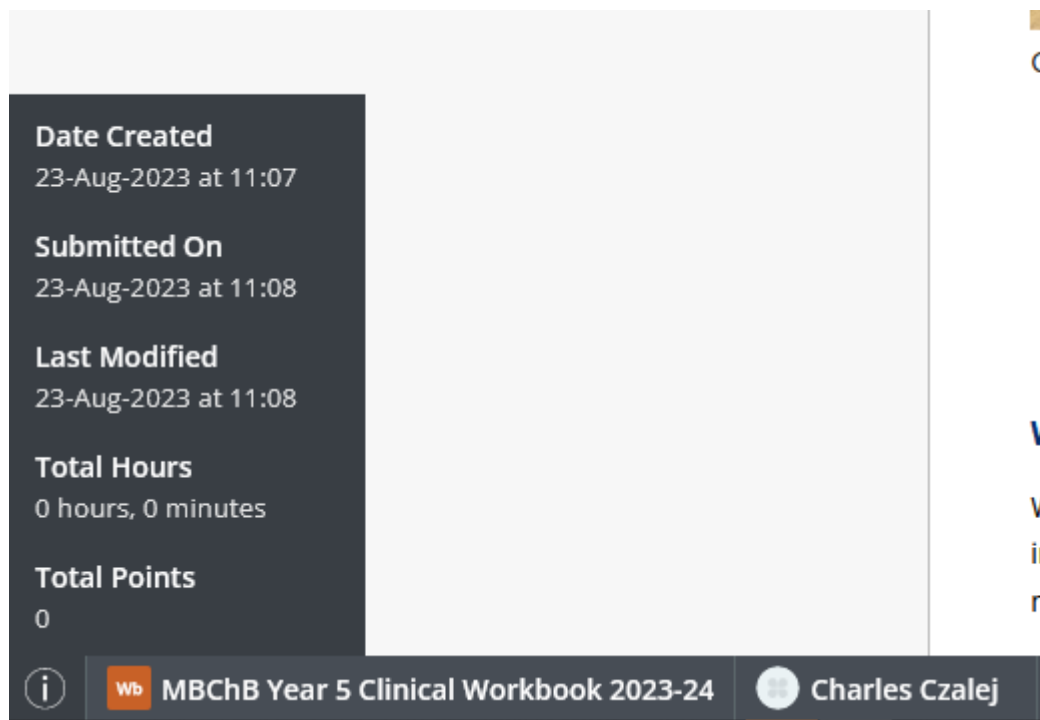
them to do this as you cannot open their ES forms to complete your meetings until they do. Please direct students to the e-portfolio email account if they need support eportfolio.mbchb@liverpool.ac.uk

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.

Once their workbook is open you will be able to see and check their name in the bottom ribbon, as well as seeing additional information (such as 'last modified' date) by clicking the 'Information' button.
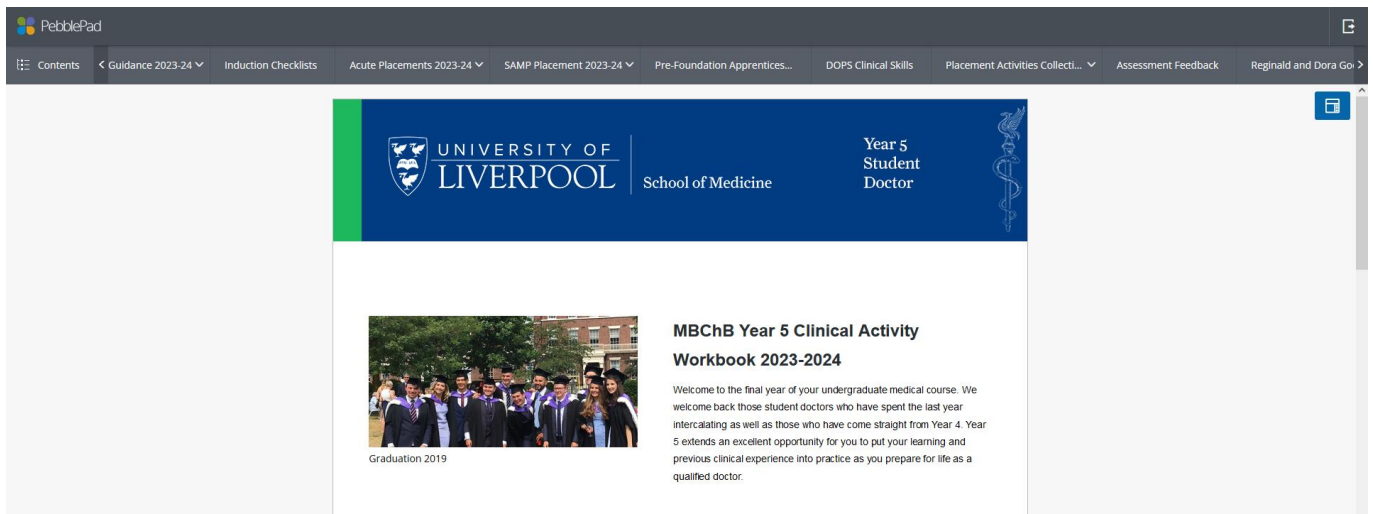
All workbook menus are located at the top of the screen; to see the full menu you must click on the small arrows located on the top left and right of the screen. There is also a drop down menu on the left entitled '**Contents'** which when clicked shows all the pages within a student doctor's workbook.

The top menu on the workbook includes dropdown menus to the activities/placements the student doctors attend during the academic year e.g. Acute Placements, SAMP Placement.

Click the correct placement from the menu. The Acute Placements dropdown includes the following: Medicine E, Surgery D, Emergency Med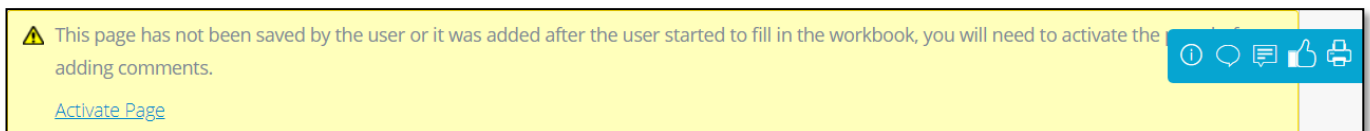icine, Critical Care & Anaesthesia, General Practice C, Psychiatry B. *There are also additional areas which have their own menus for example: Guidance Documents, and DOPS Clinical Skills etc.*

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 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 numeric scales 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.

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

COMPLETED BY: EDUCATIONAL SUPERVISOR

End of Placement Feedback- To be completed by Educational Supervisor

Placement Feedback to be completed at the end of placement Educational Supervisor meeting.

- Please provide encouragement for on-going development by describing the skills and attributes that this student doctor has demonstrated particularly well.
- Please describe aspects that this student doctor could improve upon and then suggest how they may be achieved.
- The student doctor's portfolio with them using the objectives above to guide my appraisal.
- They student doctor has completed the required reports to a satisfactory standard.
- I have no significant concerns regarding professional behaviour or attendance during this placement. (if unable to confirm please do not mark the student as satisfactory. You should notify the yr5mbchb@liverpool.ac.uk team and submit a completed referral form)

Word count: 0 (Min 50)

Save & Release ⌄

COMPLETED BY: EDUCATIONAL SUPERVISOR

Placement Outcome- to be completed by the Educational Supervisor

	Unsatisfactory	Borderline	Satisfactory	Good	Excellent (potential commendation)
This student doctor has met the requirements of the placement AND Is on target to gain the skills and attributes of a Day 1, F1 Doctor	Has not demonstrated a **minimum level** of placement activities **OR has not demonstrated the satisfactory professional approach** of a doctor in training, e.g. has caused upset to patients or staff	Has completed a **minimum level of** placement requirements but **without uploading a range of further entries for these activities,** (from which the minimum level numbers have been selected). **OR has not completed any reflection on** <u>untimetabled</u> **activities.** **OR has not demonstrated the expected professional approach** to patients and staff of a doctor in training	Has evidence of a **minimum level** of placement activities AND has a **broad portfolio of additional activity entries** from which the minimum level of activities have been selected AND has completed **reflection on 2 pieces of** <u>untimetabled</u> **activity** over the placement AND shown **professionalism** to all staff and patients	Has demonstrated the **recommended level** of placement activities AND has completed **the recommended number of reflections on** <u>untimetabled activity</u> AND shown **professionalism** to all staff and patients	Has demonstrated **more than the recommended level** of placement activities AND has completed the **more than recommended number of reflections on** <u>untimetabled activity</u> AND has shown an **excellent approach to making the most of a wide range of extra placement learning opportunities,** with an excellent level of organisation. AND shown **professionalism** to all staff and patients ✔

Save & Release ⌄

Please indicate whether a student has reached the standard expected for this stage of the placement for each section in the space provided. At the end of the placement meeting you will be asked to decide whether the student has met their placement requirements, in supporting this please give constructive feedback suggestions for future learning objectives.

To save the feedback you have provided, please click 'Save & Release' after completing each field.

Staff within the School of Medicine and Education Centres will 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 then take you to the main Submissions page were 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, having them signed off by a clinician. They are required to upload and attach their signed/completed clinical placement forms; Case Presentation & Discussions (CPADs), Observed Examinations (OEs) etc. as evidence against each placement clinical activity within their clinical workbook.

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 via the **'E-forms'** page.

The structure of the workbook maps directly against the structure of the clinical programme.

For example, on the 'Acute Placements 2023-24' dropdown, if a student doctor is on a 'Medicine E' placement they are required to attach a minimum number of forms to successfully complete the placement.

Clinical activities which have evidence attached to them are indicated by the page icon 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 <u>number</u> of pieces of evidence attached and the quality. This will be against an overall requirement for the year.

Medicine E (Acute Medicine) Placement-Specific Activities

Ward rounds

Minimum number: 3

Must evidence at a minimum:

- **2 AMU** ward rounds per placement (**1** form by end of week 2, **2** by end of week 4, with **recommended 4** total)
- **1 'in-reach'** specialty ward round (e.g. cardiology, respiratory, gastroenterology, frailty)

Medicine E Student Declaration Form

Please attach the **3** Student Declaration forms here:

+ Add...

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

will be displayed next to the '+Add…' button once attachments have been uploaded.

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.

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 on the page entitled '**DOPS Clinical Skills'**. Information about what DOPS forms are required etc. can be found on this page in the clinical workbook.

To view the forms, click on the page icons on the student doctor's workbook, as explained above.

Note: If a student doctor <u>observes</u> a DOPS, no assessor feedback or sign off is required.

1.5 E-forms that are sent to your E-portfolio account (CPADS, 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:

- General Practice C Placement Activities
- Direct Observation of a Procedural Skill (DOPS)
- Feedback Assessor Forms
- Learn Encounter and Reflection Note (LEARN)

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, CPADS) 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*'.

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 5 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 doctor's e-portfolio, they will receive an email informing them that you have completed their form.

1.6 Certificates

Student doctors are expected to complete and attach specific e-learning certificates throughout the course of the academic year. These are attached to their separate Clinical Skills Attendance & Mandatory Training workbook, on the '**Mandatory Training**' page. 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. Failure to log out correctly can also cause the system to create a duplicate workbook when the student doctor next logs in, which can cause problems further down the line.

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 are:

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 <u>observes</u> a DOPS, no assessor feedback or sign off is required. If they <u>perform</u> 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.
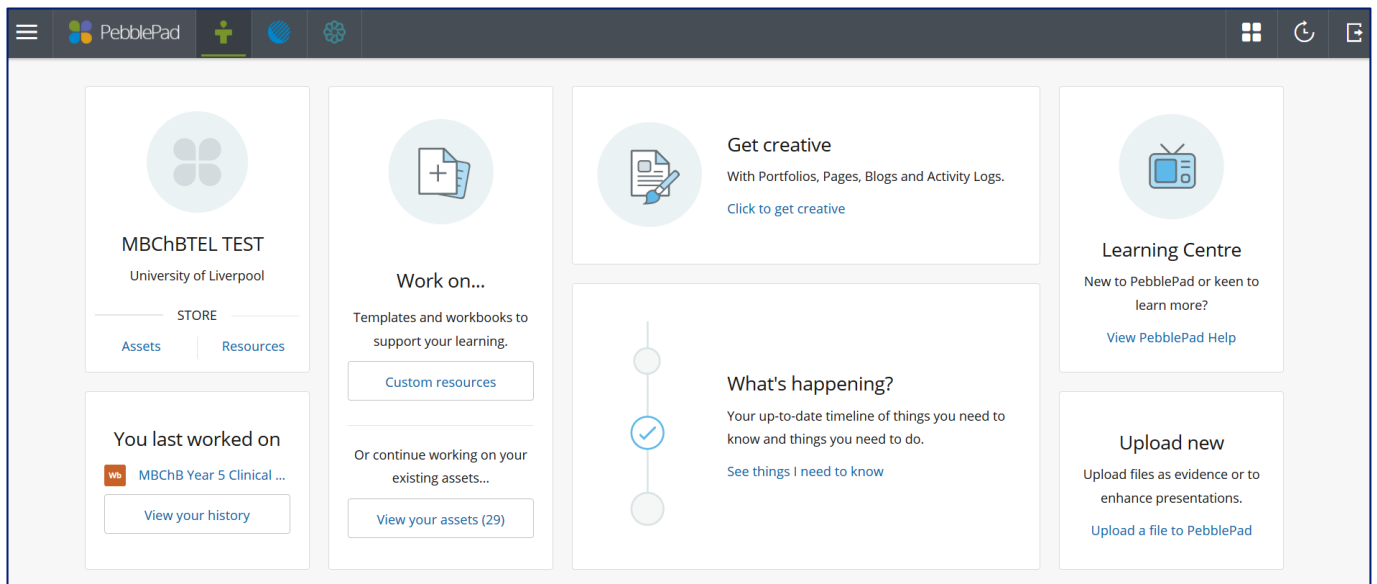
ATLAS icon

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 Trust/nhs email address. A password reset email will be sent to you. If this email does not arrive, please check your junk folder first and if it is not there, please then contact the E-portfolio Team for support.

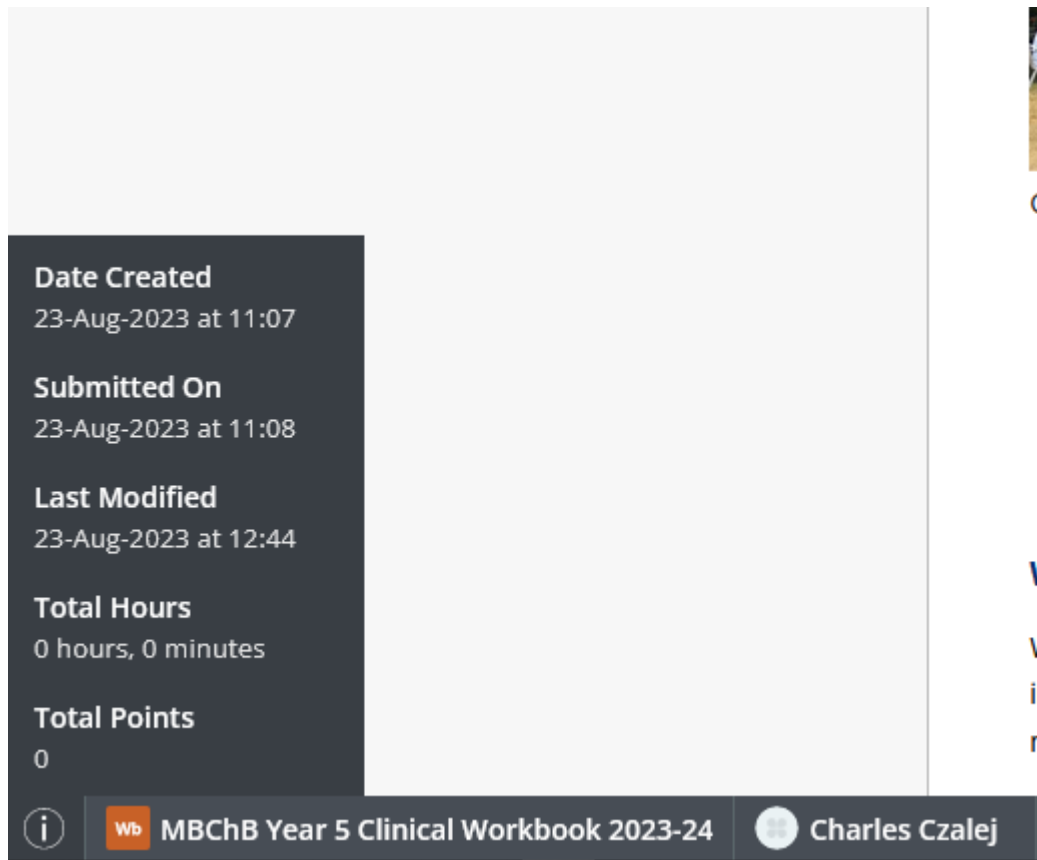https://atlas.pebblepad.co.uk/atlas/liv [**Reset password link**]

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
23-Aug-2023 at 11:07

Submitted On
23-Aug-2023 at 11:08

Last Modified
23-Aug-2023 at 12:44

Total Hours
0 hours, 0 minutes

Total Points
0

ⓘ   Wb MBChB Year 5 Clinical Workbook 2023-24   ⦿ Charles Czalej

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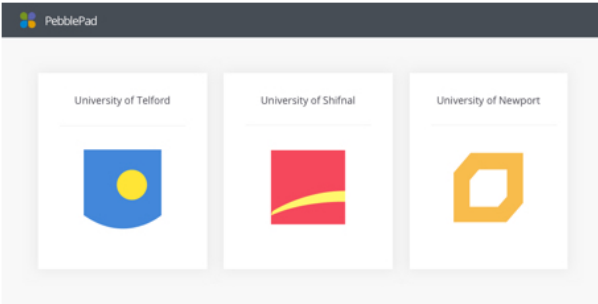
If you wish to merge your accounts please contact the E-portfolio Administrator who will send you guidance on how to do this.

2.7 Useful Contacts

Title	Name	Email
Year 5 Curriculum queries	Ms Rachel Dunbavin	yr5mbchb@liverpool.ac.uk
E-portfolio queries	Mrs Faye Unsworth, Miss Sarah Donovan, and Mr Charles Czalej	eportfolio.mbchb@liverpool.ac.uk
Student Welfare and Support for Studies	Mrs Michelle Szkudlapski	wellbeing.mbchb@liverpool.ac.uk 0151 794 8756

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. [www.liverpool.ac.uk/medicine/contact-us/email/].