

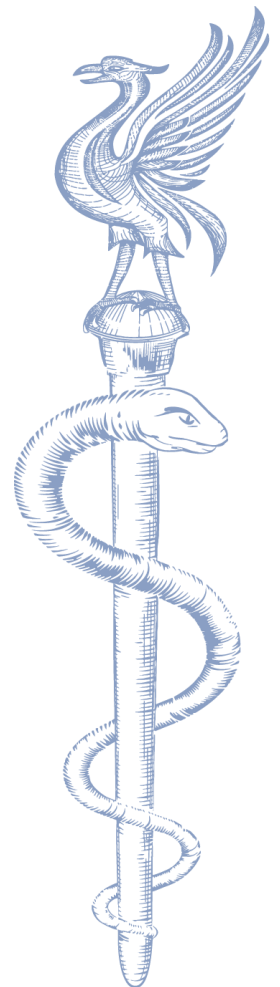


MBChB Year 3 & 4

Clinical & Educational Supervision

E-portfolio Guide

2021-22



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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 Years 3 & 4. 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 where will review and discuss cases that they have seen in order to review the student doctors' e-portfolio progress and completion. 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, 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. Depending on which year you are a supervisor for the following workspaces will be available:

MBChB Year 3 Assessment - 2021/22 ATLAS

MBChB Year 4 Assessment - 2021/22 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**'.

Depending on which year of student doctors you are supervising, the following workspaces will be available. Click on the Year you are Educational Supervisor for to enter the workspace.

MBChB Year 3 Assessment - 2021/22 ATLAS

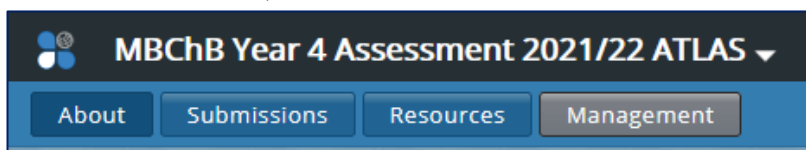
MBChB Year 4 Assessment - 2021/22 ATLAS

Important Note:

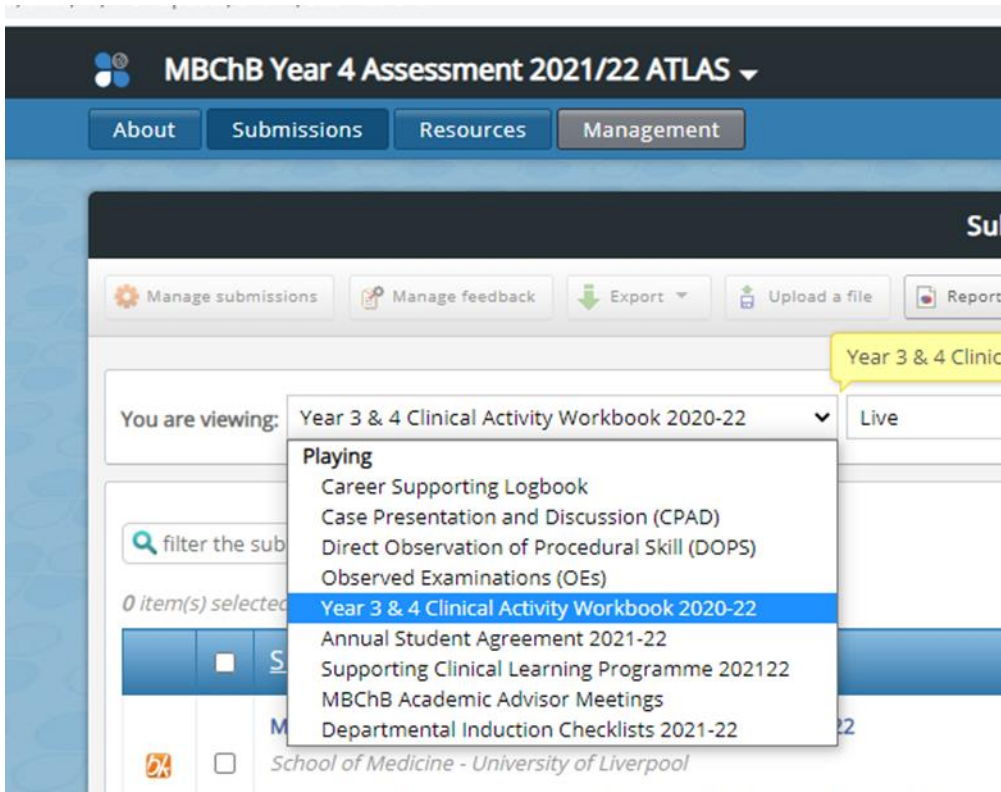
If you already have access to the e-portfolio we will simply add the new workspaces for the year to your account.

The example screenshots used in this guide relate to the Year 4 Assessment workspace (clinical workbook). The content available to you may be different if you are responsible for another year, but all functions remain the same.

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.



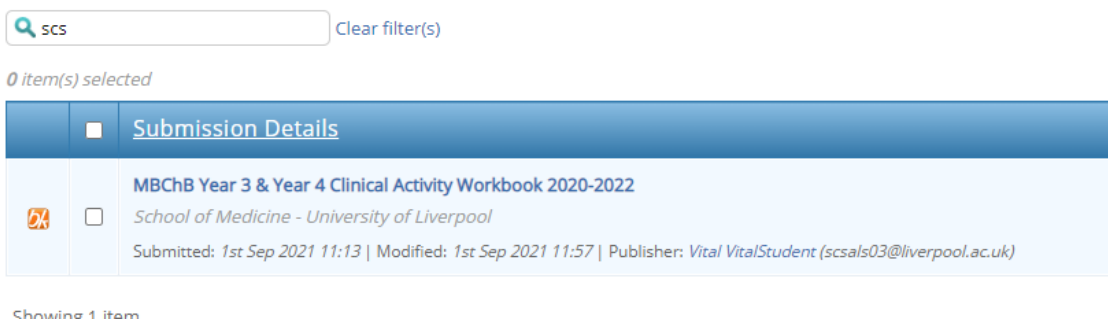
The below screen will appear, click the dropdown menu entitled '**You are viewing**' and select the '**MBChB Clinical workbook**' from the list, (if it is not already selected). This will bring up a list of all the student doctors clinical workbooks.



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 surname 'Test'.



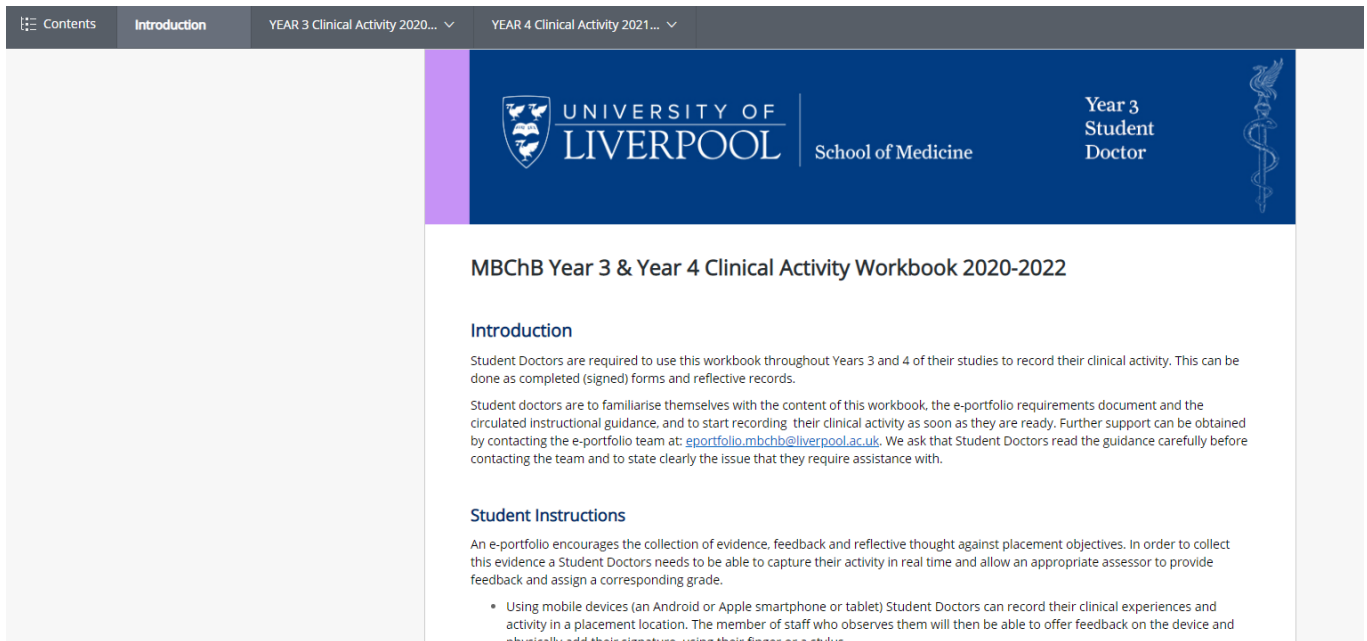
Please note: If a student's workbook is not returned when you search for it this is because they have not opened up their workbook and saved it correctly. If this is the case please encourage them to do this as you cannot open their RS forms to complete your meetings until they do. Please direct students 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 opened 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 3 Clinical Activity 2020... YEAR 4 Clinical Activity 2021...

UNIVERSITY OF LIVERPOOL School of Medicine Year 3 Student Doctor

MBChB Year 3 & Year 4 Clinical Activity Workbook 2020-2022

Introduction

Student Doctors are required to use this workbook throughout Years 3 and 4 of their studies to record their clinical activity. This can be done as completed (signed) forms and reflective records.

Student doctors are to familiarise themselves with the content of this workbook, the e-portfolio requirements document and the circulated instructional guidance, and to start recording their clinical activity as soon as they are ready. Further support can be obtained by contacting the e-portfolio team at: eportfolio.mbchb@liverpool.ac.uk. We ask that Student Doctors read the guidance carefully before contacting the team and to state clearly the issue that they require assistance with.

Student Instructions

An e-portfolio encourages the collection of evidence, feedback and reflective thought against placement objectives. In order to collect this evidence a Student Doctors needs to be able to capture their activity in real time and allow an appropriate assessor to provide feedback and assign a corresponding grade.

- Using mobile devices (an Android or Apple smartphone or tablet) Student Doctors can record their clinical experiences and activity in a placement location. The member of staff who observes them will then be able to offer feedback on the device and physically add their signature using their finger or a stylus.

The top menu on the workbook includes dropdown menus to:

- Year 3 placement/clinical activity
- Year 4 placement/clinical activity

You must click the correct dropdown menu for the year you are supervising e.g. **YEAR 3 Clinical Activity 2021-22'** or **YEAR 4 Clinical Activity 2021-22'**


Please ensure that you select the correct academic year; as Year 3 & 4 student doctors use the same clinical workbook over two academic years.

You can then click on the placement the student doctor is on with you e.g. '**Medicine A, Psychiatry A etc.** this page includes all the areas that the student doctor is required to complete.

Important Note: Student doctors have been informed that they must fill out their clinical workbooks before they meet with you.


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 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.

 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.


ASSESSOR FIELD 

End of Placement completion summary - To be completed by Educational Supervisor

Meeting summary 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.
- I confirm that this final Educational Supervisor meeting has taken place and that the student doctor has successfully completed this placement. This includes satisfactory attendance and meeting the minimum requirements of their e-portfolio .
- I have reviewed the contents of the student doctor's e-portfolio forms for this placement and confirm that they cover a breadth of cases and have been completed by a variety of doctors, of different grades and at different stages during the placement.


B *I* 

ASSESSOR FIELD 

This student doctor has met the requirements of this placement:


KEY: Not achieved major concern (1) Not achieved requires improvement (2) Satisfactory (3) Excellent (4)

Not achieved major concern Excellent 

ASSESSOR FIELD 

This student doctor has attended and engaged in a professional manner with staff and students during this placement:

KEY: Not achieved major concern (1) Not achieved requires improvement (2) Satisfactory (3) Excellent (4)

Not achieved major concern Excellent 

Once you have completed the form and are happy with it to be submitted click '**Save**' at the bottom of the page. This is then saved as a permanent record of your meeting.

Save

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 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, 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.

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

For example, on the 'Year 3 Clinical Activity 2021-22' dropdown, if a student doctor is on a 'Medicine A' 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 rosettes on the placement page. The number next to the icon shows how many forms the student doctor has attached.

There are red, amber and green rosettes, the colour is irrelevant.

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.

Placement Specific Activities

Psychiatry A - Case Presentations and Discussions (CPADs)




These are to be obtained during your ward work activity time or during outpatient clinics. Record CPADs, including a mental state examination (MSE) and a risk assessment, from a range of cases involving some of the following:

- Schizophrenia or a psychotic disorder, bipolar affective disorder, schizoaffective disorder, unipolar depression, emotionally unstable personality disorder, anxiety disorder, a patient who has self-harmed, a patient who is suicidal, learning disability, autistic spectrum disorder, mental and behavioural disorders due to use of alcohol or illicit substances, mild cognitive impairment, Alzheimer's dementia, vascular dementia
- Recommend include a least one case of a patient with a type of dementia which includes a formal assessment of cognitive abilities e.g. MoCA or Addenbrooke's Cognitive Examination.


Minimum number: 4 Recommended number: 6

Please attach the signed CPAD forms here:



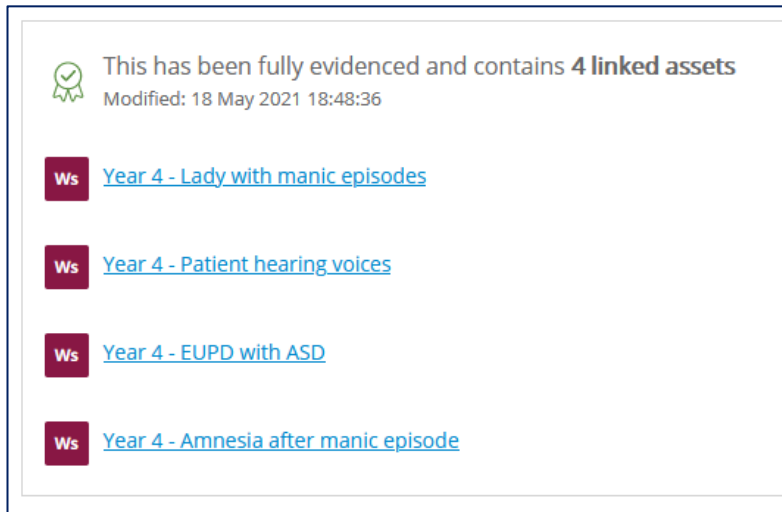
This has been fully evidenced and contains **4 linked assets**

Modified: 18 May 2021 18:48:36



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

A drop down 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 rosettes on the student doctor's 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 (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

- Direct Observation of a Procedural Skill (DOPS)
- Case Presentation & Discussion (CPAD)
- 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.

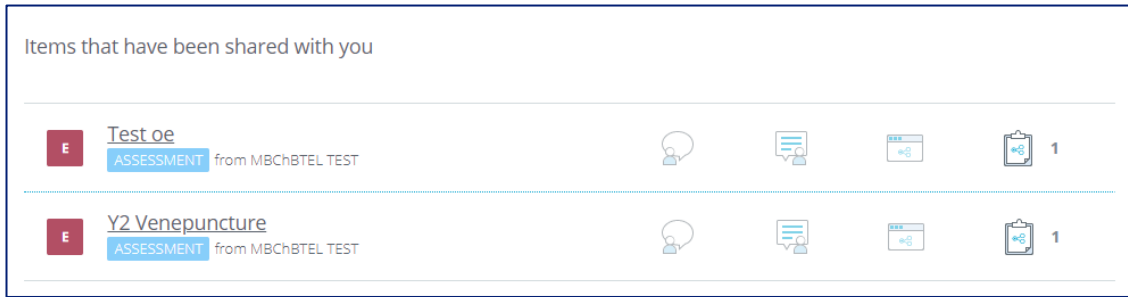
If you will **also** be signing clinical placement forms (DOPS, CPADS or OEs) and prefer to complete them electronically instead of on the PebblePocket App on the student's device then the student doctor can send you an E-form request via email. When you log into the e-portfolio you will be able to view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

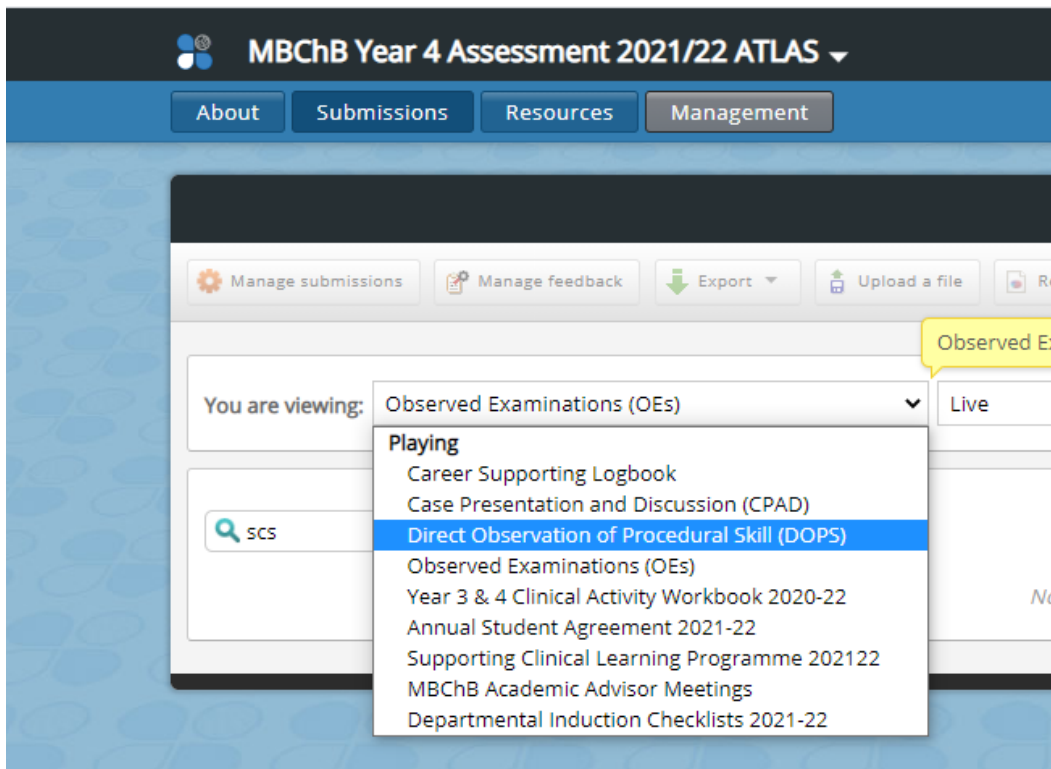
There are two ways to access e-forms:

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*'.



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 4 Assessment 2021/22 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 also attached to their workbook, via the '**Certificates/Additional Evidence**' 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 of 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)

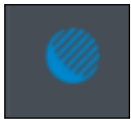
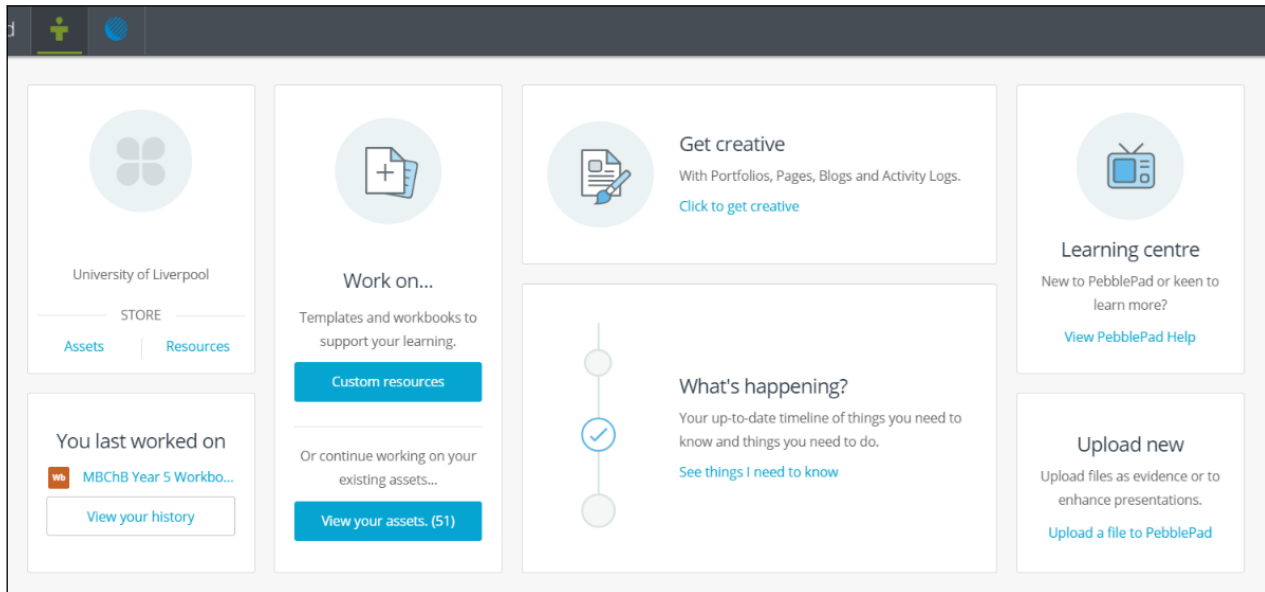
Please note: Forms that do not require a signature are:

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 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 Trust/nhs email address.

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

2.4 Pop-up Blockers

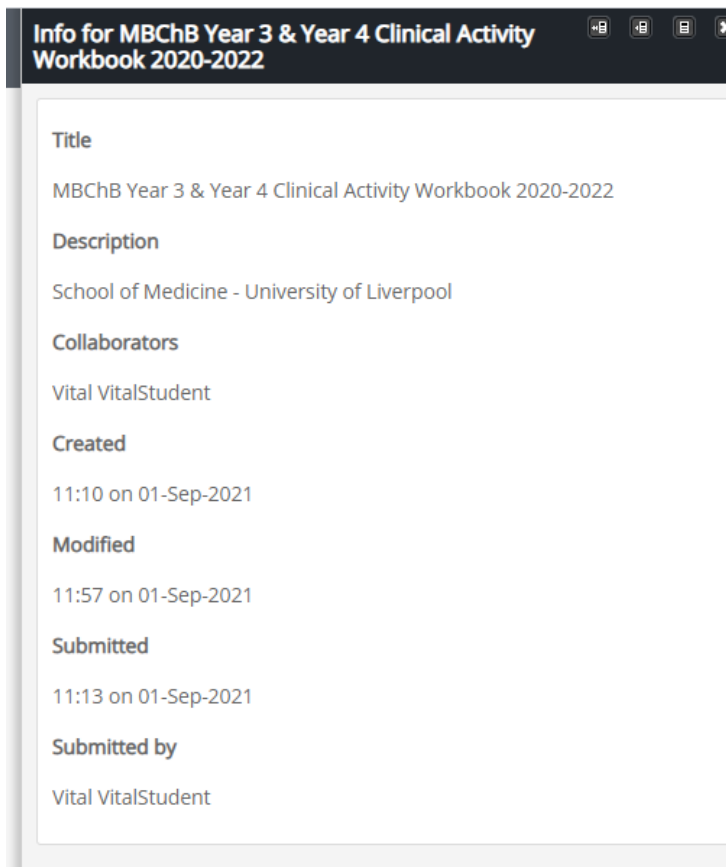
If the e-portfolio does not open in a new window, ensure any pop up blockers are disabled. If you require some assistance with this please follow this link to view the most common ways to disable popup blockers:

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

2.5 Student doctor names on workbooks

The following blue menu is located on the right 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

following icon and a side menu will appear, see below. You can also see when the workbook was last 'Modified' by the student doctor.



Info for MBChB Year 3 & Year 4 Clinical Activity Workbook 2020-2022
Title
MBChB Year 3 & Year 4 Clinical Activity Workbook 2020-2022
Description
School of Medicine - University of Liverpool
Collaborators
Vital VitalStudent
Created
11:10 on 01-Sep-2021
Modified
11:57 on 01-Sep-2021
Submitted
11:13 on 01-Sep-2021
Submitted by
Vital VitalStudent

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.

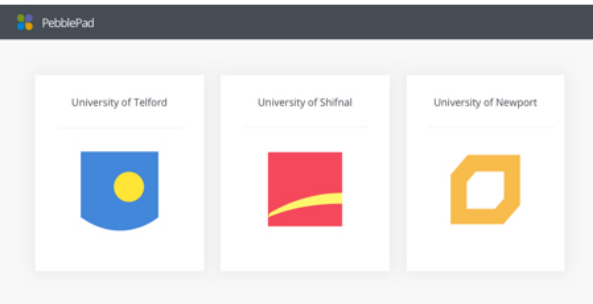
If you wish to merge your accounts please contact the E-portfolio Administrator who will send you guidance on how to do this.

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 3 Curriculum queries	Mrs Claire Budd	yr3mbchb@liverpool.ac.uk
Year 4 Curriculum queries	Miss Debbie Prescott	yr4mbchb@liverpool.ac.uk
E-portfolio queries	Ms Samantha Bresnahan	eportfolio.mbchb@liverpool.ac.uk
Student Welfare and Support for Studies	Mrs Michelle Szkudlanski	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](http://www.liverpool.ac.uk/medicine/contact-us/email/).
[www.liverpool.ac.uk/medicine/contact-us/email/].