

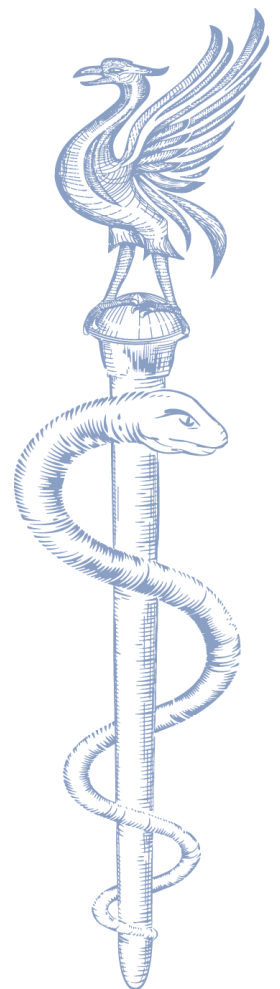


MBChB Year 2

Clinical & Educational Supervision

E-portfolio Guide

2025-26



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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

All educational supervisors will require access to the MBChB E-portfolio 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. 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, select outcomes, and write feedback in indicated fields in the student doctors' workbooks.

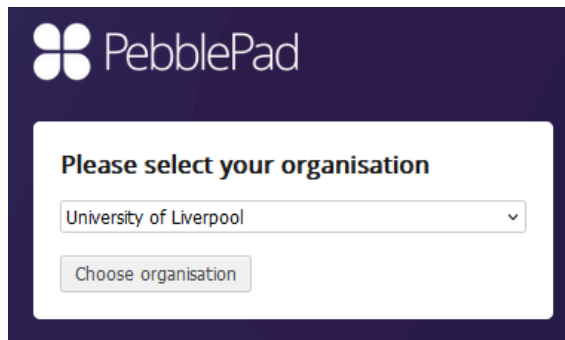
1.1 Logging in and accessing the E-portfolio System

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. This link will take you directly to the University of Liverpool sign in page. If you access the generic PebblePad log in, simply select 'University of Liverpool' when prompted to select an organisation. The generic login page is most commonly used by supervisors who work with students from multiple universities and can be seen in the screenshot below:

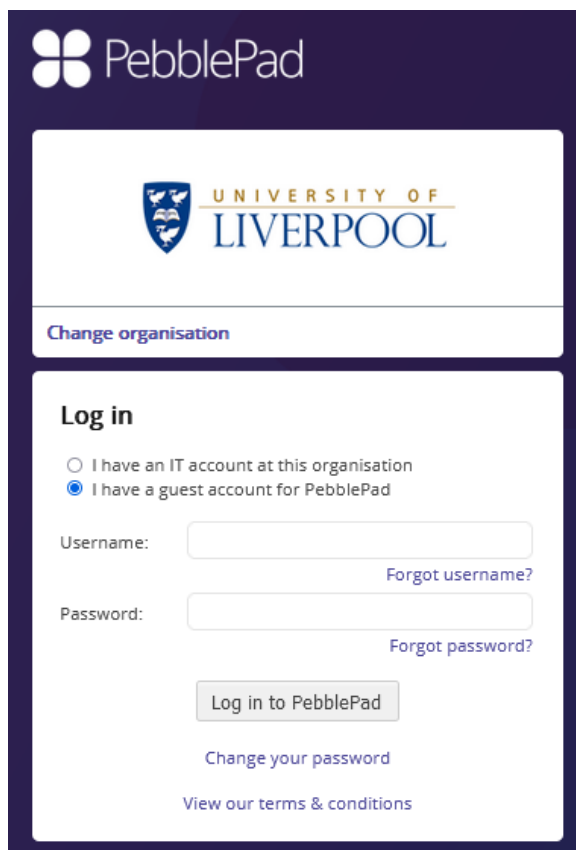
<https://atlas.pebblepad.co.uk/atlas/liv> [[PebblePad Login web link](#)]



The image shows the PebblePad login interface. At the top is the PebblePad logo. Below it, a white box contains the text 'Please select your organisation'. Underneath this text is a dropdown menu currently showing 'University of Liverpool' with a downward arrow. Below the dropdown is a button labeled 'Choose organisation'.

1.2 Resetting your password

If you forget your password or have issues with logging in, please click on the 'Forgot password?' hyperlink on the log in page:



The image shows the PebblePad login interface with the University of Liverpool logo at the top. Below the logo is a link 'Change organisation'. Underneath is a 'Log in' section. It contains two radio buttons: 'I have an IT account at this organisation' (unselected) and 'I have a guest account for PebblePad' (selected). Below the radio buttons are two input fields: 'Username:' and 'Password:'. To the right of the 'Username:' field is a link 'Forgot username?'. To the right of the 'Password:' field is a link 'Forgot password?'. Below the input fields is a button 'Log in to PebblePad'. At the bottom of the login section are two links: 'Change your password' and 'View our terms & conditions'.

This will look the same whether you have an IT account, or a guest account. Following a password reset request, you should receive an email from PebblePad with a personalised, one time use password reset link.

Please note, it may be possible that NHS servers block this email. If you do not receive it within a reasonable amount of time, please contact eportfolio.mbchb@liverpool.ac.uk

The E-portfolio team will then contact you directly with the password reset link.

1.3 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 screenshot below is taken from an administrator point of view. It will look similar for you; the only difference is that you will only see workspaces you have been granted access to – in this case **MBChB Year 2 Assessment (Academic Year) ATLAS:**


PebblePad




Dash

Create a workspace

Upload a file for assessment

Find Users

MEMBER'S DASHBOARD

MANAGER'S DASHBOARD

Workspaces I am managing (11)

SETUP (0)

ACTIVE (11)

ARCHIVED

ARCHIVE MBChB Year 1 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 2 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 3 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 4 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 5 Assessment 2023/24 ATLAS	➔
MBChB Graduate Entry Programme Good Doctor Assessment 2024-25	➔
MBChB Year 1 Graduate Entry Programme Assessment 2024/25 ATLAS	➔
MBChB Year 2 Assessment 2024/25 ATLAS	➔
MBChB Year 4 Assessment 2024/25 ATLAS	➔
MBChB Year 5 Assessment 2024/25 ATLAS	➔

Prev

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Next

Please note: Academic years and/or screenshots may display dates for previous academic years. They are included for example purposes and the current year view will appear the same.

1.4 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 process of accessing workspaces and resetting passwords is the same as for supervisors with an IT account, please see above for screenshots.

To access the workspace, simply click on it from your ATLAS dashboard. In your case, it will be:

MBChB Year 2 Assessment – (Academic Year) ATLAS

Although if you have been granted access to multiple years, you will be able to select them as well.

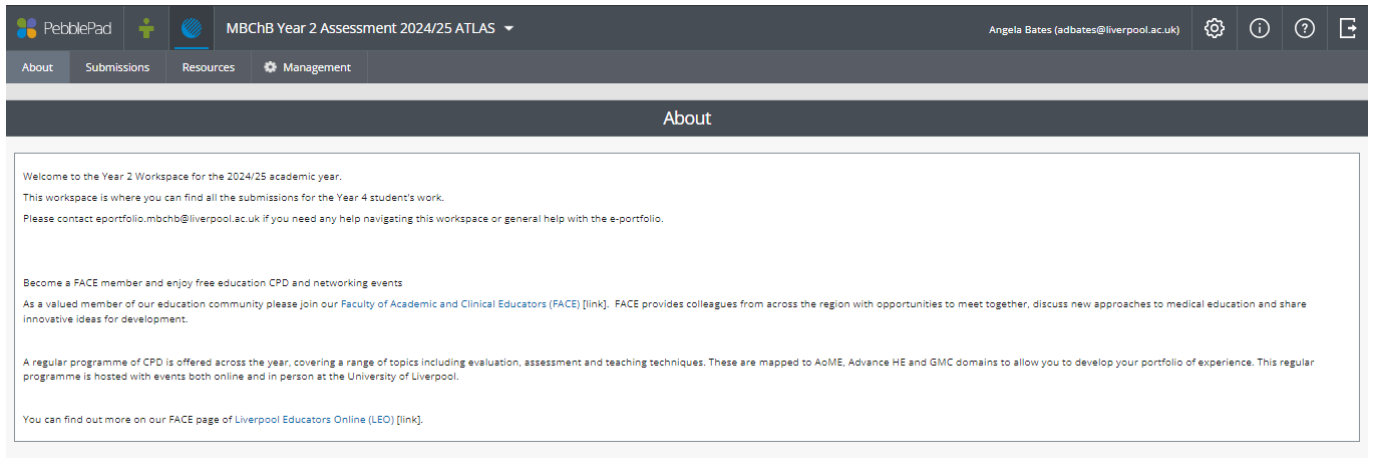
2. Viewing workspaces and managing access

If you already have access to the e-portfolio, when a new academic year starts, this will be automatically added to your account. For example, if you have been a Year 2 Educational Supervisor in the previous academic year, upon logging in during the current academic year, you will be able to see the on-going MBChB Year 2 Assessment ATLAS in your workspaces without an additional request.

If you require access to additional years, please ask your Education Centre to contact the e-portfolio team with a year access request. Once granted, the new year will be immediately visible on your ATLAS dashboard.

2.1.1 Finding a workbook of your student

Once you access MBChB Year 2 Assessment (Academic Year) ATLAS, you will be taken to the following About page on ATLAS, the PebblePad assessor space:



PebblePad MBChB Year 2 Assessment 2024/25 ATLAS

Angela Bates (abates@liverpool.ac.uk)

About Submissions Resources Management

About

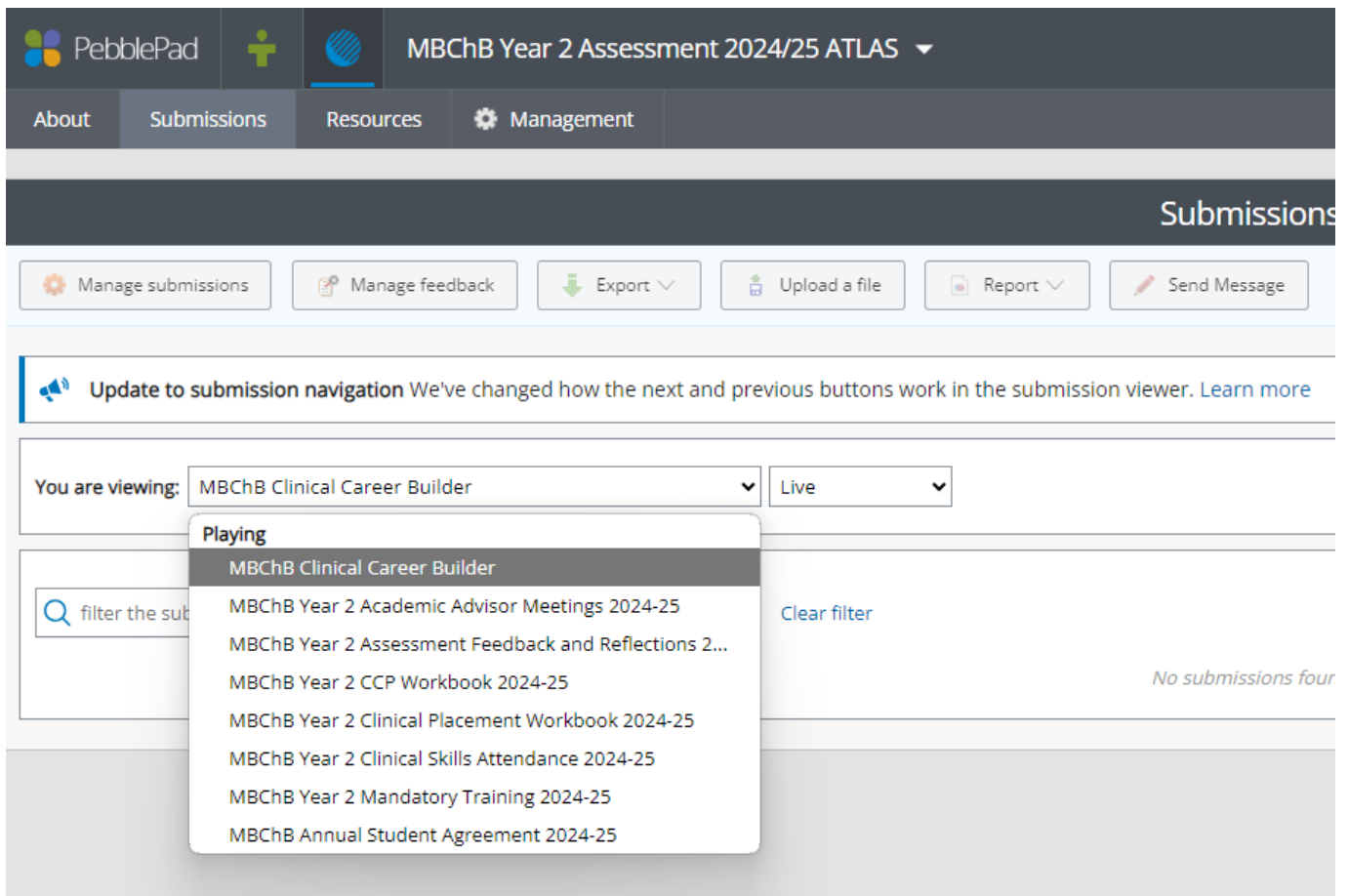
Welcome to the Year 2 Workspace for the 2024/25 academic year.
This workspace is where you can find all the submissions for the Year 4 student's work.
Please contact eportfolio.mbchb@liverpool.ac.uk if you need any help navigating this workspace or general help with the e-portfolio.

Become a FACE member and enjoy free education CPD and networking events
As a valued member of our education community please join our [Faculty of Academic and Clinical Educators \(FACE\)](#) [link]. FACE provides colleagues from across the region with opportunities to meet together, discuss new approaches to medical education and share innovative ideas for development.

A regular programme of CPD is offered across the year, covering a range of topics including evaluation, assessment and teaching techniques. These are mapped to AoME, Advance HE and GMC domains to allow you to develop your portfolio of experience. This regular programme is hosted with events both online and in person at the University of Liverpool.

You can find out more on our [FACE page of Liverpool Educators Online \(LEO\)](#) [link].

From here, select 'Submissions' in the banner below the name of the workspace. You will see the screen shown below, with a 'You are viewing' dropdown. From this dropdown, please select the workbook you are looking for. For example, Clinical Placement, select 'MBChB Year 2 Clinical Placement (Academic Year)':



PebblePad MBChB Year 2 Assessment 2024/25 ATLAS

About Submissions Resources Management

Submissions

Manage submissions Manage feedback Export Upload a file Report Send Message

Update to submission navigation We've changed how the next and previous buttons work in the submission viewer. [Learn more](#)

You are viewing: MBChB Clinical Career Builder Live

Playing

- MBChB Clinical Career Builder
- MBChB Year 2 Academic Advisor Meetings 2024-25
- MBChB Year 2 Assessment Feedback and Reflections 2...
- MBChB Year 2 CCP Workbook 2024-25
- MBChB Year 2 Clinical Placement Workbook 2024-25
- MBChB Year 2 Clinical Skills Attendance 2024-25
- MBChB Year 2 Mandatory Training 2024-25
- MBChB Annual Student Agreement 2024-25

filter the sub Clear filter

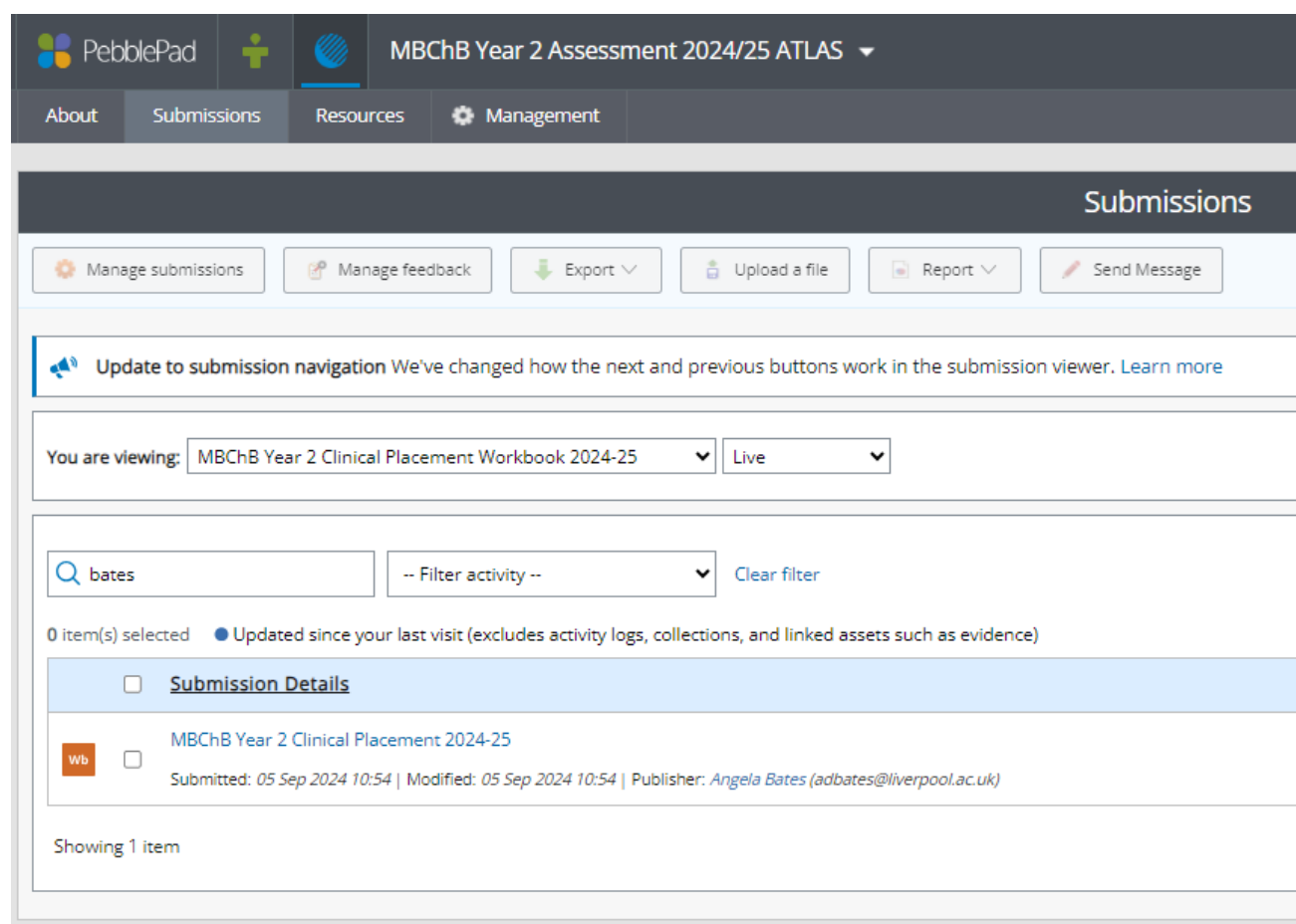
No submissions four

In the 'filter submissions' box:

You are viewing: MBChB Year 2 Clinical Placement Workbook 2024-25 Live

filter the submissions -- Filter activity -- Clear filter

Please type in the last name of the student you are looking for to find their Clinical Placement Workbook. Clicking on it will open it in a new tab and allow you to review your student and provide the necessary feedback / information.



PebblePad MBChB Year 2 Assessment 2024/25 ATLAS

About Submissions Resources Management

Submissions

Manage submissions Manage feedback Export Upload a file Report Send Message

Update to submission navigation We've changed how the next and previous buttons work in the submission viewer. [Learn more](#)

You are viewing: MBChB Year 2 Clinical Placement Workbook 2024-25 Live

bates -- Filter activity -- Clear filter

0 item(s) selected Updated since your last visit (excludes activity logs, collections, and linked assets such as evidence)

☐ Submission Details

☐ MBChB Year 2 Clinical Placement 2024-25

Submitted: 05 Sep 2024 10:54 | Modified: 05 Sep 2024 10:54 | Publisher: Angela Bates (adbates@liverpool.ac.uk)

Showing 1 item

2.1.2 Student doctor workbook does not show when searching

We recommend using a student doctor's last name for searching, as they may have a chosen first name on PebblePad that is unknown to you.

However, if a student doctor's workbook is not showing even when searching with last name / email address, please contact eportfolio.mbchb@liverpool.ac.uk as soon as possible. This can happen if automatic sharing of the student's workbook with the assessor space, ATLAS, did not

work correctly. Once notified, we will contact the affected student doctor directly with instructions on how to share their work with assessors.

2.1.3 Viewing content from previous academic years

If needed, you will be able to see the work of students you have supervised in previous academic years. While it does not happen often, it is a helpful feature – for example, you may have a student who is repeating a year, and you would like to check how their placement went last year to base a meeting discussion around it. On your dashboard, you will firstly see active workspaces:

Workspaces I am managing (14) ⓘ

SETUP (0)

ACTIVE (14)

ARCHIVED

ACT Educational Teachers	➔
ARCHIVE MBChB Year 1 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 2 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 3 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 4 Assessment 2023/24 ATLAS	➔
ARCHIVE MBChB Year 5 Assessment 2023/24 ATLAS	➔
Education Fellows	➔
MBChB Graduate Entry Programme Good Doctor Assessment 2024-25	➔
MBChB Year 1 Graduate Entry Programme Assessment 2024/25 ATLAS	➔
MBChB Year 4 Assessment 2024/25 ATLAS	➔

Prev

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Next

However, you can click on ‘Archived’ and view older academic years that you have access to:



Workspaces I am managing (14)	
SETUP (0)	ACTIVE (14)
ARCHIVED	
ARCHIVE MBChB Year 1 Assessment 2022/23 ATLAS	
ARCHIVE MBChB Year 1 Good Doctor Assessment 2022/23	
ARCHIVE MBChB Year 1 Good Doctor Assessment 2023/24	
ARCHIVE MBChB Year 2 Assessment 2022/23 ATLAS	
ARCHIVE MBChB Year 3 Assessment 2022/23 ATLAS	
ARCHIVE MBChB Year 4 Assessment 2022/23 ATLAS	
ARCHIVE MBChB Year 5 Assessment 2022/23 ATLAS	

Please note: the basics of navigation in archived workspaces are the same, however workbook structure might be different. In years before 24/25, there was a single workbook that contained all placements in separate tabs. Rather than select a placement from the ATLAS dropdown, you would need to select the Clinical activity workbook:


PebblePad



ARCHIVE MBChB Year 4 Assessment 2022/23 ATLAS

About
Submissions
Resources
Management

 This workspace was archived on 22 Sep 2023 14:31 and cannot be edited.

Submissions

Export
Report
Send Message

 This assignment was stopped on 01 Sep 2023 08:51. This is a limited view for review purposes only. You will not be able to

You are viewing: MBChB Annual Student Agreement 2022-23 Archived

filter the sub

0 item(s) selected

☐ Su
☐ Sch
☐ Sub
☐ Sub

Wb

Wb

Wb

Archived

MBChB Annual Student Agreement 2022-23
MBChB Supporting Clinical Learning Workbook 2022-2...
MBChB Year 4 Academic Advisor Meetings 2022-23
MBChB Year 4 Clinical Activity Workbook 2022-23
MBChB Year 4 Departmental Induction Checklist 2022...
MBChB Year 4 Site Induction Checklist 2022-23
Year 4 Case Presentation and Discussion (CPADs efo...
Year 4 Direct Observed Procedural Skill (DOPS efor...
Year 4 Observed Examination (OE eform)
Years 1-5 Career Supporting Logbook
Years 1-5 Clinical Skills Attendance & Mandatory T...
Year 5 Feedback Assessor Form (eform)
Year 5 Learning Encounter and Reflection Note (LEA...
MBChB Electives 2023

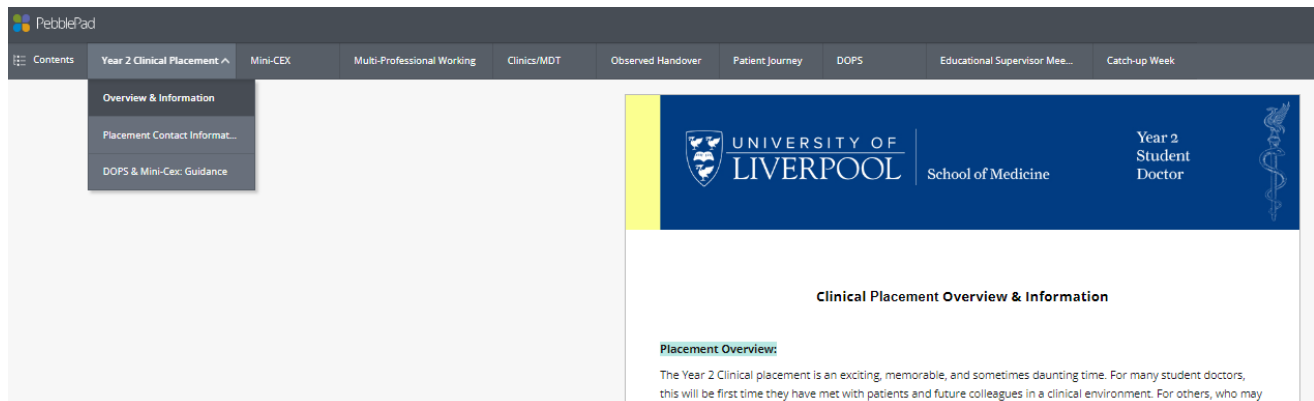
Filter sets -- Clear filter

logs, collections, and linked assets such as evidence

2023
2023

(Student details have been covered & Year 4 used as an example only)

And once opened, head to the placement you are interested in:

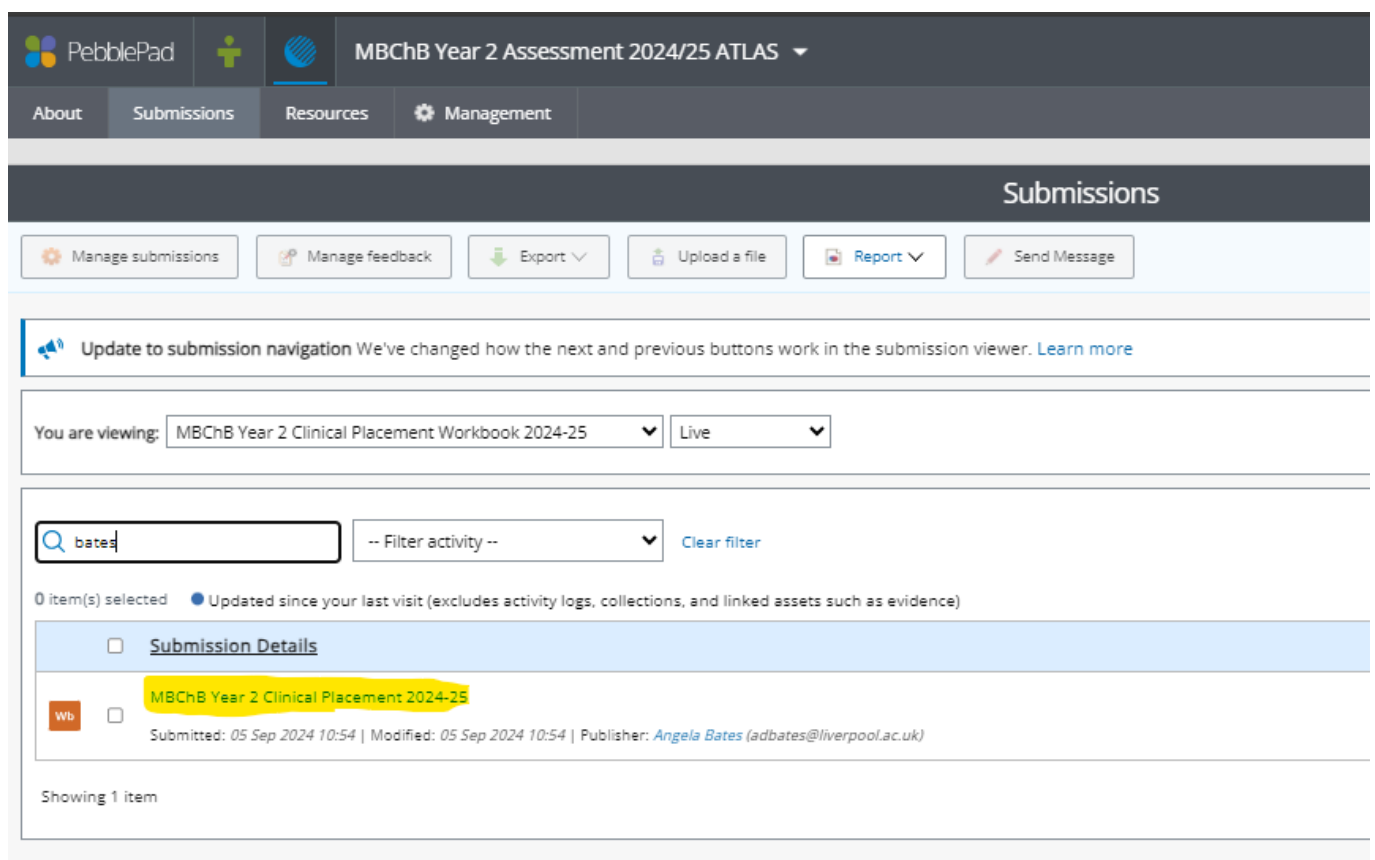


The screenshot shows the PebblePad interface. The top navigation bar includes 'Contents', 'Year 2 Clinical Placement', 'Mini-CEX', 'Multi-Professional Working', 'Clinics/MDT', 'Observed Handover', 'Patient Journey', 'DOPS', 'Educational Supervisor Mee...', and 'Catch-up Week'. The 'Year 2 Clinical Placement' menu is open, showing 'Overview & Information', 'Placement Contact Informat...', and 'DOPS & Mini-Cex Guidance'. The main content area displays the 'Clinical Placement Overview & Information' page, which includes a 'Placement Overview' section with text about the Year 2 Clinical placement experience.

3. Reviewing and completing the workbook placement pages

For this section, we will continue with using the Clinical placement of a mock student doctor Angela Bates as an example. Placements follow the same structure within PebblePad across the academic year.

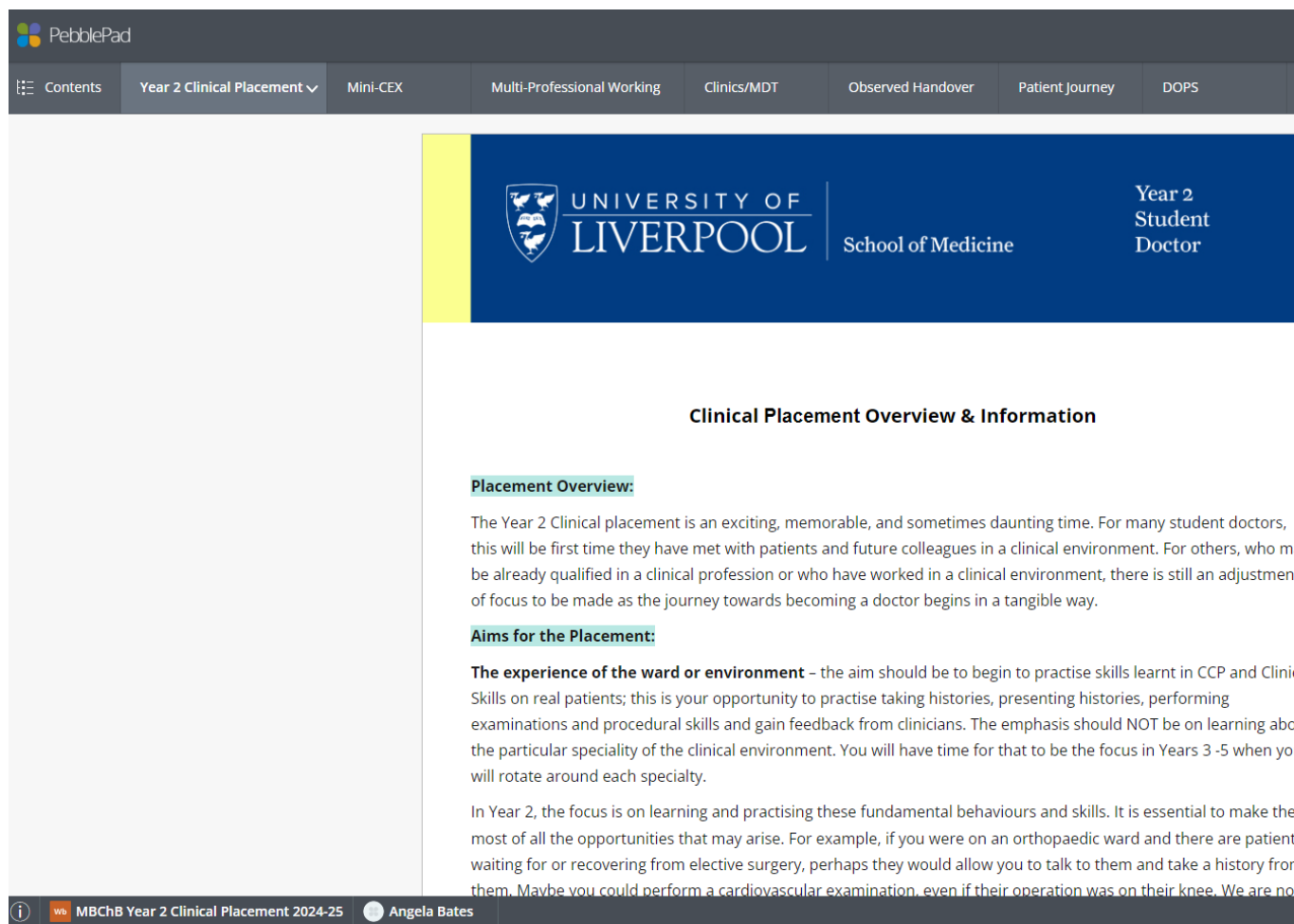
Once you have found your student doctor, click on the workbook to open it:



The screenshot shows the PebblePad 'Submissions' page. The top navigation bar includes 'About', 'Submissions', 'Resources', and 'Management'. The 'Submissions' section has buttons for 'Manage submissions', 'Manage feedback', 'Export', 'Upload a file', 'Report', and 'Send Message'. A message states: 'Update to submission navigation We've changed how the next and previous buttons work in the submission viewer. [Learn more](#)'. Below this, the 'You are viewing:' section shows 'MBChB Year 2 Clinical Placement Workbook 2024-25' and 'Live'. A search bar contains 'bates' and a filter dropdown shows '-- Filter activity --'. Below the search bar, a list of items is shown, with one item selected: 'MBChB Year 2 Clinical Placement 2024-25'. The item details show it was submitted and modified on 05 Sep 2024 at 10:54 by Angela Bates (adbates@liverpool.ac.uk). The page shows 1 item.

You will then be taken to the introduction page of the placement.

Please note: The student doctor's name will always be displayed in the bottom left corner of the workbook. If you are supervising multiple student doctors, in this little section you can confirm that you are looking at both the correct placement, and the correct student:

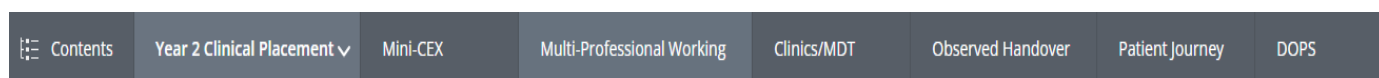


The screenshot shows the PebblePad interface. At the top, there is a navigation bar with tabs: Contents, Year 2 Clinical Placement (selected), Mini-CEX, Multi-Professional Working, Clinics/MDT, Observed Handover, Patient Journey, and DOPS. Below the navigation bar, the main content area displays the University of Liverpool School of Medicine logo and the text 'Year 2 Student Doctor'. The title 'Clinical Placement Overview & Information' is centered. Under the heading 'Placement Overview:', a paragraph describes the Year 2 Clinical placement as an exciting, memorable, and sometimes daunting time. Under the heading 'Aims for the Placement:', a paragraph states that the aim is to begin to practise skills learnt in CCP and Clinic Skills on real patients. At the bottom of the screen, a status bar shows 'MBChB Year 2 Clinical Placement 2024-25' and the name 'Angela Bates'.

The placement workbooks follow the structure of:

- I) Year and placement introduction pages
- II) Placement requirements, e.g. Case Based Discussions
- III) Student doctor's placement reflections
- IV) Educational Supervisor meetings
- V) Catch-up
- VI) Resit

To easily swap between tabs, please click on the contents button:



The screenshot shows the navigation bar with tabs: Contents, Year 2 Clinical Placement (selected), Mini-CEX, Multi-Professional Working, Clinics/MDT, Observed Handover, Patient Journey, and DOPS.

× Close
 Year 2 Clinical Placement ▼

Collapse all ▲

Wb Year 2 Clinical Placement ▲

↳ Ws Overview & Information

↳ Ws Placement Contact Information

↳ Ws DOPS & Mini-Cex: Guidance

c Mini-CEX

c Multi-Professional Working

c Clinics/MDT

c Observed Handover

c Patient Journey

c DOPS

Ws Educational Supervisor Meetings

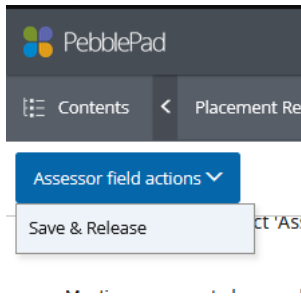
Ws Catch-up Week

3.1 Saving and editing feedback

Before we move on to completing Educational Supervisor sections of the workbook, an essential part of that will be ensuring that your work has saved correctly. If it is not saved, it will unfortunately be lost.

3.1.1 Saving once / saving all

After completing a section, you will be able to press 'Save & Release' under that field:



3.1.2 Editing or removing feedback

If you have made a mistake, or simply wish to edit previously provided feedback / selected grade, click the three dots in the top right corner of the field you wish to change:

TO BE COMPLETED BY: ANY ASSESSOR

Released ● ⋮

First Meeting Summary- To be completed by Educational Supervisor

Educational Supervisor guidance: in order to save all inputs rather than save one by one, please select 'Assessor field actions' in the top left of the workbook and press 'Save & Release'.

Meeting summary to be completed at the first Educational Supervisor meeting. Please comment on how the student doctor's objectives could be achieved on this placement. Please also note any items from the Departmental Induction Checklist which were discussed during the meeting.

Example

Word count: 1

Monday, 02 September 2024 11:44 by Charles Czalej

And then 'Add new feedback' or 'Edit existing':

TO BE COMPLETED BY: ANY ASSESSOR

Released ● ⋮

First Meeting Summary- To be completed by Educational Supervisor

Educational Supervisor guidance: in order to save all inputs rather than save one by one, please select 'Assessor field actions' in the top left of the workbook and press 'Save & Release'.

Meeting summary to be completed at the first Educational Supervisor meeting. Please comment on how the student doctor's objectives could be achieved on this placement. Please also note any items from the Departmental Induction Checklist which were discussed during the meeting.

Example

Word count: 1

Monday, 02 September 2024 11:44 by Charles Czalej

Recall assessor field

Feedback options

Add new feedback

Edit existing feedback

The previous versions of your feedback will be stored in assessor history.

Because of that, **if you wish to completely remove previously left feedback**, for example if it was left on a wrong workbook by accident, you will first need to click on ‘Recall assessor field’ and then ‘Confirm recall’:

TO BE COMPLETED BY: ANY ASSESSOR

Released

First Meeting Summary- To be completed by Educational Supervisor

Confirm recall

Cancel

Add new feedback

Edit existing feedback

Educational Supervisor guidance: In order to save all inputs rather than save one by one, please select 'Assessor field actions' in the top left of the workbook and press 'Save & Release'.

Meeting summary to be completed at the first Educational Supervisor meeting. Please comment on how the student doctor's objectives could be achieved on this placement. Please also note any items from the Departmental Induction Checklist which were discussed during the meeting.

Example

Word count: 1

Monday, 02 September 2024 11:44 by Charles Czalej

The section will then show as ‘Unreleased’ with a red dot, and you will have new options when clicking on the 3-dot menu:

TO BE COMPLETED BY: ANY ASSESSOR

Unreleased

First Meeting Summary- To be completed by Educational Supervisor

Confirm recall

Cancel

Add new feedback

Edit existing feedback

Educational Supervisor guidance: In order to save all inputs rather than save one by one, please select 'Assessor field actions' in the top left of the workbook and press 'Save & Release'.

Meeting summary to be completed at the first Educational Supervisor meeting. Please comment on how the student doctor's objectives could be achieved on this placement. Please also note any items from the Departmental Induction Checklist which were discussed during the meeting.

Example

Word count: 1

Monday, 02 September 2024 11:44 by Charles Czalej

An option to delete the feedback will be present:

TO BE COMPLETED BY: ANY ASSESSOR

Unreleased

First Meeting Summary- To be completed by Educational Supervisor

Educational Supervisor guidance: in order to save all inputs rather than save one by one, click on 'Save & Release' in the top left of the workbook and press 'Save & Release'.

Meeting summary to be completed at the first Educational Supervisor meeting. Please comment on how the doctor's objectives could be achieved on this placement. Please also note any items from the Departmental Induction Checklist which were discussed during the meeting.

Example

Word count: 1

Monday, 02 September 2024 11:44 by Charles Czalej

Please note, this will delete the latest feedback. If you have made multiple changes that were subsequently saved, you may need to repeat the delete action.

3.1.3 Unsaved changes pop-up

Please ensure you pay attention to the following pop-up message:

Feedback in progress

Are you sure you want to exit? Any unsaved feedback will be lost.

Back to feedback

Exit without saving

It will appear if you have not saved your work and attempt to move to a different section / close the page. If you see it, please use the save all feature. When you attempt to move away from the page again, it should not appear, thus ensuring all your work is saved.

3.2 Completing meetings

Please click on 'Educational Supervisor Meetings' either from the contents tab, or from the banner.

You will be presented with all the meetings that are due to take place during the selected placement. The sections due to be completed by a supervisor are marked as 'To be completed by: Educational Supervisor' or can sometimes appear as 'To be completed by: any assessor'.

They will appear as text fields to you, and you simply click on them to begin writing. Sections to be completed by the student doctor will not be editable to you:



TO BE COMPLETED BY: ANY ASSESSOR

First Meeting Summary- To be completed by Educational Supervisor

Educational Supervisor guidance: in order to save all inputs rather than save one by one, please select 'Assessor field actions' in the top left of the workbook and press 'Save & Release'.

Meeting summary to be completed at the first Educational Supervisor meeting. Please comment on how the student doctor's objectives could be achieved on this placement. Please also note any items from the Departmental Induction Checklist which were discussed during the meeting.

Word count: 0

Save & Release

3.3 Reviewing placement requirements

The structure of each placement workbook is set by the placement and year requirements. If there is a recommended and / or minimum number of a particular activity, you will be able to see that clarified in the corresponding section:



PebblePad

Contents < Case Based Discussion Mini-CEX Ward Rounds Clinics Procedure: Observation of a...

Case Based Discussion

School of Medicine

These are to be obtained during your ward work activity time or during outpatient clinics. Record CBDs from a range of cases involving some of the following: an older person with a fall, stroke, TIA, acute cognitive impairment, leg ulcers, pressure sore, incontinence, dementia (including a formal assessment of cognitive abilities e.g. MoCA or Addenbrooke's Cognitive Examination).

Must include at least one renal case from a patient with an acute kidney injury (AKI), a patient with chronic kidney disease (CKD), a patient receiving renal replacement therapy (RRT).

Must include at least one rheumatology case from a patient with inflammatory arthritis, osteoarthritis, gout, septic arthritis, autoimmune connective tissue disease/vasculitis, chronic widespread pain/fibromyalgia.

Recommended number: 6 (minimum 4)

Search results have been applied

Criteria: Responses to Medicine C Case Based Discussion

3.4 Providing a placement outcome

To provide a placement outcome, select the grade corresponding to the student doctor's efforts during the placement, and click 'Save & Release'.

Please ensure that you familiarise yourself with the outcome rubric. While it may look familiar to you, the contents are reviewed annually:

Placement Outcome

	Unsatisfactory	Borderline	Satisfactory	Good	Excellent
This student doctor has met the requirement of the placement	Has not demonstrated a professional and responsible manner, and there are notable concerns OR has not completed a minimum level of placement requirements*	Has minimally demonstrated a professional and responsible manner with some minor concerns OR has completed the minimum level of placement requirements* but with very limited or no evidence of critical self-reflection on learning and development	Has demonstrated a professional and responsible manner, with a commitment to quality of care AND has completed the minimum level of placement requirements* with insightful critical self-reflection on learning and development	Has demonstrated a professional and responsible manner, with a commitment to quality of care AND has completed the recommended level of placement requirements* with insightful critical self-reflection on learning and development	<i>An excellent student will be able to demonstrate <u>all</u> of the following:</i> Has consistently demonstrated a professional and responsible manner, with an exemplary commitment to quality of care AND has exceeded the recommended level of placement requirements* with consistently insightful critical self-reflection on learning and development, integrating feedback to address strengths and weaknesses in clinical skills, knowledge, and professional behaviours.

Save & Release

3.4.1 Collections

Placement requirements that follow the same format, for example Case Based Discussions, have an automatic submission for students and appear as below:

 PebblePad

[Contents](#)
[Case Based Discussion](#)
[Mini-CEX](#)
[Ward Rounds](#)
[Clinics](#)
[Procedure: Observation of a...](#)
[On- Call](#)




These are to be obtained during your ward work activity time or during outpatient clinics. Record CBDs from a range of cases involving some of the following: an older person with a fall, stroke, TIA, acute cognitive impairment, leg ulcers, pressure sore, incontinence, dementia (including a formal assessment of cognitive abilities e.g. MoCA or Addenbrooke's Cognitive Examination).

Must include at least one renal case from a patient with an acute kidney injury (AKI), a patient with chronic kidney disease (CKD), a patient receiving renal replacement therapy (RRT).

Must include at least one rheumatology case from a patient with inflammatory arthritis, osteoarthritis, gout, septic arthritis, autoimmune connective tissue disease/vasculitis, chronic widespread pain/fibromyalgia.

Recommended number: 6 (minimum 4)

Displaying search results for Angela Bates

Criteria: Responses to Medicine C Case Based Discussion

There is 1 asset in this collection.

Display results by modified date (newest first)


[Renal case](#)
Last modified 15:52 on 28-Aug-2024



 MBChB Year 4 Medicine C 2024/25
  Angela Bates

If a student doctor completed a Case Based Discussion, it will automatically transfer to this section of their workbook. To review the form, click on its' title, in this example 'Renal Case':

PebblePad

This asset has been locked - you cannot make any further edits.

FEEDBACK COMMENTS EXPORT

Back to workbook

UNIVERSITY OF
LIVERPOOL

School of Medicine

I want to... Close

Keyword search

No matching results found

Suggestions:

- Make sure your keywords are spelled correctly.
- Try searching for different keywords.
- Try selecting different filters.

Year 4 Medicine C Case based Discussion - Enter title below

Renal case

Student Name

Angela Bates

Placement

Please enter your placement e.g. Medicine A, Surgery B etc.

Medicine C

Renal case Angela Bates

The student doctor's completed form will be fully visible to you for review. The process follows the same structure for all placements across the year.

3.4.2 Manual attachments

Attachments that can vary in format rely on a manual submission from the student doctor. In the example of Medicine C, this would be the simulation training.

Manual attachments will display a page icon. To open them, click on it:

Mandatory Training

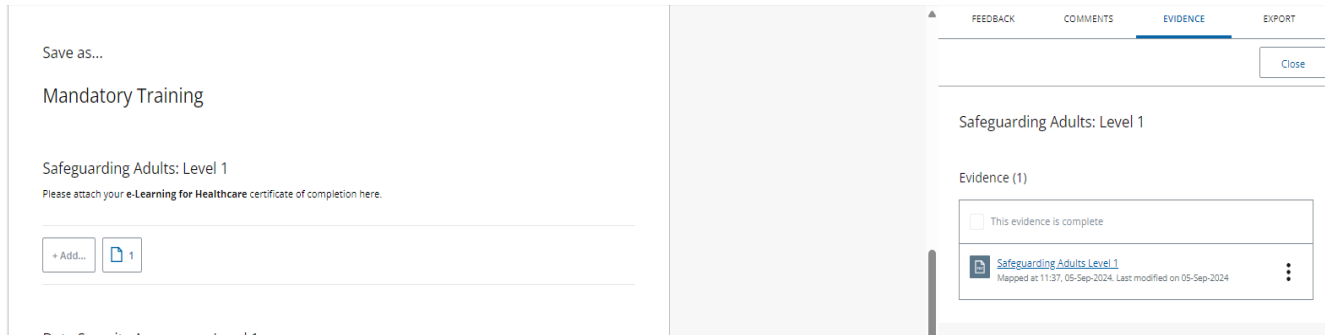
Safeguarding Adults: Level 1

Please attach your **e-Learning for Healthcare** certificate of completion here.

+ Add...

1

And it will open in a sliding menu to the right, where if you click on its' title, it will open in a new tab the same as any other attachment:

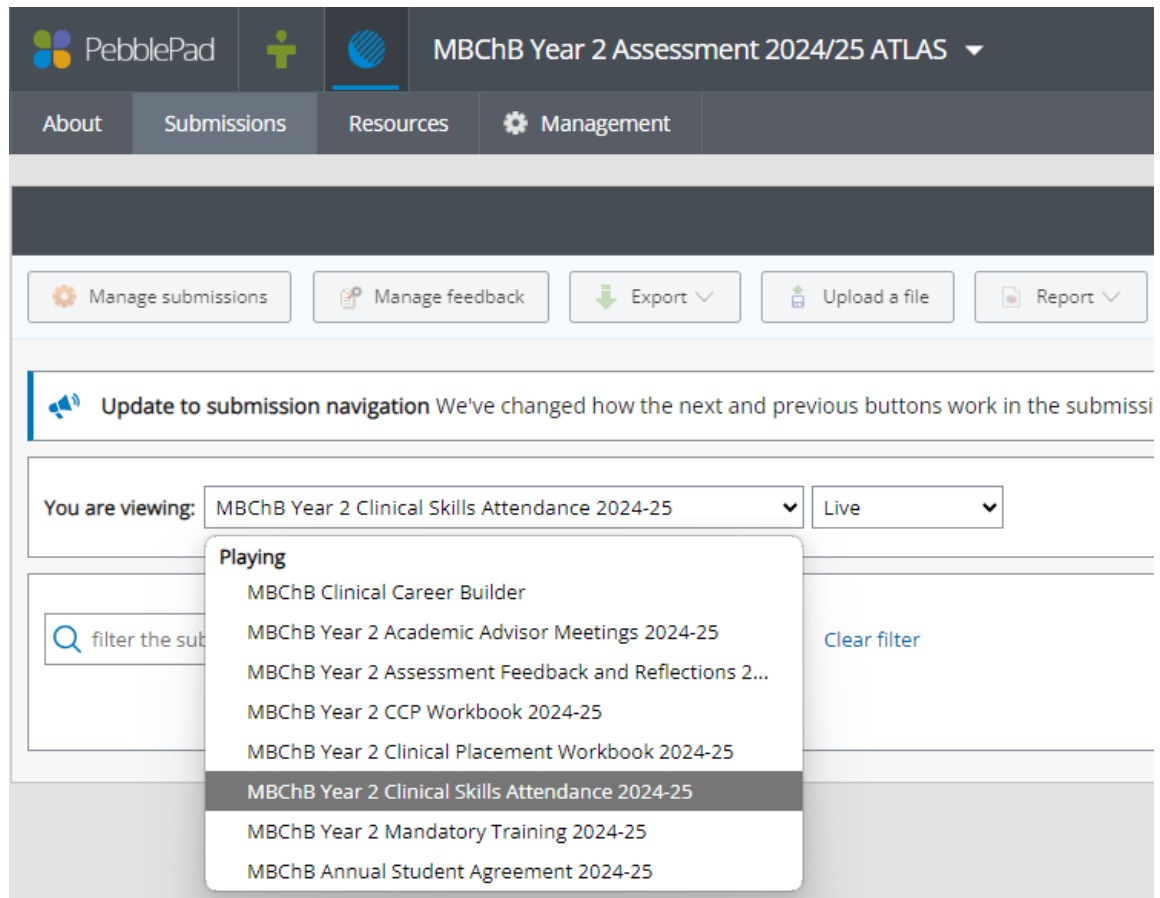


4. Clinical Skills (DOPS) forms

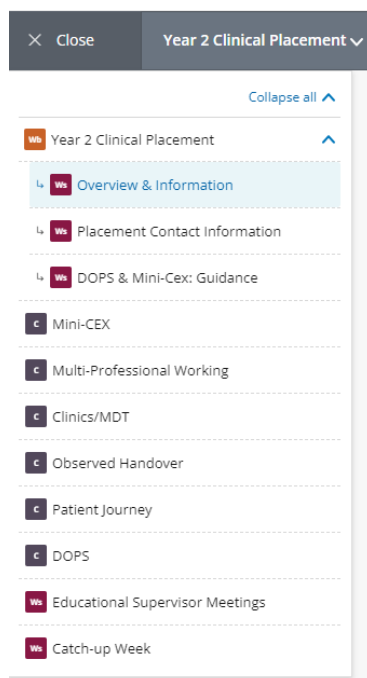
Student doctors are required to record evidence of performing a clinical skill (mandatory and recommended skills) using a **Direct Observed Procedural Skill' (DOPS) form** on their mobile device called (PebblePocket). The number of DOPS that student doctors will need to achieve in an academic year and specific types are outlined to them in the yearly requirements document.

The completed DOPS forms are then visible in the Clinical Placement workbook.

1. All DOPS completed in the academic year can be found in the MBChB Year 2 Clinical Placement Workbook (Academic Year), which you access via the same dropdown as selecting a placement to look at:



The process is the same, simply search for the student and click on their workbook to open it:

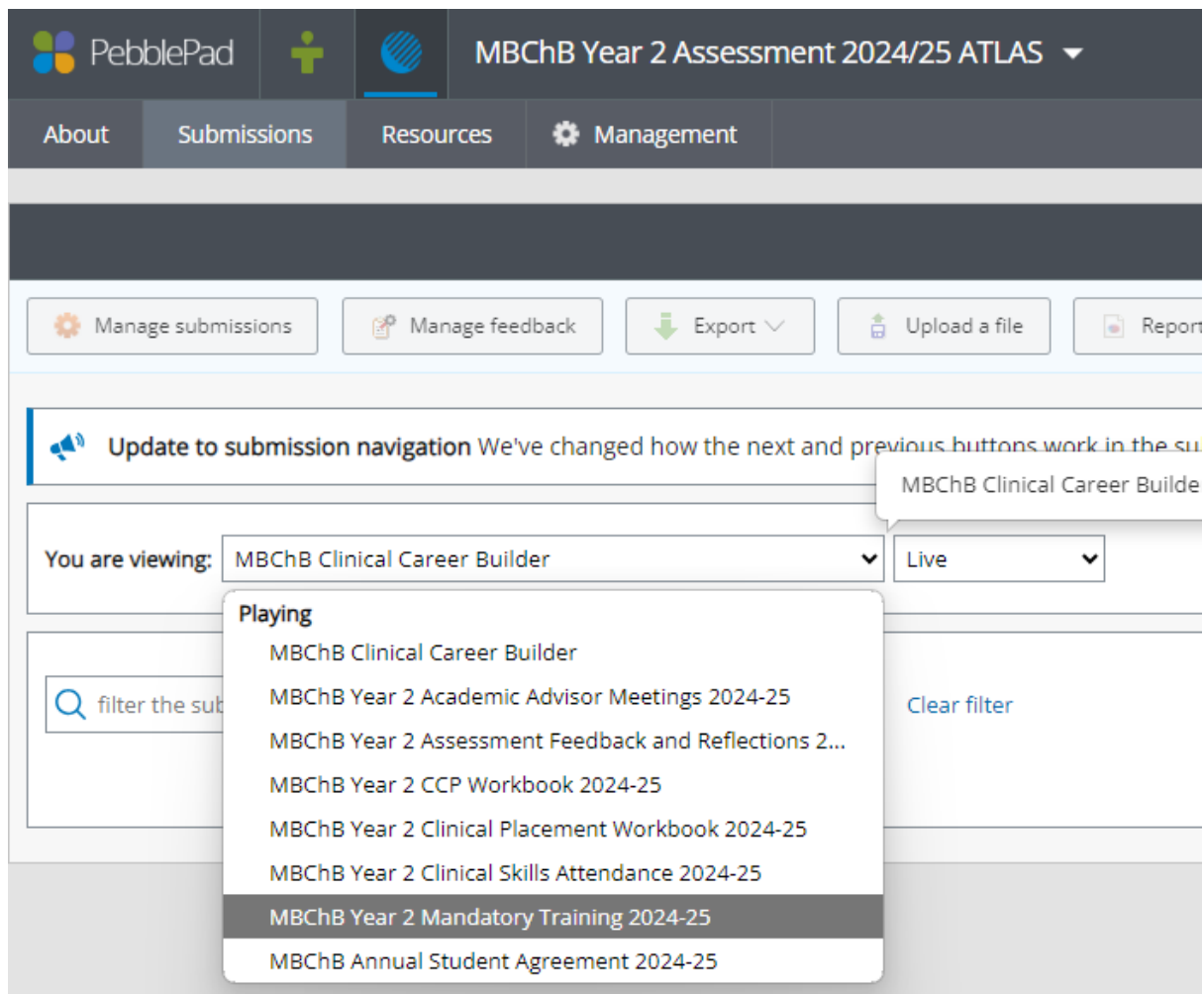


Note: If a student doctor observes a DOPS, no assessor feedback or sign off is required.

5. Mandatory certificates

Student doctors are expected to complete and attach specific e-learning certificates throughout the course of the academic year. Although you are welcome to view these, **you are not required to check that these have been completed in your role as an Educational Supervisor.**

If you wish to view them, head back to ATLAS submissions as if you were selecting a placement workbook and select 'MBChB Year 2 Mandatory Training (Academic Year)' from the dropdown. The process of searching for a name, opening a workbook, and clicking on attached certificates to see how they look like repeats the same as if you were checking placement requirements:



6. Help and Support

6.1 Logging out



Always log out of the e-portfolio system correctly by clicking on the above button. 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.

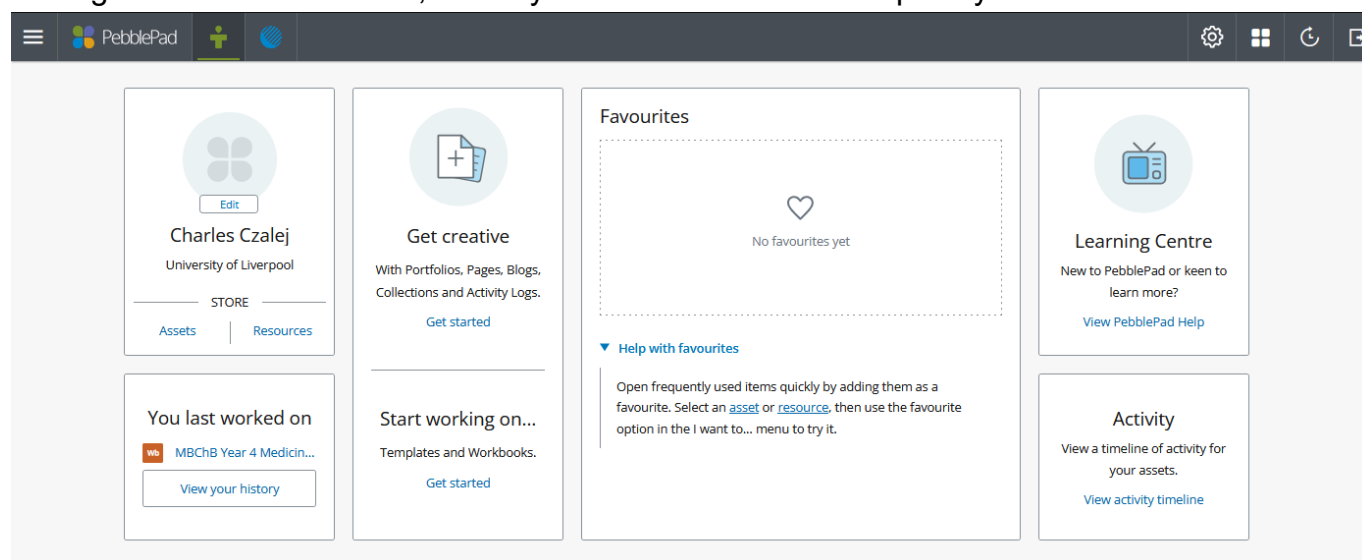
To ensure everything runs smoothly, we recommend using the 'save all' feature, and then clicking log out at the end of each reviewing session.

6.2 How do student doctors record clinical activity on placement?

Student doctors record their clinical activity on placement using the PebblePocket App on their mobile device. The completed forms are then automatically placed into 'Collections' if they correspond to a specific, often repeated, activity – for example Case Based Discussions. Or alternatively, unique forms are completed by the student on either PebblePocket or desktop PebblePad, and then uploaded manually to the specific section, e.g. Year 4 Simulation Training in Medicine C.

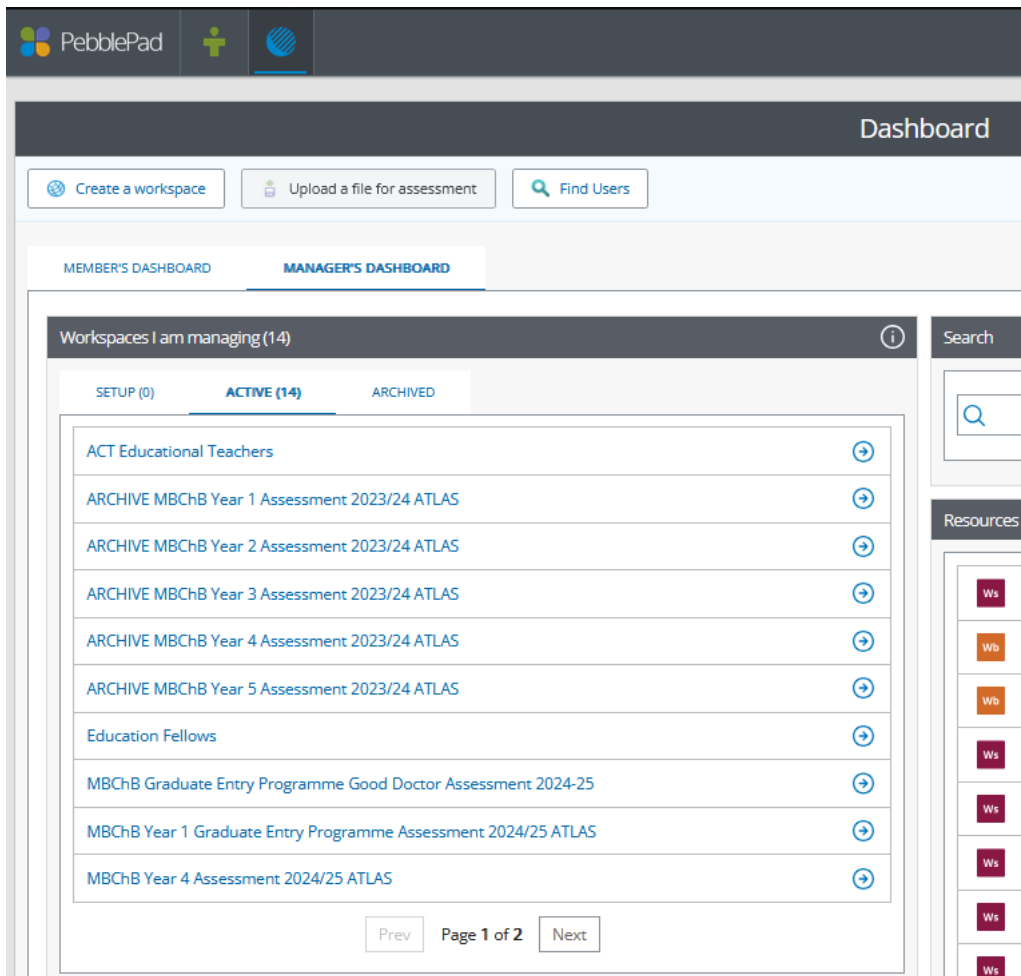
6.3 Problems logging into the system

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 on the workspace you need access to.



ATLAS icon

Selecting the ATLAS icon will take you to the familiar screen used throughout this guide:



The screenshot shows the PebblePad Manager's Dashboard. At the top, there are navigation links for 'Create a workspace', 'Upload a file for assessment', and 'Find Users'. Below this, the 'MANAGER'S DASHBOARD' is active, showing 'Workspaces I am managing (14)'. The workspaces are listed in a table with columns for 'SETUP (0)', 'ACTIVE (14)', and 'ARCHIVED'. The active workspaces include:

- ACT Educational Teachers
- ARCHIVE MBChB Year 1 Assessment 2023/24 ATLAS
- ARCHIVE MBChB Year 2 Assessment 2023/24 ATLAS
- ARCHIVE MBChB Year 3 Assessment 2023/24 ATLAS
- ARCHIVE MBChB Year 4 Assessment 2023/24 ATLAS
- ARCHIVE MBChB Year 5 Assessment 2023/24 ATLAS
- Education Fellows
- MBChB Graduate Entry Programme Good Doctor Assessment 2024-25
- MBChB Year 1 Graduate Entry Programme Assessment 2024/25 ATLAS
- MBChB Year 4 Assessment 2024/25 ATLAS

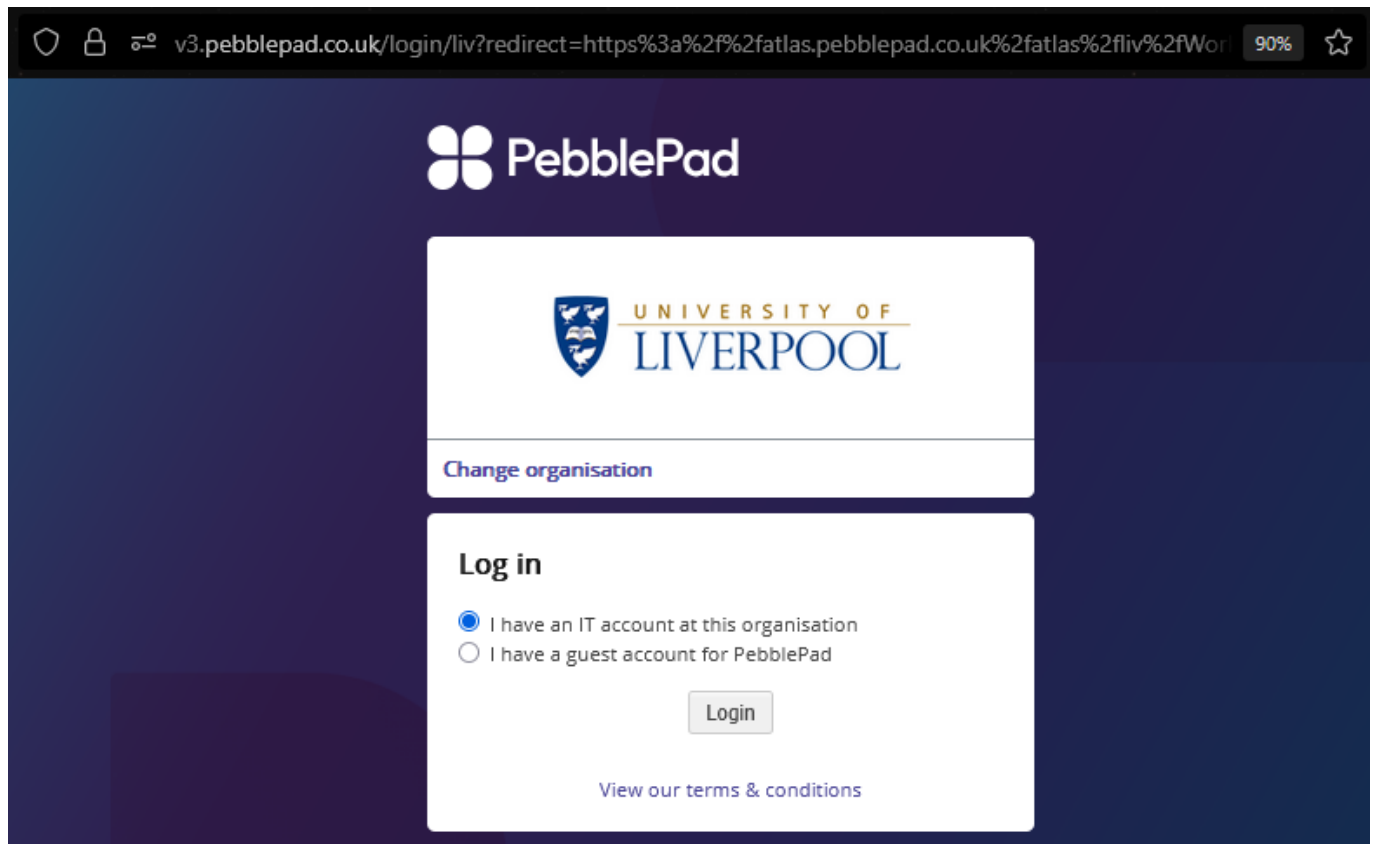
At the bottom of the list, there are 'Prev', 'Page 1 of 2', and 'Next' buttons. On the right side, there is a 'Search' bar and a 'Resources' section with various icons labeled 'Ws' and 'Wb'.

6.3.1 Error during log in / unable to see ATLAS

If you are unable to log in and properly view PebblePad as an assessor, as the first step please try again using the following link: <https://v3.pebblepad.co.uk/login/liv>

If this has helped, a redirection error caused your log in issues. You may have accessed a PebblePad login page stored in your browser's history, which then attempts to redirect you to the site that you have viewed back at the time of it being logged in the browser storage. If this site no longer exists, it will cause a login error, e.g. a redirection trying to reach a previous year's workbook.

Deleting anything including and following '?redirect=' in the URL will fix the problem and lead you back to the basic login page linked above.



6.4 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]**

6.5 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.

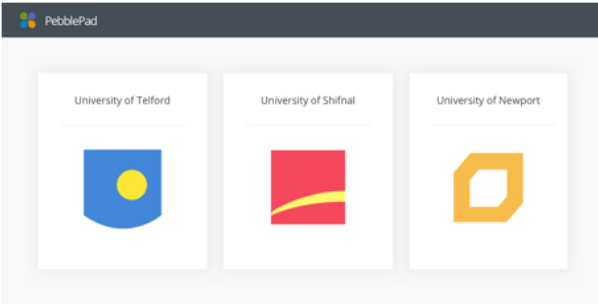
If you wish to merge your accounts, please contact the E-portfolio Administrator who will send you guidance on how to do this.

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

6.6 Useful Contacts

Title	Name	Email
Year 2	Mrs Karen Avies	yr2mbchb@liverpool.ac.uk
E-portfolio queries	Mrs Faye Unsworth, Mr Charles Czalej, and Mrs Angela Bates	eportfolio.mbchb@liverpool.ac.uk
LTSO team	Mrs Michelle Szkudlapski & Mrs Ruth O'Dea	Itsomedicine@liverpool.ac.uk



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/].