The electronic portfolio (ePortfolio)

Reflection is an essential activity that we use every day in clinical practice. You should take time to reflect on your learning and practice. Spending time on your personal development is important and can help you identify areas of strength or weaknesses requiring further development and help you take ownership of your own learning. We would encourage you to learn something new every day. It's important that you gain practice and experience with e-portfolios as you will continue to use these throughout your medical career, so try to get into the habit of regularly making entries.

The ePortfolio requirements for individual blocks can be found in the block webpage on MyMBChB. It will be your responsibility to complete the personal development plan, enter your reflections into the log of clinical cases, upload completed workplace-based assessments and submit the end of block reflective piece. Completion of the ePortfolio will be required for the satisfactory completion of each block.

Your Personal Development Plan

A personal development plan (PDP) is a framework to help you reflect on your skills and performance, identify areas that you need to develop and then plan how you are going to achieve this.

The purpose of your PDP is to enable you to set your personal goals for your learning in each block, to act to achieve those goals and to reflect on your progress. Whilst your goals can be challenging, but it is important to write goals that are realistic, attainable and achievable in the block by using SMART goals so that you are not building failure into your objectives.

- **Specific** – What are you trying to achieve? Outline a clear goal. Unclear goals are unlikely to be achieved.

- **Measurable** – How will you be able to monitor your progress? When will have you achieved your goal? How will you know?

- **Achievable** – Is your goal attainable and achievable within the block?

- **Realistic** – Is your goal both realistic and relevant to your studies? NB goals can also include generic skills such as presentation skills.

- **Timely / time-bound** – Will you be able to reach you goal by the end of the block?

You may find at the end of the block that you haven't achieved exactly what you set out to do. Reflect on what you have achieved, keep reviewing and updating your goals.

Clinical case logs

For your clinical case log, the description of the case should be a few lines to jog your memory and highlight what you are going to reflect about. There should not be any patient identifiable data present e.g. 45 year old man.... Only include information that is relevant (e.g. no need to comment on all blood results if you are not reflecting on them/ doesn't add value).

In medicine patterns of illness and patient behaviours are complicated and require a great deal of understanding. Reflecting on experiences is an important activity, thinking with the purpose of evaluating your experiences can help improve understanding.

Ask yourself:

What did I learn from that experience?

What went wrong or was challenging and why?

What am I worried about?

What and how could I do something better?

For the reflection section of the case logs, you should highlight what you have learnt. Maximum 250 words.

Assignment Submissions

The assignment submission area is used to upload the assignments required for the block such as 'Workplace Based Assessments (WPBA)'. WPBA do not require further marking and should be uploaded into the ePortfolio as 'Assessment not for marking'.

This area can also be used to upload documents which do require marking. These submissions should be uploaded into the 'Assessment for Marking' submission area.

Case - based learning activities

In Year 4 there will be an increased emphasis on case-based learning activities. There will be some essential core cased based activities linked to the ePortfolio which you will be expected to complete as part of the block requirements.

End of Block Reflection

Each block will have an end of block reflection. Your reflection should be uploaded to the Reflection section of the ePortfolio for marking. For guidance on reflective practice for medical students please see the GMC's Reflective Practitioner

A deadline is a deadline. If you leave your ePortfolio to the last minute, you are unlikely to be able to complete your submissions, particularly the workplace-based assessments. This can cause stress and result in an ePortfolio that may not help your development.

Portfolio building is part of lifelong learning and is a requirement of postgraduate training. So, understanding the value of using a portfolio, gathering and presenting evidence, and using reflective practice at this early stage will benefit you throughout your career.

You will also have access to your own personal ePortfolio area. Here you can upload other evidence of your professional development, for example, certificates of completion of online learning modules.