

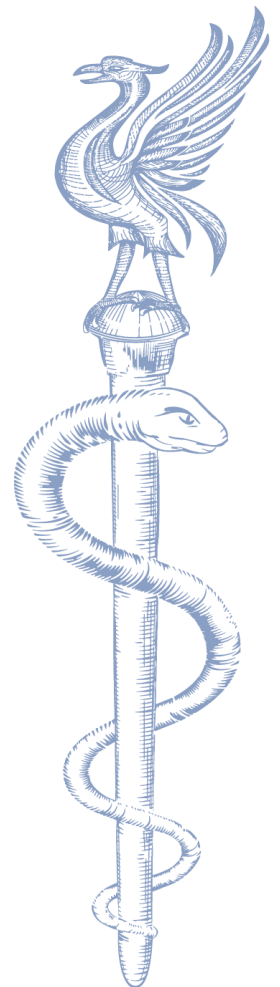


# MBChB Year 2

## Clinical & Educational Supervision

### E-portfolio Guide

2024-25



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# 1. Introduction

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

All educational supervisors will require access to the MBChB E-portfolio 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.

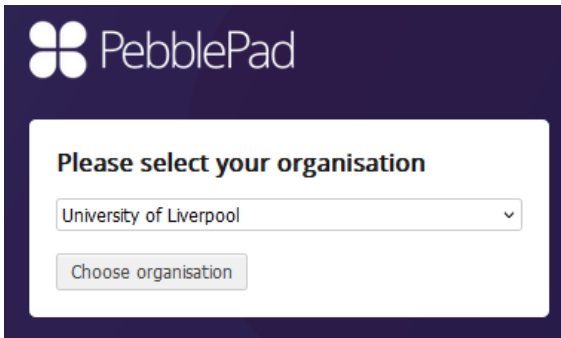
## 1.1 Logging in and accessing the E-portfolio System

**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

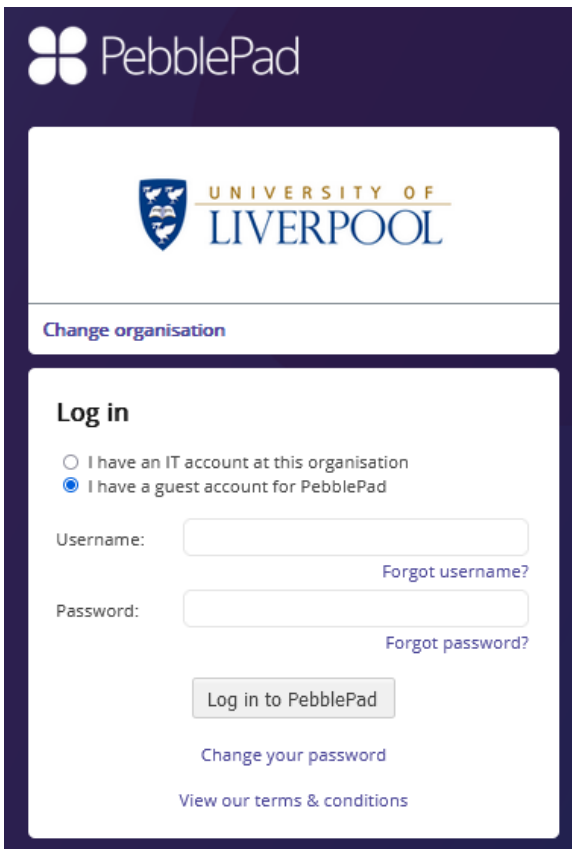
**Click the following link to log into the e-portfolio system.** We recommend that you add this link to your Bookmarks on your browser for easy access to the e-portfolio. This link will take you directly to the University of Liverpool sign in page. If you access the generic PebblePad log in, simply select '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](#)]



## 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:



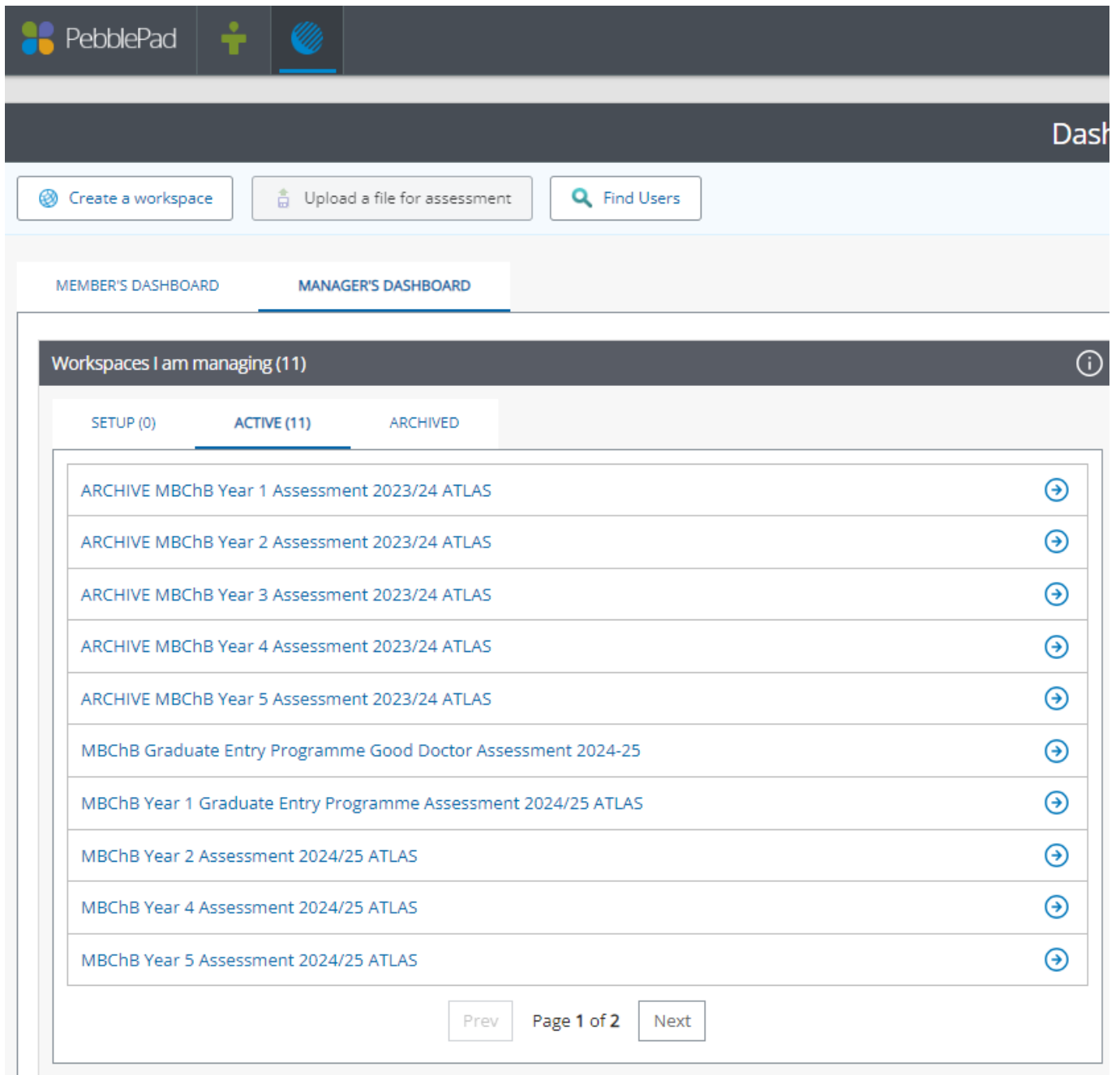
This will look the same whether you have an IT account, or a guest account. Following a password reset request, you should receive an email from PebblePad with a personalised, one time use password reset link.

**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](mailto: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 2024/25 ATLAS:**



The screenshot shows the ATLAS Manager's Dashboard. At the top, there are navigation icons for PebblePad, a plus sign, and a globe. Below this is a dark header with the word "Dash" on the right. A light blue bar contains three buttons: "Create a workspace", "Upload a file for assessment", and "Find Users". Below this is a tabbed interface with "MEMBER'S DASHBOARD" and "MANAGER'S DASHBOARD" (the active tab). The main content area is titled "Workspaces I am managing (11)" and has a sub-tabbed interface with "SETUP (0)", "ACTIVE (11)", and "ARCHIVED". The "ACTIVE (11)" tab is selected, showing a list of 11 workspaces. Each workspace entry includes a name and a right-pointing arrow icon. At the bottom of the list, there are "Prev", "Page 1 of 2", and "Next" navigation buttons.

Workspace Name	Action
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	→

## 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 – 2024/25 ATLAS**

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

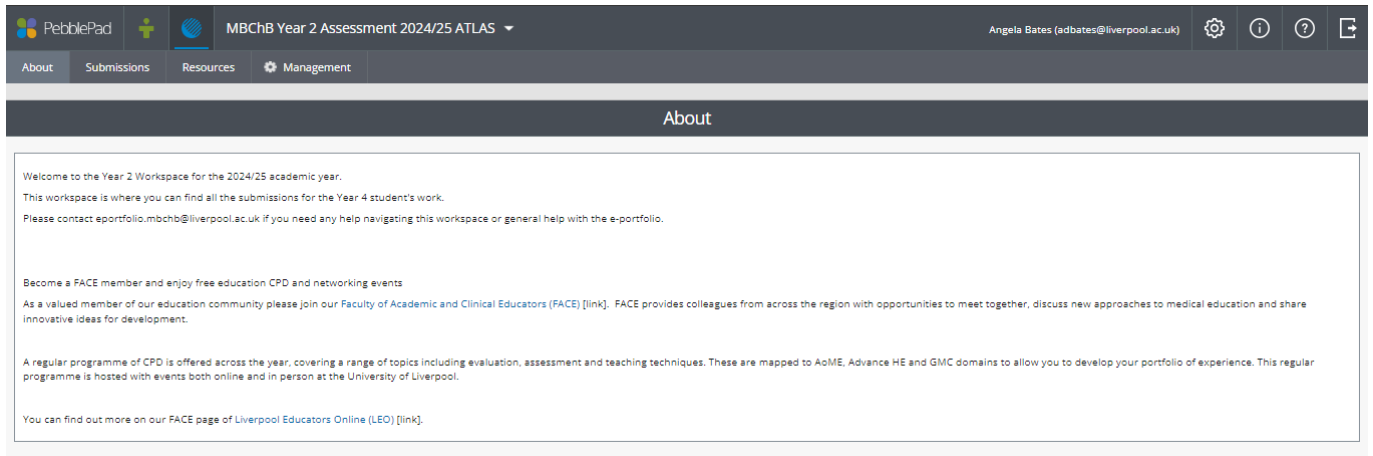
## 2. Viewing workspaces and managing access

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, upon logging in during academic year 2024/25, you will be able to see MBChB Year 2 Assessment 2024/25 ATLAS in your workspaces without an additional request.

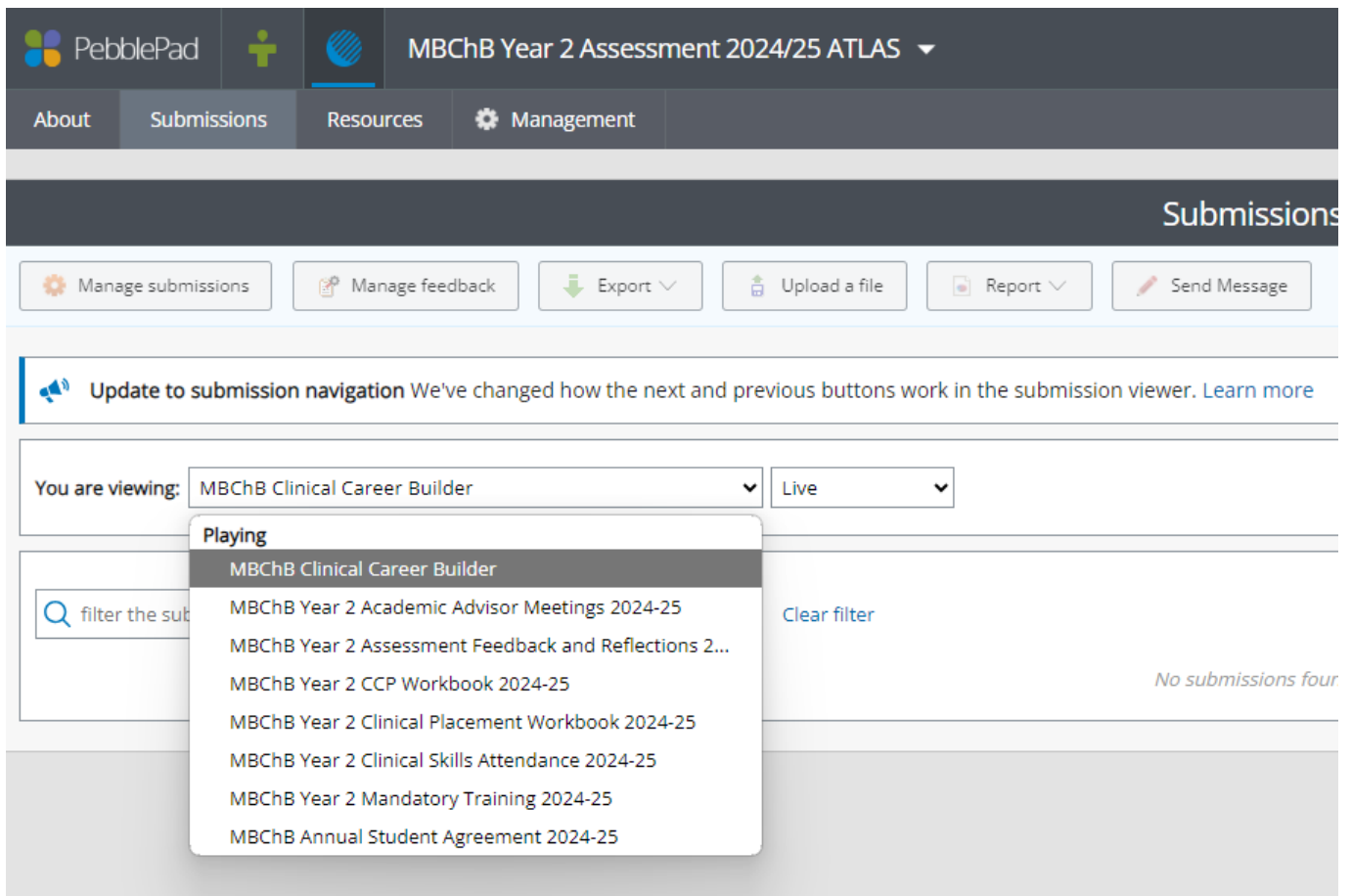
If you require access to additional years, please ask your Education Centre to contact the e-portfolio team with a year access request. Once granted, the new year will be immediately visible on your ATLAS dashboard.

### 2.1.1 Finding a workbook of your student

Once you access MBChB Year 2 Assessment 2024/25 ATLAS, you will be taken to the following About page on ATLAS, the PebblePad assessor space:



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 2024-25':

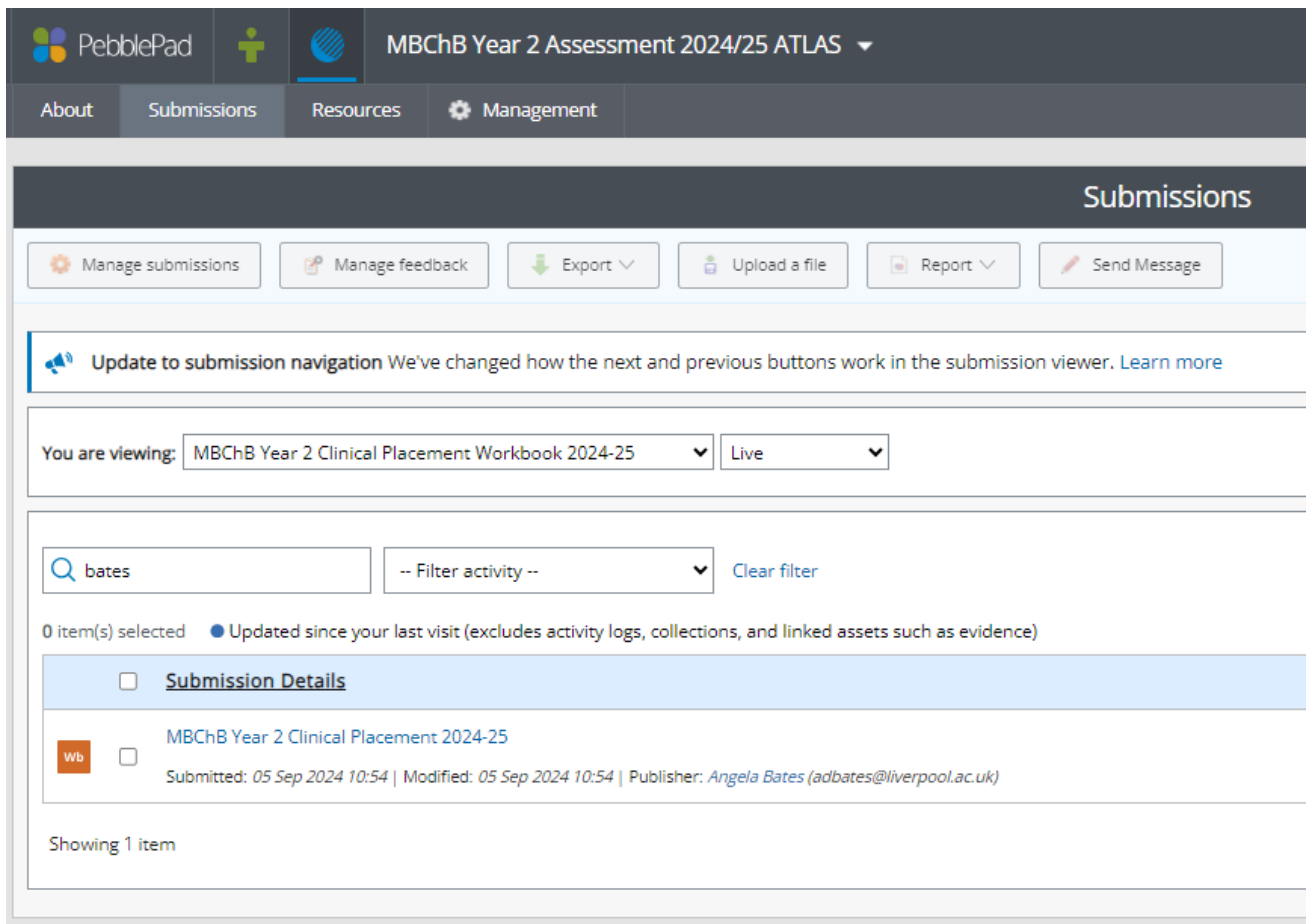


In the 'filter submissions' box:

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

-- 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.



The screenshot shows the PebblePad interface for 'MBChB Year 2 Assessment 2024/25 ATLAS'. The 'Submissions' section is active, showing a search bar with 'bates' entered and a filter dropdown set to '-- Filter activity --'. Below the search results, it indicates '0 item(s) selected' and lists one submission: 'MBChB Year 2 Clinical Placement 2024-25' by Angela Bates, submitted and modified on 05 Sep 2024 at 10:54. The submission details are not visible in the current view.

### 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.

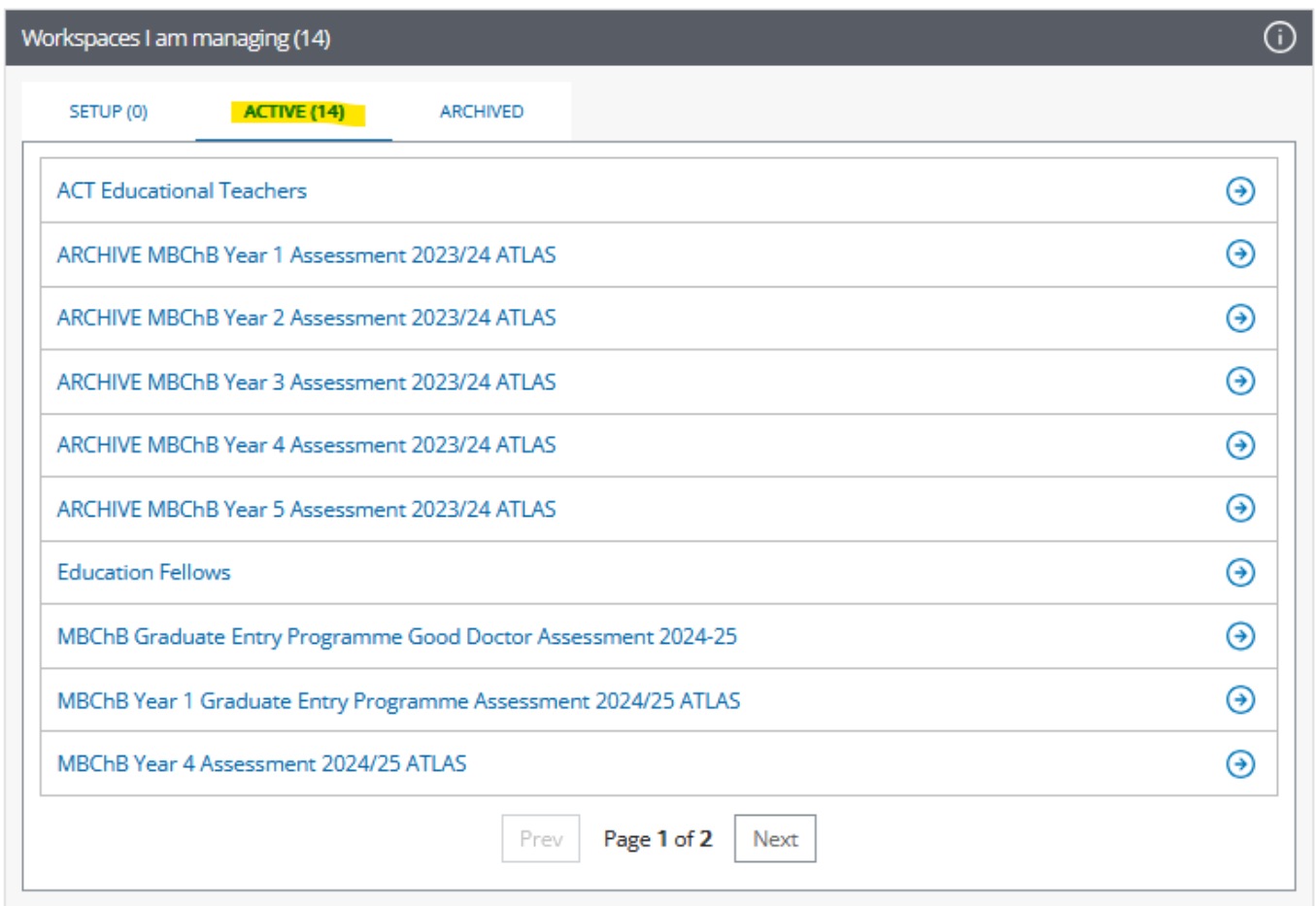
However, if a student doctor's workbook is not showing even when searching with last name / email address, please contact [eportfolio.mbchb@liverpool.ac.uk](mailto:eportfolio.mbchb@liverpool.ac.uk) as soon as possible. This can happen if automatic sharing of the student's workbook with the assessor space,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



The screenshot shows a web interface titled "Workspaces I am managing (14)". It features three tabs: "SETUP (0)", "ACTIVE (14)", and "ARCHIVED". The "ACTIVE (14)" tab is selected and highlighted in yellow. Below the tabs is a list of 11 workspaces, each with a blue right-pointing arrow icon on the right side. The workspaces listed are:








- 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 three buttons: "Prev", "Page 1 of 2", and "Next".

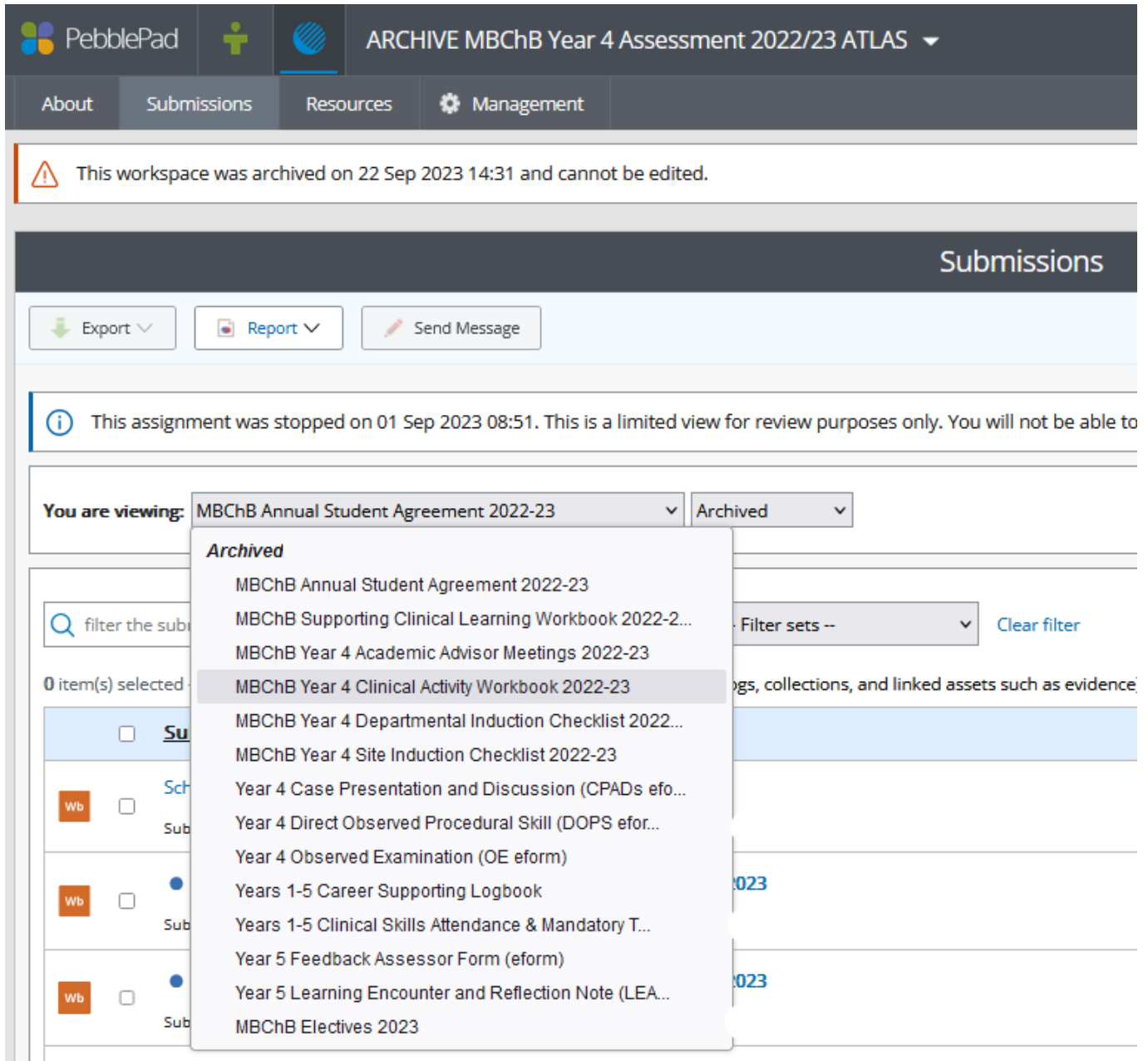
However, you can click on 'Archived' and view older academic years that you have access to:

Workspaces I am managing (14) i

SETUP (0)    ACTIVE (14)    **ARCHIVED**

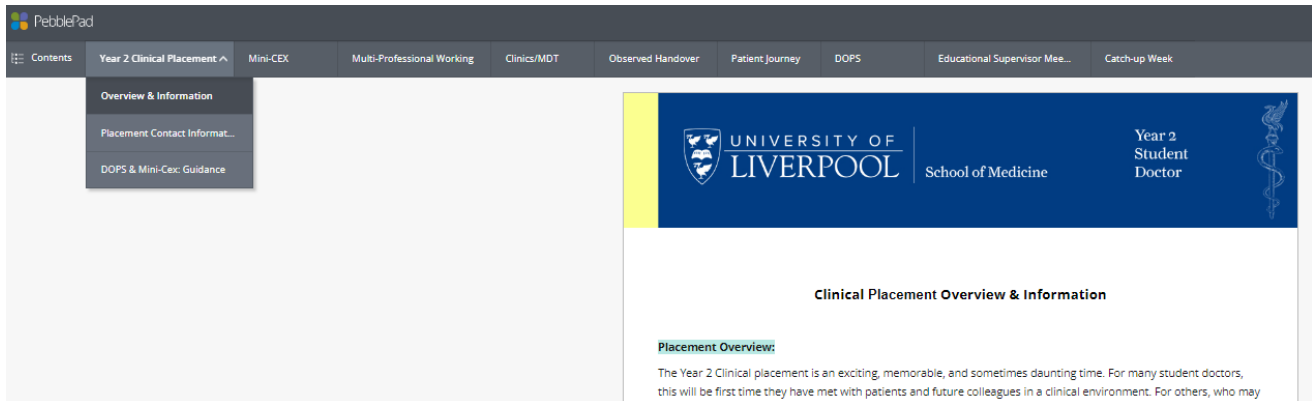
ARCHIVE MBChB Year 1 Assessment 2022/23 ATLAS	
ARCHIVE MBChB Year 1 Good Doctor Assessment 2022/23	
ARCHIVE MBChB Year 1 Good Doctor Assessment 2023/24	
ARCHIVE MBChB Year 2 Assessment 2022/23 ATLAS	
ARCHIVE MBChB Year 3 Assessment 2022/23 ATLAS	
ARCHIVE MBChB Year 4 Assessment 2022/23 ATLAS	
ARCHIVE 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:



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

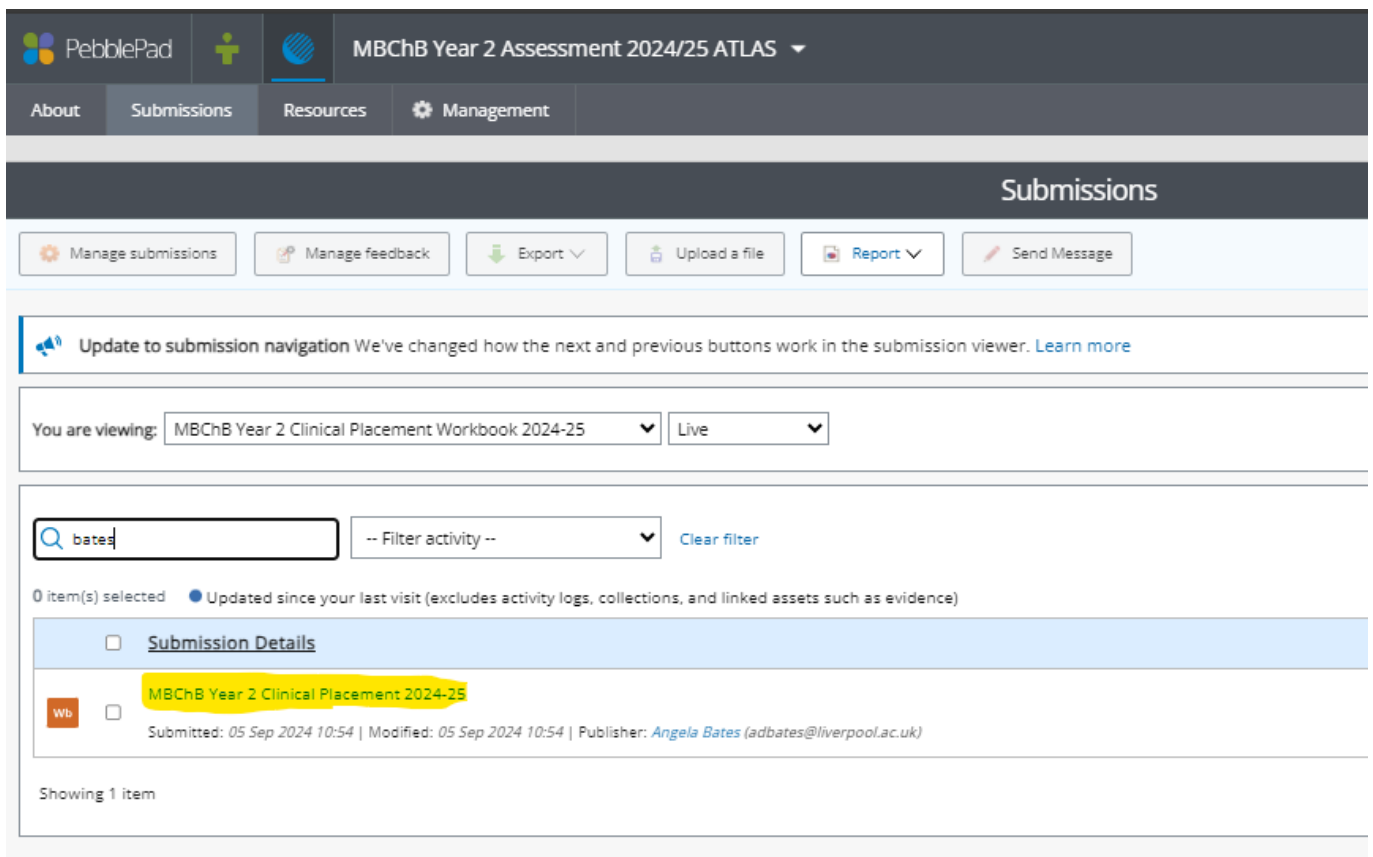
And once opened, head to the placement you are interested in:



### 3. Reviewing and completing the workbook placement pages

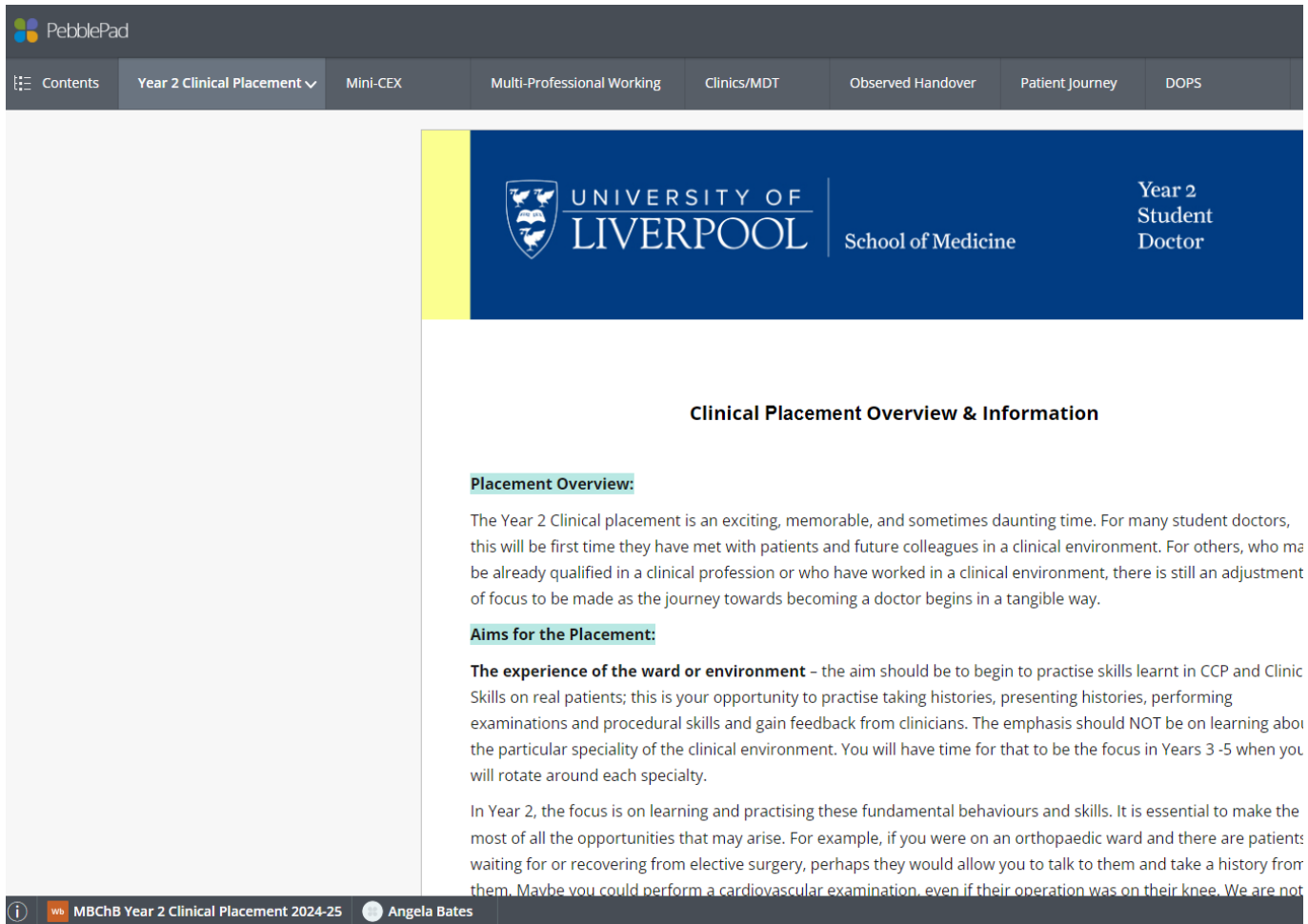
For this section, we will continue with using the Clinical placement of a mock student doctor Angela Bates as an example. Placements follow the same structure within PebblePad across the academic year.

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



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:



PebblePad

Contents Year 2 Clinical Placement ▾ Mini-CEX Multi-Professional Working Clinics/MDT Observed Handover Patient Journey DOPS

UNIVERSITY OF LIVERPOOL School of Medicine Year 2 Student Doctor

### Clinical Placement Overview & Information

**Placement Overview:**

The Year 2 Clinical placement is an exciting, memorable, and sometimes daunting time. For many student doctors, this will be first time they have met with patients and future colleagues in a clinical environment. For others, who may be already qualified in a clinical profession or who have worked in a clinical environment, there is still an adjustment of focus to be made as the journey towards becoming a doctor begins in a tangible way.

**Aims for the Placement:**

**The experience of the ward or environment** - the aim should be to begin to practise skills learnt in CCP and Clinic Skills on real patients; this is your opportunity to practise taking histories, presenting histories, performing examinations and procedural skills and gain feedback from clinicians. The emphasis should NOT be on learning about the particular speciality of the clinical environment. You will have time for that to be the focus in Years 3-5 when you will rotate around each speciality.

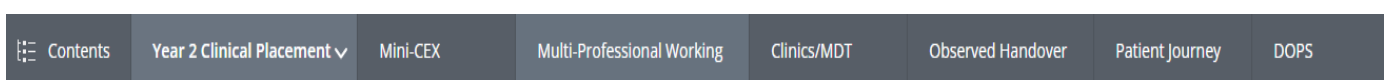
In Year 2, the focus is on learning and practising these fundamental behaviours and skills. It is essential to make the most of all the opportunities that may arise. For example, if you were on an orthopaedic ward and there are patients waiting for or recovering from elective surgery, perhaps they would allow you to talk to them and take a history from them. Maybe you could perform a cardiovascular examination, even if their operation was on their knee. We are not

MBChB Year 2 Clinical Placement 2024-25 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:



Contents Year 2 Clinical Placement ▾ Mini-CEX Multi-Professional Working Clinics/MDT Observed Handover Patient Journey 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:

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.

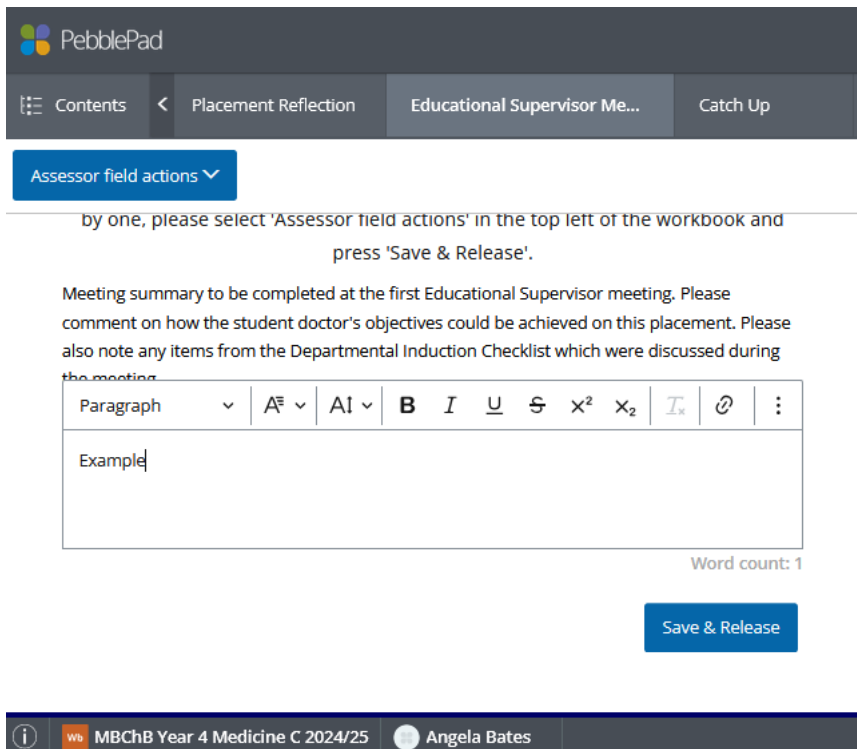
Paragraph   ▾   A<sup>Ⓐ</sup> ▾   AI ▾   **B**   *I*   U   ~~S~~   x<sup>2</sup>   x<sub>2</sub>   *I*<sub>x</sub>       ▾    ▾          ▾   

Example|

Word count: 1

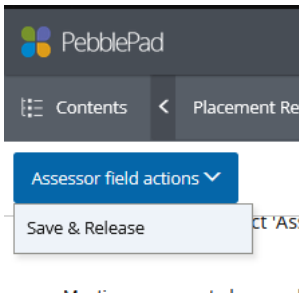
Save & Release

This will save the section it appears under. However, a particularly useful feature is the 'Save all'. **To save all your work on a single page**, please select 'Assessor field actions' in the top left:



The screenshot shows the PebblePad interface. At the top, there are navigation tabs: 'Contents', 'Placement Reflection', 'Educational Supervisor Me...', and 'Catch Up'. Below the tabs is a blue button labeled 'Assessor field actions' with a dropdown arrow. The main content area shows the same text and form as the previous image, but with the 'Assessor field actions' menu open. At the bottom of the interface, there is a footer bar with an information icon, a 'WB' icon, the text 'MBChB Year 4 Medicine C 2024/25', a user profile icon, and the name 'Angela Bates'. A 'Save & Release' button is visible at the bottom right of the content area.

And select 'Save and release' there:



### 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

Feedback options

- Recall assessor field
- 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

**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.

Confirm recall    Cancel

Add new feedback

Edit existing feedback

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

**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

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 use the 'Save & Release' 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

Unreleased ●

- Release assessor field
- ✎ Edit assessor field
- 🗑 Delete assessor field

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:



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'.

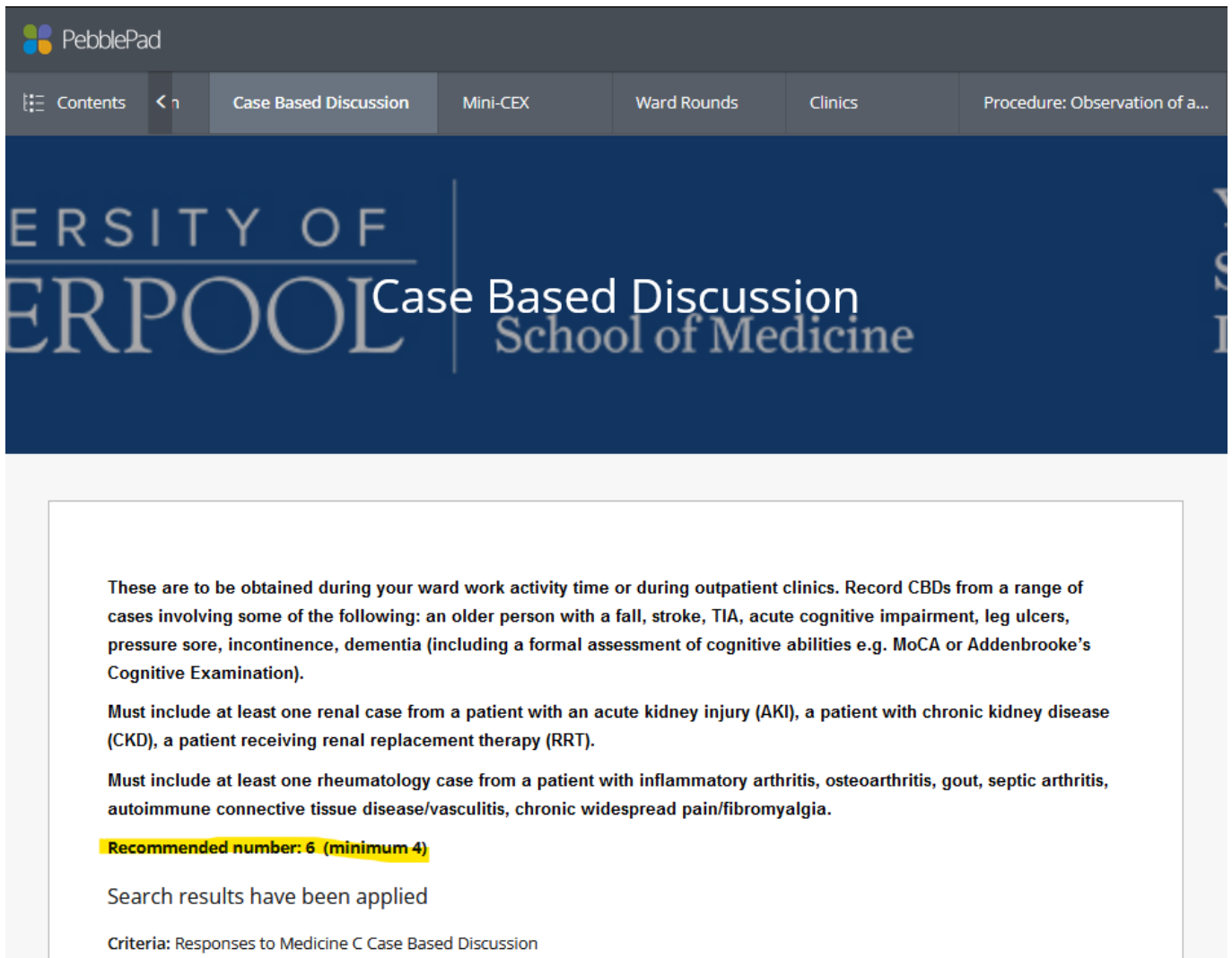
Meeting summary to be completed at the first Educational Supervisor meeting. Please comment on how the student doctor's objectives could be achieved on this placement. Please also note any items from the Departmental Induction Checklist which were discussed during the meeting.

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:



The screenshot shows the PebblePad interface with a navigation bar at the top containing 'Contents', 'Case Based Discussion', 'Mini-CEX', 'Ward Rounds', 'Clinics', and 'Procedure: Observation of a...'. Below the navigation bar is a blue header with the University of Liverpool logo and the text 'Case Based Discussion School of Medicine'. The main content area contains the following text:

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 have been updated for 2024-25:

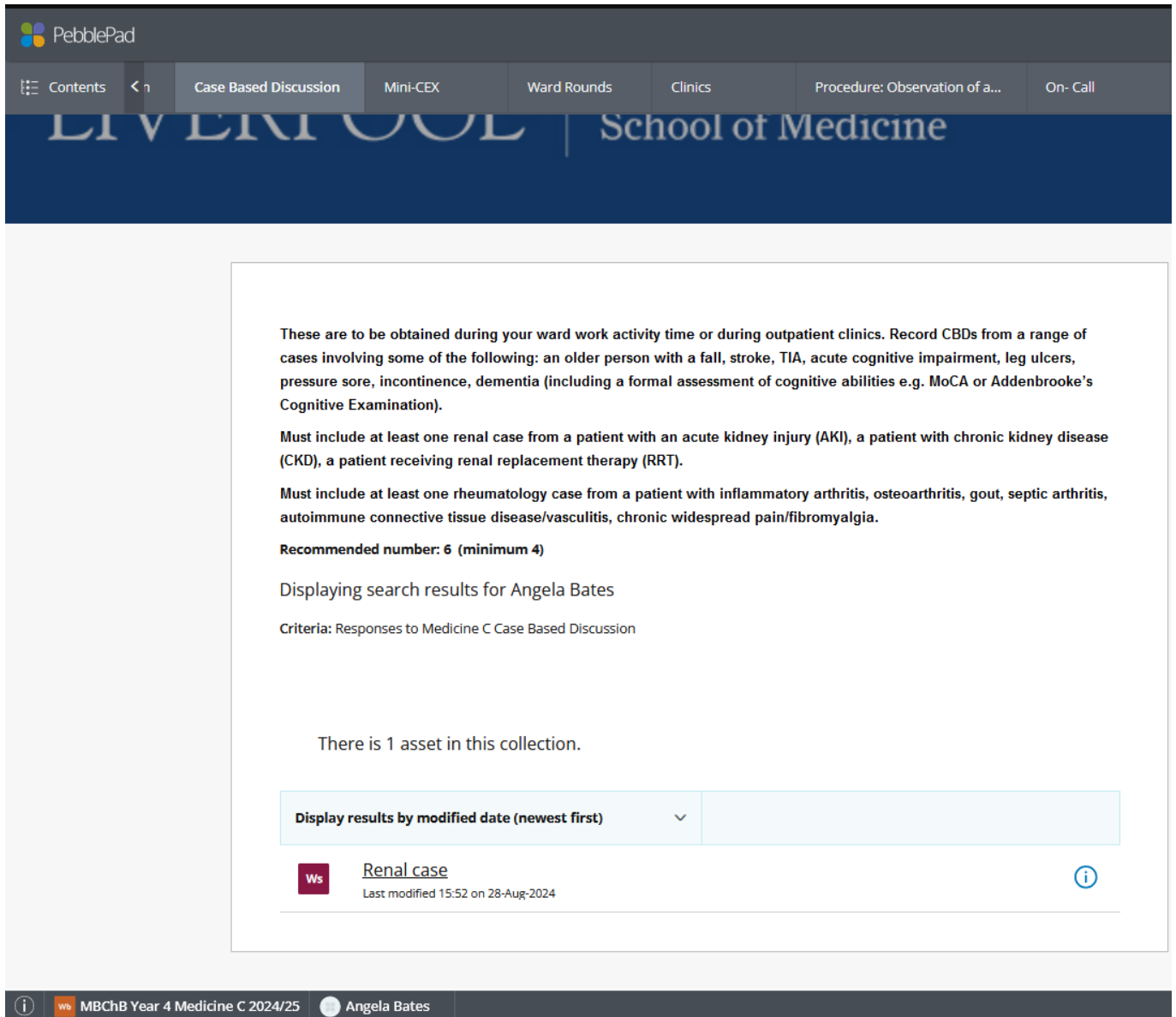
Placement Outcome

	Unsatisfactory	Borderline	Satisfactory	Good	Excellent
This student doctor has met the requirement of the placement	Has <b>not demonstrated</b> a professional and responsible manner, and there are notable concerns  OR <b>has not completed a minimum level of</b> placement requirements*	Has <b>minimally demonstrated</b> a professional and responsible manner with some minor concerns  OR has completed the <b>minimum level</b> of placement requirements* but with very limited or no evidence of critical self-reflection on learning and development	Has <b>demonstrated</b> a professional and responsible manner, with a commitment to quality of care  AND has completed the <b>minimum level</b> of placement requirements* with insightful critical self-reflection on learning and development	Has <b>demonstrated</b> a professional and responsible manner, with a commitment to quality of care  AND has completed the <b>recommended level</b> 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 <b>demonstrated</b> a professional and responsible manner, with an <b>exemplary</b> commitment to quality of care  AND has <b>exceeded the recommended level</b> 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:



The screenshot shows the PebblePad interface with a navigation bar at the top containing 'Contents', 'Case Based Discussion', 'Mini-CEX', 'Ward Rounds', 'Clinics', 'Procedure: Observation of a...', and 'On-Call'. Below the navigation bar is a header with 'LIVERPOOL' and 'School of Medicine'. The main content area displays instructions for Case Based Discussions (CBDs) and search results for 'Angela Bates'. The instructions specify that CBDs should be obtained during ward work or outpatient clinics, covering various conditions like falls, stroke, TIA, acute cognitive impairment, leg ulcers, pressure sores, incontinence, and dementia. It also includes requirements for renal and rheumatology cases. The search results section shows one asset titled 'Renal case' with a 'Ws' icon and a last modified date of 15:52 on 28-Aug-2024.

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

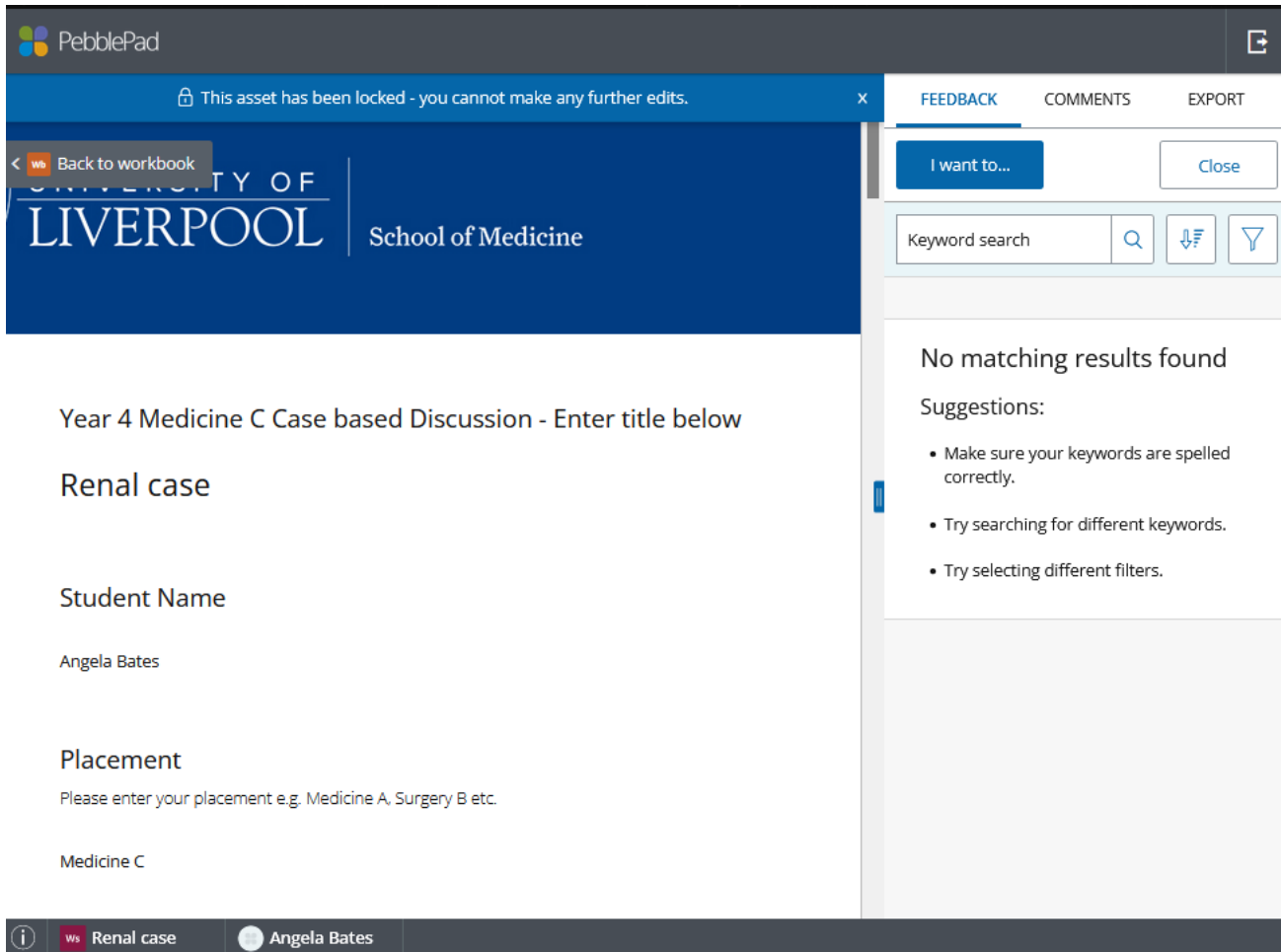
There is 1 asset in this collection.

Display results by modified date (newest first) ▾

	<a href="#">Renal case</a>	
	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':



The screenshot shows the PebblePad interface. At the top, a blue banner states "This asset has been locked - you cannot make any further edits." Below this, the main content area displays the University of Liverpool School of Medicine logo and the title "Year 4 Medicine C Case based Discussion - Enter title below". The form fields are: "Renal case" (title), "Student Name" (Angela Bates), and "Placement" (Medicine C). A sidebar on the right contains a search bar with the text "No matching results found" and "Suggestions: • Make sure your keywords are spelled correctly. • Try searching for different keywords. • Try selecting different filters." The bottom of the interface shows a navigation bar with "Renal case" and "Angela Bates" tabs.

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:

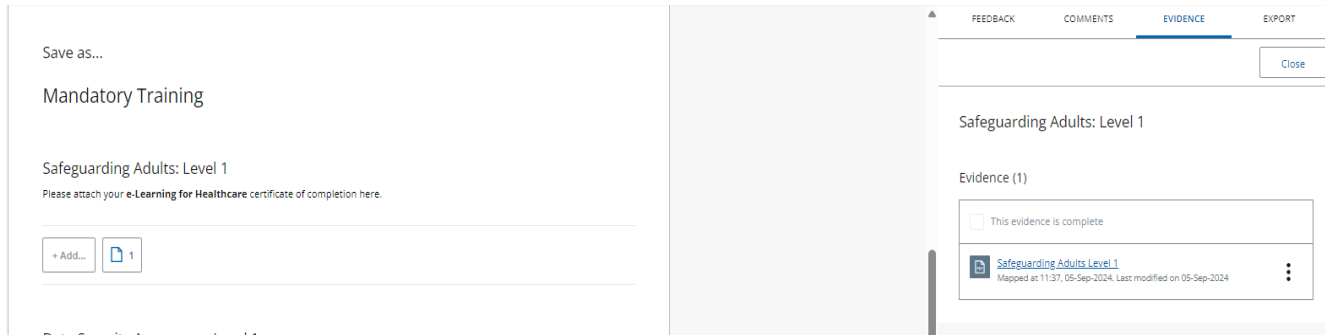
#### Mandatory Training

##### 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:



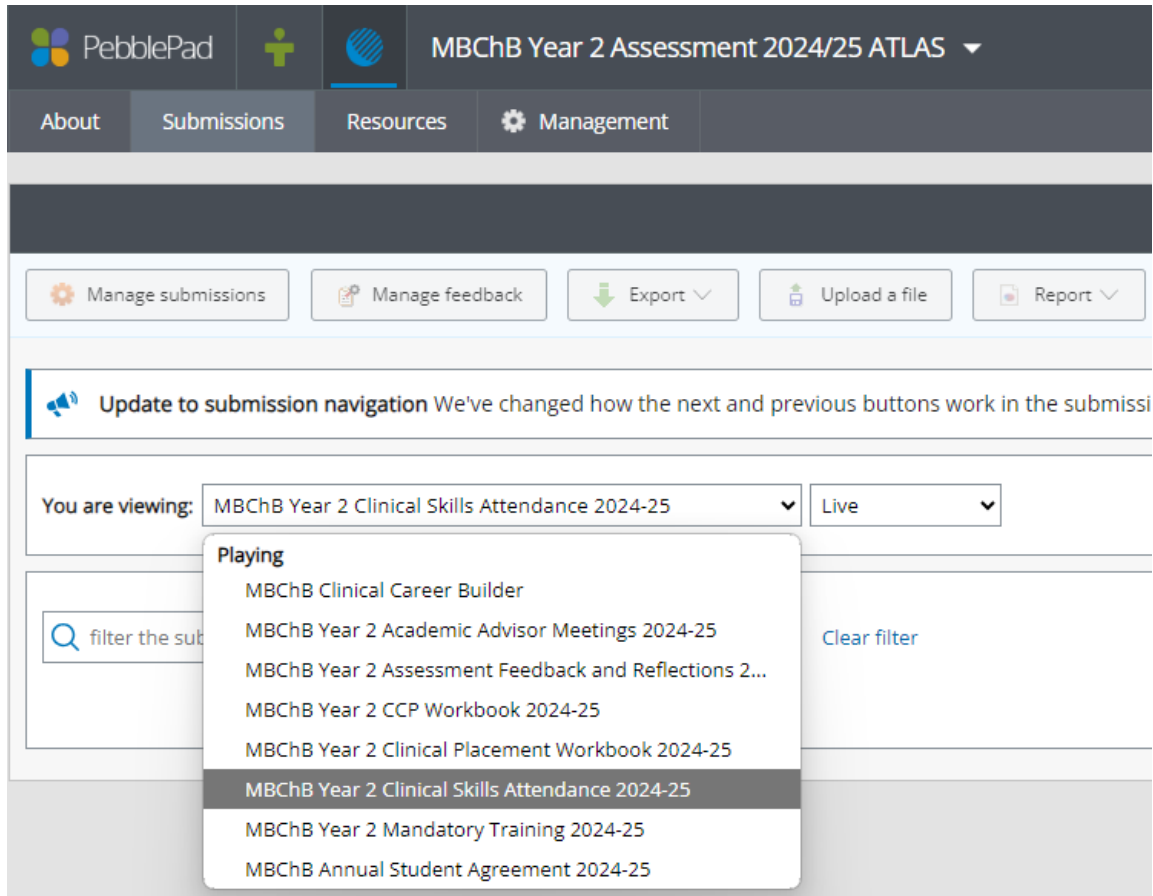
## 4. Clinical Skills (DOPS) forms

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.

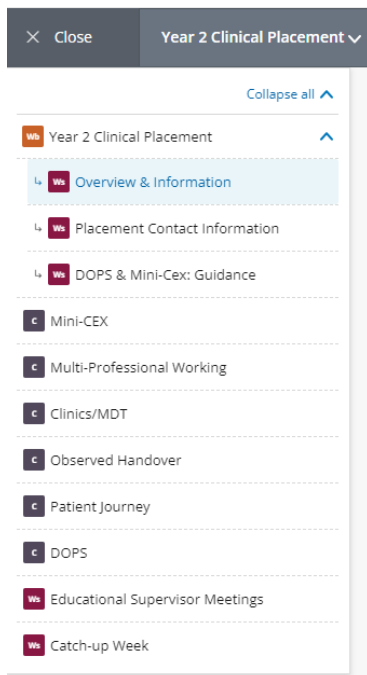
The completed DOPS forms are then visible in the Clinical Placement workbook.

1. All DOPS completed in the academic year can be found in the MBChB Year 2 Clinical Placement Workbook 2024-25, 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:

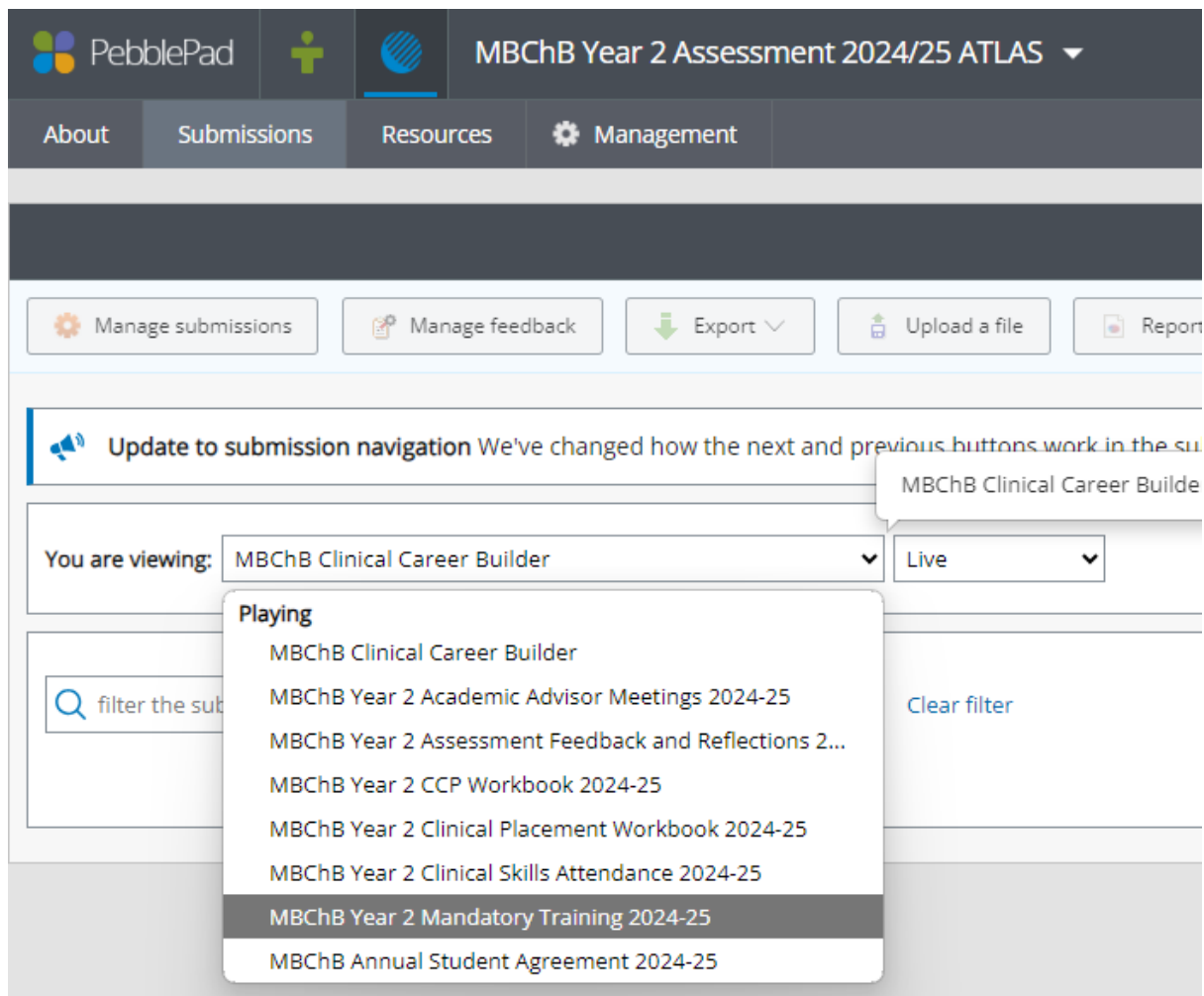


**Note:** If a student doctor observes a DOPS, no assessor feedback or sign off is required.

## 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 2024-25' 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:



The screenshot shows the PebblePad interface for 'MBChB Year 2 Assessment 2024/25 ATLAS'. The navigation bar includes 'About', 'Submissions', 'Resources', and 'Management'. Below the navigation bar are buttons for 'Manage submissions', 'Manage feedback', 'Export', 'Upload a file', and 'Report'. A notification banner reads 'Update to submission navigation We've changed how the next and previous buttons work in the su...'. The main content area shows 'You are viewing: MBChB Clinical Career Builder' with a dropdown menu open. The dropdown menu lists several items under the heading 'Playing', with 'MBChB Year 2 Mandatory Training 2024-25' highlighted. Other items include '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', and 'MBChB Annual Student Agreement 2024-25'. A search bar with the text 'filter the sub...' and a 'Clear filter' button are also visible.

## 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.

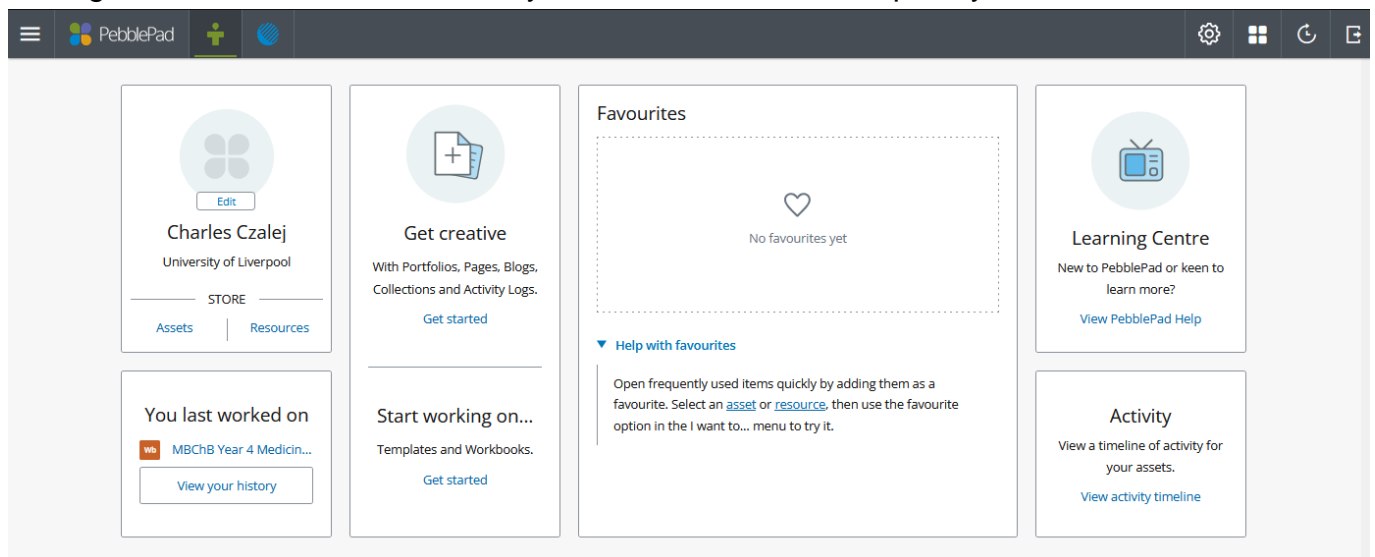
To ensure everything runs smoothly, we recommend using the 'save all' feature, and then clicking log out at the end of each reviewing session.

## 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.

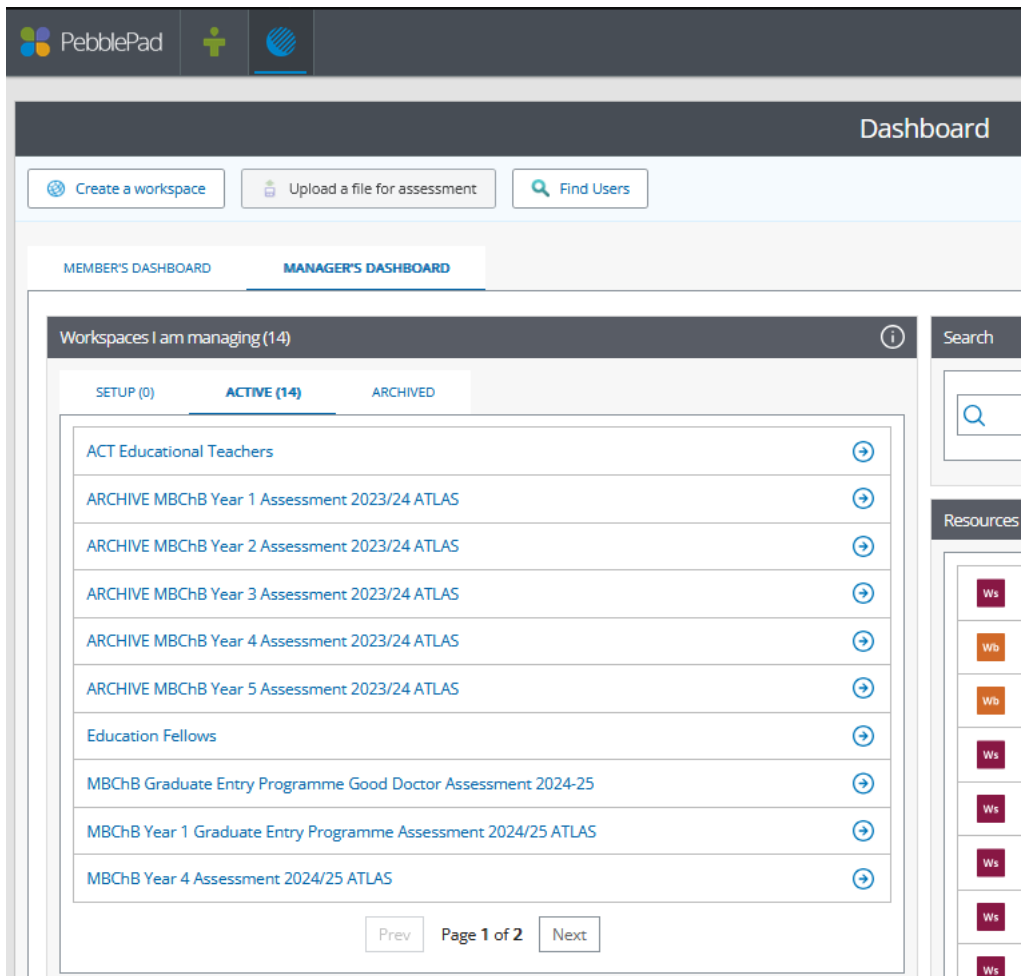
## 6.3 Problems logging into the system

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:



## 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 pop-up 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.

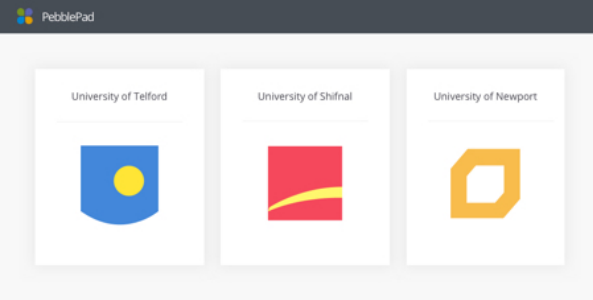
If you wish to merge your accounts, please contact the E-portfolio Administrator who will send you guidance on how to do this.

**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:



Don't show this message again

## 6.6 Useful Contacts

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

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

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