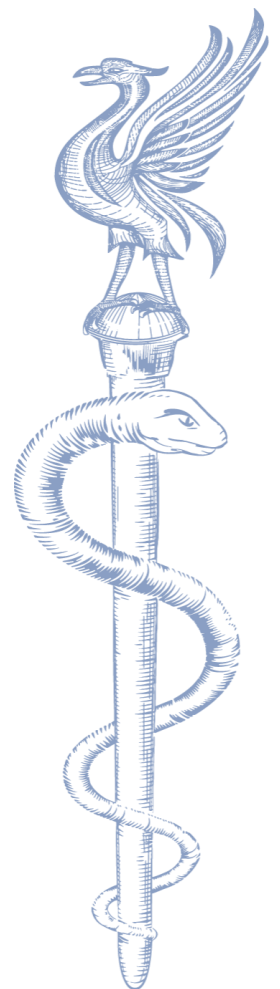




# Year 2 E-portfolio Requirements & Clinical Placement Handbook

2022/23



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# 1. 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 have who 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.

## 1.1 Aims for the Placement

### **The experience of the ward and other clinical environments**

The aim should be to begin to practise skills learnt in CCP and Clinical Skills on real patients. That is, you should practise taking histories, presenting histories, performing examinations and procedural skills. The emphasis should NOT be on learning about the particular speciality of the clinical environment as you will have time for that to be the focus in Years 3 -5 when you will rotate around each specialty.

In Year 2, the focus is on learning and practicing 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 expecting you to be experts at picking up clinical signs during these early clinical examinations, it is important to practice the examination skills so that you are competent enough to be able to do this naturally and without needing to think about the 'next step', once you have mastered this you will find it much easier to look for and identify the important signs. Understanding how the whole health care team contributes to patient care and to the patient's journey through healthcare is an important focus of this placement. Perhaps you could spend time with a physiotherapist or a ward clerk and find out how they do their job and why it is essential to the care of your future patients. The aim is to get familiar with existing and learning within a clinical environment.

### **The experience of the outpatient setting**

The aim is that you should attend 3-4 clinics in total over the 4 weeks. This will allow you to observe an experienced doctor or other clinician in action. What do you notice about how they talk to patients and take histories? How about how they perform examinations? Is this the same as in CCP and Clinical Skills or are there differences? Why might that be? Again, try to focus on these behaviours rather than the speciality involved.

### **Forming a relationship with a team**

Where possible, by attending the same ward for each of their placement weeks you will start to feel comfortable with the team around you. In some Trusts you may move clinical areas for a number of reasons. The aim of all clinical experiences is to make the most of your own personal opportunities. Try to get to know the team and observe how they work together to achieve excellent patient care.

**Forming a relationship with a supervisor** – each Year 2 Student Doctor will have an Educational Supervisor with whom they will meet weekly. See Section 7.

## 2. Requirements

This Handbook outlines the activities that student doctors are expected to capture throughout their clinical placements within Year 2 of the MBChB programme. Students are required to complete the corresponding form, template, obtain a certificate and attach it as evidence to the relevant section of their **MBChB Year 2 Clinical Workbook** within the e-portfolio system.

**All minimum numbers (activities) are required to be completed for student doctors to progress to their next year of studies.** Recommended numbers are considered to be an appropriate number for student doctors to adequately prepare for their clinical examinations and future practice as a junior doctor. Each of these activities is an opportunity for you to reflect on your learning and evidence it for your Educational Supervisor to review.

E-portfolio progress will be reviewed at end of placement Education Supervisor meetings, Academic Advisor meetings and at the end of the academic year. The e-portfolio is an Assessment for Progression. All minimum activities are to be completed by the end of the academic year for student doctors to progress to Year 3.

Final submission date for all e-portfolio submissions and attachments:

**Deadline: Friday 5th May 2023 - 10am**

## 2.1 Important information:

- All presented Histories, OEs and performed DOPS must be signed by an assessor.
- Student Declaration forms and observed DOPS forms do not require a sign off by an assessor.
- Histories and OEs are to be assessed by doctors. In some settings, Histories and OEs can be assessed by Physician Associates or Advanced Nurse Practitioner if they routinely undertake the skill as a part of their regular professional practice.
- DOPS forms can be assessed by any healthcare professional who commonly performs the procedure. They cannot be completed by fellow student doctors.
- All forms requiring a signature must contain the following: grade for the activity, name and position of the person completing it.
- Student doctors who are unable to obtain a signature on the PebblePocket App from an assessor, can email the assessor an e-version of the form.
- Student doctors are advised to encourage individuals completing their forms to provide them with written feedback comments.
- Forms must be completed by a variety of different doctors of different grades and at different stages in the placement.
- A doctor's signature may only appear a maximum of four times in your Year 2 workbook. This is to encourage you to get the broadest assessment from a wide range of different doctors.
- Forms must reflect a variety of different Histories and Observed Examinations (OEs), but it is not a requirement that each body system is recorded.
- A history can be taken from or an examination performed on any suitable patient. For example, it is perfectly acceptable to perform a respiratory examination on a patient who is awaiting or recovering from any elective surgery, provided they are willing and able to do so. The point is to practise your skills
- Forms can only be used to capture one activity e.g., one examination only.
- Histories are to be presented by individual student doctors and not in pairs or groups, however histories may be taken in pairs.
- Forms must be attached in the correct location of the clinical workbook
- Student doctors will know that their evidence is attached correctly as it will have the wording 'Linked asset/s' next to the rosette
- It is the student doctor's responsibility to ensure that all evidence is completed and correctly attached to their workbook.

**The E-portfolio is an Assessment for Progression.**

**All minimum activities are to be completed by the end of the academic year/final e-portfolio checkpoint for student doctors to progress to Year 3.**

**Evidence attached after the end of year deadline will not be accepted.**

## 3. Direct Observation of Procedural Skills (DOPS)

- DOPS acquired on this placement are to be recorded on the DOPS Clinical Skills page.
- Year 2 student doctors must complete at least 2 DOPs, demonstrating at least 2 different procedural skills.
- Year 2 student doctors could demonstrate all 4 procedural skills that have been taught and demonstrate each one more than once. However, time is limited, and this may not be possible. Remember that there will be multiple opportunities to practice skills throughout Years 3-5.
- Year 2 student doctors must have attended the relevant Clinical Skills teaching session in order to undertake that particular skill on placement or complete a DOPS on it.
- Year 2 student doctors must be supervised throughout by a Healthcare Professional who routinely undertakes the skill
- Year 2 student doctors may observe other procedural skills being performed.

### 3.1 Possible DOPS

12 Lead ECG: record & interpret, Intramuscular (IM) injection OR Subcutaneous (SC) injection, Urinalysis, Venepuncture, VITAL signs & NEWS

## 4. Recording clinical activity on placement

### 4.1 MBChB Year 2 Clinical Workbook

This workbook contains information about the course and set activities / assignments that student doctors are required to complete in PebblePad as part of their E-Portfolio Assessment for Progression.

### 4.2 PebblePocket App

Student doctors can record their clinical activity using the PebblePocket App on their mobile device.

At the start of the academic year, student doctors should ensure they download the app onto their device so they can view the appropriate 2022/23 forms e.g. Year 2 History Form, OEs, DOPS, and Student Declarations.

The PebblePocket App is available on Apple and Android devices.

### 4.3 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. Please refer to the E-forms page within the clinical workbook for further details.

## 5. Year 2 Clinical Placement Requirements

| Activity               | Form                                                      | Minimum and recommended numbers for the whole placement time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trust Induction</b> | Fill in induction section in the Year 2 Clinical Workbook | Attend your face to face Induction session at the Trust. Watch any additional online induction video for the Hospital Trust you are placed at.<br><b>DEADLINE: Monday 17<sup>th</sup> October 2022 - 10am</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Histories</b>       | Year 2 History Forms                                      | <p>Minimum number: <b>4</b> Recommended number: <b>8</b></p> <ul style="list-style-type: none"> <li>• <b>Two</b> of these histories <b>MUST</b> be presented to and signed off by a doctor.</li> <li>• <b>One</b> of these histories <b>MUST</b> be presented to and signed off by a Consultant.</li> <li>• Histories can be presented to and signed off by a Physician Associate or Advanced Nurse Practitioner if they routinely take histories as part of their professional practice.</li> <li>• Make sure all forms are signed before they are attached to your workbook.</li> <li>• These are to be obtained during your ward work activity time.</li> <li>• It is not a requirement to record a history for every system, but you should undertake as much variety as possible.</li> </ul> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p> |
| <b>Examinations</b>    | Observed Examination (OE)                                 | <p>Minimum number: <b>4</b> Recommended number: <b>6</b></p> <ul style="list-style-type: none"> <li>• Examinations can be undertaken on any patient who is willing and able to do so.</li> <li>• Each examination <b>MUST</b> be witnessed by a doctor, Physician Associate or Advanced Nurse Practitioner who routinely performs the examination in their practice.</li> <li>• These are to be obtained during your ward work activity time.</li> </ul> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p>                                                                                                                                                                                                                                                                                                                                          |
| <b>Procedures</b>      | Direct Observation of Procedural Skill (DOPS)             | <p>Minimum number <b>2</b> Recommended number <b>3</b></p> <ul style="list-style-type: none"> <li>• Try to observe and practice as may procedures as possible.</li> <li>• Demonstrate at least 2 of: 12 Lead ECG: record &amp; interpret, Intramuscular (IM) injection</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



|                                          |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |                                                                                             | <p><b>OR</b> Subcutaneous (SC) injection, Urinalysis, Venepuncture, VITAL signs &amp; NEWS</p> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Clinics, GP Surgeries or MDT</b>      | Student Declaration Form                                                                    | <p>Minimum number <b>3</b> Recommended number: <b>4</b></p> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Clinic/GP Surgery/MDT Reflections</b> | Clinic Reflection Template                                                                  | <p>Minimum number: <b>2</b> Recommended number: <b>3</b></p> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Observed Handover</b>                 | Observed Handover Hospital Activity Reflective Template & Student Declaration Form          | <p><b>One</b> handover to be observed.</p> <ul style="list-style-type: none"> <li>Observe one clinical team handing over to another.</li> <li>This can be any healthcare team or multidisciplinary team.</li> <li>Attach both your Student Declaration form and your completed reflective template to your clinical workbook</li> </ul> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p>                                                                                                                              |
| <b>Patient Experience/Journey</b>        | Patient Experience/Journey Hospital Activity Reflective Template & Student Declaration Form | <p><b>One</b> Patient Experience/Journey Hospital Activity Reflective template &amp; Student Declaration form to be completed and attached to your clinical workbook.</p> <ul style="list-style-type: none"> <li>The Patient Experience/Journey is a contextual history from a patient focussing on their experiences of interacting with healthcare systems.</li> <li>The Hospital Activity reflective template will guide you in what questions to ask.</li> </ul> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p> |
| <b>Multi-Professional working</b>        | Student Declaration Form                                                                    | <p><b>Aim to attach one form for each activity.</b><br/>Minimum number: <b>4</b> forms.</p> <p>This can include but is not limited to:</p> <ul style="list-style-type: none"> <li>Record an occasion when you spent time with a nurse / nurse specialist/practice nurse</li> <li>Record an occasion when you spent time with a physiotherapist</li> </ul>                                                                                                                                                               |

|                                                                        |                                                       |                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                        |                                                       | <ul style="list-style-type: none"> <li>Record an occasion when you spent time with a healthcare assistant</li> <li>Record an occasion when you spent time with a ward clerk</li> <li>Record an occasion when you spent time with a porter</li> </ul> <p><b>DEADLINE: Friday 5th May 2023 - 10am</b></p> |
| <b>Additional Opportunities you have found</b>                         | Student Declaration Form                              | Desirable <b>but not</b> essential. Record any additional opportunities you have.                                                                                                                                                                                                                       |
| <b>First and End of placement Educational Supervisor (ES) meetings</b> | Clinical Placement Evidence Form on Clinical workbook | <p>All fields completed by student doctor and Educational Supervisor (please remember to complete student doctor comments prior to meeting).</p> <p><b>DEADLINE FOR COMPLETION OF END OF PLACEMENT ES REPORT: Friday 5th May 2023 - 10am</b></p>                                                        |

**Your E-portfolio is an Assessment for Progression and as such it is essential that you are professional in your approach to completing these activities and that you ensure that you abide by the University of Liverpool Academic Integrity guidance.**

**Your E-portfolio is evidence of your own engagement, personal learning and individual progress. Any instances of collusion and plagiarism will be deemed unprofessional and will be dealt with as per the University of Liverpool Code of Practice on Assessment.**

## 6. Targets for each week for placements

During each week of placement, it would be a reasonable target to aim for the following:

- One or two Histories
- One or two Examinations
- One DOPS
- One Clinic
- One incidence of Multi-professional working
- One other Experience

## 7. Educational Supervisor Meetings

It is intended that Year 2 student doctors will be in groups of 4 students while in the hospital. Each group of students will be under the supervision of an Education Supervisor; a Consultant who they will meet with once in every placement week. A Specialist Trainee doctor may deputise for the Consultant for some of the meetings.

The ES and Students will meet as a group in the first placement week and then there will be weekly group meetings with the ES and then a one-to-one meeting with their Educational Supervisor in the fourth and final, placement week.

The introductory group meeting is intended to welcome you to the placement environment and team you will be working with and set out the aims of the placement. This may be completed related to your initial Induction sessions. It is important that you know who your ES is and how to contact them if required. Please ensure that you note this during your initial meeting with them. If you need support to contact your ES during the Academic Year, please contact your Undergraduate Admin Team in your Trust in the first instance and then please inform the Year 2 Team if any difficulty persists. It is also helpful to know which of your peers will be in your student group so that you can support each other during these first few weeks of clinical placement.

The final one-to-one meeting allows the student doctor and supervisor to review and reflect on what has been achieved on the placement and the Educational Supervisor will make a judgement of whether the student meets, exceeds or is not yet meeting the required standard of a Year 2 Student Doctor.

Contact your Year Lead 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/)].