

## e-Portfolio Guidelines (MD1-MD4)

### What is the e-Portfolio?

The e-Portfolio is an opportunity for you to reflect upon your thoughts and experiences from MDSC. Successful completion of the e-Portfolio is a hurdle requirement to pass the MDSC subject.

### What is required for my e-Portfolio?

The requirements for the e-Portfolio differ by year level. You will be required to complete all compulsory elements (CE) and secondary elements (SE) allocated to your year level.

- Compulsory elements consist of the Conference Reflection, Research Evaluation, e-Portfolio Peer Review (MD2-4), and MDRP Poster Review (MD4)
- Secondary elements consist of 8 options which are detailed in the following pages

Only the minimum amount stated in the table below will be assessed; however, you may choose to exceed this amount if you wish.

### Task list:

	Tasks
MD1	Conference Reflection + Research Evaluation + at least 3 Secondary Elements
MD2 and MD3	Conference Reflection + Research Evaluation + at least 2 Secondary Elements + 2 e-Portfolio Peer Reviews
MD4	5 MDRP Poster Reviews + 2 e-Portfolio Peer Reviews (no Secondary Elements)

### Due dates:

	Due date
MDRP Poster Review	11:59pm Friday 24/07/2020
Conference Reflection, Research Evaluation, and Secondary Elements	11:59pm Friday 24/07/2020
e-Portfolio Peer Review	11:59pm Friday 21/08/2020

The elements are outlined in detail in the following pages. Please pay particular attention to whether an element is **compulsory** or **secondary**. When you complete the e-Portfolio, we advise you to have this document open in a separate tab for easy referral.

**Compulsory Elements (CE)**

- MD1: please complete Conference Reflection and Research Evaluation elements
- MD2: please complete Conference Reflection, Research Evaluation and e-Portfolio Peer Review\* elements
- MD3: please complete Conference Reflection, Research Evaluation and e-Portfolio Peer Review\* elements
- MD4: please complete the e-Portfolio Peer Review\* and MDRP Poster Review\* elements

\*Peer review elements are only open to MD2-MD4 students.

ELEMENT	DESCRIPTION / INSTRUCTIONS TO STUDENTS
<p><b>CE1: Conference Reflection</b></p> <p>4 photos + 400 words</p>	<p>Select ONE or MORE of the MDSC 2020 Day Themes as the basis of a reflective piece (descriptions below):</p> <ul style="list-style-type: none"> <li>• Day 1: Leaders of Tomorrow</li> <li>• Day 2: The Grey Zone</li> <li>• Day 3: Redefining Vulnerability</li> <li>• Day 4: The Ultimate Equaliser</li> </ul> <p>You may consider the following points:</p> <ul style="list-style-type: none"> <li>• Why did you choose this day theme?</li> <li>• What are your reflections on the major issues presented</li> <li>• In what way did the keynote speakers and presenters influence your views on the subject?</li> <li>• How might this experience influence your role as a future health professional?</li> <li>• Please provide a critical analysis on how MDSC 2020 addressed the key issues within your chosen theme</li> <li>• Please provide photo evidence (screenshots) of your attendance in symposia sessions across all 4 days</li> </ul> <p>You may also choose to incorporate the MD graduate attributes (society, medical profession, systems of healthcare, self, knowledge, patients) into your writing.</p>

<p><b>CE1: Conference Reflection</b> (Continued...)</p>	<p><b>Day 1: Leaders of Tomorrow</b></p> <p>Every doctor is a leader – so how do we lead effectively?</p> <p>As future doctors, we will not only be leaders in health, but also in many other aspects of our lives. Our voices and opinions have weight to those around us – whether we like it or not. How can we make the most of this privilege and be successful leaders?</p> <p>Leaders of Tomorrow will have you questioning what leadership really is and how it will impact our lives as future doctors. It will expose you to incredible leaders across multiple aspects of society, who have stepped out of their comfort zones and forged their own paths from merely a vision.</p>
	<p><b>Day 2: The Grey Zone</b></p> <p>Medicine is not always black and white.</p> <p>The Grey Zone explores where we draw the line when it comes to ethical boundaries in medical science, technological advancements and clinical medicine. We aim to unmask the areas of medicine that operate in The Grey Zone and discover how the decisions we make today will influence both our future clinical practice and the evolving landscape of ethics tomorrow.</p>
	<p><b>Day 3: Redefining Vulnerability</b></p> <p>When we embrace our vulnerability, we enable our authenticity.</p> <p>Redefining vulnerability examines how embracing vulnerability can provide a much-needed platform for individuals who are otherwise silenced by societal norms and will challenge us to develop a more empathetic connection with our patients. What are the different ways we can express and acknowledge vulnerability amongst colleagues, patients and the community – and more importantly how will this impact our future practice?</p> <p>Redefining Vulnerability will delve into the negative stigma surrounding mental illness and burnout phenomenon in the hospital and explore how we can better care for patients through understanding their vulnerability, and how it influences their interactions with healthcare system.</p>

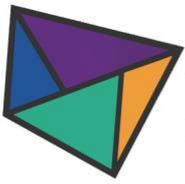
	<p><b>Day 4: The Ultimate Equaliser</b></p> <p>Should we take death lying down?</p> <p>The Ultimate Equaliser will be an open platform for discussion on the issues surrounding death, dying, grief and how this might inform what it means to live a 'good' life. This will be an opportunity to reflect on how we conceptualise life through the lens of death. We will explore death from the perspective of the patient, the experiences of the treating team and more generally, how death informs and forces reflection on life, the living, and what we deem important to achieve on our individual journeys.</p> <p>The Ultimate Equaliser will continue the evolving conversation about wellbeing, self-care, the importance of support networks and more broadly, the significance of our civic responsibility as future health professionals.</p>
<p><b>CE2: Research Evaluation</b></p> <p>1 photo + 150 words</p>	<p>Evaluate a student poster or MDRP oral presentation.</p> <ul style="list-style-type: none"> <li>• Discuss the strengths and weaknesses of the poster or oral presentation</li> <li>• Suggested points of evaluation: <ul style="list-style-type: none"> <li>○ Design/Presentation</li> <li>○ Structure and Flow</li> <li>○ Content</li> <li>○ Quality of Work</li> </ul> </li> <li>• Upload a digital media file (photo, video, voice recording) of the poster/presentation as evidence of participation</li> </ul>

<p><b>CE3: e-Portfolio Peer review</b></p> <p>2 x 100 words</p> <p>*Only MD2, MD3 &amp; MD4</p>	<p>Peer-review 2 e-Portfolios randomly allocated to you by the MDSC Coordinator.</p> <ul style="list-style-type: none"> <li>• Please provide effective and constructive feedback</li> <li>• You may consider: <ul style="list-style-type: none"> <li>○ Has the student demonstrated reflective practice, or is it mostly descriptive?</li> <li>○ Is there structure to the writing making it fluent to read?</li> <li>○ Does the student indicate how their conference experiences might influence their future career?</li> <li>○ Does the student consider a variety of different ideas in their portfolio?</li> </ul> </li> </ul> <p>*This will only be available after all students have submitted their e-Portfolio and thus will not be part of your initial e-Portfolio submission.</p>
<p><b>CE4: MDRP Poster Review</b></p> <p>5 x poster peer-assessments</p> <p>*Only MD4s</p>	<p>Peer-assess 5 posters randomly allocated by the MDRP Coordinator.</p> <ul style="list-style-type: none"> <li>• Please use the structured marking guide provided</li> </ul>

<b>Secondary Elements (SE)</b> 8 elements to choose from	
<ul style="list-style-type: none"> <li>MD1: please complete 3 secondary elements</li> <li>MD2: please complete 2 secondary elements</li> <li>MD3: please complete 2 secondary elements</li> </ul>	
<b>SE1: Academic Participation</b>  1 photo + 150 words	Upload evidence of <i>one ACADEMIC</i> symposium session that you attended. <ul style="list-style-type: none"> <li>What motivated you to attend this session?</li> <li>What did you get out of the session?</li> <li>1 x photo required</li> </ul>
<b>SE2: Community Engagement</b>  200 words	Identify an issue in the community that the conference has brought to your attention. <ul style="list-style-type: none"> <li>Why do you think this is an important issue?</li> <li>How can medical students, health professionals and other key players address this issue?</li> <li>What community groups and resources are available to recommend to future patients who might need support in this area?</li> </ul>
<b>SE3: Empathic Practice</b>  200 words	Describe a patient experience, such as a speaker's story or a theoretical experience derived from the themes explored at conference. <ul style="list-style-type: none"> <li>Analyse this scenario from the patient's perspective</li> <li>Include attributes you think a patient may want to see in a doctor</li> </ul>
<b>SE4: Memorable Remarks</b>  200 words	Did someone say something at MDSC 2020 which really resonated with you? Discuss the quote here! <ul style="list-style-type: none"> <li>Why does the quote resonate with you?</li> <li>How has it influenced your perspective on a particular topic?</li> </ul>

<b>SE5: Social Connections</b>  1 photo + 150 words	Attend one of the MDSC 2020 social events, or use your experience of the entire conference, to reflect on the non-academic aspects of conference. <ul style="list-style-type: none"> <li>How did the social and networking aspects of conference shape your overall experience?</li> <li>1 x photo required</li> </ul>
<b>SE6: Workshops</b>  1 photo + 150 words	Reflect on your MDSC 2020 workshop. <ul style="list-style-type: none"> <li>Why did you choose this workshop?</li> <li>What did you learn?</li> <li>1 x photo required</li> </ul>
<b>SE7: Wellness</b>  1 photo + 150 words	Reflect on a wellness activity you attended. <ul style="list-style-type: none"> <li>How did you find the experience?</li> <li>What did you take away from it?</li> <li>1 x photo required</li> </ul>
<b>SE8: MDSC Across the Years</b> <b>(MDSC's 10<sup>th</sup> Anniversary Special Secondary Element)</b>  150 words	Reflect on your MDSC experience(s) <ul style="list-style-type: none"> <li>What did you take away from the conference?</li> <li>MD1: Reflect on how this experience may have been different if MDSC was a physical conference</li> <li>MD2-4: Reflect on how your MDSC experience has changed over the years, and how the virtual conference experience differs from the physical conference. (Optional: Upload photos of your MDSC experience across the years)</li> </ul>

**Please continue on for detailed instructions on how to complete the e-Portfolio via MDConnect.**



### How to complete my e-Portfolio?

The e-Portfolio can be completed by logging into your MD Connect account.

1. Log on to your MD Connect account ([mdconnect.medicine.unimelb.edu.au](http://mdconnect.medicine.unimelb.edu.au)) using Firefox

 **MD CONNECT**

User name

Password

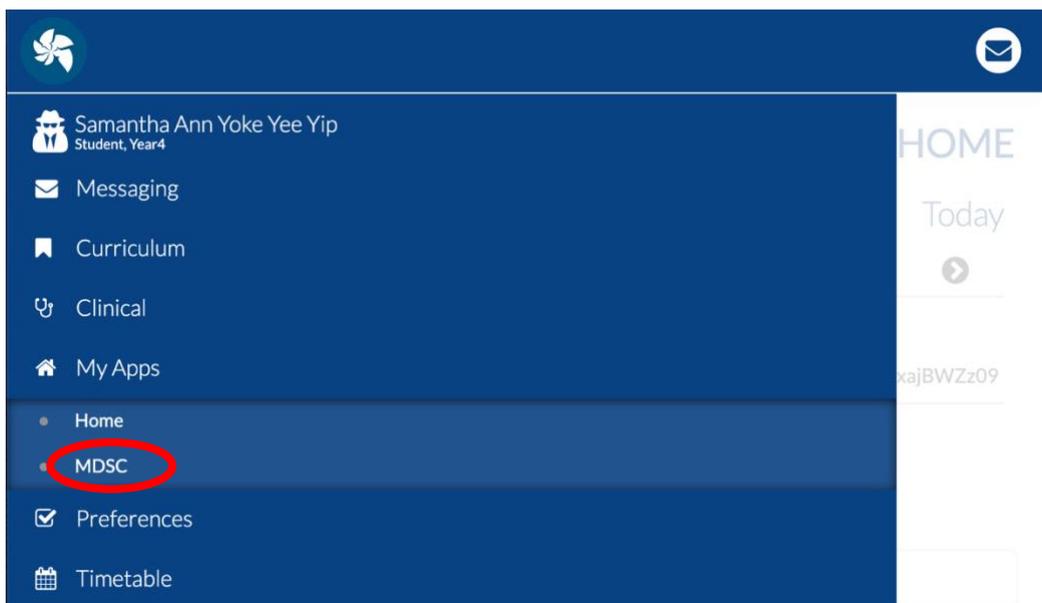
**Notice to all MD Connect users**

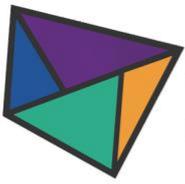
The activities of all MD Connect users are routinely monitored and may be captured, analysed and utilised to support the delivery of a range of MD Connect services. Some of these data, which for student users could include data related to assessment tasks, may also be used to support evaluation and research related to students' learning. Please note that all data are de-identified before being provided to researchers and that researchers do not have access to any personal details recorded within MD Connect.

More information, including plain language statements describing the collection and use of these data for research purposes, is available through 'RESEARCH' and 'DATA COLLECTION & USE' links at the bottom of this page. Should you require any further information about the use of MD Connect data for research, or have any concerns about the capture, storage or application of data related to your use of MD Connect, then please contact us at [mdc-research@unimelb.edu.au](mailto:mdc-research@unimelb.edu.au).

**SIGN IN**

2. Select 'My Apps' from the left-hand menu, then select "MDSC"





3. Click 'Elements' on top of the screen (Note: please ignore the points tally in the screenshots below; the point system will no longer be used in 2020)

MDSC 2020 OVERVIEW **ELEMENTS** POSTER UPLOAD FEEDBACK

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OVERVIEW 2020

Icons: Gear, Bar Chart, Clock, Document

POINTS ACQUIRED	SUBMISSION STATUS	PEER/POSTER REVIEW	FEEDBACK
<p>0 POINTS</p> <p>SUBMISSION CHECKLISTS</p> <p>Compulsory Elements</p> <p>Reflection Element * <input type="checkbox"/></p> <p>Evaluation Element * <input type="checkbox"/></p> <p>Points</p> <p>Points Required to Submit 0</p> <p>Draft Elements Total 0</p> <p>Points Acquired (for Submission) 0</p>	<p>ePortfolio Submission opened.</p> <p>Poster Upload opened.</p> <p>Points to Submit 0 points</p> <p>ePortfolio Deadline Jul 24, 2020 5:00:00 PM</p> <p>Poster Upload Deadline Jun 19, 2020 5:00:00 PM</p> <p>Submit ePortfolio 2020</p> <p>You have not fulfilled all the submission requirements yet. Refer to the <b>Submission Checklists</b>, please make sure you have submitted at least one <b>Reflection Element</b>, one <b>Evaluation Element</b> and the <b>Points Acquired</b> is at least <b>0 points</b>.</p>	<p>Peer Review pending.</p> <p>Poster Review pending.</p> <p>Note Available to MD2 - MD4 students only.</p> <p>Peer Review Deadline Aug 21, 2020 5:00:00 PM.</p> <p>Poster Review Deadline Jul 24, 2020 5:00:00 PM.</p>	<p>Feedback opened.</p> <p>Feedback</p>

4. Click 'Add Element' in the centre or right-hand corner of the screen

MDSC 2020 OVERVIEW **ELEMENTS** POSTER UPLOAD FEEDBACK

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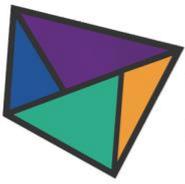
ELEMENTS **+ ADD ELEMENT**

1. Create my first element...

**+ ADD ELEMENT**

0 POINTS	
SUBMISSION CHECKLISTS	
Compulsory Elements	
Reflection Element * <input type="checkbox"/>	
Evaluation Element * <input type="checkbox"/>	
Points	
Points Required to Submit	0
Draft Elements Total	0
Points Acquired (for Submission)	0

Submit ePortfolio



5. Select the Element type that you wish to complete

**You should type in your response in this window as copying and pasting from an external program (e.g. Word) will result in formatting issues.**

New Element Close

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**Element Status** Draft (new element created will be saved as "Draft" status)

**Element Type \* (required)** Conference Reflection (1 point) compulsory

Select ONE OR MORE of the MDSC 2020 Day Themes as the basis of a reflective piece: (detailed descriptions in the e-Portfolio Guidelines 2020 PDF document):

- Day 1: Leaders of Tomorrow
- Day 2: The Grey Zone
- Day 3: Redefining Vulnerability
- Day 4: The Ultimate Equaliser

4 x photo required.

**Images**

**Note:** Upload up to 5 images. The first image (top-most) will always be used as the header image for this element. You can sort and re-order images to place the top-most image as your element header image. Remember to save/update your element after re-ordering.

Choose Files No file chosen

expand

**B I U** Words: 0

Minimum words: 400 expand

Close Save New

6. When you finish, click 'Save New' to keep your new entry as a draft

New Element Close

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**Element Status** Draft (new element created will be saved as "Draft" status)

**Element Type \* (required)** Conference Reflection (1 point) compulsory

Select ONE OR MORE of the MDSC 2020 Day Themes as the basis of a reflective piece: (detailed descriptions in the e-Portfolio Guidelines 2020 PDF document):

- Day 1: Leaders of Tomorrow
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4 x photo required.

**Images**

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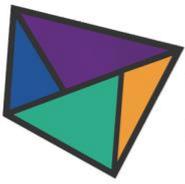
Choose Files No file chosen

expand

**B I U** Words: 0

Minimum words: 400 expand

Close Save New



7. To submit, change the element status from 'Draft' to 'Ready for Submission'

Preview Close

Delete Element

Element Status: Draft, **Ready for Submission**

Element Type \* (required): Conference Reflection (1 point) compulsory

Select ONE OR MORE of the MDSC 2020 Day Themes as the basis of a reflective piece: (detailed descriptions in the e-Portfolio Guidelines 2020 PDF document):

- » Day 1: Leaders of Tomorrow
- » Day 2: The Grey Zone
- » Day 3: Redefining Vulnerability
- » Day 4: The Ultimate Equaliser

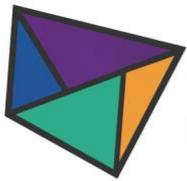
4 x photo required.

Images: **Note:** Upload up to 5 images. The first image (top-most) will always be used as the header image for this element. You can sort and re-order images to place the top-most image as your element header image. Remember to save/update your element after re-ordering. Choose Files | No file chosen

Words: 0

Minimum words: 400

8. Click **'Submit e-Portfolio'** only when you have completed **all** necessary requirements:
- MD1 students must submit the Conference Reflection, Research Evaluation, and 3 Secondary Elements by 11:59pm Friday 24/07/2020.
  - MD2 and MD3 students must submit the Conference Reflection, Research Evaluation, and 2 Secondary Elements by 11:59pm Friday 24/07/2020. You will then be required to submit 2 e-Portfolio Peer Reviews by 11:59pm Friday 21/08/2020.
  - MD4 students must submit 5 MDRP Poster Reviews by 11:59pm Friday 24/07/2020. You will then be required to submit 2 e-Portfolio Peer Reviews by 11:59pm Friday 21/08/2020.



Any elements saved as 'Draft' will **NOT** be counted towards the completion of your e-Portfolio.  
Please remember to change them to 'Ready for Submission' before the due date.

MDSC 2020 OVERVIEW ELEMENTS POSTER UPLOAD FEEDBACK

ELEMENTS + ADD ELEMENT

Conference Reflection (1 pt)



0 POINTS

SUBMISSION CHECKLISTS

Compulsory Elements

Reflection Element *	<input type="checkbox"/>
Evaluation Element *	<input type="checkbox"/>

Points

Points Required to Submit	0
Draft Elements Total	1
Points Acquired (for Submission)	0

Submit ePortfolio

### How is my e-Portfolio marked?

Your e-Portfolio will be evaluated by your senior peers. The e-Portfolio is marked on a pass-fail basis. A random selection of e-Portfolios will be reviewed by the Subject Coordinator. The following criteria will be assessed:

1. **Written content:** relevance of content and ability to demonstrate critical thinking and/or professional growth
2. **Multimedia content:** appropriate use of multimedia to enhance the purpose of e-Portfolio
3. **Overall structure and formatting**
4. **Writing and grammar**

### How can I upload my digital media file?

The use of multimedia is strongly encouraged for your e-Portfolio. However, there are some restrictions, so please take note of the following:

- **Images:** accepted formats are png, jpeg and gif. Images should not be larger than 5MB in size. Up to 5 images can be uploaded per element.
- **All audio files and videos:** Should not exceed 3 minutes in length. They should be hosted externally (Youtube/Vimeo) and have a link included within the text field of the element.

**Please take the time to read this guide in its entirety before contacting us!** It is your e-Portfolio bible and we are confident it will answer the vast majority of questions you may have. However, if you still have any remaining concerns, please contact us at:

[conf-assessment@melbournemdconference.org.au](mailto:conf-assessment@melbournemdconference.org.au)

Thank you for reading, and we wish you a happy MDSC 2020!