



## e-Portfolio Guidelines

### What is the e-Portfolio?

The e-Portfolio is an opportunity for you to reflect upon your thoughts and experiences from MDSC 2017. This is the main form of assessment for MD1, MD2 and MD3 students. In addition to maintaining professional behaviour standards, and 100% attendance, successful completion of the e-Portfolio is a hurdle requirement to attain a passing grade for the MDSC subject.

### When is my e-Portfolio due?

Task	Due date
e-Portfolio	12am Saturday 29/07/2017
Peer review (MD2-MD4)	12am Saturday 26/08/2017

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

The requirements for e-Portfolio differ by year level. You will be required to complete a combination of compulsory (CE) and secondary elements (SE) to accumulate a total of 10 points. You may exceed 10 points, if you wish, but only 10 points worth of completed elements will be assessed.

The table below outlines the elements required for each year level. MD4 students do not have to complete the e-Portfolio but will need to complete the peer review.

	Compulsory elements			Secondary elements
	Reflection (3 points)	Evaluation (1 point)	Peer Review (2 points)	7 elements to choose from (2 points each)
MD1	✓	✓		Any 3 secondary elements
MD2	✓	✓	✓	Any 2 secondary elements
MD3	✓	✓	✓	Any 2 secondary elements
MD4			✓	Not required

### Which elements are available for MDSC 2017?

The elements are detailed below. Please pay particular attention to whether an element is **compulsory (blue)** or whether it is **secondary (orange)**. When you complete the e-Portfolio we advise you to have this guideline document open in a separate tab for easy referral. The detailed descriptions available in this guide will not be available within the MDconnect interface.

### Compulsory Elements (CE)

1. MD1: please complete **Reflection** and **Evaluation** elements only (4 points in total)
2. MD2: please complete **Reflection**, **Evaluation** and **Peer Review\*** elements (6 points in total)
3. MD3: please complete **Reflection**, **Evaluation** and **Peer Review\*** elements (6 points in total)
4. MD4: please complete the **Peer Review\*** element only (2 points)

\*Peer Review is open to MD2, MD3 and MD4 students. This is completed following submission of e-portfolio.

ELEMENT	DESCRIPTION / INSTRUCTIONS TO STUDENTS
<p><b>CE1: Reflection</b> (3 points) 500 words</p> <p><b>Graduate Attributes:</b></p> <ul style="list-style-type: none"> <li>• Society</li> <li>• Medical Profession</li> <li>• Systems of Healthcare</li> <li>• Self</li> <li>• Knowledge</li> <li>• Patients</li> </ul>	<p>Choose <b>ONE</b> MDSC 2017 theme in which the issues and opinions presented are of most interest to you.</p> <ul style="list-style-type: none"> <li>• Day 1: Invisible Powers</li> <li>• Day 2: Routine, Interrupted</li> <li>• Day 3: Silent Malady</li> <li>• Day 4: My Job, Your Life</li> </ul> <p>Drawing from your experiences at MDSC 2017, please write a reflection using the issues and opinions specific to your chosen theme as a focus. The themes are described in detail below.</p> <p>Please consider the following points:</p> <ul style="list-style-type: none"> <li>• Why did you choose this theme? What have you learned?</li> <li>• What are your reflections on the major issues presented? Have your thoughts on the issues discussed changed pre- / post – conference?</li> <li>• In what way did the keynote speakers and presenters on the chosen day 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 2017 addressed the key issues within your chosen theme.</li> </ul>

### CE1: Reflection (Continued...)

- You may also choose to incorporate the MD graduate attributes into your writing

#### **Day 1: Invisible Powers**

Identity is the way we see ourselves, how others see us, and the way we relate to those around us. Visible factors such as gender and ethnicity are easier to appreciate, but *invisible* powers are also constantly shaping our identities in specific ways. This day is about the hidden factors that construct our identities. It's about how privilege shapes our access to social, political, and economic power. It's about how we use power and how we lose it. This day is aimed to amplify voices that are not always easily heard, and to leave you with a better understanding of how society shapes us, and how we can, in turn, shape society.

#### **Day 2: Routine, Interrupted**

The day is designed to push the boundaries of the status quo and bring you out of your comfort zones. The key to serenity may be to accept the things we cannot change - but the key to progress is changing the things we cannot accept. The day will leave you with a clearer idea of what you value, what you want the world to be, and how to make an impact and advocate in a meaningful way

#### **Day 3: The Silent Malady**

The day provides an opportunity to think about our own mental health: how we are going and why we feel the way we do. It is a chance to think about how we cope with the tough times, and to consider if our current strategies are effective. Medicine is, and will continue to be, a rollercoaster. The day will remind you that in order to care for our patients through those ups and downs, we have to be able to look after ourselves

#### **Day 4: My Job, Your Life**

Above all else, patients tend to value a caring doctor who communicates with kindness and respect. It is these qualities that we should aspire towards during our medical careers, as we witness the fragility of life and how cruelly it can be taken away from people. Cancer is a challenging illness to confront as a health professional, but it is the patients who face this dreaded disease that can teach us the most powerful lessons on courage and what it means to truly appreciate life.

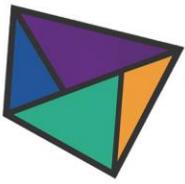
<p><b>CE2: Evaluation</b> (1 point) 300 words</p>	<p>Evaluate a student poster or 3MT presentation</p> <ul style="list-style-type: none"> <li>• Discuss its strengths and weaknesses (content/presentation/quality of work)</li> <li>• Upload a digital media file (photo, video, voice recording) of the poster/presentation (evidence)</li> </ul>
<p><b>CE3: Peer review</b> (2 points) 300 words *Only for MD2s and above</p>	<p>Peer-review 2x randomly allocated e-Portfolio from another MD student</p> <ul style="list-style-type: none"> <li>• Please provide effective and constructive feedback</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. MD2 and MD3 students must submit 8 points of e-portfolio prior to Peer Review. As MD1 students will not complete a Peer Review, you must submit a total of 10 e-portfolio points. MD4 students only need to complete the Peer Review component of the E-portfolio.</p>

<p><b>Secondary Elements (SE)</b> 7 elements to choose from, all are worth 2 points</p> <ol style="list-style-type: none"> <li>1. MD1: please complete 3 secondary elements (6 points in total)</li> <li>2. MD2: please complete 2 secondary elements (4 points in total)</li> <li>3. MD3: please complete 2 secondary elements (4 points in total)</li> <li>4. MD4: you do not need to submit any secondary elements</li> </ol>	
<p><b>SE1: Participation</b> (2 points) 100 words + 2 photos</p>	<p>Upload evidence of two different sessions that you have participated</p> <ul style="list-style-type: none"> <li>• Share your motivations for selecting these activities</li> <li>• Describe your experience and what you got out of these activities</li> <li>• You must provide photo evidence</li> </ul>

<p><b>SE2: Community engagement</b> (2 points) 300 words</p>	<p>Identify an issue in the community that the conference has brought to your attention</p> <ul style="list-style-type: none"> <li>• Explain why you think this is an important issue and what can be done about it</li> <li>• Describe the role of medical students and professionals in this issue</li> <li>• Research some community groups and the steps they have taken to address this issue</li> <li>• Find resources that would be appropriate to recommend to future patients that may require it</li> </ul>
<p><b>SE3: Empathic practice</b> (2 points) 300 words</p>	<p>Please describe a patient experience that MDSC 2017 highlighted. This may be a speaker story or a theoretical experience derived from the themes explored at MDSC 2017.</p> <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>
<p><b>SE4: Aspiration</b> (2 points) 300 words</p>	<p>Choose a moment from this week that resonated with you and reaffirmed your decision to pursue a career in healthcare</p> <ul style="list-style-type: none"> <li>• Represent this moment with a photo, video, voice recording or quote</li> <li>• Reflect on why you feel this way</li> <li>• Please share with us the reasons why you are interested in this pathway and outline the training pathways/steps required to get there</li> </ul>
<p><b>SE5: Exploration</b> (2 points) 300 words</p>	<p>Choose a session or topic that you wish to learn more about</p> <ul style="list-style-type: none"> <li>• Explain your reason for choosing this session/topic</li> <li>• Research more information on the session/topic</li> <li>• Find a relevant video, website or academic paper to add to your portfolio</li> <li>• Explain how your newly acquired information informs you about the topic</li> </ul>

<p><b>SE6: Utilisation</b> (2 points) 300 words</p>	<p>Choose two skills, either medical or practical, that you have learnt or practiced during the conference A skill you learnt and integrating that in every day practice.</p> <ul style="list-style-type: none"> <li>• Explain why you think these skills are important</li> <li>• Explain how you think these skills will help with your medical career and/or work-life balance</li> <li>• Suggest any other skills you wish to be taught or practiced in next year conference that will help prepare for your future medical career</li> </ul>
<p><b>SE7: Wellness</b> (2 points) 100 words *Only available if you attend a wellness activity</p>	<ul style="list-style-type: none"> <li>• Attend a wellness activity</li> <li>• Upload a digital media file to show your participation</li> <li>• Describe your experiences at the event</li> <li>• Reflect how this wellness activity could be altered/implemented in your everyday life</li> </ul>

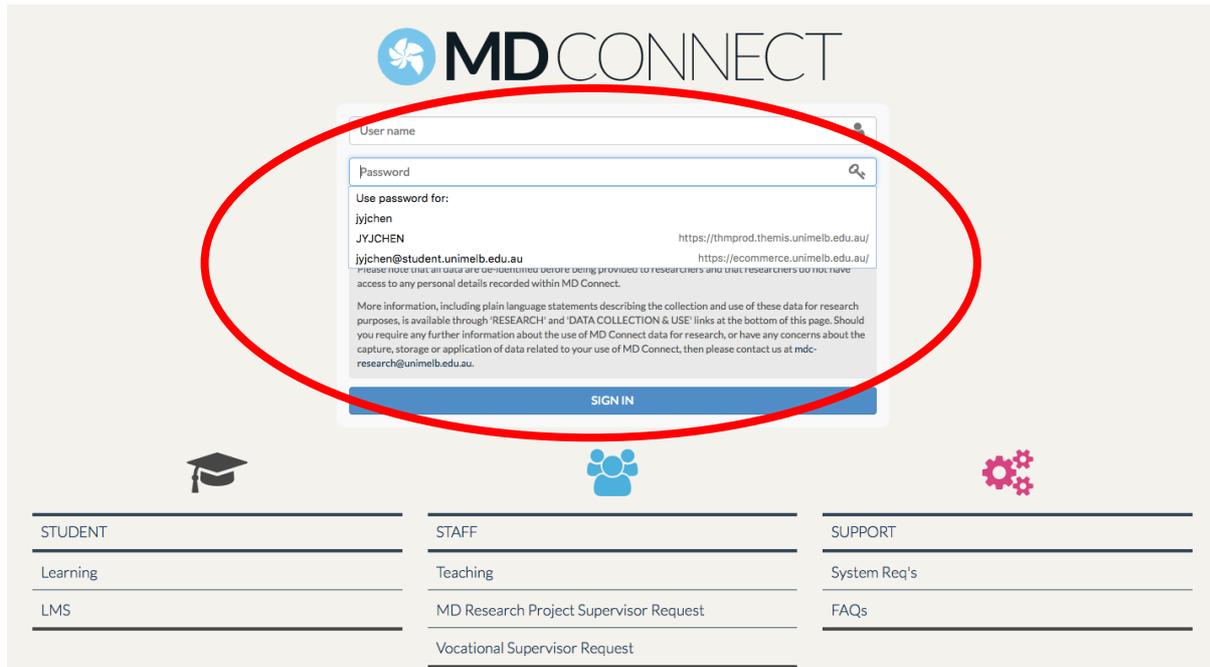
**Please continue on for detailed instructions on how to complete the e-Portfolio via MDconnect...**



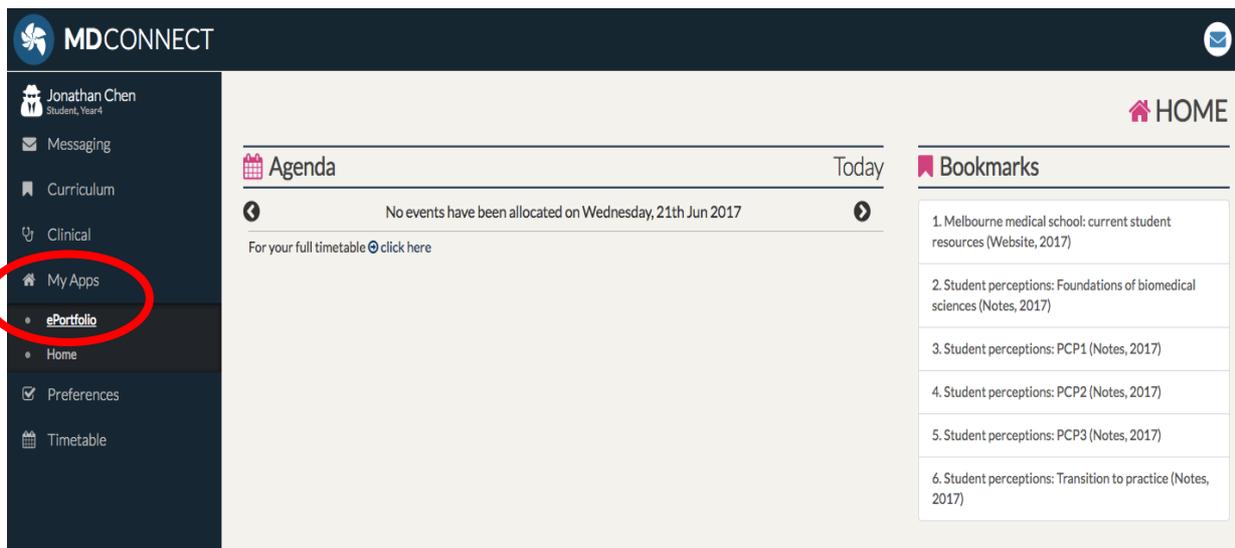
### How to complete my e-Portfolio?

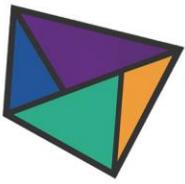
The e-Portfolio can be completed by logging into your MD Connect account.

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



2. Select 'My Apps' from the left hand menu , then select 'ePortfolio'





3. Click 'Elements' on top of the screen

e-Portfolio 2017 OVERVIEW **ELEMENTS** PEER REVIEW FEEDBACK ePortfolio Guide

### OVERVIEW 2017

POINTS ACQUIRED: 0 POINTS

SUBMISSION CHECKLISTS

- Compulsory Elements
  - Reflection Element \*
  - Evaluation Element \*
- Points
  - Points Required to Submit: 0
  - Draft Elements Total: 0
  - Points Acquired (for Submission): 0

SUBMISSION STATUS

Submission opened.

Points to Submit: 0 points

Deadline: Jul 28, 2017 12:00:00 AM

Submit e-Portfolio 2017

You have not fulfilled all the submission requirements yet. Refer to the **Submission Checklists**, please make sure you have submitted at least one **Reflection Element**, one **Evaluation Element** and the **Points Acquired** is at least 0 points.

PEER REVIEW

Peer Review opened.

Note: Available to MD2 - MD4 students only.

Deadline: Aug 26, 2017 12:00:00 AM.

Peer Review

FEEDBACK

Feedback opened.

Feedback

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

e-Portfolio 2017 OVERVIEW **ELEMENTS** PEER REVIEW FEEDBACK ePortfolio Guide

### ELEMENTS

+ ADD ELEMENT

1. Create my first element...

+ ADD ELEMENT

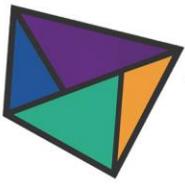
0 POINTS

SUBMISSION CHECKLISTS

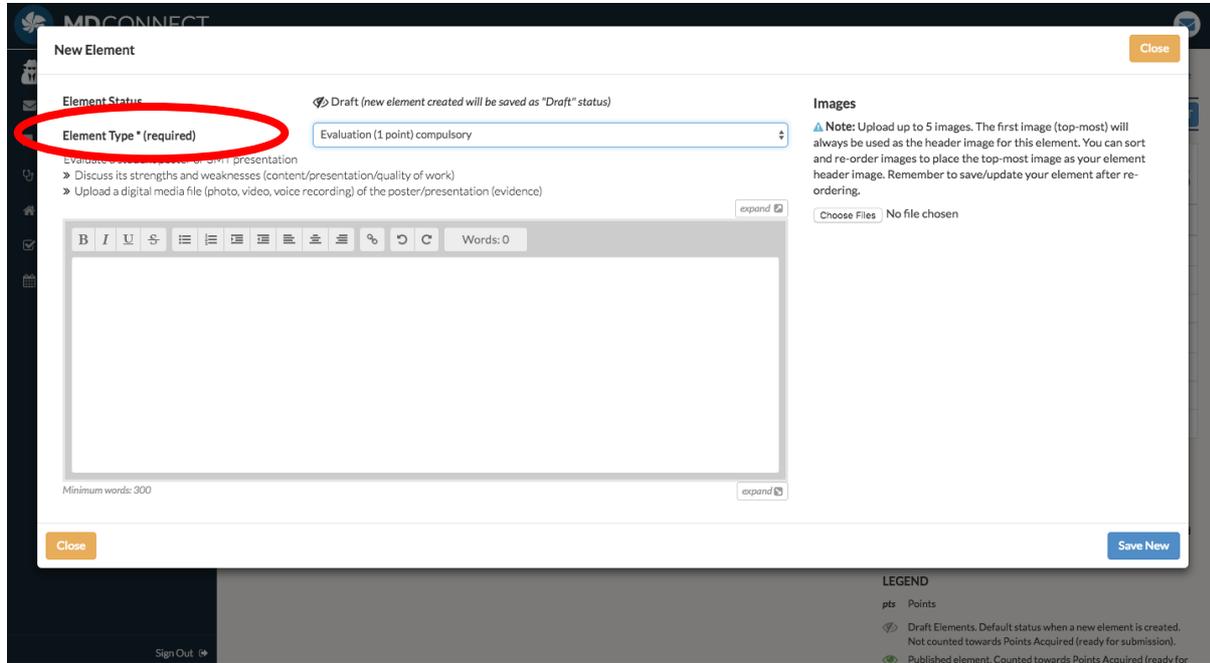
- Compulsory Elements
  - Reflection Element \*
  - Evaluation Element \*
- Points
  - Points Required to Submit: 0
  - Draft Elements Total: 0
  - Points Acquired (for Submission): 0

Submit e-Portfolio

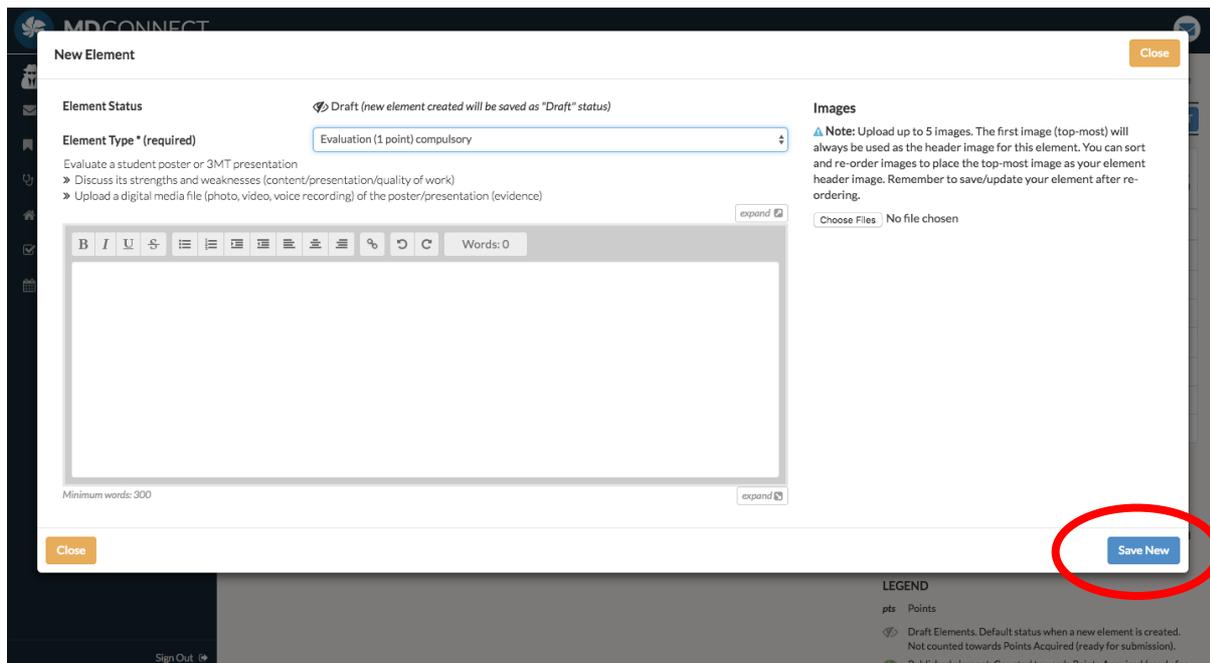
You have not fulfilled all the submission requirements yet. Refer to the **Submission Checklists**, please make sure you have submitted at least one **Reflection Element**, one **Evaluation Element** and the **Points Acquired** is at least 0 points.



5. Select the Element type that you wish to complete

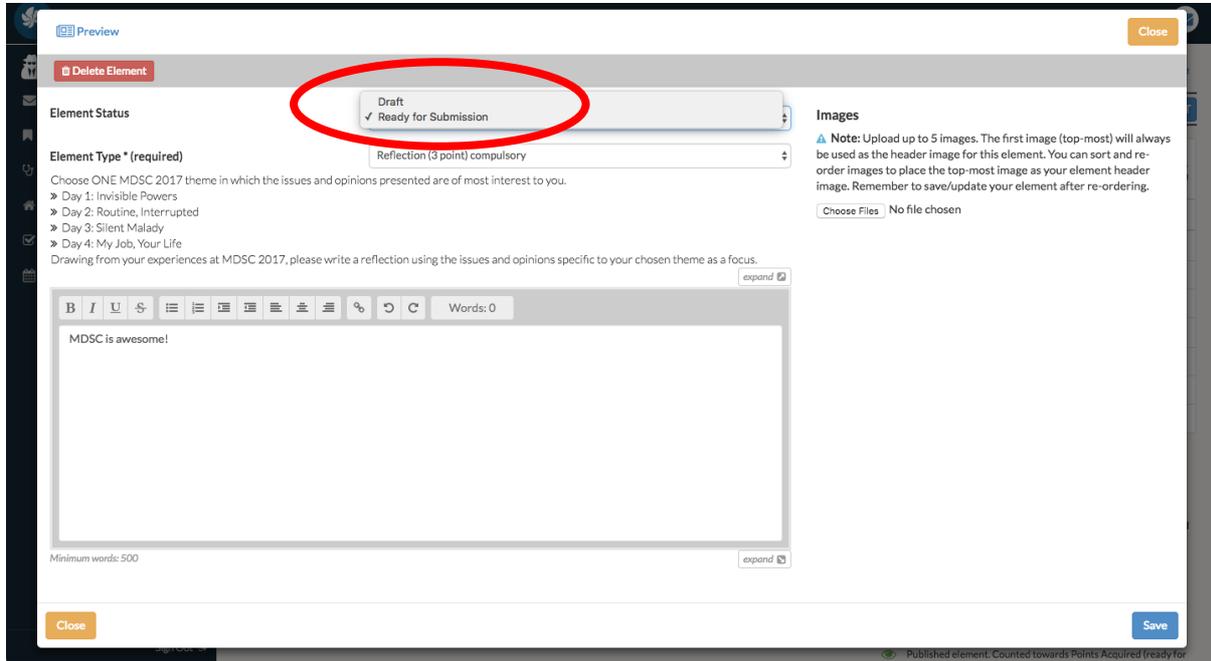


6. When you finish, click 'Save New' to keep your new entry as a draft



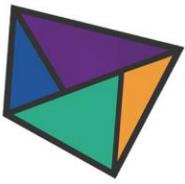


7. To submit, change the element status from 'Draft' to 'Ready for Submission'



8. **Click 'Submit e-Portfolio'** when you have gained enough points
- MD1 students must have 10 points prior to submission
  - MD2 students must have 8 points prior to submission. You will achieve a further 2 points when you complete your peer review.
  - MD3 students must have 8 points prior to submission. You will achieve a further 2 points when you complete your peer review.
  - MD4 students will only need to complete the peer review.

**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.**



e-Portfolio 2017 OVERVIEW ELEMENTS PEER REVIEW FEEDBACK ePortfolio Guide

ELEMENTS + ADD ELEMENT

1. Create my first element...  
+ ADD ELEMENT

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 e-Portfolio

You have not fulfilled all the submission requirements yet. Refer to the Submission Checklists, please make sure you have submitted at least one Reflection Element, one Evaluation Element and the Points Acquired is at least 0 points.

### 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-Portfolio 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 followings:

- **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 can be incorporated in 3 ways:
  1. Uploaded to YouTube, and a link included in the text field of the element
  2. Uploaded to Vimeo, and a link included in the text field of the element
  3. For external videos, include a link in the text field of the element

### Who can I contact if I have trouble completing my e-Portfolio?

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