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, and MDRP Poster Review. Secondary elements consist of 7 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 19/07/2019
Conference Reflection, Research Evaluation, and Secondary Elements	11:59pm Friday 26/07/2019
e-Portfolio Peer Review	11:59pm Friday 23/08/2019

The elements are outlined below. 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. Due to IT reasons, the detailed descriptions available in this guide will not be available within the MDConnect interface.

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

*Review elements are open to MD2-MD4 students.

ELEMENT	DESCRIPTION / INSTRUCTIONS TO STUDENTS
CE1: Conference Reflection 4 photos + 400 words	Select ONE OR MORE of the MDSC 2019 Day Themes as the basis of a reflective piece (descriptions below): • Day 1: Forces at Play • Day 2: More than Medicine • Day 3: Atonement • Day 4: Who Pulls the Strings You may consider the following points: • Why did you choose this day theme? • Reflect on the major issues presented. • In what way did the keynote speakers and presenters influence your views on the subject? • How might this experience influence your role as a future health professional? • Please provide a critical analysis on how MDSC 2019 addressed the key issues within your chosen theme. • Please provide photo evidence of your attendance in symposia sessions across all 4 days. • You may also choose to incorporate the MD graduate attributes (society, medical profession, systems of healthcare, self, knowledge, patients) into your writing.
	Day 1: Forces at Play

| CE1: Conference Reflection (Continued...)	The health of our future patients is being determined largely by forces beyond their control. In turn, our careers are being shaped by these powers that exist beyond the walls of our hospitals and clinics - how will we adapt? *Forces at Play* will be an exposé of the major determinants of health and will provide an insight into how they impact our roles as doctors both in everyday clinical practice and in our wider roles as future advocates.
	Day 2: More than Medicine *More than Medicine* is the idea that our professional lives could be filled with more than just our medical career. Throughout this day, we will learn from those who have taken the skills they have learnt in their medical degree and turned it into a fulfilling and successful career outside the typical field of medicine.
	Day 3: Atonement There is a great divide between the way we as doctors see ourselves and our work, and the way wider society views us. This divide is clear when analysing portrayals of doctors in popular culture. Think of Dr Spaceman, Dr House or Dr Hannibal Lecter. Atonement asks us to consider how the history of medicine has contributed to the way doctors are perceived by the community today. It encourages all of us to critically examine the culture of medicine and how it needs to change. It's a day for putting ego aside and imagining what a patient feels when they see a surgical instrument or a white coat.
	Day 4: Who Pulls the Strings Medicine is practised in the "real world" – but what does this actually mean? We'll be caring for patients in contexts shaped by factors outside of our control. Non-medical influences and incentives shape the way we'll work as doctors, determine how healthcare is accessed and experienced, and occasionally come into conflict with the best interests of patients and

	healthcare professionals alike. People in politics, business and the media can affect health outcomes quite directly, without necessarily having medical expertise. So how will this affect us and our patients? As a generation of doctors, we'll be given opportunities to pull the strings ourselves: what works well, and what should we change?
CE2: Research Evaluation 1 photo + 150 words	Evaluate a student poster or MDRP oral presentation. • Discuss the strengths and weaknesses (content/presentation/quality of work) • Upload a digital media file (photo, video, voice recording) of the poster/presentation (evidence)

CE3: e-Portfolio Peer review
 	
2 x 100 words
 	
*Only MD2, MD3 & MD4
	Peer-review 2 e-Portfolios randomly allocated to you by the MDSC Coordinator.
	• Please provide effective and constructive feedback. You may consider:
	  • Has the student demonstrated reflective practice, or is it mostly descriptive?
	  • Is there structure to the writing making it fluent to read?
	  • Does the student indicate how their conference experiences might influence their future career?
	  • Does the student consider a variety of different ideas in their portfolio?
	
	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.

CE4: MDRP Poster Review 8 points for successful completion of 5 poster peer-assessments *Only MD4s	Peer-assess 5 posters randomly allocated by the MDRP Coordinator. • Please use the structured marking guide

SE1: Academic Participation 1 photo + 150 words	Upload evidence of *one ACADEMIC* symposium session that you attended. • What motivated you to attend this session? • What did you get out of the session? • 1 x photo required
SE2: Community engagement 200 words	Identify an issue in the community that the conference has brought to your attention. • Why do you think this is an important issue? • How can medical students, health professionals and other key players address this issue? • What community groups and resources are available to recommend to future patients who might need support in this area?
SE3: Empathic practice 200 words	Describe a patient experience, such as a speaker's story or a theoretical experience derived from the themes explored at conference. • Analyse this scenario from the patient's perspective • Include attributes you think a patient may want to see in a doctor

SE4: Memorable remarks 200 words	Did someone say something at MDSC 2019 which really resonated with you? Discuss the quote here! • Why does the quote resonate with you? • How has it influenced your perspective on a particular topic?
SE5: Social connections 1 photo + 150 words	Attend one of the MDSC 2019 Social events, or use your experience of the entire conference, to reflect on the non-academic aspects of conference. • How did the social and networking aspects of conference shape your overall experience? • 1 x photo required
SE6: Workshops 1 photo + 150 words	Reflect on your MDSC 2019 workshop. • Why did you choose this workshop? • What did you learn? • 1 x photo required
SE7: Wellness 1 photo + 150 words	Reflect on a wellness activity you attended. • How did you find the experience? • What did you take away from it? • Write up a personalised wellness plan about how your new experiences can be used to help combat the stresses of semester 2. • 1 x photo required

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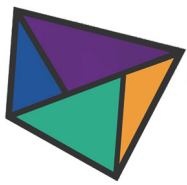
How to complete my e-Portfolio?

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) using Firefox.
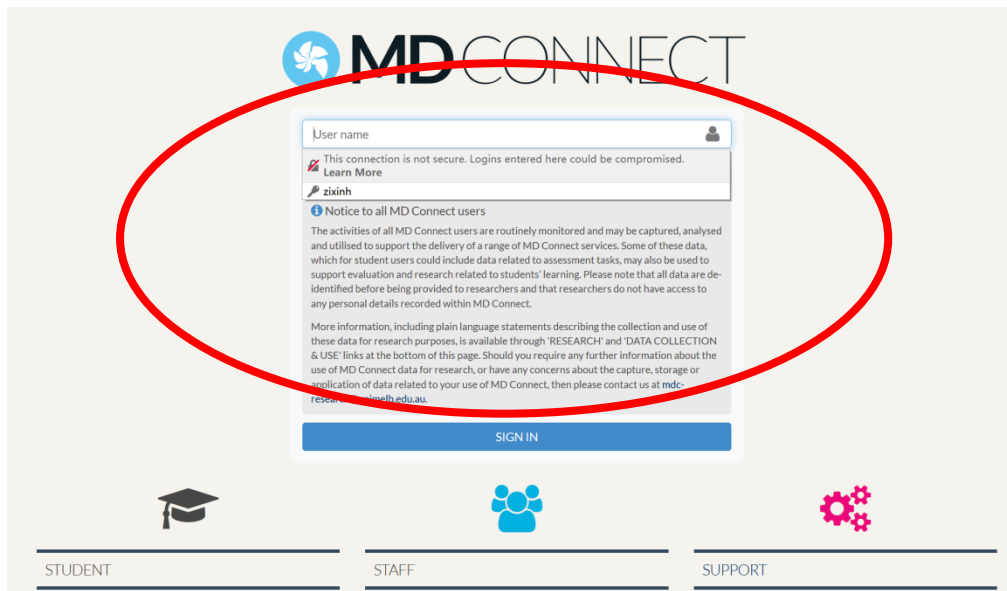
2. Select 'My Apps' from the left-hand menu, then select 'ePortfolio'
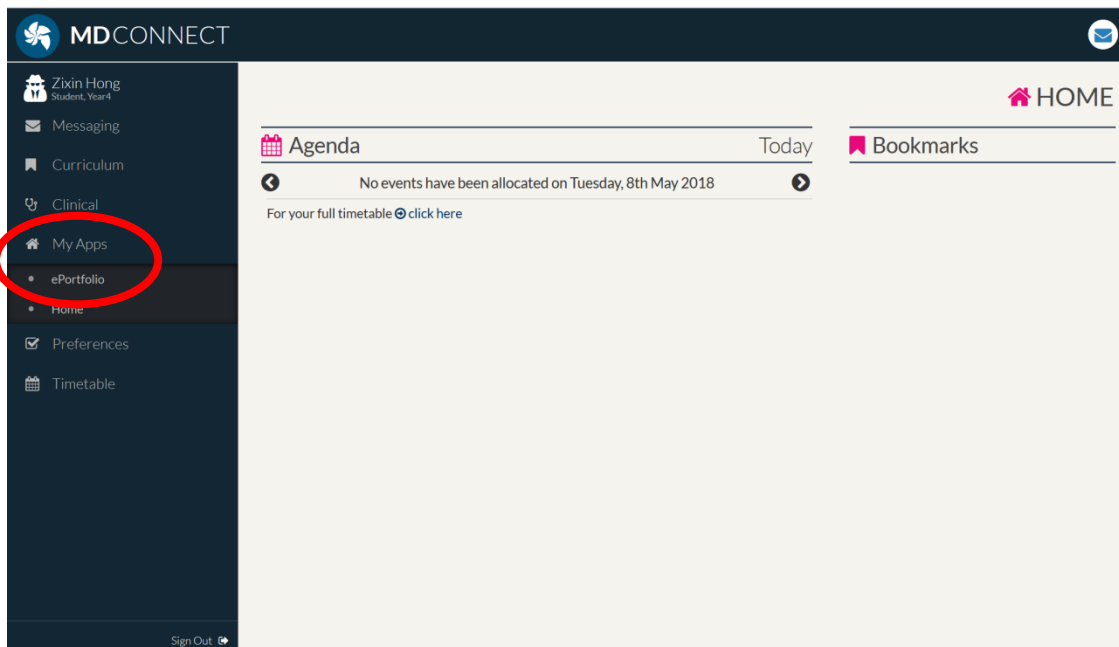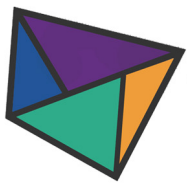
3. Click 'Elements' on top of the screen *(Note: please ignore the points tally in the screenshots below; the point system will no longer be used in 2019)*

4. Click 'Add Element' in the centre or right hand corner of the screen
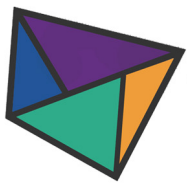
5. Select the Element type that you wish to complete

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

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

Element Type * (required)   Reflection (3 point) compulsory

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.

Browse…   No files selected.

Choose ONE MDSC 2018 theme in which the issues and opinions presented are of most interest to you.
» Day 1: Our Medical Community
» Day 2: Temporary Mobility
» Day 3: Defining a Patient
» Day 4: The Draw Drop
Drawing from your experiences at MDSC 2018, please write a reflection using the issues and opinions specific to your chosen theme as a focus.

expand

B I U S | list | indent | align | link | undo redo | Words: 0

Minimum words: 500   expand

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

New Element   Close

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

Element Type * (required)   Reflection (3 point) compulsory

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.
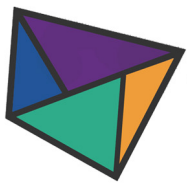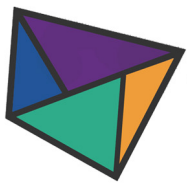
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expand

B I U S | list | indent | align | link | undo redo | Words: 0

Minimum words: 500   expand

Close   Save New

Draft Elements. Default status when a new element is created. Not counted towards Points Acquired (ready for submissio...

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

8. **Click 'Submit e-Portfolio'** when you have completed all necessary requirements:
   a. MD1 students must submit the Conference Reflection, Research Evaluation, and 3 Secondary Elements by 11:59pm Friday 26/07/2019.
   b. MD2 and MD3 students must submit the Conference Reflection, Research Evaluation, and 2 Secondary Elements by 11:59pm Friday 26/07/2019. You will then be required to submit 2 e-Portfolio Peer Reviews by 11:59pm Friday 23/08/2019.
   c. MD4 students must submit 5 MDRP Poster Reviews by 11:59pm Friday 19/07/2019. You will then be required to submit 2 e-Portfolio Peer Reviews by 11:59pm Friday 23/08/2019.

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.

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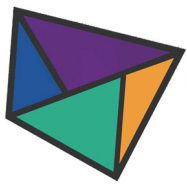
Please take the time to read this guide in its entirety before contacting us! It is your e-Portfolio bible and we are confident it will answer the vast majority of questions you may have. However, if you still have any remaining concerns, feel free to email us at:

conf-assessment@melbournemdconference.org.au

Thank you for reading, and we wish you a happy MDSC 2019!