

**Barts and The London School of  
Medicine and Dentistry University  
of London**

**Bachelor of Medicine  
Bachelor of Surgery  
(MBBS)**

**Personal Portfolio  
Years 3 and 4  
2014 - 15**

**NAME** \_\_\_\_\_

## **WELCOME TO YOUR PORTFOLIO**

In response to feedback, the aims of the Portfolio have been clarified and the structure simplified. In essence, your Portfolio is simply a collection of personal documents relevant to your time in medical school.

In years 1 and 2 your Portfolio enabled you to keep a summary of your achievements as well as encouraging you to reflect on your progress. The Portfolio in Years 3 and 4 will be similar, but will also introduce you to the process of personal development planning. In the first four years your Portfolio will form the basis for the one to one discussions with your Mentor.

Foundation Year 1 (FY1) doctors are expected to complete a Foundation Learning Portfolio and thereafter you will be expected to keep a Portfolio or an equivalent document for the rest of your professional life.

## **HOW TO MAKE YOUR PORTFOLIO (YEARS 3 & 4)**

From a practical perspective it is suggested that students buy a hard cover ring-binder to retain relevant documents. The portfolio is to be divided into two parts with the first part being the collection of personal documents and the second being a self-reflective document covering your progress to date and your plans for the future.

### **Section one: Presentation of Evidence**

As the portfolio is your document, you are entitled to include any evidence which you consider demonstrates your progress at medical school. Be creative and include different types of evidence. For Years 3 and 4, it is suggested that you might include copies of your placement handbooks and any case write ups that you may have done during the year.

### **Section two: Reflective practice**

#### **Self appraisal**

The aims of the self-appraisal are:

- to provide the means for reflection and evaluation of your current practice;
- to help you gain insight into your understanding of your current abilities.

In Years Three & Four the self-appraisal tool will be treated as confidential and will not be part of a formal assessment of your competence. The PDP plan that you produce will be based on this and will enable the planning of how you will learn what you need to know.

It is essential for your own development that you complete this form honestly, identifying the areas where you feel your weaknesses lie and how confident you feel about undertaking the tasks required of you at this time.

Instructions for completion of the self-appraisal tool:

- Read the outcomes for years 3 & 4, how close are you to achieving them?
- For each section of the learning domain headings on the form, tick the score that most reflects your feelings of confidence;
- Be prepared to add comments on any areas that concern you, or for which you feel you are not ready or adequately prepared. Use examples from your experience to date, where appropriate.

## THE SELF-APPRAISAL

For each statement in the right hand column, tick the score that most reflects how you feel about performing each of the tasks. It is suggested that you perform this exercise three times each year,

*Scoring system:*

1. little or no experience in this area yet;
2. some experience, but not yet at the level required in the curriculum;
3. experienced and confident in demonstrating competence.

Criterion	Term 1	Term 2	Term 3	Comments
1. Medical Knowledge (basic science) <ul style="list-style-type: none"> <li>• Anatomy</li> <li>• Physiology</li> <li>• Other basic science</li> </ul>				
2. Medical knowledge (disease mechanisms) <ul style="list-style-type: none"> <li>• Pathology</li> </ul>				
3. Medical knowledge (clinical science) <ul style="list-style-type: none"> <li>• Clinical features of disease</li> <li>• Pharmacological principles</li> </ul>				
4. Medical knowledge (population science) <ul style="list-style-type: none"> <li>• Sociology</li> <li>• Epidemiology</li> <li>• Public health</li> </ul>				
5. Patient care <ul style="list-style-type: none"> <li>• History &amp; examination</li> <li>• Imaging</li> <li>• Diagnosis &amp; reasoning</li> <li>• General treatments</li> <li>• Pharmacological treatments</li> </ul>				
6. Patient care <ul style="list-style-type: none"> <li>• Clinical procedures/skills</li> </ul>				

7. Professionalism <ul style="list-style-type: none"><li>• Teaching</li><li>• Learning</li><li>• Personal attitudes</li><li>• Professional skills</li><li>• Codes of practice</li><li>• Ethics &amp; law</li><li>• Healthcare systems</li></ul>				

## THE PERSONAL DEVELOPMENT PLAN (PDP)

### Completing your Personal Development Plan (PPD)

The Personal Development Plan (PPD) is your chance to set out what you expect to achieve during each placement and throughout the year. It should be updated as often as is necessary, accepting of course that you must be able to refer back to the goals that you set yourself at the beginning. The template provided in the portfolio is a good example to start with, but if you want to develop or adapt the form, then you are encouraged to do so.

### What do you need to learn?

Everyone will have their own strong and weak points and it is important to begin to identify what you should focus on initially. What you need to learn will change as you develop through the MBBS course and your experience grows, so your PDP should be updated as you make progress.

### How was this identified?

As you progress through the course, self evaluation, reflective practice, direct assessment and other techniques will all provide different perspectives on your performance and development. It is important to be aware of what information you are using when setting your learning needs, and to ensure you are not missing important feedback that may be available to you. For example, if all your learning needs originate from one feedback source it may be worth re-examining what other information is available to you.

### How will this be addressed and by when?

Your plan should identify what you intend to do during the year or placement and how you will develop your learning.

While reflective practice is extremely important, one of the key goals of the year is to show, through your portfolio, a series of assessments that demonstrate development against targets you have set yourself and against the learning objectives for the year.

## THE PERSONAL DEVELOPMENT PLAN (PDP)

<b>Student name</b>	
<b>Mentor</b>	

<b>Date</b>	<b>What specific development needs do I have?</b>	<b>How will these objectives be addressed?</b>	<b>Evaluation and outcome (show how you have achieved your objectives)</b>