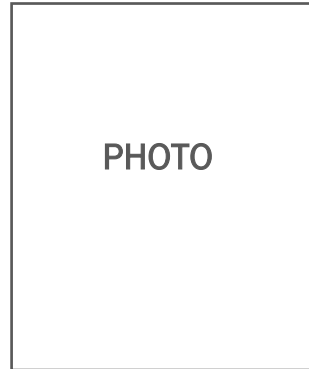


# STUDENT PORTFOLIO



Name of the student: .....

Registration number: .....

Batch: .....

Supervisor: .....

Date submitted: .....

Personal and Professional Development Stream

Faculty of Medicine, University of Jaffna

2024



## INTRODUCTION

The MBBS Programme of Faculty of Medicine, University of Jaffna has an independent module, the Personal Professional Development Stream (PPDS). The aim of the course in PPDS is to develop personal skills and personality of the students with a view to improve their learning abilities during the studentship and afterwards for continuous professional development and improve the quality of the service provided.

Activities of PPDS module are conducted under four themes;

1. **Personal development:** Objective of this theme is to demonstrate an understanding of the self and its role in society and in the practice of medicine by
  - 1.1. improving **life skills** by enhancing effectiveness in all aspects of personal development and interactions by developing the self, managing emotions, reducing stress, enhancing time management, building effective relationships and cultivating good behaviour.
  - 1.2. developing attributes and **soft skills**, including communication skills, being an active listener, and effective presentation skills.
2. **Professional development:** Objective of this theme is to demonstrate an understanding of the medical profession in a changing environment and the role of doctors and other healthcare practitioners in the “practice of medicine” by understanding the medical profession in the context of society.
3. **Leadership and management skills:** Objective of this theme is to recognise the role of the doctor in a dynamic and multifunctional environment across multiple stakeholders by
  - 3.1. demonstrating the ability to work effectively in teams by understanding that the practice of medicine requires the ability to work and make decisions with many stakeholders including other healthcare professionals and working within the limits of one’s competence and capability and seeking help as needed.
  - 3.2. displaying qualities of leadership by understanding the principles of leadership and their application in medical practice.
4. **Ethics:** Objective of this theme is to understand the principles of ethics and its application in medical practice and demonstrating the ability to assess an ethical problem.

The PPDS module bridges the gaps in the academic curriculum in developing right attributes and behaviour during transformation of students into a medical professionals. The module assesses the students formatively through the portfolio and summatively by the end of module Objective Structured Clinical Examination (OSCE).

Students should satisfactorily complete the portfolio and pass the OSCE to proceed to Phase III of the medical degree programme.

## INSTRUCTIONS

- All the students are expected to maintain a portfolio for PPDS from the introductory period to till the end of Phase II.
- Each student will be allocated to a PPDS supervisor (will serve as mentor as well) who will guide their personal and professional development activities.
- Students are expected to report to their supervisor at least once every six months.
- Students must carry out the following activities and record them in the portfolio:

### Phase I

- Presentation 1: Common topic 1 (individual presentation)
- Assignment 1: Reflective writing on personal development
- Assignment 2: Reflective writing on team work
- Extracurricular activity 1
- Extracurricular activity 2

### Phase II

- Presentation 2: Research project (group presentation)
- Assignment 3: Reflective writing on ethical behaviour
- Assignment 4: Reflective writing on professional development
- Assignment 5: Reflective writing on clinical leadership/team work
- Presentation 3: Academic/common topic (individual presentation)
- Extracurricular activity 3
- Extracurricular activity 4
- Extracurricular activity 5

- **Students should get at least satisfactory grade in all assignments, extracurricular activities and presentations** and may repeat the assignment / presentation till he / she scores at least satisfactory grade.
- **Student should score at least a satisfactory grade in the overall score to progress to Phase III.**
- Students should be involved in at least two and three extracurricular activities in Phase I and Phase II, respectively. Evidences of active involvement should be endorsed by the supervisor and recorded in the portfolio.
- When the student needs to repeat the presentation / reflective writing to achieve required grade, evaluation report/s of repeat the presentation / reflective writing should be attached to the relevant sections of the portfolio.
- Students should do a self-review every six months and record it in the portfolio.
- Progress is reviewed by the supervisor every six months and recorded in the portfolio.
- At the end of Phase II, students **should submit the portfolio on or before the deadline, which will be informed by the Office of the Dean.**
- Keeping to deadlines is a part of medical training; therefore, **late submissions will be considered unsatisfactory performance and will not be accepted.**

## **PORTFOLIO ACTIVITIES**

### **1. Presentations**

Each presentation will be assessed by two evaluators; all the evaluation forms must be included in the portfolio.

Students should obtain at least satisfactory grade in each presentation. If the student fails to get satisfactory grade, evaluation of the particular presentation must be repeated till he/ she gets at least satisfactory grade.

The following areas will be evaluated in the presentation.

#### **Presenter**

- Greeted the audience
- Introduced himself / herself
- Eye contact with the audience
- Voice clarity
- Confined to allocated time
- Speed of delivery
- Language
- Knowledge on the topic
- Preparation
- Enthusiasm/self-confidence

#### **Presentation**

- Presentation was concise and informative
- Presentation was well organized
- Clear and easy to understand
- Use of examples
- Visual aids were used effectively

### **2. Reflective Writing**

Reflective writing is an analytic practice which gives the writer insights and promotes further learning. It describes a real experience / event or imaginary scene/ idea/ thought. For further information please refer the materials on “Reflective Practice” uploaded on LMS.

Suggested structure for reflective writing;

Description: What happened?

Interpretation/ response: What is the most important / relevant aspect of it.  
How it is similar to or different from others.

Reflection: What you have learned from this/ what could you have done differently to improve the outcome.

Students are expected to complete five assignments as detailed below.

Phase I		
1	Personal development	Experience or event that helped your personal development.
2	Team work	Experience or event where you worked as a part of the team.
Phase II		
1	Ethical behaviour	An ethically sensitive situation you handled during your training.
2	Professional development	Experience or event that helped your professional development.
3	Clinical leadership/ team work	Experience or event in a clinical setting where you were involved as the leader of your team

The word limit for each assignment is 200-300.

Each assignment will be assessed by the portfolio supervisor.

The student should get at least satisfactory grade in each assignment. If not, evaluation of the particular reflective writing must be repeated till he/ she gets at least satisfactory grade.

### 3. Extracurricular Activities

For the purposes of the PPDS course, extracurricular activities are those that help students to develop social skills and expand their acquaintances and networks within and outside the University.

They may include;

- **Social activities:** blood donation, flood relief, volunteer services, etc.
- **Event organisation:** Medical exhibition, Medicos' week, Medicos' nite, faculty's cultural and social events, etc.
- **Sports and recreation:** sports, games, yoga, swimming, aerobics, etc.
- **Competitions:** debate, quiz, speech, etc.
- **Arts:** dance, drama, music, visual arts, etc.

Student should submit evidence for active participation in extracurricular activities. The following are considered as acceptable evidence.

- Certificates certified by the portfolio supervisor.
- A letter from the in-charge confirming active participation indicating the date/ duration of the event and extent of contribution/ involvement of the student.
- Photographs of participation.

Each activity should be recorded in the portfolio and signed by the in-charge. Evidence must be attached to the portfolio and included in the contents.

## **Self-review and progress review**

Students are expected to self-review their progress every 6 months. Supervisors provide formal feedback in the form of progress review every 6 months based on the performance and self-review report of the students.

### ***Self-review***

The objective of this exercise is to help the students to judge their own abilities and performance, encourage the students to be more responsible for their own learning and facilitate them to become self-regulated learners.

Students are expected to reflect on their strengths and weaknesses in order to identify their learning needs and the gaps and plan measures to improve their performance.

### ***Progress review***

Progress review is performed by the supervisor with the aim of communicating the progress of students in relation to meeting standards, identifying strengths and areas needing improvement, and motivating them.

# PORTFOLIO ENTRIES

## PHASE I



## **Presentation 01: Common topic 1**

Annex the presentation evaluation form here.



.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Evaluation of reflective writing 01

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

Reflective writing on personal development	Score				
	5	4	3	2	1
Is the experience relevant to the objective (personal development)?					
Is the most important / relevant aspect of the experience that has helped for team work clearly analysed?					
Has the student expressed his/her feelings about the experience and/or how he or she may have experienced it differently from others?					
Has the student described what he or she has learned from the experience?					
Has the student stated how he or she would have handled the situation differently for better outcome? Or Has the student stated how he or she would handle a similar situation in future for better outcome?					
Language and presentation					
<b>Overall Score</b>					
<b>Additional comments:</b>					
Signature of the supervisor					
Date					

## Reflective Writing 02: Team work

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Evaluation of reflective writing 02

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

Reflective writing on personal development	Score				
	5	4	3	2	1
Is the experience relevant to the objective (personal development)?					
Is the most important / relevant aspect of the experience that has helped for team work clearly analysed?					
Has the student expressed his/her feelings about the experience and/or how he or she may have experienced it differently from others?					
Has the student described what he or she has learned from the experience?					
Has the student stated how he or she would have handled the situation differently for better outcome? Or Has the student stated how he or she would handle a similar situation in future for better outcome?					
Language and presentation					
<b>Overall Score</b>					
<b>Additional comments:</b>					
Signature of the supervisor					
Date					

**Extracurricular activities**

	<b>Date</b>	<b>Activity</b>	<b>Name and designation of the person certifies the activity</b>	<b>Signature</b>
<b>01.</b>				
<b>02.</b>				

**Please attach authentic evidence for each activity.**



**Self-review 01**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Progress review 01

### *Feedback on progress in the last six months*

Strengths	
Areas need improvement	
Signature	
Date	

### *Review of portfolio entry*

Portfolio entry		
Presentation	Reflective writing	Extracurricular activities

### *Review of academic performance*

--



## Progress review 02

### *Feedback on progress in the last six months*

Strengths	
Areas need improvement	
Signature	
Date	

### *Review of portfolio entry*

Portfolio entry		
Presentation	Reflective writing	Extracurricular activities

### *Review of academic performance*

--

### Self-review 03

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

### Progress review 03

#### *Feedback on progress in the last six months*

Strengths	
Areas need improvement	
Signature	
Date	

#### *Review of portfolio entry*

Portfolio entry		
Presentation	Reflective writing	Extracurricular activities

#### *Review of academic performance*

--

### Performance in summative examination

**Name of the examination: First Examination for Medical Degrees**

Please tick the outcome at the summative examination				
First class	Second class (Upper)	Second class (Lower)	Pass	Referred
Remarks				
Signature				
Date				

**Please record the information on additional attempts here (if any):**

# PORTFOLIO ENTRIES

## PHASE II



## **Presentation 2: Research project**

Annex the presentation evaluation form here.

### **Presentation 03: Academic/common topic 2**

**The student must plan and make arrangements for this presentation.**

Any presentations made during Phase II as part of the curriculum (e.g., Community and Family Medicine clerkship, Pathology presentation, presentations made during clinical appointments) can be considered here. Alternatively, the student may arrange a presentation on a common topic and **request a faculty member or a member of the extended staff to serve as evaluator.**

The presentation evaluation form is available at the end of the portfolio.

Annex the completed presentation evaluation form here.



.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

### Evaluation of reflective writing 03

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

<b>Reflective writing on ethical behaviour</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Is the experience relevant to the objective (personal development)?					
Is the most important / relevant aspect of the experience that has helped for team work clearly analysed?					
Has the student expressed his/her feelings about the experience and/or how he or she may have experienced it differently from others?					
Has the student described what he or she has learned from the experience?					
Has the student stated how he or she would have handled the situation differently for better outcome? Or Has the student stated how he or she would handle a similar situation in future for better outcome?					
Language and presentation					
<b>Overall Score</b>					
<b>Additional comments:</b>					
Signature of the supervisor					
Date					



.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

### Evaluation of reflective writing 04

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

<b>Reflective writing on professional development</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Is the experience relevant to the objective (personal development)?					
Is the most important / relevant aspect of the experience that has helped for team work clearly analysed?					
Has the student expressed his/her feelings about the experience and/or how he or she may have experienced it differently from others?					
Has the student described what he or she has learned from the experience?					
Has the student stated how he or she would have handled the situation differently for better outcome? Or Has the student stated how he or she would handle a similar situation in future for better outcome?					
Language and presentation					
<b>Overall Score</b>					
<b>Additional comments:</b>					
Signature of the supervisor					
Date					





.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Evaluation of reflective writing 05

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

<b>Reflective writing on clinical leadership/ clinical team work</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Is the experience relevant to the objective (personal development)?					
Is the most important / relevant aspect of the experience that has helped for team work clearly analysed?					
Has the student expressed his/her feelings about the experience and/or how he or she may have experienced it differently from others?					
Has the student described what he or she has learned from the experience?					
Has the student stated how he or she would have handled the situation differently for better outcome? Or Has the student stated how he or she would handle a similar situation in future for better outcome?					
Language and presentation					
<b>Overall score</b>					
<b>Additional comments:</b>					
Signature of the supervisor					
Date					

**Extracurricular activities - Phase II**

	<b>Date</b>	<b>Activity</b>	<b>Name and designation of the person certifies the activity</b>	<b>Signature</b>
<b>03.</b>				
<b>04.</b>				
<b>05.</b>				

**Please attach authentic evidence for each activity**

### Self-review 04

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Progress review 04

### *Feedback on progress in the last six months*

Strengths	
Areas need improvement	
Signature	
Date	

### *Review of portfolio entry*

Portfolio entry		
Presentation	Reflective writing	Extracurricular activities

### *Review of academic performance*

--

## Self-review 05

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Progress review 05

### *Feedback on progress in the last six months*

Strengths	
Areas need improvement	
Signature	
Date	

### *Review of portfolio entry*

Portfolio entry		
Presentation	Reflective writing	Extracurricular activities

### *Review of academic performance*

--



## Self-review 06

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Progress review 06

### *Feedback on progress in the last six months*

Strengths	
Areas need improvement	
Signature	
Date	

### *Review of portfolio entry*

Portfolio entry		
Presentation	Reflective writing	Extracurricular activities

### *Review of academic performance*

--

## Self-review 07

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the student:

Date:

## Progress review 07

### *Feedback on progress in the last six months*

Strengths	
Areas need improvement	
Signature	
Date	

### *Review of portfolio entry*

Portfolio entry		
Presentation	Reflective writing	Extracurricular activities

### *Review of academic performance*

--

**Performance in summative examination:**

**Name of the examination: Second Examination for Medical Degrees**

Please tick the outcome at the summative examination				
First class	Second class (Upper)	Second class (Lower)	Pass	Referred
Remarks				
Signature				
Date				

**Please record the information on additional attempts here (if any):**

### SUMMARY OF EVALUATION

Activity	Date	Grade
Presentation 01		
Assignment 01		
Assignment 02		
Extracurricular activity 01		
Extracurricular activity 02		
Presentation 02		
Presentation 03		
Assignment 03		
Assignment 04		
Assignment 05		
Extracurricular activity 03		
Extracurricular activity 04		
Extracurricular activity 05		
<b>Overall Assessment</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Name of the supervisor</b>		
<b>Signature of the supervisor</b>		
<b>Date</b>		



## Annexure: Presentation Evaluation Form for Academic/Common Topic 2

Date:

Name of the student:

Topic:

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

Description	Score				
	5	4	3	2	1
<b>Presenter</b>					
Greeted the audience					
Introduced himself / herself					
Eye contact with the audience					
Voice clarity					
Confined to allocated time					
Speed of delivery					
Language					
Knowledge on the topic					
Preparation					
Enthusiasm					
<b>Presentation</b>					
Presentation was concise and informative					
Presentation was well organized					
Clear and easy to understand					
Use of examples					
Visual aids were used effectively					
<b>Overall score</b>					
<b>Additional comments:</b>					
Signature of the evaluator					