JDocs ePortfolio

User guidance notes
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**Introduction**

The aim of JDocs to:

- support self-directed learning where junior doctors take the initiative in
  - diagnosing their learning needs
  - formulating learning goals
  - identifying human and material resources for learning
  - choosing and implementing appropriate learning strategies, and evaluating

JDocs is **NOT** supervised and the level of engagement is determined by the doctor. It is anticipated that doctors will approach their supervisor and/or educational support officer for additional guidance and support where required.

**Building your Professional Profile**

The ePortfolio will enable you to track and monitor your progress against the JDocs Framework and support you to progressively assemble evidence of your Achievements, Workbased assessment and Experiences to build your professional profile. Your professional profile can be extracted in an editable report format that can support an application to advanced speciality training, including Surgical Education and Training.

To build your Professional Profile report (see example on page 19), a number of JDocs Activities have been pre-populated as **My Activities**.

All Activities are tagged. When an Activity is completed it is tagged as either **Workbased assessment**, **Experience** or **Achievement**

<table>
<thead>
<tr>
<th>Tag</th>
<th>Completed JDocs activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Achievements</td>
<td>• eLearning modules</td>
</tr>
<tr>
<td></td>
<td>• GSSE exam</td>
</tr>
<tr>
<td></td>
<td>• Educational course or events</td>
</tr>
<tr>
<td></td>
<td>• Other exams/tests</td>
</tr>
<tr>
<td>My Workbased assessment</td>
<td>• MALT log book report (key clinical task)</td>
</tr>
<tr>
<td></td>
<td>• Key clinical tasks</td>
</tr>
<tr>
<td></td>
<td>• End of term meeting report</td>
</tr>
<tr>
<td>My Experiences</td>
<td>• End of term meeting</td>
</tr>
<tr>
<td></td>
<td>• MALT log book/report</td>
</tr>
<tr>
<td></td>
<td>• Meetings</td>
</tr>
<tr>
<td></td>
<td>• Presentations</td>
</tr>
<tr>
<td></td>
<td>• Publications</td>
</tr>
<tr>
<td></td>
<td>• Research papers</td>
</tr>
<tr>
<td>My Achievements or My Workbased assessment or My experience or Other</td>
<td>• Create your own activities and tag as appropriate (see page 19)</td>
</tr>
</tbody>
</table>
How to use the ePortfolio:

(a) Use the ePortfolio to document what you already know/can do to identify any areas for improvement or gain.

Step 1: Profile
- Set up your professional profile
- Update your personal details
- Add your qualifications and upload your certificates
- Enter details of your rotations

Step 2: The skills log
- Self-assess your level of skills and knowledge against each of the nine competencies across PGY1-3
- View progress against each core competency and PGY level

Step 3: Activities
- Review pre-populated list of Activities and edit to mark any as complete
- Upload supporting evidence against completed Activities
- Add your own Activities together with any supporting documentation

(b) Engage with self-directed resources and tools to support your educational and professional development

Step 4: Self-directed learning

<table>
<thead>
<tr>
<th>MALT</th>
<th>GSSE support</th>
<th>eLearning</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>JDoc Logbook: record surgical procedures and experiences</td>
<td>Guidance and study tips</td>
<td>Modules developed to support junior doctors</td>
<td>Online College library resources</td>
</tr>
</tbody>
</table>
The Dashboard provides an overview of your engagement with JDocs resources and tools.

My RACS Events

You are not currently registered for any upcoming RACS Educational Events.

Quick Links

- RACS News
- eLearning
- JDocs Junior Doctors
### Profile

<table>
<thead>
<tr>
<th>Why should I engage?</th>
<th>What outcome can I expect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a self-directed learner it is important to develop a professional profile that documents your valuable workplace learning, achievements, assessments and experiences and establish a culture of lifelong learning and reflection.</td>
<td>A personalised ePortfolio</td>
</tr>
<tr>
<td>Add your personal details, qualifications and history rotations to start building your profile. As you further engage with the ePortfolio you can add your own activities and upload other documentation.</td>
<td>The ability to export your profile into a professional report. (The “Profile Export” function is not available as part of the pilot. See page 19 for example report)</td>
</tr>
</tbody>
</table>

### How to set up a profile

1. Select ![Profile](image)
2. Select ![My Details](image)
3. Select ![Skills Training Profile](image)
4. Select ![Qualifications](image)
5. Select ![Dashboard](image)

- **Edit Contact details to input personal details and qualifications**
- **Select Hospital Appointments**
  - **Add** a hospital rotation
  - Note: The **Basic details** will only be required when you register for a College skills course (eg ASSET, CCrISP, TIPS, CLEAR, EMST)
- **Edit to add your qualifications and any supporting certificates**
- **Return to Dashboard**
The JDocs Skills Log

The Skills Log is based on the JDocs Framework where you can track your progress against the expected standards and outcomes of each of the core nine competencies across the early post graduate years. The learning outcomes describe the expected skills, knowledge and behaviours at defined PGY levels.

The Skills Log supports:

Self-Assessment

The skills log is useful to record (✓) your current level of skill, knowledge and performance to help identify any areas for improvement or gain and encourage you to seek further support and guidance and engage in self-directed learning activities.

Self-directed learning

Self-directed learning Activities and assessment tools developed and/or identified to support the Framework have been mapped to the appropriate learning outcomes and PGY levels of the Skills Log. Your engagement and completion of these Activities will be recorded as a blue tick in the Skills Log (✓) and will override the green self-assessment tick (✓). An activity could be an observed assessment of a key clinical task or other form of work based assessment.

The following example shows where the doctor has undertaken a self-assessment against the learning outcomes of the Judgement and Clinical Decision Making competency (green tick ✓) at PGY3 and successfully completed relevant JDocs activities (blue tick ✓).
<table>
<thead>
<tr>
<th>Why should I engage?</th>
<th>What outcome can I expect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• As a self-directed learner, identify what you already know to determine your skill, knowledge and performance gaps against the outcomes described across the continuum of PGY1-3,3+ (✓)</td>
<td>• Your self-assessment against the Learning outcomes is recorded (green ticks ✓)</td>
</tr>
<tr>
<td>• The PGY levels are described as a guide only and are not time based. For example as a PGY 1 you may feel confident in selecting outcomes described at PGY2</td>
<td>• Your progress against each of the core nine competencies is displayed in the skills bar graph on the dashboard</td>
</tr>
<tr>
<td>• As a guide, by the end of PGY3,3+ most junior doctors will achieve 100% progress in the Skills Log and have uploaded supplementary evidence of work based performance, achievements and experiences to support their Professional Profile</td>
<td>• If you have engaged with JDocs resources and tools to help plan and support your learning, successful completion of these will be recorded (blue ticks ✓)</td>
</tr>
<tr>
<td>• Follow hyperlinks within the Skills Log for additional information and guidance</td>
<td></td>
</tr>
<tr>
<td>• Seek support from your supervisor and/or education officer for additional guidance and support to further develop your skills and knowledge</td>
<td></td>
</tr>
</tbody>
</table>

### How do I use the Skills log for self-assessment?

1. Select [Edit Skills Log](#) (Note the outcomes are defaulted to X)
2. Select your PGY level
3. Select a competency
4. Select [Edit Skills Log](#)
5. Select relevant learning outcomes (✓) to identify what you feel you already know and can do - follow any relevant links for further guidance
6. Select Dashboard to check your progress on the Skills Log against relevant competency/PGY level
7. Plan your learning and seek additional support by engaging with self-directed learning activities
Activities – documenting your achievements, assessments and experiences

Why should I engage?

A number of Activities have been identified and available as a pre-populated list. Evidence of completion and/or engagement with these activities is similar to requirements for application to surgical education and training.

What outcome can I expect?

A completed Activity is recorded with a green tick (✓) and the document icon is displayed if any supporting documentation has been uploaded to support the Activity.

All completed activities are tagged as:

- Achievements
- Work based assessment
- Experiences

When you create your own Activities and upload any documentation, you will be given the option to tag the activity as an Achievement, WBA or Experience. These additional Activities will be included in your Professional Profile report.

Edit Activities to:

- Mark an activity as complete (✓)
- Upload additional documentation
- Add a personal reflection

How do I record Activities as complete?

Select Activities tab

Select an Activity, e.g. eLearning, from filter list

Locate activity title and select Edit
Complete the Activity window with relevant details:

The Activity will be recorded as complete along with any supporting evidence

How do I add my own Activities?

Select Activities

Select Other

Select
**Complete Activity window:**

Select Other

Add title of Activity

Tag your Activity as either:
- Workbased assessment
- Experience
- Achievement
- Other

Select date

Mark as complete

Add any supporting documentation

**Added Activity** saved with supporting documentation

**My Activities**

To delete an activity:
- Select Edit
- Select Clear
- Select Save
Resources to support self-directed learning

The following resources are available to support the JDocs Framework:

- eLearning modules
- Generic Surgical Sciences exam (GSSE) study tip resources
- GSSE MCQ practice bank
- Library and reference resources
- Surgical skills videos/essential surgical skills

<table>
<thead>
<tr>
<th>Why should I engage?</th>
<th>What outcome can I expect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>References and library resources</td>
<td>Keeping track of eLearning modules I have completed:</td>
</tr>
<tr>
<td>Access a number of useful references and College on-line library resources for further development and support.</td>
<td>o A tick ✓ will appear next to the module title under Resources</td>
</tr>
<tr>
<td>• ACLANDS</td>
<td></td>
</tr>
<tr>
<td>• Anatomedia</td>
<td></td>
</tr>
<tr>
<td>• Access Medicine</td>
<td></td>
</tr>
<tr>
<td>• Access Surgery</td>
<td></td>
</tr>
<tr>
<td>eLearning</td>
<td>Skills Log – keeping track of my progress</td>
</tr>
<tr>
<td>A number of eLearning modules have been developed with the support from surgeons that offer useful advice and guidance for junior doctors in the clinical workplace</td>
<td>o Upon completion of an eLearning module the relevant learning outcomes in the Skills log will be updated (✓) and the Skills Log bar graph will update accordingly</td>
</tr>
<tr>
<td>o Interaction with critical care</td>
<td></td>
</tr>
<tr>
<td>o Managing perioperative risk -</td>
<td></td>
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<tr>
<td>o Communication</td>
<td></td>
</tr>
<tr>
<td>o Managing the sick Patient</td>
<td></td>
</tr>
<tr>
<td>o Management of Acute Neurotrauma in Rural and Remote Locations</td>
<td></td>
</tr>
<tr>
<td>o GSSE study tips</td>
<td></td>
</tr>
<tr>
<td>o GSSE MCQ question bank</td>
<td></td>
</tr>
<tr>
<td>Resources for GSSE</td>
<td>GSSE MCQ question bank</td>
</tr>
<tr>
<td>Aid your preparation for the GSS exam by accessing study tips and a MCQ question bank (Anatomy, Physiology and Pathology)</td>
<td>o Feedback on your responses will be provided as you progress through the module</td>
</tr>
</tbody>
</table>

How do I access self-directed learning resources?

1. Select
2. Select any tab under Resources and Library Resources (each will open in a new window)
3. Select any eLearning module
How can I record successful completion of an eLearning module?

eLearning modules are recognised as Activities within the ePortfolio.

Record successful completion of your eLearning engagement as an Achievement:

1. Select Activities tab

2. Select eLearning from filter list

3. Locate eLearning module title and select Edit

4. Complete the Activity window as shown below

The eLearning module will be recorded as complete
Tools to support and assess workplace performance

The following tools provide opportunities for assessment and feedback on your level of performance in the workplace.

MALT - Morbidity Audit and Logbook Tool (MALT)

- Log cases and procedures, against different levels of supervision, complexity and magnitude
- Log Essential surgical skills (ESS) and constructs as described in the Technical Expertise competency (PGY1-3)

The MALT logbook is based on SNOMED procedures (International Systematised Nomenclature of Medicine clinical descriptors of medical illness, treatments and operations) and includes essential surgical skills constructs as described in the Technical Expertise Competency (PGY1-3).

<table>
<thead>
<tr>
<th>Why should I engage?</th>
<th>What outcome can I expect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use MALT to keep an electronic log of your surgical procedures and experiences and report on case history for self-audit purposes</td>
<td>Dashboard&lt;br&gt;See all logged cases on the MALT Dashboard</td>
</tr>
<tr>
<td>• Extract a report that can be signed off by a supervisor and uploaded to your ePortfolio as evidence of workbased assessment</td>
<td>Reporting&lt;br&gt;Select See all Cases on dashboard&lt;br&gt;Select Reports to extract an all logged procedures report</td>
</tr>
</tbody>
</table>

How do I access MALT

1. Access the MALT guide available from the Subscriptions page of the JDocs website. Please follow the instructions in the MALT guide for guidance on using the JDocs MALT Logbook
2. Access your Logbook from the ePortfolio dashboard – select

How can I record successful completion my surgical procedures and experiences?

MALT reports are recognised as Activities as follows and tagged as either an Experience or Work based assessment:

- **MALT log Book.** Upload your extracted procedures report(s) against this activity which will be recorded as an Experience

- **Key clinical task - Perform Basic Procedures and Operations.** This activity expects you to be competent with intermediate and many of the advanced essential surgical skills that are described in this task and achievable by end of PGY3, 3+. Upload your signed MALT report(s) to support assessment of this task

Record approved logged surgical procedures report and upload to your ePortfolio. You can choose to upload multiple reports against a date range or upload one report per activity

1. Select **Activities** tab
2. **Select MALT log book**

3. **Select Edit**

4. **Complete the Activity window for Key Clinical task (Perform Basic procedures Operations)** upload signed report(s) as evidence you meet the standards expected for this task OR upload as MALT report

The MALT report is recorded as complete with supporting documentation. Example shows report uploaded against the Activity MALT Log book. You can add further MALT reports by selecting **Add Activity**
**Key Clinical tasks**

To complement the JDocs Framework, a number of key clinical tasks have been developed that represent the daily professional activities undertaken by the junior doctor, where level of performance can be observed and feedback provided. Proficiency in each task (performed well) should be achievable by the end of PGY3. The tasks are multi-competency constructs around real clinical work and are applicable to many procedural careers.

Assessment of a key clinical task can be captured in a number of ways with evidence of achievement captured within the ePortfolio.

All the key clinical tasks map to the learning outcomes in the Skills Log at PGY 3, 3+.

<table>
<thead>
<tr>
<th>Why should I engage?</th>
<th>What outcome can I expect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>JDocs does not favour any one type of assessment. Regular feedback/assessment is recommended as there will be a variety of ways and clinical situations in which your level of performance in the workplace can be measured, for example:</td>
<td>Completed Key clinical tasks</td>
</tr>
<tr>
<td>Direct observation</td>
<td></td>
</tr>
<tr>
<td>▪ Key clinical tasks</td>
<td></td>
</tr>
<tr>
<td>▪ DOPS</td>
<td></td>
</tr>
<tr>
<td>▪ MiniCEX</td>
<td></td>
</tr>
<tr>
<td>Multisource feedback</td>
<td></td>
</tr>
<tr>
<td>▪ Multi-source feedback tool (MSF) – (Hospitals will have different approaches to this area of work-based assessment; check with your supervisor)</td>
<td></td>
</tr>
<tr>
<td>Summative work-based assessments</td>
<td></td>
</tr>
<tr>
<td>▪ Progress reports from each rotation.</td>
<td></td>
</tr>
<tr>
<td>▪ Mid-year and end-of-year term assessments</td>
<td></td>
</tr>
<tr>
<td>▪ Referee reports/references</td>
<td></td>
</tr>
</tbody>
</table>

Opportunities for further clinical and professional development have also been described as **Experiences** which reference useful resources to support you.

Guidelines for assessment and feedback are available to download and can be signed by your supervisor as evidence you can perform a task well. Alternatively other forms of assessment can be used as evidence to support a key clinical task. Discuss with your supervisor and/or EO.

**Why should I engage?**

- JDocs does not favour any one type of assessment. Regular feedback/assessment is recommended as there will be a variety of ways and clinical situations in which your level of performance in the workplace can be measured, for example:
  - Direct observation
    - Key clinical tasks
    - DOPS
    - MiniCEX
  - Multisource feedback
    - Multi-source feedback tool (MSF) – (Hospitals will have different approaches to this area of work-based assessment; check with your supervisor)
  - Summative work-based assessments
    - Progress reports from each rotation.
    - Mid-year and end-of-year term assessments
    - Referee reports/references

Opportunities for further clinical and professional development have also been described as **Experiences** which reference useful resources to support you.

Guidelines for assessment and feedback are available to download and can be signed by your supervisor as evidence you can perform a task well. Alternatively other forms of assessment can be used as evidence to support a key clinical task. Discuss with your supervisor and/or EO.

**What outcome can I expect?**

- Completed Key clinical tasks
  - Select **Activities** to view list of all completed key clinical tasks and supporting documents

**Tracking your progress**

- Completed key clinical tasks from the Dashboard
  - Skills Log (When a key clinical task marked as complete, the relevant learning outcomes will be recorded as ✔ in the Skills log at PGY3, 3+)

---

**How do I access Key clinical tasks and upload evidence of work-based assessment**

- Select **Assessments** view list of key clinical tasks
- Select **Key clinical tasks** you will now be taken to the JDocs website
• Select a Key clinical task, e.g. “Manage the sick patient”
  o Note related competencies across PGY 1-3 that provide guidance on the expected standards of performance

• Access and download the Guidelines

• There will be a number of ways in which you can engage with the task:
  o Show the guidelines to your supervisor for feedback on your current level of performance against this task
  o Your supervisor may feel you are consistently performing this task well and agree to sign key clinical task document
  o You may well have forms of workplace assessment as evidence that you can perform this task well

How can I record successful completion of a key clinical task within my ePortfolio?

Key Clinical tasks are recognised as Activities within the ePortfolio and tagged as Work based assessment.

Record successful completion of the key clinical task “Managing a sick patient” as work based assessment:

Select

1. Select Key clinical tasks from filter

2. Select relevant task and Edit

3. Complete the Activity window:

   - Select date
   - Option to add a reflection
   - Mark activity as complete
   - Add supporting documents for this task - may be multiple documents
The following shows a Key Clinical task recorded as a completed Activity with supporting documentation (Select Activities tab)

Completion of this task will also be recorded on the Dashboard
**Educational Events**

Education providers are invited to have their courses and events accredited with the College. Educational events and courses are accredited by the College to ensure they meet with educational standards and criteria deemed suitable for the professional development of junior doctors.

<table>
<thead>
<tr>
<th>Why should I engage?</th>
<th>What outcome can I expect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for accredited educational events that have undergone rigorous quality assurance to ensure they are suitable to support the professional development of junior doctors.</td>
<td>If you have registered a paid for any College Educational Event your course registration and payment details will automatically be displayed on the dashboard.</td>
</tr>
<tr>
<td>Store evidence of your attendance or certification at an accredited course or event to your ePortfolio.</td>
<td>Successful achievement of a College event, course or exam will be recorded as complete in the ePortfolio against the relevant Activity.</td>
</tr>
<tr>
<td>Record and store evidence of participation at other non-College courses/events that will help develop your professional profile.</td>
<td></td>
</tr>
</tbody>
</table>

**How do I access educational events**

Select criteria and search

Browse through list of courses and select for further information about a particular course or event.

**How can I record successful completion of a Course/Event?**

Record successful completion of an educational event as an Achievement and upload a supporting certificate. Successful completion of any College course/event or exam is automatically recorded as completed in your ePortfolio; however in the current release you will need to upload your certificate.
6. **Select Courses** from filter list or add own activity (**Other**)

7. **Locate relevant course**

8. **Complete the Activity window as below**

![Activity window with options]

- Select a date
- Option to add a reflection
- Mark Activity as complete
- Add documentation

The following shows a completed course with supporting evidence

![Completed course with supporting evidence]
Extracting a Professional Profile

Professional Profile Report

Select Profile

Select

This report will display all completed activities grouped as Achievements, Workbased assessment and Experiences, together with links to any supporting documentation.

An example of the report is displayed on next page.
PROFESSIONAL PROFILE (Example)

FOR

Dr Sally Ann Harley

Work/Practice Address
St Vincent’s Hospital
41 Victoria Parade,
Fitzroy VIC 3065
Work: 03 98887766
Email address: sally.harley@gmail.com

Personal address
10 Mill Lane
Fitzroy, VIC 3065
Mobile: 03 98887766

Qualifications:
Bachelor of Medicine with Honours
Deakin University
Graduation date: 19/02/2013

Other university qualifications

My rotations (Examples)

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Hospital</th>
<th>Unit</th>
<th>State</th>
<th>Country</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/1/2015</td>
<td>23/3/2015</td>
<td>St Vincent’s</td>
<td>Emergency Medicine</td>
<td>Vic</td>
<td>Australia</td>
<td>PGY1</td>
</tr>
<tr>
<td>30/3/2015</td>
<td>08/06/2015</td>
<td>St Vincent’s</td>
<td>Surgery</td>
<td>Vic</td>
<td>Australia</td>
<td>PGY1</td>
</tr>
</tbody>
</table>

My achievements (Examples)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Literature Evaluation and Research (CLEAR)</td>
<td>18th March 2015</td>
<td></td>
</tr>
<tr>
<td>Generic Surgical Sciences Examination</td>
<td>12th June 2015</td>
<td></td>
</tr>
<tr>
<td>Hand Hygiene module</td>
<td>1st July 2015</td>
<td></td>
</tr>
<tr>
<td>Other courses and completed eLearning courses/modules</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### My Work based assessments (Examples)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed key clinical tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed MALT logbook reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOPS, MiniCEX, CBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>References/referee reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### My experiences (Examples)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Published articles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital roles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical student teaching notes/presentations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other (Examples)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal club notes</td>
<td>20\textsuperscript{th} April 2015</td>
<td></td>
</tr>
</tbody>
</table>