



Name of the student:

Batch:

Registration number:

Supervisors :

Signature of the student:

Date issued:

Date submitted:

Deadline for submission:

Submitted on before the deadline: Yes / No

CONTENTS

	Page
Introduction to Personal and Professional Development Stream.....	3
Instructions to the student	5
Presentation:	7
Presentation 01:	9
Presentation 02:	11
Presentation 03:	13
Presentation 04:	15
Reflective writing:	17
Reflective writing 01:	19
Reflective writing 02:	23
Reflective writing 03:	27
Reflective writing 04:	31
Reflective writing 05:	35
Extracurricular activities:	39
Academic performance:	43
Self-review:	47
Progress review:	51
Summary of evaluations:	59

Introduction to Personal and Professional Development Stream

The Medical Degree 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 your **SELF**, managing **EMOTIONS**, reducing **STRESS**, enhancing the Management of **TIME** , building effective **RELATIONSHIPS** and cultivating good **BEHAVIOUR**.
 - 1.2. developing attributes and **SOFT SKILLS** to enhance personal role in the Practice of Medicine by enhancing **COMMUNICATION SKILLS**, being an **ACTIVE LISTENER**, effective **PRESENTATION SKILLS** and understanding and developing **COUNSELLING** 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 by understanding the principles of ethics and their application in medical practice and demonstrating the ability to utilize a methodology to assess an ethical problem

The PPDS module bridges the gaps in the academic curriculum in developing right attributes and behaviour during transformation of student into a medical professional. The module assess the students formatively by portfolio and summative by 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 to the student

- Objective of this portfolio is to enhancing your personal development while you transform into a medical professional.
- All the students are expected to maintain a portfolio for PPDS from introductory period to till the end of Phase II.
- At the end of Phase II, students **should submit the portfolio on or before the deadline.** Keeping to deadlines is a part of your training and this is a part of the academic course; therefore **late submissions will be seen as unsatisfactory performance and will not be accepted.** Therefore please make sure that you submit this in time.
- Each student will be allocated to a supervisor and students are expected to report to the supervisors at least once in a term. Supervisor reviews the progress of the student and record the progress review each term.
- Students must carry out the following activities and record them in the portfolio:

Phase I

Assignment 1: Reflective writing on personal development

- Assignment 2: Reflective writing on team work
- Presentation 1: Common topic 1
- Extracurricular activity 1
- Extracurricular activity 2

Phase II

- Assignment 3: Reflective writing on ethical behaviour
 - Assignment 4: Reflective writing on professional development
 - Assignment 5: Reflective writing on clinical leadership/ team work
 - Presentation 2: Research project
 - Presentation 3: Family attachment
 - Presentation 4: Common topic 2
 - Extracurricular activity 3
 - Extracurricular activity 4
 - Extracurricular activity 5
- **Student should get at least satisfactory grade in all assignments, extracurricular activities and presentations** and could 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 actively involve in at least 2 extracurricular activities in Phase I and 3 extracurricular activities in Phase II. Evidences for 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 portfolio and included in the contents table.
 - Students should do self-review every 6 months and record it in the portfolio.
 - Progress of the students is reviewed by the supervisor every 6 months and is recorded in the portfolio.

Presentations

- Students are expected to complete 01 presentation in Phase I and 03 presentations in Phase II.

Phase I

- Presentation 01: Common topic 1

Phase II

- Presentation 02: Community Medicine research
 - Presentation 03: Family attachment
 - Presentation 04: Common topic 2
- Each presentation will be assessed by an evaluator and the all the evaluation forms must be included in the portfolio.
 - Grade of the performance is decided based on the overall score.
 - In each presentation student should get at least satisfactory grade in overall score. If the student fails to get satisfactory grade, evaluation of the particular presentation must be repeated till he/ she gets at least satisfactory grade.
 - Summary of presentations must be recorded in the following table;

Presentation	First presentation		Second presentation		Third presentation	
	Date	Grade	Date	Grade	Date	Grade
Presentation 01:						
Presentation 02:						
Presentation 03:						
Presentation 04:						

Presentation 01: Common topic 1

Evaluation

Date:

Name of the student:

Topic:

Date:

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

Presenter	5	4	3	2	1
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					
Presentation	5	4	3	2	1
Presentation was concise and informative					
Presentation was well organized					
Clear and easy to understand					
Use of examples					
Visual aids were used effectively					
Overall score	5	4	3	2	1

Presentation 02: Community Medicine Research

Evaluation

Date:

Name of the student:

Topic:

Date:

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

Presenter	5	4	3	2	1
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					
Presentation	5	4	3	2	1
Presentation was concise and informative					
Presentation was well organized					
Clear and easy to understand					
Use of examples					
Visual aids were used effectively					
Overall grade	5	4	3	2	1

Presentation 03: Family Attachment

Evaluation

Date:

Name of the student:

Topic:

Date:

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

Presenter	5	4	3	2	1
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					
Presentation	5	4	3	2	1
Presentation was concise and informative					
Presentation was well organized					
Clear and easy to understand					
Use of examples					
Visual aids were used effectively					
Overall grade	5	4	3	2	1

Presentation 04: Common topic 2

Evaluation

Date:

Name of the student:

Topic:

Date:

Please tick against the number that represents your observation.

5 – Excellent

4 – Good

3 – Satisfactory

2 – Need improvement

1 – Poor

Presenter	5	4	3	2	1
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					
Presentation	5	4	3	2	1
Presentation was concise and informative					
Presentation was well organized					
Clear and easy to understand					
Use of examples					
Visual aids were used effectively					
Overall grade	5	4	3	2	1

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 adding a personal reflection. Structure of the reflective writing could be;

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 you could have done differently to improve the outcome.

- There are total of 5 assignments in reflective writing. Students are expected to complete 02 assignments in Phase I and 03 assignments in Phase II.

Phase I

- Assignment 1: Reflective writing on personal development – experience or event that helped your personal development.
- Assignment 2: Reflective writing on team work – experience or event where you worked as a part of the team.

Phase II

- Assignment 3: Reflective writing on ethical behaviour – ethically sensitive situation you handled during your training.
- Assignment 4: Reflective writing on professional development - experience or event that helped your professional development.
- Assignment 5: Reflective writing on clinical leadership/ team work - experience or event in clinical setting where you involved as the leader team member.
- Word limit for each assignment is 200-300.
- Each assignment will be assessed by an evaluator and the all the evaluation forms must be included in the portfolio.
- In each assignment student should get at least satisfactory grade. If the student fails to get satisfactory grade, evaluation of the particular presentation must be repeated till he/ she gets at least satisfactory grade.
- Summary of presentations must be recorded in the following table;

Assignment	First submission		Second submission		Third submission	
	Date	Grade	Date	Grade	Date	Grade
Assignment 01:						
Assignment 02:						
Assignment 03:						
Assignment 04:						
Assignment 05:						

Evaluation

Grading:

- Excellent
- Good
- Satisfactory
- Need Improvement
- Poor

Strengths and weaknesses:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Date:

Signature of evaluator:

Evaluation

Grading:

- Excellent
- Good
- Satisfactory
- Need Improvement
- Poor

Strengths and weaknesses:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Date:

Signature of evaluator:

Evaluation

Grading:

- Excellent
- Good
- Satisfactory
- Need Improvement
- Poor

Strengths and weaknesses:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Date:

Signature of evaluator:

Evaluation

Grading:

Excellent

Good

Satisfactory

Need Improvement

Poor

Strengths and weaknesses:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Date:

Signature of evaluator:

A series of 25 horizontal dotted lines spanning the width of the page, intended for student writing.

Signature of the student:

Date:

Evaluation

Grading:

- Excellent
- Good
- Satisfactory
- Need Improvement
- Poor

Strengths and weaknesses:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Date:

Signature of evaluator:

Extracurricular Activities

The PPDS course includes extracurricular activities in order to develop social skills and expand their acquaintance of the students. Extracurricular activities could be;

Social activities: blood donation, flood relief, volunteer services, etc.

Event organisation: Medical exhibition, Medicos' week, Medicos' nite, faculty's religious and social events, etc.

Sports and recreation: sports, games, yoga, swimming, etc.

Competitions: debate, quiz, speech, etc.

Arts: dance, drama, music, visual arts, etc.

- Students are expected to actively engage in at least 02 extracurricular activities in Phase I and 03 extracurricular activities in Phase II.
- Student should submit evidence for active participation in extracurricular activities. Following are considered as acceptable evidence.
 - In the case of winning place in sports/ games/ competitions, copy of the certificate that is certified by the supervisor should be attached.
 - In the case of participation in events, social activities, event organisation a letter from the in-charge of the confirming the active participation should be attached. The letter should include date/ duration of the event and extent of contribution/ involvement of the student.
- Each activity should be recorded in the portfolio and signed by the in-charge. Evidences for extracurricular activities must be attached to the portfolio and included in the contents.

Record of Extracurricular Activities

	Date	Activity	Signature of the person in-charge	Designation
01.				
02.				
03.				
04.				
05.				

Academic Performances

Grading	Marks
5 – Excellent	> 70
4 – Good	60-69
3 – Satisfactory, Room for improvement	50-59
2 – Need improvement	40-49
1 – Poor	< 40

PHASE I

Formative assessment			
Assessment	Date	Grade	Remarks

English and IT Co-modules			
Assessment	Date	Grade	Remarks

First Examination for Medical Degrees:

Date of the examination:

Referred	Pass	2 nd Class Lower	2 nd Class Upper	1 st Class
----------	------	-----------------------------	-----------------------------	-----------------------

Distinctions (If any):

.....

.....

.....

Referred subject (If any):

.....

.....

.....

Comments:

.....

.....

.....

.....

.....

PHASE II

Formative assessment			
Assessment	Date	Grade	Remarks

Second Examination for Medical Degrees:

Date of the examination:

Referred	Pass	2 nd Class Lower	2 nd Class Upper	1 st Class
----------	------	-----------------------------	-----------------------------	-----------------------

Distinctions (If any):

.....

.....

.....

.....

.....

.....

.....

Referred subject (If any):

.....

.....

.....

.....

.....

.....

.....

Comments:

.....

.....

.....

.....

.....

.....

.....

Self-review by the student

Note: Self reviews should be performed at six monthly intervals.

PHASE I

Self-review 01:

Date:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Self-review 02

Date:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Self-review 03:

Date:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

PHASE II

Self-review 03:

Date:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Self-review 05:

Date:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Self-review 06:

Date:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Self-review 06:

Date:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Progress Review – 01

Strengths:

.....
.....
.....
.....
.....

Need

improvement in

.....
.....
.....
.....
.....

Recommendation:

.....
.....
.....
.....
.....

Signature of the Supervisor:

Date:

Progress Review – 02

Strengths:

.....
.....
.....
.....
.....

Need improvement in

.....
.....
.....
.....
.....

Recommendation:

.....
.....
.....
.....
.....

Signature of the Supervisor:

Date:

Progress Review – 03

Strengths:

.....
.....
.....
.....
.....

Need improvement in

.....
.....
.....
.....
.....

Recommendation:

.....
.....
.....
.....
.....

Signature of the Supervisor:

Date:

Progress Review – 04

Strengths:

.....
.....
.....
.....
.....

Need improvement in

.....
.....
.....
.....
.....

Recommendation:

.....
.....
.....
.....
.....

Signature of the Supervisor:

Date:

Progress Review – 05

Strengths:

.....
.....
.....
.....
.....

Need improvement in

.....
.....
.....
.....
.....

Recommendation:

.....
.....
.....
.....
.....

Signature of the Supervisor:

Date:

Progress Review – 06

Strengths:

.....
.....
.....
.....
.....

Need improvement in

.....
.....
.....
.....
.....

Recommendation:

.....
.....
.....
.....
.....

Signature of the Supervisor:

Date:

Progress Review – 07

Strengths:

.....

.....

.....

.....

.....

Need improvement in

.....

.....

.....

.....

.....

Recommendation:

.....

.....

.....

.....

.....

Signature of the Supervisor:

Date:

Summary of Evaluation

Activity	Date	Grade
Assignment 01		
Assignment 02		
Assignment 03		
Assignment 04		
Assignment 05		
Presentation 01		
Presentation 02		
Presentation 03		
Presentation 04		
Extracurricular activity 01		
Extracurricular activity 02		
Extracurricular activity 03		
Extracurricular activity 04		
Extracurricular activity 05		
Overall Assessment	Satisfactory	Unsatisfactory

Signature of the Supervisor:

Date: