

Guidelines for the Portfolio Reflective Essay

Your essay will require you to reflect on your professional development in relation to your progress through the orthopaedic medicine course. As explained in the guidelines for the development of a professional portfolio provided in the assessment handbook, you will need to provide evidence for each of the points you mention, that should link to the Level 4 learning outcomes, as listed on page 2 of the Assessment Handbook. The evidence should be attached and referred to as separate appendices. Copies of evidence, such as certificates, are acceptable and we recommend that you do not enclose any important original information just in case it goes astray. **Please note that all patient notes, letters etc must be fully anonymised to maintain confidentiality.**

You need to critically appraise your progress in relation to your learning, the application of the approach in your clinical practice and your professional development overall. Consider what went well and what was less successful and why. You might like to reflect on your feelings and anxieties in relation to your own development and progression and identify how these might have influenced your learning.

The suggested **word count** for the essay is **3,000** words.

GUIDELINES FOR YOUR PERSONAL DEVELOPMENT PLAN

Your **personal development plan** will enable you to look forwards and to focus your learning for the future. Your professional development portfolio will have enabled you to build up an overview of your strengths and weaknesses in each of the intellectual, psychosocial, politic-economic, professional and ideological domains, some of which will be more relevant to your situation than others.

With consideration for your clinical or work setting, and drawing from your portfolio, make an action plan to help you to focus on the skills you need to gain.

Your action plan should be:

- Specific in its objectives
- Measurable so that you know when you have achieved your goals
- Negotiated with, and agreed by, the people who are necessary to make it work
- Realistic and achievable within existing or available resources
- Time-specific to provide a definite end point. Three years is appropriate for a plan of this nature.

Your plan should reflect personal, organisational and professional development needs. You should also identify areas where you will need assistance, for example in funding or mentorship. Identify processes and people that might assist you in achieving your goals and involve those people in your plan at an early stage.

The assessment of your personal development plan is included in the criteria that follow for marking the portfolio reflective essay.

PORTFOLIO REFLECTIVE ESSAY - MARKING CRITERIA

Student's Name:

		Pass	Fail
1	Provides and reflects on documentary evidence to demonstrate effective use of portfolio to critically reflect on own professional development and to provide evidence of applying the knowledge and skills gained in the Membership Course to enhance own professional practice		
2	Provides and reflects on documentary evidence to demonstrate mastery of the skills necessary to undertake an assessment (incorporating functional biomechanics) of clients with complex musculoskeletal disorders		
3	Provides and reflects on documentary evidence of the utilisation of in-depth knowledge and understanding of musculoskeletal disorders in order to make an accurate diagnosis		
4	Provides and reflects on documentary evidence of critical appraisal of treatment options and the administration of safe, effective and appropriate treatment to the exact site of the lesion, in a wide range of musculoskeletal disorders		
5	Provides and reflects on documentary evidence to demonstrate mastery in the application of manual therapy techniques; critically evaluating the effectiveness of these techniques		
6	Provides and reflects on documentary evidence to demonstrate comprehension of injection protocols and their application		
7	Provides and reflects on documentary evidence of utilising and critically appraising a range of interpersonal skills to communicate effectively with medical and paramedical colleagues		
8	Provides a personal development plan that reflects personal, organisational and professional development needs. Goals to be specific, measurable and realistic over a three year time-span and agreed with appropriate parties, with identification of areas of assistance		

You may submit your portfolio reflective essay at any time after you pass the Membership examination as long as you are a fully subscribing Member of the Society at the time of its submission. If you need further guidance towards its completion either contact the Course Principal of your Module C, or the Society's Executive Director, Julia Kermode, via email: julia.kermode@somed.org

Please send a copy of your completed essay to the Executive Director at the address given, making sure that you enclose all appropriate contact details. Please note that the SOM cannot take responsibility for any work that is mislaid during the assessment process and you are therefore encouraged to keep the original version.

- Please send a copy of your completed essay to the Executive Director at the address given on the submission form, making sure that you enclose all appropriate contact details. The essay will not be returned.**
- It is important to note that the SOM cannot take responsibility for any work that is mislaid during the assessment process and you are therefore encouraged to keep the original version.**
- The essay should be sent in a format that is easy to photocopy (e.g. please do not put individual sheets into plastic folders).**
- Your essay will be sent to a reviewer for marking and you should receive feedback within 8 weeks**
- If your essay has not met the required criteria, you will be given detailed feedback and advice in order to send a revised version, which must be received within 8 weeks of receipt of feedback**
- If the second submission fails, you will be required to pay a processing fee of £40.00 on submission of a third version**