

Changing the format and marking scheme of assessment of portfolio on field training in public health management

As recommended by the Board of Management, the Senate approved the revised format and marking scheme with regard to 'Assessment of Portfolio on Field training in Public Health Management' in the Prospectus for MD in Community Medicine 2015.

[Encl : Revised format]

BOM approved – 07.12.2019
Senate approved – 30.12.2019

Assessment of Portfolio on Field Training in Public Health Management (For the examiners)

A. Signature logs

Maintain separate signature logs for the components described below:

- a. **Field Training in Public Health Management at National Institute of Health Sciences (3 months)**
 - i. Introduction to Field Training in Public Health Management Course (two and a half months)
 - ii. Public Health Legislation Course (2 weeks)
- b. **Medical Officer of Health Appointments (6 months)**

B. Portfolio Entries

The portfolio shall have a total of 21 entries comprising case reports, case discussions, reflective accounts, evaluate discussions, multisource feedback and an evaluation of CPD sessions conducted (Table 4 of prospectus). It has to be submitted for assessment, two months after the completion of component 2. It will be assessed based on the formats described by a panel of two examiners appointed by the BoS.

Description of Portfolio entries

1	Signature log	Signatures of relevant supervisors certifying the completion of the desired section
2	Case report	Description of events/activities (word count 500)
3	Case discussion	An account describing how the concept and principles learned can be applied in a relevant scenario (word count 800 -1000)
4	Reflective account	An account highlighting what the candidate knows and needs to know (learning gaps and learning needs) regarding the topic/task (word count 800 -1000)
5	Evaluative discussion	An evaluative discussion of the strengths and weakness of the activity/process as observed by the candidate (word count 800 -1000)
6	Multi-source feedback	Compilation of at least 10 forms of feedback from different healthcare professionals and an account on learning points for the future (word count 500). Forms are provided
7	Conducting a CPD session and evaluation	Conducting a CPD session for a relevant audience and compilation of their feedback on its effectiveness together with an account on learning points for the future (word count 500)

Portfolio should be discussed with the mentor/assessor at the end of 3rd, 6th, and 9th month of training with the respective entries indicated above.

Portfolio Entries and Marking Scheme

Each portfolio entry will be assessed according to the format given below, considering the **inclusion of the portfolio entry and its quality**. The quality of a case report is decided based on the adequacy of the description of the situation / activity. The quality of case discussions, reflective accounts, evaluative discussions, multi-source feedbacks and CPD sessions will be based on the satisfactory identification of learning needs and discussing meaningful steps to meet the learning needs. This is summarized in the Table below:

Allocation of Marks for different types of Portfolio entries

Type of Entry	Criteria and Marks		Total Marks	
	Inclusion	Quality		
Case Report	Presence of the complete portfolio entry in the portfolio (20 marks)	Adequate description of the situation / activity (80 marks)	100	
Case Discussion		Identifying the learning needs arising out of the situation (30 marks)	Discussing meaningful steps to meet the learning needs (50 marks)	100
Evaluative Discussion				
Reflective Account				
Multi-source Feedback				
CPD session and evaluation				

Detailed Marking Scheme for Portfolio Entries

Entry No.	Portfolio Entry Number and category	Allocated Marks		Total Marks
		Inclusion	Quality	
Case Reports (Number of Entries)				
1	Number 1 Introduction to field training in Public Health Management	20	80	100
2	Number 2 Situation Analysis/Health Survey of MOH Area	20	80	100
3	Number 3 Investigation of notifiable disease/outbreaks (2)	20	80	100
4	Number 4 Disaster Management	20	80	100
5	Number 5 Attend court cases (2)	20	80	100

Case Discussion				
6	Public Health Legislation Course	20	80	100
Multi-source Feedback (number of entries)				
7	Supervision I (8) i. Public Health Midwife (4) ii Public Health Inspector (2) iii Supervising Public Health Midwife (1) iv Public Health Nursing Sister (1)	20	80	100
8	Supervision II (4) i MOH office (2) ii Clinics – MCH, Immunization, Family Planning (2)	20	80	100
9	Supervision III (2) i Field supervision (Ten house survey) (1) ii Field weighing post (1)	20	80	100
Conducting a CPD Session & Evaluation (number of entries)				
10	Monthly Conference (2)	20	80	100
Reflective Accounts				
11	Number 1 Participation in planning of intervention programmes (4)	20	80	100
12	Number 2 Participation in implementation of MCH Programme - Antenatal clinics (5) - Child Welfare clinics (5) - Family planning clinics (5) - Well woman clinics (5)	20	80	100
13	Number 3 Participation in implementation of MCH Programme - School Medical Inspection (2)	20	80	100
Evaluative discussions				
14	Number 1 Implementation of control activities for two diseases investigated/outbreaks (2)	20	80	100
15	Number 2 Food Hygiene – Implementation of food Act cosmetics, Drugs and Devices Act (2)	20	80	100
16	Number 3 Factory ordinance - Implementation of work place: walk through survey & suggestions for improvement (2)	20	80	100
17 &	Numbers 4 and 5	20x2	80x2	200

18	<p>Review meetings (2) from any two of the following:</p> <ul style="list-style-type: none"> - EPI - MCH - PHI reviews - Maternal mortality reviews <p>Each review is considered a separate entry and marked separately</p>			
19	<p>Number 5 MOH area annual plan (1) Or Preparation annual plan</p>	20	80	100
20	<p>Number 6 Capacity Building (1) a) Training plan based on training needs assessment of health staff or b) Evaluation of an in-service training plan</p>	20	80	100
21	<p>Number 7 Inter-sectoral coordination Activities (2) Participate in meetings held with GA/AGA (1)</p>	20	80	100
Total marks				2100
Total marks %				100%