

Electronic Portfolio Requirements CO 2021

Rotation Type	Minimum Number per Rotation						
	Primary	Secondary	Secondary	Elective	Externship	Elective @LMU	
CVM Course	772-773-774-778	770-771-771S	770S2 or 771S2	770E-771E-771SE-775E-780	781	783-784	
Day1 - Week 1							
Orientation shared	Not Required	1	1	1	1	Not Required	
Learning Contract shared		1	1	1	1		
Share Schedule		Yes	Yes	Yes	Yes		
Share Cover Letter & Resume		Yes	Yes	Yes	Yes		
Week 2							
Capstone proposal	Not Required	1	Not Required			Not Required	
Capstone approved		1					
Week 3							
Capstone Draft	Not Required	1	Not Required			Not Required	
Week 4							
Capstone Final		1					
Weekly: Log ¼ of each requirement per week							
Reflections	Not Required	4	4	4	2	Not Required	
Questions		10	10	10	5		
Medical Records		4 for 772	8	8	8		4
Daily	Log all case encounters Log 3-5 cases per day in detail						

Details of the portfolio requirements, evaluation and grading process are outlined in detail in the course syllabi.

Here are a few important points to remember.

- **Deadlines**

- It is expected that you are working on your Portfolio daily and submitting **25% of your requirements per week**.
- All items are due by **the end of day (midnight) on the last Thursday of the rotation**.
- **If you cannot meet the deadlines**, communicate with your CCM. You may also contact CRO doctors with concerns or questions.
- **Late or incomplete entries** may result in failure of the rotation and result in remediation.

- **Medical Records**

- Minimum of 1 medical, academic SOAP per week
- The other medical record per week may be a: medical or healthy/wellness SOAP (maximum of 2 per rotation), Surgery Report, Anesthesia Plan/Record, Necropsy Report, Discharge Instructions and/or Radiology Report.
Include as many different types as possible during your rotation. Guidelines and examples are provided on Blackboard.
- For **non-traditional rotations**, communicate with your CCM how you can meet this requirement.
- **Last medical record due by end of day (midnight) on the last Tuesday of the block!**

- **UGA students** do not need to complete the "Questions" component of the Portfolio