

MAcOM Portfolio Contents Checklist – QEP Version (Those who start internship FA-13 and later)

Name: \_\_\_\_\_

<b>Intern / Observer Meetings</b>	5 reflections, commitments to act.					
<b>Procedural Checklists</b>	Completion of checklist(s) – For students beginning QEP internship FA-13 and later have three checklists – one for each level of internship plus a checklist for level 3 herbalist	Level 1	Level 2	Level 3	Herbal	
<b>Level 1 Practical Exam</b>	Reflection after completion	R:				
<b>Level 2 Practical Exam</b>	Reflection after completion	R:				
<b>10 Observation SOAPs and reflections</b>	5 pre-internship SOAPs with reflections (level 1)					
	5 advanced observation SOAPs with reflections (level 3)					
<b>18 Treatment SOAPs and reflections</b>	5 patient SOAPs with reflections (minimum of 2 patients that are new to the AOMA clinics).					
	4 herbal patient SOAPs with reflections (minimum 2 patients that were seen when enrolled as an herbal-only intern).					
	3 sets of 3 – 3 patients who were seen at least 3 times in the same term. Include pre and post assessments and outcomes analysis in reflection.					
<b>Advanced Clinical Rotations Reflections</b>	QEP Level 3 interns complete two different advanced level rotations (see Level 3 Checklist of Procedures and Skills). Students must reflect on each of these rotations (see packet description).					
<b>Formative Self-reflections and Learning Goals</b>	5 self-reflection of strengths and weaknesses, and self-identified learning goals (minimum of 1 at level of internship [1-3]), and commitment to act.					
<b>Coursework</b>	Student to select five pieces of course work with explanation of why chosen. Essays, business plan, research papers, case presentations, etc.					

Portfolio Contents Checklist (*continued*)

Name: \_\_\_\_\_

<b>Professional Development</b>	CV or resume (required); Student to select a minimum of 5: Certificates of completion/ achievement from non-curricular training (informal series, seminars, symposium, etc.); Professional memberships; Attendance to State/ National Meetings, etc. Tutor in AOMA Tutoring Program, active in ASA or Clinic Leadership Team, Mentoring, etc.; Volunteer work at Health Fairs, Great American Smoke-out, etc.	CV or resume.
<b>Written Case Study</b> from Advanced Clinic Theater, Case Management, China Study or other course – scores for the 4 PLOs	Utilize biomedicine in TCM context Perform literature reviews Record/compare outcomes measures Use evidence/experience for decisions	
<b>3 Formative</b>	Formative Academic Evaluation (date and initials)	
<b>Personal Final Review and Retrospective Reflection</b>	Retrospective reflection on growth, transformation, strengths and weaknesses, commitments to act.	
<b>Summative Review</b>	Final Academic Evaluation (date and signature)	

Review	Timing and completed coursework	Content Expectation
1 <sup>st</sup> Formative Review 144 total clinic hours	During the term prior to internship; see internship application for coursework	5 Observation SOAP notes with written reflections
2 <sup>nd</sup> Formative Review 288-324 total clinic hours	During term of level 1 practical exam (usually 2 <sup>nd</sup> term of internship). Acupuncture Treatment of Disease 2, 3 Advanced Needling 1 Chinese Herbology and Labs 2, 3 Pharmacology <b>OR</b> Biomedical Diagnostics	At least two internship SOAP notes with reflections, thinking about what course work might be included, draft of CV, 1 self-reflection and learning goals, and at least 1 intern meeting reflection. Completion of level 1 checklist.
3 <sup>rd</sup> Formative Review* 576-720 total clinic hours	During the term of level 2 practical exam (usually ~3 terms before graduation). Herbal Formulas 1-3; Syndromes Herbal Treatment of Disease 1 Case Management; Evidence-Based Medicine; Clinic Communications 1	At least 1 internship SOAP and reflection, one 3-sets-of-3 patient visit SOAPS with reflection, reflection on level 1 practical exam, deciding most coursework to be included, additions of professional development to CV, 2-3 self-reflections and learning goals, and 2-3 intern meeting reflections.
Summative Review	After completion of the exit practical exam. All items of the portfolio including the Personal Final Review and Retrospective Reflection must be complete. The portfolio is assessed for completeness of contents and quality of the reflections.	Completion of entire portfolio.