

MAcOM Portfolio Contents Checklist (Revised February 2019)

Name: _____

Page 1 FOCUS AND PURPOSE: PRACTICE BASED GROWTH

Procedural Checklists)	Completion of checklist(s) –one for each level of internship plus a pre-internship observation checklist.	Observe	Level 1	Level 2	Level 3- Herbal
6 Observation reflections*	3 pre-internship SOAPs with reflections (level 0)				
	3 advanced observation SOAPs with reflections (level 3)				
9 Treatment reflections*	3 patient SOAPs with reflections (minimum of 2 patients that are new to the AOMA clinics).				
	3 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.				
Level 1 Practical Exam*	Reflection after completion				
Level 2 Practical Exam*	Reflection after completion				
Formative Self-reflections and Learning Goals	3 self-reflection of strengths and weaknesses, and self-identified learning goals (1 for each level of internship), and commitment to act. See template chart.				
Written Case Study from Advanced Clinic Theater, Case Management, China Study or other course – answer Y/N for each:	<ol style="list-style-type: none"> 1. Utilize biomedicine in TCM context? 2. Perform literature reviews? 3. Record/compare outcomes measures? 4. Use evidence/experience for decisions? 				

* Reflection takes time and effort. It is a cognitive process for viewing mental and emotional states and behaviors. Reflection is more than reciting the SOAP note or events as in a narrative. Reflection involves awareness of self on many levels, including values, beliefs, attitudes, behaviors, and emotional state at any given moment in time. Reflection involves awareness of others including listening to their perspectives, acknowledging other opinions and experiences as valuable, observing their emotional reactions, and connecting acquired information back to oneself. Reflection involves deeply thinking about lessons learned, and most importantly, how this might change one's own future behavior, attitudes, and beliefs. See the portfolio packet for details.

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Page 2 **FOCUS: PROFESSIONAL DEVELOPMENT AND SUCCESS**

These items are geared toward professional success and should be selected according to your vision for your career. For example, if you are looking to go into private practice, consider collecting and honing your business plan and research papers that can be translated to written pieces for your website. If you are looking to work at a hospital, focus on case reports you can take to an interview to show you will propel their research efforts.

Coursework	Student to select three pieces of course work and describe to the reviewer why each was chosen. Essays, business plan, research papers, case presentations, etc.			
	to Refer Patient Out to another Practitioner			
	to Report Patient Progress to Referring Practitioner			
Advanced Clinical Rotations Select rotations to help your career goals such as fast-paced practice, addiction recovery, VA, etc.	Level 3 interns complete two different advanced level rotations (see Level 3-Herbalist Checklist of Procedures and Skills). Students must answer questions during portfolio review (T-YR, Type, Usefulness).	Term-Yr		
		Type		
		Useful?		
Professional Development	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, SWS, etc.	CV or resume.		
3 Formative	Formative Academic Evaluation (date and initials)			
Personal Final Review and Retrospective Reflection	Retrospective reflection on growth, transformation, strengths and weaknesses, commitments to act.			
Summative Review	Final Academic Evaluation (date and signature)			

Review	Timing and completed coursework	Content Expectation
1 st Formative Review	During the term prior to internship while in clinic theater 2.	3 Observation SOAP notes with written reflections. Completion of observation checklist.
2 nd Formative Review	During term of level 1 practical exam (usually 2 nd term of internship).	At least 3 internship reflections, level 1 self-evaluation with learning goals, reflection on level 1 practical exam, and level 1 checklist.
3 rd Formative Review*	During the term of level 2 practical exam (usually ~3 terms before graduation).	At least one 3-sets-of-3 patient visit SOAPs with reflection, reflection on level 2 practical exam, additions of professional development to CV, Level 2 self-reflection and learning goals, and level 2 checklist.
Summative Review	Upon completion of the portfolio it is assessed for completeness of contents and quality of the reflections.	Completion of entire portfolio – requirement of graduation.