

# Portfolio Preparation

**Anaesthetics ST3**

The Portfolio station is one part of the selection process and is designed to assess past achievements, commitment to specialty and career progression to date.

The first half of the station will be used to confirm your self-assessment score from the responses you provided in your application form. You will therefore be expected to provide evidence to support each option that you chose.

This guide will talk you through the kind of evidence that is expected and the order that you should present this for the panel. You will also be scored on the organisation of your portfolio. Should you fail to follow the guidance contained within this document, both in terms of order and evidence, you should expect to receive a low mark for organisation.

The second half of the portfolio station will be used to explore areas of your portfolio in more detail. In particular, assessment will be made on evidence of reflective practice, your career progression and your commitment to the training programme. Achievements and interests outside of medicine will also be taken into account.

**Please note: the facility to access e-Portfolio at the selection centre will not exist.**

### PORTFOLIO ORDER

1	CV
2	Undergraduate Training – <i>Additional Degrees</i>
3	Undergraduate Training – <i>Prizes and Awards</i>
4	Postgraduate Medical Qualifications (excluding Anaesthesia, ICM and Education)
5	Postgraduate clinical experience in other specialties (excluding Foundation and Anaesthesia, research and teaching)
6	Clinical Governance, Audit and Quality Improvement, not including activity during an additional degree course
7	Research (excluding that completed during a PhD course or an undergraduate BSc or MD)
8	Teaching
9	Academic Publications as a postgraduate (to include book chapters)
10	Presentations and Poster Presentations (excluding audit / quality improvement presentations and those involving projects within additional degree courses) Also excluding presentations relating to publications above
11	Training courses attended (of at least 1 day duration and current at the time of interview and within the last 4 years)
12	Activities outside medicine / Leadership, (with evidence).
13	Reflective Practice

If the evidence provided at the portfolio station does not match the score that you awarded yourself in your application, the assessors will alter the score for that domain; the score may be reduced or increased depending on whether you over or under scored yourself. If the evidence is not present to validate the score of a domain, the assessors will alter the score to match the available evidence. If there is no evidence for that domain, the score will be adjusted to zero.

If, during the portfolio station you are found to have seriously misrepresented yourself in your application form, the award of an overall portfolio score of zero may be made, and you may be referred to the GMC on grounds of breaching probity standards (GMC: Good Medical Practice, paragraphs 56–76).

### **SUGGESTED EVIDENCE**

It is important that you provide evidence to support each of the scores that you awarded yourself in the self-assessment part of the application form. Whilst it is not possible to provide an exhaustive list of acceptable evidence, the table below will give you an idea of acceptable examples.

<b>Self Assessment Domain</b>	<b>Examples of Acceptable Evidence</b>
<b>Undergraduate Training- <i>Additional Degrees</i></b>	Original degree certificate
<b>Undergraduate Training – <i>Prizes and Awards</i></b>	Original letter from Medical School Original certificate
<b>Postgraduate Medical Qualifications (excluding Anaesthesia, ICM and Education)</b>	Original qualification certificate
<b>Postgraduate clinical experience in other specialties (excluding Foundation and Anaesthesia, research and teaching)</b>	Copy of ARCP outcome Letter from educational supervisor confirming experience Letter from Medical Staffing confirming length of appointment and specialty undertaken Letter of appointment (providing this states the length of the post)
<b>Clinical Governance, Audit and Quality Improvement, not including activity</b>	Copy of audit project Presentation handouts for project

<b>during an additional degree course</b>	
<b>Research (excluding that completed during a PhD course or an undergraduate BSc or MD)</b>	Original MD certificate Letter from research supervisor Copy of research project
<b>Teaching</b>	Original certificate for teaching qualification Letter confirming attainment of teaching qualification Letter confirming involvement in a teaching programme Copy/copies of teaching completed and feedback received
<b>Academic Publications as a postgraduate (to include book chapters)</b>	Copy of publication/s
<b>Presentations and Poster Presentations (excluding audit / quality improvement presentations and those involving projects within additional degree courses) Also excluding presentations relating to publications above</b>	Copy of presentation (hard copy) and copy of event programme
<b>Training courses attended (of at least 1 day duration and current at the time of interview and within the last 4 years)</b>	Original certificates
<b>Activities outside medicine/ Leadership</b>	Written confirmation or reference to the activity with outline of level of involvement and /or duration.
<b>Reflective Practice</b>	Copies of educational appraisals Copies of PDPs Copies of completed workplace assessments e.g. TAB/MSF, mini CEX, CBD, reflective learning reports, core procedures etc.

Sometimes, it may be difficult to obtain certain evidence in a suitable format. A template evidence letter will therefore be available to download from the Anaesthesia ST3 pages respectively of the website (<http://anro.wm.hee.nhs.uk/Downloads>).

In addition, you will be required to bring documentation to confirm your identity and eligibility for the post. You will be informed what is required directly by your interviewing UoA. If you do not receive this guidance, you should contact the UoA directly.