

# Portfolio Preparation

**Anaesthetics/ACCS (Anaesthesia) CT1**

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 chosen.

This guide will talk you through the type 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) Maximum scoring out of total of 8 marks for this section
6	Commitment to specialty (including experience in anaesthetics, courses attended and Royal college examinations passed)
7	Clinical Governance, Audit and Quality Improvement, not including activity during an additional degree course
8	Research (excluding that completed during a PhD course)
9	Teaching
10	Academic Publications (to include undergraduate and/or postgraduate and book chapters)
11	Presentations and Poster Presentations (excluding audit / quality improvement presentations and those involving projects within additional degree courses) Also excluding presentations relating to publications above
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).

It is a mandatory requirement for the Panel to advise you of the validated self-assessment score before you leave the station. From 2020, a Portfolio Declaration Form has been introduced which requires both the Panel and you to sign to confirm your agreement/disagreement with the validated score. In the rare instance, you do not agree, an independent review will take place contemporaneously.

### 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.

Self-Assessment Domain	Examples of Acceptable Evidence
<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</b>	Copy of ARCP outcome Letter from educational supervisor confirming experience Letter from Medical Staffing confirming length of appointment and specialty undertaken

<b>Anesthesia, research and teaching)</b>	Letter of appointment (providing this states the length of the post)
<b>Commitment to specialty (including experience in anaesthetics, courses attended and Royal college examinations passed) Maximum scoring out of total of 8 marks for this section</b>	Undergraduate experience copy of the training programme and communication related to this, addressed. Postgraduate posts, evidence of appointment and achievement of educational objectives where appropriate.  Original Certificates  Royal College Exam Qualifications
<b>Clinical Governance, Audit and Quality Improvement, not including activity during an additional degree course</b>	Copy of audit project Presentation handouts for project
<b>Research (excluding that completed during a PhD course)</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 (to include undergraduate and/or postgraduate and book chapters)</b>	Copy of publication/s
<b>Presentations and Poster Presentations (see exclusions in applicant guidance)</b>	Copy of presentation (hard copy) and copy of event programme
<b>Activities outside medicine/ Leadership, (with evidence)</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.
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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 CT1 pages respectively of the website

<http://anro.wm.hee.nhs.uk/Downloads>

Further information and guidance relating to self-assessment can be found on the Anaesthesia CT1 pages respectively of the website

<http://anro.wm.hee.nhs.uk/Downloads>