

2020 CT1 Anaesthetics/ACCS Anaesthetics: Additional Portfolio Self-Assessment Guidance Information for Interviewers and Candidates

Interviewer

The candidate has already self-scored the portfolio: The Interviewers job is to verify the score using the evidence the candidate presents to you from their portfolio. The candidates have been told to find the evidence as you ask for it.

Candidate

The first half of the Portfolio 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 from your portfolio to support each option that you chose. The interviewers recognize that the candidates have put a huge amount of time in preparation of the portfolio. Due to time constraints the interviewers will only look at the evidence they need to verify your score.

General Advice

The interviewer needs to see the evidence to award the mark, the candidate knows this.

Do not credit the same piece of work in more than 1 section (unless guidance below specifically says so) e.g. a PG Cert in education is credited in teaching but not in Postgraduate Medical Qualifications.

1. Undergraduate Training - Additional Degrees

- Degrees relevant to medicine and /or anaesthesia include basic sciences, maths / statistics, social science, humanities and professions allied to healthcare.
- ANY intercalated degree should be counted if the candidate has been awarded a degree, which is additional to the award required to graduate from medical school as a doctor. This includes intercalated degrees, which are offered to all students in the medical school cohort for particular universities. There are additional points offered for additional degrees **prolonging the duration** of medical studies.

2. Undergraduate Training - Prizes and Awards

- Distinction for Primary Undergraduate Medical Degree: award points if degree certificate states 'degree with distinction'.
- Evidence must be provided for prizes, merits, distinction for Undergraduate Medical Degree.
- Points for high performance in a Student Selected Component (SSC) can be counted as a module.

3. Postgraduate Medical Qualifications (excluding Anaesthesia, ICM and Education)

- Relevant Postgraduate Masters, Diploma, Certificate qualifications should be awarded by a recognised Higher Education Institute with evidence of credits awarded. Please note, educational qualifications at PG Certificate level are also in the teaching section, and so should **not** be given additional credit in this section to avoid 'double counting'.
- Points cannot be scored for ALS etc. or certificates from short courses.
- FICE scores 2 points. A certificate of Mountain Medicine scores 2 points.
- A diploma in Tropical Medicine scores 3 points.
- Interviewer needs to see the certificate / official letter of result to award the marks.
- No points are awarded for certificates of merit for FY1 (i.e. postgraduate). Safeguarding etc. is mandatory in Trusts across the country and should not score points. Candidates should mention the merit at the portfolio station and this will be credited in the overall impression.

4. Postgraduate Clinical Experience in Other Specialties (excluding Foundation and Anaesthesia, Research and Teaching)

- Includes non-training posts in the UK or Overseas and is **by time of appointment**. (please note that a holiday in Australia for example with a few weeks' work / locums would not be counted).
- Complementary Specialties include Surgery, Medicine, Emergency Medicine, Neonatal ICU, Paediatric ICU, Paediatrics, Obstetrics, and Radiology.
- A research fellow post in ICM cannot be counted under this domain. (see domain 5)
- 'Expected outcome' means completion of training objectives being signed off by an educational supervisor or equivalent. It also means that if a candidate has overseas training, a letter from the local responsible education person / sponsor outlining the educational value of the post and the training within it will count.
- Any candidate who has **over** 24 months experience by time of appointment would score 2 points, the time spent in training can be credited in other domains i.e the Global Rating score

5. Commitment to specialty (including experience in anaesthetics, courses attended, and Royal college examinations passed) A maximum of 8 points can be scored. Scores of 9 and 10 cannot be counted but should be considered in the Global Rating Score.

5A- experience

- Adult, Neurological and Cardiac ICM experience should be counted here (Neonatal ICU and Paediatric ICU count in section 4 - Postgraduate clinical experience in other specialties).
- A candidate can score points for 1 taster session only.
- More than 18 months of pure anaesthesia experience excludes the candidate in the person specification.

5B - courses

Courses attended (of at least 1-day duration and current at the time of interview and within the last 4 years)

- Courses can be done at any time but they have to be current.
- BASICS stands for British Association for Immediate Care.
- ALS, ILS, ALS 2 (an advanced life support course run by the Australia Resuscitation Council),ALERT or any course for any foundation requirement do not score points
- A course counts if it is relevant to anaesthesia and ICM.
- Any meeting or conference of a day or more relevant to anaesthesia would score points here.
- Courses that are mandatory for appointment do not count.
- Online courses can be counted if candidate can present relevant certificate and course details and also give details of the time/commitment spent doing the course.
- A point can be scored for attending the RCoA 'A Career in Anaesthesia' event.

6. Clinical Governance, Audit and Quality Improvement, not including activity during an additional degree course

- This could include undergraduate or postgraduate projects
- Involvement in large Regional / National audit projects like NAP, NELA, PQUIP can be credited if applicant has a written certificate / letter confirming significant involvement in their hospital / region.
- For definitions of local/ regional/ National/ International meetings, see notes in section 10.(point 4)

7. Research

Any candidate that has scored points in section 1 OR 3 for their academic degree cannot score points twice. Points will be awarded in this section if further research has been undertaken (to avoid double counting)

- MD/PhD and other higher degrees: must be awarded to get full marks (i.e. completed, examined and results awarded).

- If an MD is a standard part of higher training, then it cannot be counted. E.g. an MD is standard in some overseas anaesthesia training programmes (Interviewer to ask candidate whether the MD was extra or a standard part of degree if necessary).

8. Teaching

- 'A major contribution to a local/ regional or national teaching programme including organising a programme' refers to a series of teaching events (not just one lecture) e.g. a whole day of multiple speakers, series of weekly sessions etc. The designed sessions must have been actually delivered (not just planned for the future). It would be expected that the candidate would provide feedback.
- Postgraduate Certificates, Diplomas or Masters in Education must have been completed by the time of interview, with evidence of credits awarded by Higher Education Institute.
- Designing an electronic teaching package scores 3 if substantial (e.g. multiple sections).
- Informal teaching of medical students scores 1 (however many students were present).
- Do not include presenting an audit project as teaching, nor presenting own research etc. at a meeting.

9. Academic Publications (to include undergraduate and/or postgraduate and book chapters)

- Publication of a poster abstract (only) does not score here but marks can be awarded for poster presentations in Section 10 (Presentation and Poster presentations).
- Publications that involve audit / QI projects that have been awarded points for regional / national presentations in section 6 can be awarded additional points here if the work has been published.
- Open access electronic full publications should count as peer reviewed publications if the journal undertakes a recognised peer review process. However, case reports in an electronic publication such as e-BMJ Case Reports should count for one point only, even if multiple case reports have been published.
- Chapter(s) in commissioned books score 4 (first author) or 3 (Co-author). Publications in student journals (e.g. student BMJ) score 1.
- You will need to show some evidence of the publication (e.g. photocopy of the title page, printout of a literature search showing the reference)
- You cannot score points for being a co-author on a publication of an enormous project like NAP where there is a long list of authors (unless you have a written certificate or letter confirming significant involvement in their hospital / region).

10. Presentations and Poster Presentations (excluding audit / quality improvement presentations scored elsewhere and those involving projects within additional degree courses) Also excluding presentations relating to publications above.

- For Regional/national/International presentations, the candidate will need to show evidence of where the presentation occurred (not just the PowerPoint slides) e.g. printout of the meeting, programme that identifies the speaker, letter of acceptance, conference abstract etc. For local presentations, the PowerPoint slides are sufficient.
- If the candidate has presented as an undergraduate, it can count but they will need to provide evidence.
- Note: Presentations of original research, which lead to PhD/MD etc, may have already scored points in section 7. It can also be counted there. Teaching presentations are excluded here (can score in section 8)
- 'I have presented at a regional, national or international meeting': it doesn't matter where the meeting was held-it's the body which counts as 'International' etc., so ESICM is an International body even if it was to hold a meeting in Birmingham. Similarly, a national meeting would be organised by a national body e.g. AAGBI, RCOA, ICS, ASME etc. 'Regional' implies a meeting of a regional organisation e.g. SASWR, NEICS (even if held in the hospital where the trainee was working at the time).
- Presentations as part of deanery teaching for regional trainees, teaching for foundation trainees or medical students are not counted in this section, but can be counted in Section 8 (Teaching).

- Poster presentations at International/National meetings all score 3 (including a 5 minute oral presentation of a poster at AMEE, ESA, ESICM where all posters get this).
- Note presentations of audit can be scored here, however the same audit project cannot be used to score in both this section and section 6.

11. Activities Outside Medicine/Leadership (with evidence)

This section can include activity current at the time of the final year at school and any time thereafter.

- 1 point - Active membership should include more than simply being a member of e.g. a sporting team or orchestra. It should involve extra responsibility within the group.
- Teams within hospital should not include e.g. simply leading a cardiac arrest team but could include additional responsibility such as coordinating or influencing that service.
- 2 points - The candidate should provide evidence for organisation and leadership. Being head pupil in the final year of school could count here with evidence of the leadership role demonstrated here.
- 3 points - The candidate should produce evidence for what constitutes exceptional commitment in this domain. This may involve confirming how long the commitment lasted for and the responsibilities of the role.