

# 2019 ST3 Anaesthetics: Portfolio Guidance Information for Candidates

## Information

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.

### 1. Undergraduate Training - Additional Degrees

- Degrees relevant to medicine / anaesthesia include basic science, maths / statistics, social science, humanities and professions allied to healthcare.
- ANY intercalated degree should be counted if you have 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 degree studies.

### 2. Undergraduate Training - Prizes and Awards

- Distinction for Primary Undergraduate Medical Degree: You can score if the 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.

### 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 scoring in this section to avoid 'double counting').
- Points cannot be scored for ALS etc. or certificates from short courses.
- A diploma in Tropical Medicine should score 3 points.
- You will need to show the interviewer's the exam certificate / official letter of result to score the points.
- There is no scoring for certificates of merit for FY1 (i.e. postgraduate). Also Safeguarding etc. is mandatory in Trusts across the country and should not count either.

### 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. (Also, 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.
- Expected outcomes means completion of training objectives and being signed off by an educational supervisor or equivalent. This is included so that periods spent in other specialties in non-recognised posts would not count. 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.

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

- Quality Improvement projects can be counted here (in place of audit).
- If you have completed an audit loop, then you should demonstrate involvement in initial audit and re-audit with evidence (e.g. the presentation slides showing the data).
- Involvement in large Regional / National audit projects like NAP or NELA can be counted if you have a written certificate / letter confirming significant involvement in your hospital /region.
- Includes work done in UK trust-grade posts.
- For definitions of local/ regional/ National/ International meetings, see notes in section 9.

## **6. Research (excluding that completed during a PhD course or an undergraduate BSc or MD)**

- PhD/MD 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.
- A Post Graduate MSc in Sports and Exercise Medicine can count as generic research project but not as a degree relevant to anaesthesia.

## **7. 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 1 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).
- 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 three if substantial (e.g. multiple sections).
- Informal teaching of medical students scores one (however many students were present).
- Formal lecture based presentation as part of curricula teaching scores 2.
- Do not include presenting an audit project as teaching, nor presenting own research etc. at a meeting.

## **8. Academic Publications as a postgraduate (to include book chapters)**

- Publication of a poster abstract (only) does not score here but marks can be awarded for poster presentations in Section 9 (Presentation and Poster presentations).
- Publications that involve audit / QI projects that have been awarded points in section 5 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).

## 9. Presentations and Poster Presentations (see exclusion criteria in the guidance below)

- Presentations relating to publications awarded marks in section 8 are excluded.
- Presentations as part of 'additional degree programmes' are excluded.
- Presentations of audit can be scored here, however the same audit project cannot be used to score in both this section and section 5.
- For Regional/National/International presentations, you 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 you have presented as an undergraduate, it can count but you will need to provide evidence.
- Presentations of original research, which lead to PhD/MD etc., may have already scored points in section 6. It can also be counted here.
- Teaching presentations are excluded here (can score in section 7).
- '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 you were 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 7 (Teaching).
- Poster presentations at International/National meetings all score three (including a 5-minute oral presentation of a poster at AMEE, ESA, ESICM where all posters get this).

## 10. Training 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 and ILS can be counted for one course (but not two).
- ALS 2 (an advanced life support course run by the Australia Resuscitation Council) would be treated as an equivalent to ALS in the UK and can be counted.
- A course counts if it is relevant to anaesthesia and ICM.
- This is for nationally recognised resuscitation-type courses. Don't count foundation-only level courses e.g. ALERT. Qualifications should be in date.
- A three-day CPD meeting would count in this section.
- Courses that are mandatory for appointment do not count.

## 11. Activities Outside Medicine/Leadership (with evidence)

This section can include activity current at the time of entry into medical 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.
- 3 points - you should provide evidence for organisation and leadership.
- 5 points - you 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.