

2020 ST3 Anaesthetics: Additional Portfolio 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 Certificate 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 sciences, 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 degree studies.

2. Undergraduate Training - Prizes and Awards

- Distinction for Primary Undergraduate Medical Degree: credit 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.

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 given credit 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.
- A diploma in Tropical Medicine should score 3 points.
- FICE scores 2 points. A certificate in Mountain Medicine scores 2 points.
- Interviewer needs to see the exam certificate / official letter of result to credit 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 specialities (excluding Foundation Training, Anaesthesia & Adult ICM, Research and Teaching)

- Includes non-training posts in the UK or Overseas **by time of appointment.** (please note that a holiday in Australia for example with a few weeks' work / locums would not be counted).
- Complementary Specialities include Surgery, Medicine, Emergency Medicine, Neonatal ICU, Paediatric ICU, Paediatrics, Obstetrics, and Radiology.
- **Please note that experience in ICM does not count in this domain**
- 'Expected outcome' means completion of training being signed off by an educational supervisor or equivalent. 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 would count.
- Military trainees should not be penalised for doing over 24 months experience and should be allowed to score the full 4 points from 19 months and up.

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

- Quality Improvement projects can be credited here (in place of audit).
- Candidates who have completed an audit loop should be able to 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 credited if candidate has written certificate / letter confirming significant involvement in their hospital / region.
- Work done in Non Training Posts can be credited
- 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 scored in domain 1)

- 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 (ask candidate if necessary).
- 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 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).
- 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.

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 which have been awarded points in section 5 can be awarded additional points here if the work has been published in a peer reviewed publication
- 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 a total of 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.
- Candidate will need to show some evidence of the publication (e.g. photocopy of the title page, printout of a literature search showing the reference).
- Scores cannot be scored for being co-author on a publication of an enormous project like NAP where there is a long list of authors (unless candidate has written certificate or letter confirming significant involvement in their hospital / region).

9. Presentations and Poster Presentations (see exclusions in 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. The evidence candidate will need to show evidence of where the presentation occurred (not just the PowerPoint slides) e.g. printout of the meeting, programme which identifies the speaker, letter of acceptance, conference abstract etc. For local presentations, PowerPoint slides are sufficient.
- If candidate has presented as an undergraduate, it can count but evidence must be provided.
- Presentations of original research, which lead to PhD/MD etc. may have already scored points in section 6. It can be counted here if not counted in publications i.e not scored twice.
- Teaching presentations are excluded here (credit 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 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 7 (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).

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, ILS, ALS 2 (an advanced life support course run by the Australia Resuscitation Council), ALERT or any course required for foundation training does not score points.
- Any meeting or conference relevant to Anaesthesia or ICM credit here.
- Courses that are mandatory for appointment do not count.
- Online courses can be counted if candidate can present relevant certificate and course information with detail of the time/commitment spent doing the course.
- **Given the effects of Covid on in-person courses, educational webinars will also be accepted as evidence. To score a point webinars (or multiple webinars combined) will need to last at least 5 hours/CPD points.**

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.
- 1 point - 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 – the candidate should provide evidence for organisation and leadership.

- 5 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.