

ST3 Anaesthetics Online Self-Assessment Portfolio Guidance

At time of application you will have provided a self-assessment portfolio score.

You will be requested to upload evidence to the self-assessment portfolio portal to support your self-assessment score. The evidence will be verified by an experienced clinical assessor.

Do not change your self-assessment score from the one you submitted on your application at any point in the process. You are able to provide 'additional' evidence but you must justify in the comments section on the portal why your score should be changed and the assessor will look at these comments.

The evidence upload window will be from **Monday 18th January 2021 to Wednesday 27th January 2021.**

Details and instructions of how to complete, will be confirmed by ANRO in due course.

When uploading your evidence to the online Self-Assessment portal please adhere to the following:

You must provide all the evidence to support the self-assessment score on your application.

Please clearly label your evidence and place in the correct domain. Applicants will be given a global rating score for the portfolio by the clinical assessor. This will cover the aspects of organisation planning and quality of the evidence.

Applicants will be marked down if evidence is difficult to find, not labelled and not clear to the assessor. Any evidence should be presented or translated into English including letters from supervisors.

Ensure the same name is used throughout your evidence. If you use 2 different names, make sure this is clearly explained i.e birthname, married name etc

Applicants are advised that uploading more evidence than needed or evidence that does not count towards the actual score will be marked down please refer to the global rating score matrix on [ANRO](#).

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. **Will not be scored twice.**

1. Undergraduate Training Additional Degrees

Candidates should upload a short CV or Timeline of undergraduate and postgraduate training so assessor can clearly see whether the degree was prior to their medical degree.

As well as a timeline please include certificates of:

- Degrees relevant to medicine and/or anaesthesia including 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. **Include both degree certificates.**

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. (1 point)

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

- Relevant Postgraduate Masters, Diploma, or Certificate 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 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** or a diploma in Mountain Medicine scores 2 points. *(these are the same thing).*
- The Assessor 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.

4. Postgraduate clinical experience in other specialties (excluding Foundation Training, Anaesthesia, Adult ICM, Research and Teaching) Cardiac ICU and neuro ICU are classified as adult ICU and do not score extra points.

- Includes non-training posts in the UK and Overseas by time of appointment. (please note that a holiday in Australia for example with a few weeks’ work / locums would not be counted)

- 'expected outcome' - Assessor needs to see appointment letter outlining details of job OR a letter from the clinical/ educational supervisor outlining the core clinical learning outcomes and the time in post.
- If candidate does not have a letter from CS or ES they should demonstrate by a logbook or suitable WPBAS or an ESSR if done on Eportfolio/LLP
- Complementary Specialties include Surgery, Medicine, Emergency Medicine, Neonatal ICU, Paediatric ICU, Paediatrics, Obstetrics, and Radiology.
- Please note that experience in adult ICM does not count in this domain.
- 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 should present 1 audit per year of anaesthesia training i.e from CT1 onwards
- 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). Would expect to see presentation with summary slide of key messages.
- 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.
- Audit and QI done in Non Training Posts can be credited
- For definitions of local/ regional/ National/ International meetings (see notes in section 9).
- Trainees may present a letter that appears on the ANRO guidance. This can be signed off by a TPD or equivalent to say that the trainee has presented an audit per year. The evidence of the audit needs to be present also. The timeline for training presented in Domain 1 will allow the assessor to look at whether the audit was completed in Core training or not.

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 awarded points. e.g. an MD is standard in some overseas anaesthesia training programmes.
- A Post Graduate MSc in Sports and Exercise Medicine can count as a 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 or 1 event) e.g. a whole day of multiple speakers that will be repeated, a 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 online/virtual teaching package scores 4 if substantial (e.g. multiple sections).

'FRCA national exam teaching' – this is a new online teaching course screened worldwide but non peer reviewed. scores 1 point if 1-4 sessions delivered, 2 points for 5 or more sessions

- Informal teaching of medical students scores 1 (however many students were present).

- Formal teaching of medical students – ie organising a course for medical students through the university - is a local teaching programme (not regional) - scores 2

- Do not include presenting an audit project as teaching, nor presenting own research etc. at a meeting.

8. Academic Publications as a Medical Postgraduate (to include book chapters) do not score publications from previous postgraduate degrees

- 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/PDF of the title page, printout of a literature search showing the reference).

- Scores cannot be counted for being co-author on a publication of an enormous project like NAP where there is a long list of authors (unless candidate has a written certificate or letter confirming significant involvement in their hospital / region and they were involved in the actual write up).

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 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. They should not be counted as presentations in this section. We are specifically looking at progression from FY1 to anaesthesia training
- 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, please see COVID derogations below)

- 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. Global rating score specifically eludes to the candidate showing progression in their own education.
- **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 in the current recruitment round. To score 1 point, webinars (or multiple webinars combined) will need to last at least 7 CPD points. 2 points 14 CPD points etc.

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.

COVID disruption derogations for this round only:

- *Courses that candidate was booked on prior to Covid which was subsequently cancelled **cannot** be counted.*
- **Allow** an extension to course expiry dates eg ATLS - allow 12 months
- *Presentations that were accepted for meetings which were subsequently cancelled should not be counted as there have been multiple online opportunities set up since March 2020*
- *Postgraduate complementary specialty experience cancelled due to Covid (ie overseas jobs) should not be counted if it wasn't done*