

Global rating score for Portfolio Organisation

Following Self-Assessment verification, applicants will be awarded a global rating score for portfolio organisation by their assessor.

The global rating organisational score demonstrates capacity to provide and upload information in a structured way and shows evidence of organisation and planning. It also demonstrates that the applicant has read the guidance notes carefully and hence demonstrates attention to detail.

The score is NOT a reflection of the overall quality of the content of the portfolio but is purely a score to assess organisation of the portfolio.

The global rating score for portfolio organisation is worth 5 points towards the total self-assessment score. All applicants start off with 5 points and then will have points deducted in line with the guidance below.

To achieve 5 points the self-assessment evidence should be easy to score with clear labelling of evidence, have no more than 4 pieces of evidence per domain (or 5 with an explanation) and with no repetition of evidence. Ideally there should be one pdf for each domain.

The only exception to this is in domain 3 where applicants may provide one piece of information per post.

What constitutes a piece of evidence?

Only evidence which has a direct bearing on a domain score should be presented. Candidates are encouraged to make greater use of the Template Evidence letter; this is particularly useful for Domains where multiple pieces of evidence may be available (for example – Domain 4 (Quality Improvement) – the Letter of Evidence may be used to demonstrate involvement in several QI projects, with the candidate presenting the most significant QI project (or two, if seeking maximum score).

The aim of all evidence submitted is to present it in a succinct way to clearly justify the score.

Candidates should only present evidence relevant to the score. Where a multi-page document is submitted, candidates should utilise the comments section to note the pages on which relevant information is found.

Multiple pieces of evidence for one part of the domain should be avoided.

E.g. In Domain 6 (Teaching) a letter from a supervisor detailing involvement in developing a teaching programme plus a copy of the teaching programme would count as one piece of evidence.

Similarly, in Domain 8 (Presentations), a printout of the meeting identifying the candidate as a speaker plus a copy of the presentation would count as 1 piece of evidence.

There should be a **maximum** of 4 items for each piece of evidence and in many cases the score can be demonstrated with a single piece of evidence.

So in summary there should be no more than 4 pieces of evidence per domain (or 5 with the domain explanation)

Each piece of evidence can have a maximum of 3 subunits (e.g. for teaching a letter from a supervisor outlining their involvement in developing a teaching programme, a copy of the programme and feedback from attendees)

The Global Rating Score will be reduced by 1 for each of the following:

1. More than 4 pieces of evidence per Domain in one Domain or 5 pieces of evidence if a domain explanation is included (more than 4 pieces of evidence in more than one domain reduce score by 2 points).
2. CV (including timeline) and/or timeline missing in Domain 1.
3. Timeline does not clearly show all undergraduate and postgraduate training (gaps must be accounted for).
4. Repetition of evidence is the same evidence in more than 1 domain.
5. Including irrelevant evidence e.g. expired course certificates, courses required for foundation training, ALS courses when used as evidence for CPD
6. Audits over 5 years old (by time of appointment).
7. Documents that are difficult to read e.g. they are upside down or the writing is illegible.

This is an example of how the Global Rating Score will be reduced:

A trainee has put more than 4 pieces of evidence in Domain 2 and presents an audit that is more than 5 years old in Domain 4 – GRS = 3

Another trainee, as well as the above, did not include a timeline in Domain 1, and presented one pdf upside down – GRS = 1