

Portfolio Preparation

Background

Throughout your professional career you will need to develop and present a portfolio of evidence to support the appraisal process – irrespective of whether you are a trainee or in a career grade post (which includes consultants).

The forthcoming procedures for application to specialty training provides an ideal opportunity for you to put together a portfolio. On the application form, there is a clear indication that any statements made may need to be backed up by evidence. You will be expected to take your portfolio with you to an interview and may be asked to show the evidence you have collected.

This need not be daunting – it's a matter of getting things organised from the start, so you develop the habit of gathering evidence which will prove useful in the future.

The following is a guide to help you put your portfolio together – but it is only a guide and there is no prescribed pattern to follow. This guide is based around gathering evidence around the principles of *Good Medical Practice*

Portfolio Development

The need

- Provide evidence to support assertions made in application form
- Provide evidence of progress against any specified objectives
- Facilitate future objective setting
- Plan for your future
- Show who you are and how you work

Contents

- a. Demographics & Current job plan
 - b. Good Clinical Care
 - c. Maintaining Good Medical Practice
 - d. Working with colleagues
 - e. Communication with patients
 - f. Teaching and training
 - g. Statement on probity
 - h. Statement on health
- a. **Demographics** – contained in well structured CV
 - Personal details
 - Employment record and current duties
 - Record of achievements
 - b. **Good clinical care**
 - Assessment forms
 - Case studies which reflect application of judgement, clinical skills, awareness of limitations, effective and appropriate use of resources
 - Links to defined competencies on person specification and in curriculum

- Evidence of steps taken to demonstrate an interest in the specialty being applied for
- Evidence of any extra-curricular activity which supports expression of interest in that specialty
 - E.g five day taster; working in a care home; voluntary work
- Log book of cases to demonstrate breadth of experience
- Evidence of appraisal and PDP
- RITA forms if applicable
- Reflection on practice
 - Critical incidents
 - Challenging cases
 - Skills acquired (with evidence of supervision or independent practice)
 - Good idea to have this validated in some way

c. Maintaining Good Medical Practice

- Record of study leave and courses attended – and evidence of reflection on its value or impact on practice
- Examination results
- Involvement in clinical audit; guideline development
- Research
- Attendance record at teaching sessions – plus reflection on content of sessions
- Evidence of personal development plan
- Evidence of study e.g inclusion of on-line learning modules; access to written or web-based material

d. Working with colleagues

- Description of current team and your role within it
- Any feedback reports from trainers
- Multi-source feedback
- Record of reflection on difficult situations
- Any special areas of responsibility within the team

e. Relations with patients

- Statements from trainers
- Thank you letters
- Complaints and outcomes (and reflection on outcome)
- Training in skills such as
 - Communication
 - Breaking bad news
 - Obtaining informed consent

f. Teaching and training

- Record of teaching activity or contribution to teaching sessions
 - Medical students (what, when and why?)
 - Feedback from teaching
 - Case presentations
 - Topic reviews
 - Journal club or critical appraisal

- Evidence of formal training to teach
 - GIC course
- Research

g. Health

- Statement of fitness to work
- Immunisation status

h. Probity

- Statement of probity
- Data protection
- Accuracy in financial dealings
- Accurate data returns (e.g attendance at teaching sessions)
- Make sure you understand what it means

If you have any problems with compiling your portfolio, speak to your educational supervisor or trainer who should be able to offer advice.