

## **Portfolio Preparation – Best Practice Guidance**

Many selection processes will require you to bring a portfolio of evidence with you when you attend an interview or selection centre. The portfolio will be used to demonstrate your eligibility for the post and any achievements that you may have. This should be a paper portfolio, containing just the evidence required. It should not be a printout of everything contained on your electronic training portfolio (e-portfolio), if you have one of these.

### **Organising Your Portfolio**

Your portfolio may be reviewed, without you being present, and even if you are in attendance, there will be limited time in which to present your evidence. It is therefore important that your portfolio is well organised and you may want to consider the following:

- Use one lever arch type file for presentation of your portfolio. It is important that your portfolio does not exceed one folder. The volume of evidence can be reduced through double sided printing
- Use dividers to separate out the different sections
- Add a contents page at the front of the portfolio to make it easy to find things
- Use plastic wallets for evidence. This will make it easier to get things out of the portfolio folder quickly. Ensure that the plastic wallets used are closed at all sides, except the top, to avoid losing papers
- Use sticky markers on key bits of evidence to make them easy to find
- There is no need to include a printed copy of your application form in your portfolio; recruitment teams will provide this to the interview panel

### **Portfolio Sections**

The evidence required will vary between specialties but in general, portfolios will consist of the following sections:

- CV and application form
- Undergraduate Training – including medical degree and any additional degrees
- Postgraduate Qualifications – including evidence of constituent parts completed (e.g. MCEM Part A, MRCP Part 1 etc.)
- Prizes, awards and distinctions (Undergraduate and Postgraduate)
- Postgraduate experience
- Clinical governance and audit
- Teaching
- Publications

- Presentations
- Research
- Training courses

It is worth requesting the areas that will be assessed as part of the portfolio station for the interview that you are attending and moulding your portfolio to meet the requirements.

It is important that you provide evidence in your portfolio of any achievement that you detail on your application form. If evidence cannot be presented to or seen by those assessing your portfolio, the marks cannot be awarded; a statement confirming the achievement on your application form will not be sufficient to be awarded the points.

## Evidence

When preparing your portfolio, please ensure that it only includes your own work and that no patient identifiable data is included. Applicants who include patient identifiable data (e.g. names, addresses, patient ID numbers) in their portfolios could be reported to the General Medical Council.

Be concise and only include enough evidence to demonstrate the achievements contained within your application form. This will help the assessors review your achievements more efficiently.

It is impossible to provide an exhaustive list of all acceptable forms of evidence. The list below will give you an idea of the types of evidence you could produce.

<b>Undergraduate Training</b>	Original degree certificates
<b>Postgraduate Qualifications</b>	Original qualification certificate Original Royal College letter confirming examination pass etc. Original Royal College letters confirming upcoming examination attempts
<b>Prizes, Awards and Distinctions</b>	Original letter confirming award Original certificate
<b>Postgraduate Experience</b>	Copy of ARCP outcome Letter from educational supervisor confirming experience Letter from Medical Staffing confirming length of appointment and specialty undertaken Letter of appointment, stating length of post Copies of workplace based assessments Consolidation of logbook

<b>Clinical Governance and Audit</b>	Copy of audit Presentation handouts for project
<b>Research</b>	Original MD certificate Original PhD certificate Letter from research supervisor Copy of research project or project outline
<b>Teaching</b>	Original certificate for teaching qualification Letter confirming attainment of teaching qualification Letter confirming involvement in a teaching programme Copy/copies of teaching completed and feedback received
<b>Publications</b>	Copy of publication; abstract of publication only, rather than the whole paper
<b>Presentations</b>	Copy of presentation slides Copy of event programme
<b>Training Courses</b>	Original certificates Letters confirming attendance at and completion of training courses

If any of your evidence is in a language other than English, it is important that an official translation is provided if you wish to be awarded points for it.

If you have any queries regarding acceptable evidence for the specialty you are applying for, the specialty recruitment office will be able to assist.

### **Specialty Specific Guidance**

Some specialties will provide their own guidance on preparing a selection portfolio. Where this exists, it supersedes this guidance and must be followed. Failure to follow specialty specific guidance may affect your selection score.