

2021 Intensive Care Medicine Recruitment: Online Self-Assessment Portfolio Applicant Guidance

The portfolio self-assessment is your opportunity to demonstrate how your previous experience and achievements demonstrate your suitability for a career in Intensive Care Medicine. The evidence you upload to support your self-assessment score in each domain will subsequently be assessed and verified by a Consultant Intensivist who has been trained as an assessor.

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 may have gained additional evidence in a domain(s) between your initial application and the evidence upload window that you think may give you a higher score than you initially submitted. If this is the case, please upload the additional evidence and mention in the comments for that domain that you would like the assessor to consider upgrading your score on the basis of your additional evidence.

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 ICMNRO 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 [ICMNRO](#).

Domains

10 separate portfolio domains are assessed:

Domain	Maximum score
1. Additional Degrees & Qualifications	6
2. Additional Achievements and Prizes relevant to medicine	5
3. Publications (excluding audit and publication of posters)	6
4. Presentations (excluding teaching trainees/students)	6
5. Clinical Audit, Quality Improvement and patient safety projects	6
6. Teaching Skills (excluding life support courses)	6
7. Life Support Courses	6
8. Progress through training and Excellence	3
9. Achievements Specific to ICM Training	5
10. Achievements Outside Medicine (with evidence)	5
Maximum candidate self-score	54

There are up to a further 6 points available in an additional domain for the organisation of your portfolio evidence and a global assessment of your application.

Guidance on acceptable evidence:

Note: A single piece of work (e.g. audit project) cannot be credited in the presentation section and audit section, similarly a presentation which wins a prize cannot be credited in both the 'prizes' section and 'presentation' section so choose which section you wish the work to be credited. However, a large project (e.g. work for an MD) may generate a presentation as well as a qualification and be credited in both sections.

This list is not exhaustive but aims to show you the type of suitable evidence you might want to consider.

The following are items to consider as sources of evidence:

1) Additional Degrees & Qualifications

- Exam certificate or an official letter from awarding body stating 'pass' or the grade and the title of the qualification
- If claiming for an additional postgraduate qualification which is not part of your mandatory exams for your core specialty, please document your core specialty in the comments section for this domain

2) Additional Achievements and Prizes relevant to medicine

- Prize certificate/citation or official letter from awarding body
- Distinction in undergraduate degree means overall distinction, not just in some modules
- International means 'European society' etc, not just a different country to that of applicant
- UK/ UK & Ireland would be considered as national not international

3) Publications (excluding audit and publication of posters)

- Digital copy of the **title page** of paper/chapter including the reference, or reference separately (including your name) if title page of paper/chapter does not contain the reference
- If e-publication, upload a copy of the publication including reference (showing it has already been published and where).
- If accepted for publication but not yet published, upload the letter/email of acceptance from journal
- Please explain which author is you if not clear (e.g. subsequent name change)

4) Presentations (excluding teaching trainees/students)

- Copy of the conference programme with listing of your name and title of presentation
- Or email/letter of acceptance from conference organiser, etc. (*'PowerPoint' slides alone are not acceptable*)
- Poster at conference
 - Conference programme showing title of poster and your name
 - Or letter/email of acceptance from organiser, plus text of poster (poster alone not acceptable)
- Please explain any abbreviations of organisation names
- International means 'European society' etc, not just a different country to that of applicant
- UK/ UK & Ireland would be considered as national not international

Note: Teaching presentations (e.g. at regional trainee teaching or for medical students) are not credited in 'presentations' but can be credited in the 'teaching' section

5) Clinical Audit, Quality Improvement and patient safety projects

- Evidence needs to show your role in the project (or explain this)
- Project summary, presentation slides (for projects already presented)
- Or letter from audit department confirming project completion, feedback from presentation (needs to include your name or name of project)
- For 'closed loop' your involvement in both the initial audit and reaudit needs to be clear
- Where relevant, evidence that the audit has been presented needs to be shown

Note: credit is given for roles in trainee collaborative audit and QI projects, but you need to provide evidence of the exact level of your involvement.

6) Teaching Skills (excluding life support courses)

- Basic teaching methodology course or teaching qualifications – certificate of attendance or similar
- Taught multiple sessions of postgraduate teaching – email/letter from organiser or programme of event containing your name and where delivered (as well as presentation slides if relevant).
(PowerPoint slides alone are not acceptable)
- Teaching designed and led – whole programme including dates/presenter names or official letter
(PowerPoint slides alone are not acceptable)

Note: you cannot credit a teaching qualification e.g. PGCert Ed in both this section and domain 1.

7) Life Support Courses

- Instructor on courses – course programme showing your name or letter from course organiser is needed. If this does not show that you are a full instructor, then upload instructor certificate as well
- Feedback on teaching - either summarised or individual feedback forms are acceptable – you need to include either your name or title of presentation

8) Progress and Excellence

- All ARCP outcome forms are required (including foundation training) for UK training posts, up to the most recent ARCP (not including current training year)
- All Education supervisor reports for UK training posts you have completed (including foundation, but not including current placement) are required
- The total number of ARCP outcomes and ES reports will depend on current seniority and career path
- These reports are not required for any training abroad, UK non-training posts and fulltime research posts, although if reports from these posts include evidence of excellence, they may be included if you wish

9) Achievements specific to ICM training

- Attendance at ICM meeting – certificate of attendance (needs to show your name)
- Additional training – letter from trainer, or contract with dates, or end of placement supervisor's report (with date)

10) Achievements outside of medicine

- The evidence requirement for this is less strict (e.g. assessing a work/life balance), but some evidence is required, particularly of the time frame for the activity so you may need to think about how you would demonstrate this e.g. photos/newspaper clips
- If you wish to claim evidence of 'exceptional achievement' it needs to be over a substantial time period (e.g. years) or at a very high level (e.g. international representation)

Assessor verification of scores

The assessor will verify the evidence you provide to justify your score in each domain. You can only be credited with points if the person verifying your score can see the evidence and understands how it demonstrates you meet the criteria listed, so please check you have uploaded everything necessary and that it is legible. No more evidence can be uploaded in case of an appeal.

The scoring matrix has been adapted over the years to try and cover most eventualities, but inevitably there will be times where it is difficult to definitively decide how many points to award for a particular domain. There is the opportunity to support your own assessment for each domain when uploading your evidence to the portfolio and the interviewer will be able to read this when verifying your scores. On some occasions, the interviewer may elect to award more points than you have allocated and in some cases the score may be adjusted downwards if the interviewer feels this is necessary.

Right to appeal

If your verified score is less than the self-assessment score you submitted by 5 marks (10%) of the maximum possible score or greater, you will be entitled to appeal. You may not submit any additional evidence or details at this point, so it is important that your evidence is clear; in particular as to how it meets the criteria listed. Your portfolio self-assessment will be reviewed and re-assessed by a different assessor, and the higher of the two scores (either from the original or the new assessor) will be used. You will be informed of the outcome of this.

Probity

Please ensure the information you provide is accurate and true to the best of your knowledge. Any evidence to indicate probity concerns may jeopardise the rest of your application for ICM training and could also result in notification to Health Education England, the General Medical Council or other relevant professional organisations.

Assurance

As a group of practicing Consultant Intensivists, we have devised this portfolio assessment as a way for you to highlight your strengths and demonstrate your suitability for training in Intensive Care Medicine. A large number of domains are covered, and it is unusual for a trainee to be awarded maximum points in many domains. Many successful trainees score zero in one or more sections. The scoring system has been developed and adapted over the years to ensure it is as fair and transparent as possible.

We understand that this is the first time that the process of self-assessment and subsequent verification by remote assessors has had to be introduced, rather than in a more traditional face to face interview. We also appreciate the degree of extra pressure and anxiety this will add to what is already a stressful process. Please accept our assurance that we will assess every application in a fair and consistent way, to ensure you are appropriately rewarded for your achievements. To help ensure this process is as efficient as possible, we would be grateful if you could carefully judge the evidence you upload and resist the temptation to submit an overwhelming amount of evidence – remember there are additional points allocated for the organisation of your portfolio evidence and a global impression from your application. In this additional domain, higher scores are likely to be awarded to those who have been careful to ensure only evidence that directly supports their self-assessment scores is presented.