

2020 Intensive Care Medicine Recruitment: Portfolio Applicant Guidance

The portfolio station is in two parts conducted by the same pair of interviewers:

1. Review of evidence to support self- score
2. Candidate's opportunity

1. Review of evidence to support self-score

You will have already completed a portfolio score document and awarded yourself any additional points for items in your portfolio. The purpose of this part of the station is for the interviewers to see this evidence and verify the scores. The interviewers can increase or decrease the score as appropriate, according to the evidence you present.

You will be asked to demonstrate the item(s) of evidence which supports the score you have awarded yourself, for each question. Scores can only be verified if the interviewer sees the evidence – clarification is provided for particular items below

Any evidence to indicate probity concerns will be reported to the Dean's Representative or HR person at the interviews.

How you organise your portfolio is up to you, but good organisation of and familiarity with your portfolio is important, so that you can find and remove the required items rapidly. Delays locating particular items risk you running out of time to complete the station, and so no marks being awarded for the final questions. Extra points are awarded by the interviewers in this station for good portfolio organisation.

The order of the portfolio evidence questions will be the same as on the self-scoring sheet:

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

The interviewers will need to read certain evidence items – so when asked for an item, locate it and remove it from your portfolio and hand it to the interviewer, who will then ask for the next item while the second interviewer reads the item.

Do not waste time in the station putting items back into your portfolio (you can do this later); you will not need to use your portfolio again in the interview process.

Guidance on acceptable evidence:

(This list is not exhaustive but aims to show you the type of suitable evidence you might want to consider. The interviewers do have some discretion to consider the evidence you bring along so think carefully about what evidence you bring to maximise your portfolio score).

The following are items to consider as sources of evidence:

Qualifications: exam certificate or an official letter from awarding body stating 'pass'

Prizes/scholarship: prize certificate/ citation or official letter from awarding body

Publication: printout of the paper/chapter including the reference, or reference separately (including your name) if paper/chapter does not contain the reference. If e-publication, print out of the publication including reference (showing it has already been published and where). If accepted for publication but not yet published, letter/email of acceptance from journal.

Presentation at conference: conference programme with listing of your name and title of presentation, 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)

Audit/QI project: project summary, presentation slides (for projects already presented). Letter from audit department confirming project completion, feedback from presentation (needs to include your name or name of project). 1 project per year; evidence for each project, 1 per UK training year (including any UK non-training posts but excluding training abroad). If you have no project for 1 year (only) but 2 projects in another year, this is acceptable. Significant participation in a major National audit can be counted for 1 year of this (if evidenced).

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.

Teaching courses: certificate of attendance or similar

Teaching delivered: (regional/ national) 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*)

Feedback on teaching: Either summarised or individual feedback forms are acceptable - you need to include either your name or title of presentation

Instructor on courses: course programme showing your name or letter from course organiser is needed.

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.

Additional training: letter from trainer, contract with dates, end of placement supervisor's report (with date)

Attendance at ICM meeting: certificate of attendance

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 show this e.g. photos/newspaper clips. If you wish to claim evidence of 'outstanding achievement' it needs to be over a substantial time period (e.g. years) or at a very high level (e.g. international representation)

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 '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. 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

2. Candidate's Opportunity

In the final couple of minutes of the station, you will be asked if there is anything in your portfolio that you would like to discuss that you have not had the opportunity to during the station so far, or if there is something in your portfolio that you are particularly proud of that you would like to talk more about or expand further upon. These aspects of your portfolio should be areas which provide evidence for why you would be suited to a career in ICM.

Portfolio Scoring

Please note that this station carries 80 marks in total of which a maximum of 54 can be allocated to the achievements in your portfolio. This means 26 marks are allocated by the interviewers at the station for your chosen elements of your portfolio which support your choice for a career in ICM as well as the organisation and presentation of evidence.