

Medical Portfolios

Introduction

All doctors in training are expected to develop a portfolio as part of their training. Recruitment into speciality and academic positions also frequently involves submitting a professional development portfolio. The notes below are designed as a starting point for medical students who want to start to build their own portfolio. More detailed guidance on portfolios can be found at:

- Medical Careers website at http://www.medicalcareers.nhs.uk/postgraduate_doctors/e-portfolios.aspx
- Peninsula Deanery:
http://www.peninsuladeanery.nhs.uk/index.php?option=com_content&view=article&id=468&Itemid=405

At Foundation School

You will be expected to complete a portfolio during your time as a foundation trainee. According to the Rough Guide to the Foundation Programme, the portfolio should contain the following:

- Personal and Professional Development Plan (PDP) including career planning
- Record of meetings with your educational and clinical supervisors
- Workplace-based assessments
- Reflective reports and other evidence
- Sign-off documents

Portfolios for Recruitment and Selection

You may be required to bring along your portfolio to an interview at specialty level or for one of the academic foundation programmes.

Suggested format:

- Lever arch file or similar
- Tabbed for easy reference
- Divided into relevant themes, e.g. 'Publications', 'Audits', 'Non-academic achievements' etc

Suggested Structure(s):

You can structure your portfolio in different ways, such as:

- Following the key headings of your CV
- Using the core themes within the GMC's *Good Medical Practice Guide for Doctors*

There is some useful guidance on what you might include if following either of these approaches on the Peninsula Deanery website:

http://www.peninsuladeanery.nhs.uk/index.php?option=com_content&view=article&id=468&Itemid=405

Medical Portfolios

Suggested content:

- Contents page (very popular with selectors!)
- Up to date CV (a nice way of summarising your experiences so far)
- Annual assessments of competence
- Any testimonials/feedback from nurses, senior clinicians and supervisors
- Reflections on your skills related to the desired specialty (consider using some of the self-assessment exercises on the Medical Careers website or ROADS booklet)
- List of publications (could also include abstracts)
- List of prizes followed by evidence (e.g. certificate, confirmation email)
- Details of any audits carried out

Knowing your portfolio

- Be prepared to show someone your portfolio and be able to highlight evidence of your achievements but also your commitment to the relevant specialty
- Identify a couple of things about the portfolio that show your strengths, and a couple of weaknesses
- Be prepared to reflect on your experiences, talking about what you learnt, challenges met etc

Further Resources

Medical Careers website at http://www.medicalcareers.nhs.uk/postgraduate_doctors/e-portfolios.aspx

Penninsula Deanery:

http://www.peninsuladeanery.nhs.uk/index.php?option=com_content&view=article&id=468&Itemid=405

Rough Guide to the Foundation Programme: getting the most out of your Portfolio:

<http://www.foundationprogramme.nhs.uk/pages/home/e-portfolio>