**Portfolio Station Checklist for Candidates**

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| **Applicant Details** | |
| **Applicant Name** | Click or tap here to enter text. |
| **GMC Number** | Click or tap here to enter text. |

Please place this sheet at the front of your portfolio. Documents should be provided in the order as set out below, labelled and with this checklist at the front.

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| **Evidence required for the portfolio station: -** | **Evidence Provided (please tick)** |
| **1a) ESSENTIAL Original primary Undergraduate medical degrees and diplomas** plus one copy |  |
| **1b) ESSENTIAL Original Postgraduate qualification i.e. FRCEM primary & intermediate/ MRCEM/ or evidence of submission** plus one copy   * Examination status must be clearly documented |  |
| **1c) other Original membership exam certificates** plus one copy  **OR**  **BSc, BMedSci, MSC, Oxbridge BA, MA or equivalent**  (include certificates)  - Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications. |  |
| **2a ) ESSENTIAL Curriculum vitae to include clear details of post dates & length of posts & brief description of posts.**  -must include a minimum of 9 months in Emergency Medicine and a minimum of 3 months in all specialties other than Emergency Medicine i.e acute medicine, anaesthesia, intensive care medicine, trauma & orthopaedics/ musculo skeletal medicine, paediatric emergency medicine |  |
| **2b)** **ESSENTIAL Original proof of CT2/CT3 competences, ARCP if you have completed core CT2/CT3 training** plus one copy  **ESSENTIAL :For non-training posts:**   * Evidence of workplace based assessments of clinical performance ( see portfolio advice 2018) * evidence of completion/ sign off of all relevant posts mentioned in the CV/ application form * evidence of sign off/ progression through training, **level of evidence sign off for EACH post to be included** |  |
| **3a) ESSENTIAL courses completed and passed** plus one copy of each   1. ATLS/ ETC 2. APLS/ EPLS/ EPALS 3. ALS/ ACLS   (Include certificates of attendance) these must be in date at the time of interview |  |
| **3b) Additional courses relevant to Emergency medicine**   * Eg. Airway or ultrasound course |  |
| **3) Academic/ research / Paper Publications / EB guidelines/ presentations**  **- For presentations:** indicate local, regional, national, international presentation, must indicate if this is a poster presentation or other.  - **For Research:** ‘Formally accepted’ papers to count, (but NOT ‘letters to editor or abstracts’).. Details of Authorship required.  Definition of peer reviewed publication = "Manuscripts (articles) which are evaluated by at least one subject specialist in addition to the editor before being accepted for publication". The paper must have a PIMD number or equivalence. Equivalence will be assessed at interview.  Books must have an ISBN number.  (Include summary of publications. Include title, authors, acceptance letters, PIMD or ISBN numbers for peer reviewed. Include title, authors and acceptance letters for non-peer reviewed papers/ e- publications) |  |
| **4) Postgraduate Medical Teaching Experience / qualifications**  Provide a summary of teaching experience to date. Separate teaching experience into the following types  1) Ad hoc activities (less than monthly), 2) regular activities (at least monthly), 3) faculty member on courses, or 4) principle organiser of a course.  (List any qualifications in medical education and provide certificates, teaching timetables, ) |  |
| **5) Medical postgraduate prizes**  Gained since medical school, including research awards and travelling fellowships  List best presentation prizes separately  Provide evidence for all prizes |  |
| **6) Audits /quality or service improvement projects/ clinical governance**  Include summary clearly separating closed loop/2 cycle audits from single cycle audits.  For all audits/ service improvement projects give title and authors, details of teams involved and any leadership attributes.  Where you are the primary auditor (i.e. initiated, designed and completed the audit/ project – please provide supervisor confirmation of your role and give a description of your personal contribution as part of this work) |  |
| **7) Evidence of extracurricular activities/ achievements outside of medicine**  Long term (over at least 6 months) e.g.: cultural or sporting representative roles at local/ regional / national level, or charity work- description of personal and team involvement/ leadership skills.  Evidence required |  |
| **8) Medical Management or leadership roles**  e.g.: Mess President, BMA local or regional rep, trainee rep on committee or similar role.  Evidence required |  |