**Portfolio Station Checklist for Candidates**

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

Please place a separate section at the front of your portfolio containing the following documents only. Documents should be provided in the order as set out below, labelled and with this checklist at the front.

**Please note: -** Documents not contained in this section of your portfolio may not be examined during the portfolio station and therefore will not be scored.

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| **Evidence required for the portfolio station: -** | **Evidence Provided (please tick)** |
| **Undergraduate medical degrees and diplomas** |  |
| **1a) + b) Postgraduate degrees / exams and qualifications either awarded or submitted**  (include certificates or evidence of submission)  EXCLUSIONS e.g.  - MD (where basic medical degrees equivalent to MB BS) and MS (where not requiring completion of a thesis)  - Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications. |  |
| **1c) MSc or equivalent**  (include certificates) |  |
| **1d) BSc, BMedSci, Oxbridge BA, MA or equivalent**  (include certificates)  EXCLUSIONS e.g.  - MD (basic medical degrees equivalent to MB BS) and MS not requiring a thesis.  - Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications. |  |
| **Career breaks (Including maternity leave)**  (Summary including dates) |  |
| **2a) Basic courses completed and passed since leaving medical school**  Must incldue ALS or ACLS  ATLS,ETC, APLS, EPLS, or equivalent  (Include certificates of attendance) |  |
| **2b) Additional prizes and academic distinctions**  National awards, undergraduate and postgraduate prizes |  |
| **2c) Additional courses relevant to Emergency Medicine**  E.g. Ultrasound or Airway courses |  |
| **3) Academic/ research / Paper Publications / Evidence Based 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) |  |
| **5) Audits / Quality Improvement**  Include summary clearly separating closed loop/2 cycle audits from single cycle audits.  For all audits give title and authors  Where you are the primary auditor (i.e. initiated, designed and completed the audit – please provide supervisor confirmation of your role)  Indicate your role in the project - designed and led, analysis, data collection |  |
| **6) Evidence of outstanding extracurricular activities**  Long term (over at least 6 months) e.g.: cultural or sporting representative roles at regional / national level, or outstanding charity work  Other roles, e.g. Mess President, BMA local or regional rep, trainee rep on committee or similar role  Evidence required |  |
| **7) Achievement of competencies relevant to DRE-EM / ST3 application**  Work based assessments, MSF, ARCPs, Supervisor reports |  |