

## Self-assessment guidelines for Candidates – ST3 ACCS & DRE-EM

The 2021 National Emergency Medicine ST3/DRE-EM Selection Portfolio Section will be assessed as an online process. All candidates meeting the eligibility criteria will be asked to complete the Self-Assessment as detailed in this document.

Candidates are initially requested to self-score their Portfolio submitting their scores on their application in the Oriel system. There will then be a 7 day window (dates and details can be found in the ST3 Emergency Medicine Candidate Handbook) where candidates will be required to upload supporting evidence via the Health Education England Online Portal. Validation of each candidate's self-assessment scores will be performed by the Assessment Team. The candidate will be notified of any changes to their self-assessment score. Candidates will be advised of the appeals process if they wish to contest their final score. The specific dates for each stage of this process will be published on the National ST3/DRE-EM website.

### Self-Assessment:

- This form contains the framework for applicants self-assessment scoring.
- Applicants will be asked to complete the multiple choice questions for each section on an online form to derive a final self-assessment score (questions may appear slightly differently on the final application form). Only one bullet point/response for each question can contribute to the score.
- Candidates will be asked to provide portfolio evidence to support the answers given during self-assessment and submit this via the online interface. Candidates are instructed to only provide evidence regarding the self-assessment questions and will only be able to upload one document per question. Candidates are responsible for ensuring that the document uploaded provides sufficient evidence.
- No additional evidence will be accepted following the self-assessment submission date.
- Candidates are responsible for ensuring that they upload the correct evidence onto the correct system. Evidence uploaded onto the wrong system will not be considered.
- All submitted self-assessments will be validated by a team of assessors who cross-check the candidates own scores with submitted evidence and agree a final score.
- Candidates will be notified of their final score.
- If a candidate wishes to appeal their final assessment score, they will have 72 hours to do so via the appeals process. **Appeals can only be based on the evidence the candidate originally submitted. Further submissions of evidence will not be accepted or considered.**
- Appeals will be presided by the Portfolio Adjudication Panel. The outcome of an appeal will be returned to the applicant within a short timeframe. The Adjudication Panel will have the final decision on the self-assessment score at the end of this process.

### Please note:

- If a candidate's evidence is not provided on the specified system and evidence cannot be verified by the assessor during the allocated time, a score of zero will be awarded for that element of the portfolio.
- Candidates considered to have provided documents that are inaccurate, falsified, or contain private or confidential patient details will have evidence taken and be referred to a Scrutiny Panel. The Scrutiny Panel will be conducted by Health Education England and the candidate will be offered an opportunity to explain their actions and provide supporting documentation. The result of the Scrutiny Panel may lead to one or more of, but not limited to, the following:
  - Candidate removed from the current round of National Emergency Medicine recruitment.
  - Candidate being reported to the GMC.
  - Candidates current Trust and/or HEE/Deanery being notified.

<b>1) Have you completed and been awarded any degrees in addition to your primary medical qualification? Please do not include teaching degrees (these can be included in Q6 below). Please select the highest scoring option that applies to you.</b>	
<b>Description</b>	<b>Score</b>
Masters level or higher degree involving research thesis (stand alone and not related to primary medical qualification)	3
Additional or intercalated degree with first class honours	2
Any other undergraduate or postgraduate degree not fulfilling criteria above	1
No additional degrees	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide a copy of your degree certificate</li> <li>• For non-UK Masters / Higher degrees please also provide a written statement from the awarding body confirming equivalence to UK regulations for MSc or above</li> </ul>	

<b>2) Have you been awarded any academic prizes / awards? Please select the highest scoring option that applies to you.</b>	
<b>Description</b>	<b>Score</b>
National award for academic achievement as a postgraduate or undergraduate	3
Local postgraduate award for academic achievement	2
Local undergraduate award for academic achievement, e.g. merit, distinction	1
None of the above	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide evidence of any academic prizes/awards i.e. certificate or letter confirming achievement.</li> </ul>	

<b>3) Please select the highest scoring option that describes your involvement in presentation / publications (excluding Letters to editor, abstracts and case reports).</b>	
<b>Description</b>	<b>Score</b>
Oral presentation at national/international meeting	3
First author of article in peer reviewed journal	
Oral presentation at regional meeting	2
Co-author of article in peer-reviewed journal	
Poster presentation at regional or national/international meeting	1
None of the above	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide a copy of the presentation with meeting programme / publication which clearly shows your role</li> </ul>	

<b>4) Please select the highest scoring option that describes your involvement in audit / Quality Improvement projects.</b>	
<b>Description</b>	<b>Score</b>
Designed and led a completed audit / Quality Improvement project with closure of loop (with confirmation of role by supervisor)	3
Designed and led an audit / Quality Improvement project (with confirmation of role by supervisor)	2
Involvement as team member in an audit / Quality Improvement project	1
Involved in RCEM audit	
None of the above	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide a summary of the audit / project (including evidence of second cycle where applicable)</li> <li>• Please provide evidence of your role in the audit/project i.e. confirmation by supervisor</li> </ul>	

<b>5) Please select the highest scoring option that describes your involvement in teaching.</b>	
<b>Description</b>	<b>Score</b>
Principal organiser of relevant course	3
Participated as faculty member on relevant course	2
Formal planned teaching at least monthly (MUST submit teaching plan)	1
None of the above	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide evidence of your role as organiser/faculty of a course. i.e. letter confirming involvement.</li> <li>• For formal teaching please provide timetable evidence of frequency and teaching plan.</li> </ul>	

<b>6) Do you have a formal teaching qualification? Please select the highest scoring option that applies to you.</b>	
<b>Description</b>	<b>Score</b>
Masters degree in medical education	3
Postgraduate diploma in medical education	2
Postgraduate certificate in medical education	1
University accredited educational supervision course	
'Train the Trainers' education supervision course	0
No formal teaching qualifications	
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide your qualification or course attendance certificate</li> </ul>	

<b>7) Please select the option that best describes your previous experience at time of application?</b>	
<b>Description</b>	<b>Score</b>
I have completed / or am on course to complete approved ACCS programme years 1 and 2	3
I have undertaken more than 12 months in substantive Emergency Medicine posts since completion of Foundation training / internship	2

I have undertaken between 6 and 12 months (inclusive) in substantive Emergency Medicine posts since completion of Foundation training / internship	1
I have undertaken less than 6 months in substantive Emergency Medicine posts since completion of Foundation training / internship	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>Please provide evidence of training posts i.e. ARCP documentation or completion of ACCS training certificate</li> <li>For non-training posts, please provide your contract of employment, or a letter from your supervisor / HR / Medical Staffing on hospital headed paper. Email evidence may be provided if it has been sent from a hospital email address.</li> </ul>	

<b>8) Please select the option that best describes your previous experience in ACCS training posts (Acute Medicine, Anaesthetics, Intensive Care Medicine, Paediatric Emergency Medicine) at the time of application</b>	
<b>Description</b>	<b>Score</b>
Post-Foundation training in three or more other ACCS specialty (at least 3 months' continuous placement in each)	3
Post-Foundation training in two other ACCS specialty (at least 3 months' continuous placement in each)	2
Post-Foundation training in one other ACCS specialty (at least 3 months' continuous placement)	1
No substantive post in other ACCS Specialties	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>Please provide evidence of completed ACCS training posts i.e. ARCP documentation / confirmation of placements from training provider</li> </ul>	

<b>9) Please select the option that best describes your exam status</b>	
<b>Description</b>	<b>Score</b>
Passed full MRCEM OR FRCEM intermediate (all parts)	3
Passed FRCEM primary AND one element of intermediate (could be MRCEM OSCE)	2
Passed FRCEM primary or full MRCS	1
No relevant postgraduate exams	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>Please provide evidence of your exam status. i.e. certificate or results letters</li> </ul>	

<b>10 Please select the option that best describes your demonstrable competences in the following skills:</b>	
<ul style="list-style-type: none"> <li><b>Adult Life Support</b></li> <li><b>Paediatric Life Support</b></li> <li><b>Trauma Life Support</b></li> </ul>	
<b>Description</b>	<b>Score</b>
I have demonstrable competences in Adult Life Support, Paediatric Life Support AND Trauma Life Support	3
I have demonstrable competences in Adult Life Support AND EITHER Paediatric Life Support OR Trauma Life Support	2
I have demonstrable competences in Adult Life Support only	1

I do not have demonstrable competence in any of these skills	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Competence can be demonstrated in the following ways: <ul style="list-style-type: none"> <li>○ By providing an in-date course certificate</li> <li>○ By providing a statement from a supervisor confirming you have received local training and assessment in these skills</li> </ul> </li> </ul>	

<b>11) Have you undertaken and completed any additional courses relevant to Emergency Medicine (e.g. Airway, USS, IMPACT, MIMMS, Emergency radiology)</b>	
<b>Description</b>	<b>Score</b>
Three or more additional courses	3
Two additional courses	2
One additional course	1
No additional courses	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide evidence of completion of any additional courses i.e. certificates</li> </ul>	

<b>12) Please select the highest scoring option that describe your Achievement of competencies via work based assessments, supervisor reports, multi source/360 feedback</b>	
<b>Description</b>	<b>Score</b>
WBAs AND MSF / 360 feedback AND supervisor reports all excellent (must have all 3 types of evidence)	3
WBAs AND MSF / 360 feedback AND supervisor reports generally good (must have all 3 types of evidence)	2
WBAs AND MSF / 360 feedback AND supervisor reports satisfactory (must have all 3 types of evidence)	1
None of the above	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide evidence of your achievement of competencies i.e. WBAs, MSF/360 feedback and supervisors reports.</li> </ul>	

<b>13) Please select the highest scoring option that describes management / leadership roles you have undertaken.</b>	
<b>Description</b>	<b>Score</b>
Leadership role at national level, e.g. BMA national committee member	3
Leadership role at postgraduate level, e.g. BMA rep, trainee rep, chair of junior doctors forum. Rota coordinator does not count.	2
Leadership role at undergraduate level, e.g. committee chairman, head of student union	1
None of the above	0
<b>Evidence:</b> <ul style="list-style-type: none"> <li>• Please provide evidence of your management / leadership role i.e. letter confirming appointment to role / letter from supervisor confirming position</li> </ul>	