

Portfolio and Self-assessment guidelines for Candidates

The 2022 National Otolaryngology (ENT) ST3 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 within the application on oriel. Then, during an allocated window, candidates must upload their supporting evidence onto 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 with an explanation for the changes. 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 [HEYH 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. No other information should be contained in the portfolio. If a portfolio contains unnecessary information a candidate could be marked down.
- Audits can only be evidence by way of the "ENT National Selection Audit Form". Previously submitted evidence WILL NOT be accepted in 2022.
- No additional evidence will be accepted following the self-assessment submission date of **10am Friday 14th January 2022**.
- All submitted evidence will be validated by a team of assessors who cross-check the candidates self-assessment scores with submitted evidence and agree a final score.
- Candidates will be notified of their final score together with detailed explanations for any changes.
- If a candidate wishes to appeal their final assessment score, they will be directed to the appeals process by HEYH.
- 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 portfolio score at the end of this process.

Please note-

- If a candidate's evidence is not provided in the specified format and the evidence cannot be verified by the assessor during the allocated time, a score of zero will be awarded for that element of the self-assessment.
- 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 ENT recruitment.
 - Candidate being reported to the GMC.
 - Candidates current Trust and/or LETB/Deanery being notified.

1. Time spent in Recognised Allied Specialties (after Foundation Training)

1a. Recognised specialties - OMFS, Plastics, Paediatric surgery, Paediatrics, Neurosurgery, GP, Cardiothoracic surgery, Upper GI surgery, Ophthalmology, A+E, ITU, Audiovestibular medicine. **(please list specialties undertaken)**

Must be main focus of post (i.e. not just covering on-calls). Reconstructive elements within other specialties (e.g. Breast Surgery) do not count as plastics experience.

1a) In the time since you completed your foundation training until the 3rd August 2022 (5th October 2022 for current core trainees in a scheme which finishes in October 2022) how many of the recognised specialties will you have spent 4 or more months in? (Pro rata for less than full time trainees (LTFT) i.e. if 60% LTFT = 6.7 months).

- none = 0 points
- one = 3 points
- two or more = 6 points

Maximum Score of 6

1b. Time in ENT posts (after foundation training)

1b. In the time since you completed your foundation training until the 3rd August 2022 (5th October 2022 for current core trainees in a scheme which finishes in October 2022) how long will you have spent in ENT? Clinical time spent in research posts should be counted pro rata. (60% LTFT equivalent timings in brackets)

- Less than 5 months and 21 days = 0 points
(9 months and 18 days)
- 5 months and 21 days to 27 months and 7 days = 20 points
(9 months and 18 days to 45 months and 13 days)
- 27 months and 7 days to 39 months and 7 days = 15 points
(45 months and 13 days to 65 months and 13 days)
- More than 39 months and 7 days = 0 points
(more than 65 months and 13 days)

Maximum Score of 20

2. Postgraduate degrees and qualifications

2a. How many of the following qualifications have you been awarded?

Peer reviewed theses eg :- MPhil, PhD, MD, MCh, MS*.

Supporting Evidence: Copies of Certificates must be uploaded during submission

- none = 0 points
- one = 4 points
- two or more = 6 points

Maximum score of 6

* EXCLUSIONS regarding questions 2a and 2b

eg MD (where basic medical degree is equivalent to MB BS) and MS (where not requiring completion of a thesis, or where thesis contributes < 50% marks). Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications.

2b. How many of the following qualifications do you have? **Peer reviewed theses** which have been **submitted, but not yet awarded**. eg :- MPhil, PhD, MCh, MD, MS.

Supporting Evidence: Evidence must be uploaded during submission

- none = 0 points
- one or more = 2 points

Maximum score of 2

* **EXCLUSIONS** regarding questions 2a and 2b

eg MD (where basic medical degree is equivalent to MB BS) and MS (where not requiring completion of a thesis, or where thesis contributes < 50% marks). Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications.

2c. How many of the following **qualifications** do you have? **MSc or equivalent**.

- none = 0 points
- one or more = 2 points

Maximum score of 2

2d. How many of the following qualifications do you have? **BSc / BMedSci / Oxbridge BA/MA, Overseas MS (where thesis contributes <50% of marks) or equivalent?**

- none = 0 points
- one or more = 1 point

Maximum score of 1

Career breaks (including maternity leave)

(No points awarded but information should be in portfolio)

3. Paper Publications

'Formally accepted' papers to count. Acceptance letters to be presented at interview as evidence.

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 PMID number or equivalent (An ISSN number on its own is not equivalent to PMID). **Equivalence will be assessed at interview.**

Supporting Evidence: PMID number (or equivalent) must be uploaded to the Self Assessment portal.

It is the intention that these are mainstream publications listed in journal rankings. The following will not be counted: ElefENT, StatPearls, meeting reports, published abstracts, letters to editor. This list is not exhaustive and the appeals panel holds ultimate jurisdiction over the acceptability of a publication.

Books must have an ISBN number (books related to exam revision or interview preparation courses will not count).

NO publications may count in more than one category

3a. **Since leaving medical school**, how many **first author peer reviewed** papers or first author book chapters have you had published?

- none = 0 points
- one = 2 points
- two = 4 points
- three = 6 points
- four or more = 8 points

Maximum score of 8

3b. Since leaving medical school how many **NON-first author peer reviewed** papers have you had published?

- none = 0 points
- one = 1 points
- two = 2 points
- three or more = 3 points

Maximum score of 3

3c. Since leaving medical school how many **Non-peer reviewed / non-PMID paper or e-publications** do you have?

- none = 0 points
- one or more = 1 point

Maximum score of 1

3d. **Peer reviewed publications before leaving medical school:**

- None = 0 points
- Non-first author (one or more) = 1 point
- First author (one or more) = 2 points

Maximum score of 2

3e. **Collaborative research (eg Integrate):**

- None = 0 points
- Site lead / Local collaborator/data collection = 1 point
- Steering committee = 2 point

Maximum score of 2

4. Audits

4a. Since leaving medical school, how many '**closed loop**' audits (**must include 2 cycles**), on separate topics, where you were the **primary auditor (i.e. initiated, designed and completed the audit)** have you completed?

Supporting evidence: You must upload a signed & stamped audit form for each audit as evidence.

- none = 0 points
- one = 2 points
- two = 4 points
- three or more = 6 points

Maximum score of 6

Where max points in this category have been achieved additional 2 cycle audits can be considered as a 'single cycle' and as such used in 4b

Audits of personal practice will be accepted at the discretion of the assessment panel and will be limited to one audit per candidate

4b. Since leaving medical school, how many **single cycles of audit**, on separate topics, where you were the **primary auditor** (ie initiated, designed and completed the audit) have you completed?

Supporting evidence: You must upload a signed & stamped audit form for each audit as evidence.

You must provide supervisor confirmation of your role for each audit.

- none = 0 points
- one = 1 points
- two = 2 points
- three = 3 points
- four or more = 4 points

Maximum score of 4

Where max points have been achieved in this category additional 'single cycle' audits as primary auditor can be considered as 'non primary auditor' audits and as such can be used in 4c.

4c. Since leaving medical school, how many **single cycles of audit** on separate topics where you were **NOT the primary auditor** have you completed?

Supporting evidence: You must upload a signed & stamped audit form for each audit as evidence.

- none = 0 points
- one or more = 1 point

Maximum score of 1

5. Presentations.(including audits) since medical school

Examples of International / National meetings BACO, American Academy, IFOS, ERS, EUFOS, ORS, BRS, BAPO, ENTUK H&N, BLA, BSO, RSM, BAHNO, SOS, WORLA. Please note that local or regional meetings that occur abroad will not be recognised as an international meeting.

Examples of Regional Meetings, SWLA, SWEAM, North of England, MIO, Semon Club.

NB. Accepted presentations / posters that have not yet been given will not be counted. The same project/paper cannot be used in more than one category.

Equivalent online Meetings / Conferences will be considered at the discretion of the Assessment and Appeals Panels.

5a. 1st author poster presentation (including audits) since medical school:

5ai. How many times have you **given** a poster presentation (including audits) at a national / international meeting?

- none = 0 points
- once or more = 2 points

Where max points have been achieved in this category, additional poster presentations may be considered as 'regional' and as such can be used in 5aii.

Maximum score of 2

5aii. How many times have you **given** a poster presentation (including audits) at a regional meeting?

- none = 0 points
- once or more = 1 point

Maximum score of 1

5b. 1st author oral presentation (including audits): since medical school

5bi. How many times have you **given** an oral presentation in person (including audits) at a national / international meeting?

- none = 0 points
- once = 3 points
- twice or more = 5 points

Where max points achieved in this category additional presentations may be counted as 'regional' in 5bii)

Maximum score of 5

5bii. How many times have you given an oral presentation in person (including audits) at a regional meeting?

(exclude 'in house' hospital meetings)

- none = 0 points
- once = 2 points
- twice or more = 3 points

Maximum score of 3

5c. First author presentation at Regional / National / International Meeting **before leaving medical school:**

- None = 0 points
- Poster (once or more) = 1 point
- Oral (once or more) = 2 points

Maximum score of 3

6. Surgical logbook

ENT Indicator procedures

Tonsillectomy, Insertion of grommet(s), Reduction of fractured nose, Direct pharyngoscopy or direct laryngoscopy, Nasal polypectomy

Supporting evidence: ISCP / e-logbook summary sheet demonstrating cases and numbers must be uploaded

6. Have you **performed**(ie coded P, S-TU, S-TS) any of the indicator procedures? **1 point for each logged procedure up to a maximum of 2 points in each category:**

- Tonsillectomy - 1x procedure logged 1 point, 2x procedures logged 2 points (**max 2 points**)
- Insertion of grommet(s) - 1x procedure logged 1 point, 2x procedures logged 2 points (**max 2 points**)
- Reduction of fractured nose - 1x procedure logged 1 point, 2x procedures logged 2 points (**max 2 points**)
- Direct pharyngoscopy or direct laryngoscopy - 1x procedure logged 1 point, 2x procedures logged 2 points (**max 2 points**)
- Nasal polypectomy - 1x procedure logged 1 point, 2x procedures logged 2 points (**max 2 points**)

e.g: 1x tonsillectomy + 1x grommet + 2x MUA nose + 2x pharyngoscopy = 6 points)

Maximum score of 10

7. Postgraduate Medical Teaching Experience / qualifications

7a. Have you been involved in medical teaching / training delivery?

- None = 0 points
- by contributing to course as faculty member = 2 point
- As principal organiser of relevant course (which has already run by the submission closing date) = 4 points

Maximum score of 4

Supporting evidence: This will require a signed letter of support from a consultant supervisor (or equivalent) clearly stating the nature and level of your involvement. Online courses will be considered.

7b. Do you have a qualification in medical education?

- None = 0 points
- Training the trainers' certificate or certificate in education (gained since foundation) = 1 point
- Modular diploma in education (gained since foundation) = 2 points
- MSc or equivalent in clinical education (gained since foundation) = 3 points
(If not already included in section 2)

Maximum score of 3

Supporting evidence: copy of certificate required