

## Portfolio and Self-assessment guidelines for Candidates

The 2021 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 on their application in the Oriel system. There will then be a 7 day window (dates and details can be found in the ENT 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 [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 and will only be able to upload one document per question. Candidates are responsible for ensuring that the**
- 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 in the specified format and 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 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.

Career breaks (including maternity leave) (No points awarded but information should be in portfolio)

1a) In the time since you completed your foundation training until the 4<sup>th</sup> August 2021 (6<sup>th</sup> October 2021 for current core trainees in a scheme which finishes in October 2021) 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 4<sup>th</sup> August 2021 (6<sup>th</sup> October 2021 for current core trainees in a scheme which finishes in October 2021) how long will you have spent in ENT? (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\*.

- 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.

- 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**

### **3. Courses completed and passed since leaving medical school**

3a. How many of these basic courses - **ATLS, APLS (or PLS or EPLS =1 point only for paediatric course), CCRISP, BSS, ALS or ALERT**, or equivalent - have you completed / passed **since leaving medical school**?

**Equivalent online courses attended due to COVID-19 restrictions will be considered.**

- none = 0 points
- one = 1 point
- two = 2 points
- three = 3 points
- four = 4 points
- five or more = 5 points

**Maximum score of 5**

3b. How many ENT 'craft' courses eg: **FESS course, Temporal Bone course, ENT radiology course, Head and neck dissection course** etc, have you completed **since leaving medical school**? (NB. does not include introduction to ENT Courses or ST3 Boot Camp)

- none = 0 points
- one = 1 point
- two or more = 2 points

**Maximum score of 2**

#### 4. Paper Publications

**'Formally accepted' papers to count, (but NOT 'letters to editor or abstracts'). 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 equivalence (An ISSN number on its own is not equivalent to PMID). **Equivalence will be assessed at interview.**

**It is the intention that these are mainstream publications listed in journal rankings. 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

4a. **Since leaving medical school**, how many **first author peer reviewed** papers or first author book chapters (including ElefENT sections) 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**

4b. **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**

4c. **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**

4d. **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**

## 5. Audits

5a. Since leaving medical school, how many 'closed loop' (must include 2 cycles) audits, on separate topics, where you were the primary auditor (i.e. initiated, designed and completed the audit) have you completed?

*Supporting evidence: You must provide supervisor confirmation of your role for each audit.*

- 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 5b

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

5b. 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?

**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 5c.

5c. Since leaving medical school, how many single cycles of audit on separate topics where you were NOT the primary auditor have you completed?

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

**Maximum score of 1**

## 6. 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.

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.

**6a. 1st author poster presentation (including audits) since medical school:**

6ai. 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 6aii.

**Maximum score of 2**

6aii. 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**

**6b. 1st author oral presentation (including audits): since medical school**

6bi. 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 6bii)

**Maximum score of 5**

6bii. 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**

**6c. 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
- Poster AND Oral (once or More of each) = 3 points

**Maximum score of 3**

## 7. Surgical logbook

### ENT Indicator procedures

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

7. Have you **performed** (ie coded P, S-TU, S-TS) any of the indicator procedures? - **2 points for each procedure.**

- None = 0 points
- One indicator procedure = 2 points
- Two indicator procedures = 4 points
- Three indicator procedures = 6 points
- Four indicator procedures = 8 points
- Five indicator procedures = 10 points

**Maximum score of 10**

*Supporting evidence: ISCP / e-logbook summary sheet demonstrating cases and numbers*

## 8. Postgraduate Medical Teaching Experience / qualifications

8a. 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.*

8b. 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*