Getting the Portfolio Right

a summary of tips
What is your best advice to exam candidates?

What do you tell your children/nephews/nieces/friends’ children sitting GCSEs and A levels?

- Read and understand the question
- Answer the question that is asked
Best advice for the Portfolio?

- Read each of the criteria thoroughly
- Do what is asked
- Look on the website for additional guidance written by assessors ("Candidate Guidance") and sample portfolio
- Network with your peers before starting each section
Criterion 1 Prescribing

- Comments on the “various drugs used” applies to the top 4
- Cost and clinical effectiveness just need a yes/no with brief justification
- RELEVANT safety issues
- No-one is perfect, but show some insight in the discussion under “justification” at the end
- Your prescribing may be skewed for valid reasons – explain them
Criterion 2 Quality Improvement

- Choose ONE of the following:
  - Case review or discussion
  - Clinical Audit
  - Evaluation of the impact of a health initiative
  - Review of clinical outcomes
  - Review of the effectiveness of a teaching programme

- Read the guidance carefully
- This must involve you personally and have the potential for change
Criterion 3 Significant Event Analysis

- Personal involvement is important
- You must be involved in some way, even if not with the original event
- What did you learn from the event and the discussion? Remember to describe both.
- What went well and needs to be kept?
- What did you change in the practice?
- What did you personally change?
Criterion 4  Acute Illness

- Cases must be consecutive (read the criterion!)
- Include all relevant details and examination findings (assessors will assume if it is not there, it didn’t happen)
- Outcome (management plan) and justification are both essential for assessors (we need to know what you did and why)
- No-one is perfect, so add your own reflections and learning points
- Copy of records may be needed if you are invited to an Evaluation Panel
Criterion 5 Urgent Referrals

- The candidate must have admitted or arranged urgent assessment for the patient
- Make your reason for seeking urgent opinion clear – this will need patient details (history, examination and psychosocial details) and your thought processes
- Remember to write about communication with secondary care/the patient/the family/the practice/the ambulance service etc
- Make sure you know the outcome and offer a reflection on your original decision making
- Copies of records may be needed if you are invited to an Evaluation Panel
Criterion 6 Long Term Conditions

- Only one patient is needed for this criterion though you can use more
- Likely to be more than one contact - though not absolutely essential
- There needs to be personal involvement
- Make sure you discuss communication and teamwork aspects
- And make sure you demonstrate holistic care rather than simply long-term care
Criterion 7 Maintaining Good Medical Practice

- Complete EKU and EKC, or PEP (both on RCGP site in learning environment)
- Identify and address a personal learning need reflecting an extended role
- Reflect on your learning using templates provided – one for each of 3 areas of interest in EKU or PEP and one for personal learning need
- Reflect on changes to your practice as a result of your learning
- The reflection is vital
Criterion 8 Relationships with Patients

- Most feedback is positive
- Comment reflectively on the results (and on the differences between your own and your raters’ perceptions) What are the key points?
- With whom have you discussed the results?
- State your action plan (what are you going to do about this and how you are going to do it)
- And how will this affect/has this affected patient care?
Criterion 9 Complaints and Compliments

- Make it personal
- You need to be involved in the complaint (or dissatisfaction) or compliment
- You need to be involved in the steps taken to address the problem or to respond to the compliment
- What did you learn from it?
- What has changed as a result?
Criterion 10 Relationships with Colleagues

- Most feedback is positive
- Comment reflectively on the results (and on the differences between your own and your raters’ perceptions)
- What are the key points?
- State your action plan (what are you going to do about this and how you are going to do it)
- And how will this affect/has this affected patient care?
Criterion 11 Referrals

- 15 referral letters, 5 must NOT be to hospital consultants
- These are NOT consecutive, so assessors will assume these are your best letters
- This section is assessing the quality of information in the letters
- And a justification for the referral
- And a reflection on the outcome (so there needs to be one!)
- As well as a reflection on any changes to your referrals
Section 12 Good Medical Records

- If your colleague saw this patient next, would they be able to understand what was going on?
- Submit 10 consecutive records (that are not used elsewhere in portfolio)
- Complete the self assessment thoughtfully
- Think about whether others will agree with your self assessment
Criterion 13 Ethical principles

- Needs to be an ethical discussion applied to a clinical problem
- The clinical problem should be clear (though the final outcome may not be)
- The discussion needs to show how all sides of the problem were considered within an ethical framework
- Read about and refer to an ethical framework
- Read and refer to GMC advice
And finally…

- Look at Candidate Guidance on website; it provides more help (written by assessors)
- Network locally if you can
- Have fun and see the results
- Good luck!