

Portfolio Self-Assessment Guidance 2018

The 2018 National Urology ST3 selection Portfolio scoring process will involve the prior publication of the scoring mechanism. Candidates will self-score their Portfolio as part of their application, and the verification of candidate's self-assessment scores will occur at interview. The process is outlined in more detail below with further detail available in the 'National Urology Handbook 2018'.

1. Information regarding the portfolio station and self-assessment will be published in advance of the interviews (available within this document and in the 'National Urology Handbook 2018'.), including:-
 - a. Structure of the station/interview
 - b. Questions
 - c. Marking scheme
 - d. Points available
2. Applicants will give themselves a preliminary portfolio score as part of their Self-assessment / Application form. This will involve answering a series of multiple choice questions. Details of the questions are available later in this document (*questions may appear slightly differently on the application form*).
3. Candidates will be asked to provide evidence at interview to substantiate the answers given during Self-assessment. This evidence must be provided **within a separate section at the beginning of the portfolio and in the same order as the questions**, (please use the 'Urology Portfolio and Self-Assessment Checklist 2018' available from the download section on the [National Urology recruitment webpage](#)).
4. On the day of your interview your portfolio will be collected in advance of your first interview. One of your Portfolio station assessors will then spend 30 minutes validating your Self-assessment scores against the evidence provided within your Portfolio.

Your Portfolio Interview will then consist of 12 minutes going over the Self-assessment scoring of your portfolio and, if necessary, any discrepancies between your score and that of the assessors will be clarified. If a Self-assessment score is not agreed the second assessor will adjudicate and their decision will be final.

Please note:-

- If a candidate's portfolio is not provided in the specified format 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 Yorkshire and the Humber 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 Urology recruitment.
 - Candidate being reported to the GMC.
 - Candidates current Trust and/or LETB/Deanery being notified.

Marking:

Only one bullet point/response for each question can contribute to the score.

Undergraduate medical degrees and diplomas

(No points awarded, but information should be in portfolio)

1) Postgraduate degrees and qualifications in medical science

* **EXCLUSIONS** eg 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.

1a) How many of the following qualifications have you been awarded? **Peer reviewed theses in medical science** eg :- MPhil, PhD, MD, MCh, MS

(Certificates must be presented at interview)

- none - 0 points
- one or more - 6 points

1b) How many of the following qualifications do you have? **Peer reviewed theses in medical science** which have been **submitted, but not yet awarded.** eg :- MPhil, PhD, MD, MCh, , MS.

(Evidence required of submission at interview)

- none - 0 points
- one or more - 3 points

1c) How many of the following **qualifications** do you have? **MSc or equivalent.**

- none - 0 points
- one or more - 3 points

Career breaks (including maternity leave)

(No points awarded but information should be in portfolio)

2) Courses completed and passed since leaving medical school**(Evidence of course attendance required)**

2a) 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?**

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

2b) How many Urology 'craft' courses eg: **operative skills in urology, urology simulation bootcamp, laparoscopic suturing course, TUR course, ureteroscopy course, laser safety course, BAUS core urology course** etc, have you completed **since leaving medical school?** (nb does not include introduction to Urology Courses)

- none - 0 points
- one - 1 point
- two - 2 points
- three - 3 points

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3) Paper Publications

'Formally accepted' papers to count, (but NOT 'letters to editor or abstracts').
(Acceptance letters or papers/book chapters 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 PIMD number or equivalence. **Equivalence will be assessed at interview.**

- 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 or more - 6 points

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

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

3c) Since leaving medical school how many Non- peer reviewed paper / e-publications have you had published?

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

4) Audits and Quality Improvement Projects

(Please provide supervisor confirmation of your role using the standardised national selection audit/QIP supervisor form)

4ai) Since leaving medical school, how many 'closed loop' / 2 cycle audits / QIPs, on separate topics, where you were the primary auditor (ie initiated, designed and completed the audit/QIP have you completed?

- none - 0 points
- one - 2 points
- two or more - 4 points

4aai) How many of the 'closed loop' / 2 cycle audits / QIPs awarded points in question 4ai were Urology based.

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

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4bi) 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?

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

4bii) How many of the **single cycles of audit** awarded points in question 4bi were **Urology based**.

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

5) Presentations.(including audits/QIPs) since medical school

Examples of International / National meetings: EAU, BAUS and BAUS section meetings, AUA, WCE, SIU,

Examples of Regional Meetings: East of

England, South Thames, Welsh, Scottish, RSM Urology

(Please supply abstracts and conference/meeting programmes as evidence)

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)

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

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

5b) 1st author podium 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)

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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 - 1 points
- twice or more - 2 points

6) **Postgraduate Medical Teaching / Experience / qualifications**

(Please supply relevant evidence)

6a) Have you been involved in medical teaching / training delivery?

- None - 0 points
- Informal / planned, but irregular / sporadic teaching activities (less often than monthly) - 1 point
- Informal / planned and regular teaching activities (at least monthly) - 2 points
- by contributing to a relevant course as faculty member - 3 points
- As principal organiser of a relevant course (which has already run by the interview date) - 4 points

6b) 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) (If not already included in section 1c) - 3 points

7) **Medical postgraduate prizes**

(Please supply relevant evidence)

7a) Have you been awarded any **medical postgraduate** (ie gained after medical school) **prizes** (including research awards and travelling fellowships)?

(exclude best presentation prizes)

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

7b) Have you been awarded any **'best presentation' prizes**?

- No - 0 points
- Yes from a regional meeting - 1 point
- Yes from a national / international meeting - 3 points

8) Surgical logbook**Urology Indicator procedures with minimum numbers**

Flexible cystoscopy >40, Rigid cystoscopy +/- bladder biopsy and diathermy >20, stent insertion >10, circumcision >10, Hydrocele excision, Scrotal procedures (eg. excision epididymal cyst / hydrocele excision / scrotal exploration) >10.

8) Have you **performed** (ie coded P, S-TU, S-TS) any of the indicator procedures?

(evidence should be presented in e-logbook summary format clearly listing procedure, code and number for each code)

- None - 0 points
- 1 of the Indicator Procedures - 2 points
- 2 of the Indicator Procedures - 4 points
- 3 of the Indicator Procedures - 6 points
- 4 of the Indicator Procedures - 8 points
- 5 or more of the Indicator Procedures - 10 points

9) Evidence of long term (over >6/12) outstanding extracurricular activities

9) Have you undertaken any long term **outstanding extracurricular activities** since leaving medical school eg: cultural or sporting representative roles at regional / national level, or outstanding charity work?

(Please supply relevant evidence)

- No - 0 points
- Yes one role - 2 point
- Yes two or more role - 4 points

10) Medical Management or leadership roles

10) Have you undertaken any formal medical **management or leadership roles** eg: Mess President, BMA local or regional rep, trainee rep on committee or similar role?

(Please supply evidence of these roles).

- no - 0 points
- yes - one role - 2 point
- yes – two or more roles - 4 points