

Higher Specialty Training National Recruitment: portfolio advice 2018

When you attend the Selection centre for Emergency Medicine Higher Specialty Training (ST4) recruitment you will be required to bring a portfolio.

****Please place the PORTFOLIO 2018 checklist at the front of your portfolio. ****

****Please see 2018 applicants guide “documents required at interview”- ensure you have the relevant copies of documents****

The portfolio will be examined by one of the assessors whilst you are in your interview stations and its purpose is to:

- Show the evidence that you are eligible for recruitment (thus have passed MRCEM Part C/ FRCEM intermediate and have the requisite previous training posts / competences
- Show evidence of completion / sign off of any posts mentioned in your CV and application form
- Show evidence of sign off / progression through training.

The portfolio needs to be clearly labelled with your name and GMC number. It needs to be clearly indexed. It should contain:

- Your CV, particularly highlighting those posts that you have undertaken which are essential for ST4 appointment (EM, Acute Medicine, Anaesthetics, ICM, T&O/MSK, Paeds EM)
- Evidence confirming those posts and their successful sign off (including any ARCPs) e.g. letters of appointment etc
- For non-training posts evidence of assessment during post e.g. appraisals, work place based assessments, multisource feedback etc as specified in the HST Portfolio levels of evidence document that you are required to complete and include for each post.
- Evidence of completion of exams – include your certificates. Some candidates will have sat their MRCEM Part C exam around the time of interview. If deemed appointable in such circumstances a post will be offered provisionally, dependant upon the result of the examination. You will need to ensure that your examination status is clear in your portfolio and include confirmation that you have sat the MRCEM Part C exam.

The clearer your evidence is presented the less the chance that you will be deemed not to meet the appointment criteria as a result of the assessor failing to find and confirm that evidence.