**Portfolio Station Checklist for Candidates**

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| **Applicant Details** | |
| **Applicant Name** | Click or tap here to enter text. |
| **GMC Number** | Click or tap here to enter text. |

Please place a separate section at the front of your portfolio containing the following documents only. Documents should be provided in the order as set out below, labelled and with this checklist at the front.

**Please note: -** Documents not contained in this section of your portfolio may not be examined during the portfolio station and therefore will not be scored.

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| **Evidence required for the portfolio station: -** | **Evidence Provided (please tick)** |
| **Undergraduate medical degrees and diplomas** |  |
| **1a) + b) Postgraduate degrees and qualifications either awarded or submitted**  (include certificates or evidence of submission)  EXCLUSIONS e.g. 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. |  |
| **1c) MSc or equivalent**  (include certificates) |  |
| **1d) BSc, BMedSci, Oxbridge BA, MA or equivalent**  (include certificates)  EXCLUSIONS e.g.  - MD (basic medical degrees equivalent to MB BS) and MS not requiring 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. |  |
| **Career breaks (Including maternity leave)**  (Summary including dates) |  |
| **2a) Basic courses completed and passed since leaving medical school**  ATLS, APLS, PLS, EPLS, CCRISP**,** BSS, ALS**,** ALERT, START surgeryor equivalent  (Include certificates of attendance) |  |
| **3) Paper Publications**  ‘Formally accepted’ papers to count, (but NOT ‘letters to editor or abstracts’). Acceptance letters to be presented at interview as evidence. Details of Authorship required.  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).  (Include summary of publications. Include title, authors, acceptance letters, PIMD or ISBN numbers for peer reviewed. Include title, authors and acceptance letters for non-peer reviewed papers/ e- publications) |  |
| **4) Audits**  Include summary clearly separating closed loop/2 cycle audits from single cycle audits.  For all audits give title and authors  Where you are the primary auditor (i.e. initiated, designed and completed the audit – please provide supervisor confirmation of your role) |  |
| **5a) 1st author poster presentations since medical school (includes poster presentations of audits)**  Include summary of poster presentations. Title, authors and evidence of the meeting presented at should be included. Specify type of meeting presented at (only regional, national or international meeting presentations qualify.) |  |
| **5b) Podium presentations since medical school (includes podium presentations of audits)**  Include summary of podium presentations. Separate into 1st author and other presentations. Title, authors and evidence of the meeting presented at should be included. Specify type of meeting presented at (only regional, national or international meeting presentations qualify. |  |
| **6) Postgraduate Medical Teaching Experience / qualifications**  Provide a summary of teaching experience to date. Separate teaching experience into the following types: 1) Ad hoc activities (less than monthly), 2) regular activities (at least monthly), 3) faculty member on courses, or 4) principle organiser of a course.  (List any qualifications in medical education and provide certificates) |  |
| **7) Medical postgraduate prizes**  Gained since medical school, including research awards and travelling fellowships  List best presentation prizes separately  Provide evidence for all prizes |  |
| **8) Surgical logbook**  Logbook summary of all surgical and a separate section of neurosurgical procedures to date. Indicate total numbers performed for each procedure and your status e.g. Performed, assisted etc. |  |
| **9) Evidence of outstanding extracurricular activities**  Long term (over at least 6 months) e.g.: cultural or sporting representative roles at regional / national level, or outstanding charity work?  Evidence required |  |
| **10) Medical Management or leadership roles**  e.g.: Mess President, BMA local or regional rep, trainee rep on committee or similar role?  Evidence required |  |