Instructions for Candidates

The 2024 National Emergency Medicine ST4 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 ST4 Emergency Medicine 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 National ST4 Emergency Medicine 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 document uploaded provides sufficient evidence.

• 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 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:

o Candidate removed from the current round of National Emergency Medicine recruitment.

o Candidate being reported to the GMC.

o Candidates current Trust and/or HEE/Deanery being notified.

1. By the intended start date of the post (i.e. August 2024), how much experience will you have in ACCS specialties?

Description	Score
By the intended start date I will have completed a full UK ACCS programme (including CT3)	3
By the intended start date I will have completed six-month posts in more than one ACCS speciality in a system similar to the UK.	2
Completed one six-month post in ACCS specialities in a system similar to the UK	1
None of the above	0
Evidence: Please provide evidence of training posts i.e. ARCP documentation or completion of ACCS training certificate • For non-training posts, please provide your contract of employment, or a letter from your supervisor / HR / Medical Staffing on hospital headed paper. Email evidence may be provided if it has been sent from a hospital email address.	

2. Please select the highest scoring option that describes your achievement of competencies via ARCP or work based assessments, supervisor reports, multi source/360 feedback

Description	Score
WBAs, MSF and supervisor reports all excellent (must have all 3 types of evidence)	3
WBAs, MSF and supervisor reports generally good (must have all 3 types of evidence)	2
WBAs, MSF and supervisor reports satisfactory (must have all 3 types of evidence)	1
Does not have at least satisfactory WBAs, MSF and supervisor reports	0
Your Final Score	
Evidence: • Please provide evidence of your work based assessments, supervisor reports and multi source/360 feedback	

3. Have you completed and been awarded any degrees in addition to your primary medical qualification? (excluding teaching degrees, intercalated degrees and automatically awarded Masters) Please select the highest scoring option that applies to you.

Description	Score
Masters level or higher degree involving research thesis Non-UK higher degrees should be stand alone, not related to primary medical qualification and be supported by statement from awarding body confirming equivalence to UK regulations for MSc or above	3
Additional degree with first class honours	2
Any other undergraduate or postgraduate degree not fulfilling criteria above	1
No additional degrees	0
Your Final Score	
Evidence: • Please provide a copy of your degree certificate • For non-UK Masters / Higher degrees please also provide a written statement from the awarding body confirming equivalence to UK regulations for MSc or above	

4. Have you been awarded any academic prizes / awards? Please select the highest scoring option that applies to you.	
Description	**Score**
National postgraduate award for academic achievement	3
Local postgraduate award for academic achievement	2
Undergraduate award for academic achievement, e.g. merit, distinction	1
None of the above	0
Your Final Score	
Evidence: Please provide evidence of any academic prizes/awards i.e. certificate or letter confirming achievement.	

5. Please select the highest scoring option that describes your involvement in presentation / publications (excluding Letters to editor, abstracts and case reports).	
Description	**Score**
First author of article in peer reviewed journal	3
Oral presentation at national / international meeting Co-author of article in peer-reviewed journal	2
Poster or oral presentation at regional meeting or poster presentation at national/international meeting	1
None of the above	0
Your Final Score	
Evidence: • Please provide a copy of the presentation / publication which clearly shows your role	

6. Please select the highest scoring option that describes your involvement in audit / Quality Improvement projects.	
Description	**Score**
Designed and led completed audit / QI project with closure of loop - i.e. two cycles (with confirmation of role by supervisor)	3
Designed and led audit / QI project (with confirmation of role by supervisor)	2
Involvement as team member in audit / QI Involved in RCEM audit	1
None of the above	0
Your Final Score	
Evidence: • Please provide a summary of the audit / project (including evidence of second cycle where applicable) • Please provide evidence of your role in the audit/project i.e. confirmation by supervisor	

7. Please select the highest scoring option that describe your involvement in teaching.

Description	Score
Provides formal planned teaching at least monthly for at least six months (MUST submit teaching plan, feedback and supervisors report)	3
Principal organiser of relevant course	2
Participated as faculty member on relevant course	1
None of the above	0
Your Final Score	
Evidence: Please provide evidence of your role as organiser/faculty of a course. i.e. letter confirming involvement. For formal teaching please provide timetable evidence of frequency, teaching plan and feedback.	

8. Do you have a formal teaching qualification? Please select the highest scoring option that applies to you.

Description	Score
Masters degree in medical education	3
Postgraduate diploma / certificate in medical education	2
University accredited educational supervision course	1
'Train the Trainers' education supervision course	
No formal teaching qualifications	0
Your Final Score	
Evidence: • Please provide your qualification or course attendance certificate	

9. Please select the highest scoring option that describes your ultrasound competence.

Description	Score
Evidence of competence above level one (triggered assessments completed in other indications)	3
Evidence of level one sign off	2
Attended level one course	1
None of the above	0
Your Final Score	
Evidence: • Please provide your course certificate. • For evidence of competence, please provide completed Triggered Assessment Form(s) from your portfolio (alternatively a hard copy is available to download from the RCEM website)	

10. Have you undertaken and completed any additional courses relevant to Emergency Medicine (excluding ultrasound as scored above) Course duration must be at least 1 day (6 hours if modular)	
Description	**Score**
Three or more additional courses	3
Two additional courses	2
One additional course	1
No additional courses	0
Your Final Score	
Evidence: • Please provide evidence of completion of any additional courses i.e. certificates	

11. Please select the highest scoring option that describes management / leadership roles you have undertaken.	
Description	**Score**
Leadership role at national level, e.g. BMA national committee member	3
Leadership role at postgraduate level, e.g. BMA rep, trainee rep, chair of junior doctors forum. Rota coordinator does not count.	2
Leadership role at undergraduate level, e.g. committee chairman, head of student union	1
No additional management or leadership roles	0
Your Final Score	
Evidence: • Please provide evidence of your management / leadership role i.e. letter confirming appoint to role / letter from supervisor confirming position	