

Portfolio and Self-assessment guidelines for Candidates

The 2019 National Otolaryngology (ENT) 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 Otolaryngology (ENT) Applicant Guide available on the [HEYH website](#).

- Information regarding the portfolio station and self-assessment will be published in advance of the interviews (available within this document and in the ENT Applicant Guide), including:
 - Structure of the station/interview
 - Questions
 - Marking scheme
 - Points available
- 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*).
 - Only one bullet point/response for each question can contribute to the score.
- 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 find a checklist at the back of this document)
- 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 10 minutes going over the Self-assessment scoring of your portfolio and, if necessary, clarify any discrepancies between your score and that of the assessors. If a Self-assessment score is not agreed in the interview the Portfolio Adjudication Panel will be asked to review the areas of disagreement. Candidates will then have the opportunity to meet with the Adjudication Panel at the end of their interview for further discussion. The Adjudication Panel will have the final decision on the portfolio score at the end of this process.

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 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 ENT recruitment.
 - Candidate being reported to the GMC.
 - Candidates current Trust and/or LETB/Deanery being notified.

1. Time spent in Recognised Allied Specialties (after Foundation Training)

1a. Recognised specialties - OMFS, Plastics, Paediatric surgery, Paediatrics, Neurosurgery, GP, Cardiothoracic surgery, Upper GI surgery, Ophthalmology, A+E, ITU, Audiovestibular medicine. **(please list specialties undertaken)**

Must be main focus of post (i.e. not just covering on-calls). Reconstructive elements within other specialties (e.g. Breast Surgery) do not count as plastics.

1a) In the time since you completed your foundation training until the 6th August 2019 (2nd October 2019 for current core trainees in a scheme which finishes in October 2019) how many of the recognised specialties will you have spent 4 or more months in? **(Pro rata for 60% less than full time trainees ie 6.7 months).**

- none = 0 points
- one = 3 points
- two or more = 6 points

Maximum Score of 6

1b. Time in ENT posts (after foundation training)

1b. In the time since you completed your foundation training until the 6th August 2019 (2nd October 2019 for current core trainees in a scheme which finishes in October 2019) how long will you have spent in ENT? **(60% LTFT equivalent timings in brackets)**

- Less than 5 months and 21 days = 0 points
(9 months and 18 days)
- 5 months and 21 days to 18 months and 7 days = 20 points
(9 months and 18 days to 30 months and 13 days)
- 18 months and 8 days to 30 months and 7 days = 15 points
(30 months and 13 days to 50 months and 13 days)
- More than 30 months and 7 days = 0 points
(more than 50 months and 13 days)

Maximum Score of 20

Undergraduate medical degrees and diplomas (see 2b. below for intercalated BSc etc)
(No points awarded, but information should be in portfolio)

2. Postgraduate degrees and qualifications

* **EXCLUSIONS** regarding questions 2a and 2b eg MD (where basic medical degree is equivalent to MB BS) and MS (where not requiring completion of a thesis, or where thesis contributes < 50% marks). Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications.

2a. How many of the following qualifications have you been awarded? **Peer reviewed theses** eg :- MPhil, PhD, MD, MCh, MS*. **(Certificates must be presented at interview)**

- none = 0 points
- one = 4 points
- two or more = 6 points

Maximum score of 6

2b. How many of the following qualifications do you have? **Peer reviewed theses** which have been **submitted, but not yet awarded.** eg :- MPhil, PhD, MCh, MD, MS.
(Evidence required of submission at interview)

- none = 0 points
- one or more = 2 points

Maximum score of 2

2c. How many of the following **qualifications** do you have? **MSc or equivalent.**

- none = 0 points
- one or more = 2 points

Maximum score of 2

2d. How many of the following qualifications do you have? **BSc / BMedSci / Oxbridge BA/MA, Overseas MS (where thesis contributes <50% of marks) or equivalent?**

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

Maximum score of 1

Career breaks (including maternity leave)
(No points awarded but information should be in portfolio)

3. Courses completed and passed since leaving medical school

3a. 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 = 2 points
- three = 3 points
- four = 4 points
- five or more = 5 points

Maximum score of 5

3b. How many ENT 'craft' courses eg: **FESS course, Temporal Bone course, ENT radiology course, Head and neck dissection course** etc, have you completed **since leaving medical school?** (NB. does not include introduction to ENT Courses)

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

Maximum score of 2

4. Paper Publications

'Formally accepted' papers to count, (but NOT 'letters to editor or abstracts'). Acceptance letters 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 PMID number or equivalence (An ISSN number on its own is not equivalent to PMID). **Equivalence will be assessed at interview.**

It is the intention that these are mainstream publications listed in journal rankings. The appeals panel holds ultimate jurisdiction over the acceptability of a publication.

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

4a. **Since leaving medical school**, how many **first author peer reviewed** papers or first author book chapters (including ElefENT sections) have you had published?

- none = 0 points
- one = 2 points
- two = 4 points
- three = 6 points
- four or more = 8 points

Maximum score of 8

4b. **Since leaving medical school** how many **NON-first author peer reviewed** papers have you had published?

- none = 0 points
- one = 1 points
- two = 2 points
- three or more = 3 points

Maximum score of 3

4c. **Since leaving medical school** how many **Non-peer reviewed / non-PMID paper or e-publications** do you have?

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

Maximum score of 1

4d. **Peer reviewed publications before leaving medical school:**

- None = 0 points
- Non-first author (one or more) = 1 point
- First author (one or more) = 2 points

Maximum score of 2

5. Audits

5a. **Since leaving medical school**, how many '**closed loop**' (must include 2 cycles) audits, on separate topics, where you were the **primary auditor (ie. initiated, designed and completed the audit)** have you completed?

You must provide supervisor confirmation of your role for each audit.

- none = 0 points
- one = 2 points
- two = 4 points
- three or more = 6 points

Maximum score of 6

Where max points in this category have been achieved additional 2 cycle audits can be considered as a 'single cycle' and as such used in 5b

Audits of personal practice will be accepted at the discretion of the assessment panel and will be limited to one audit per candidate

5b. **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?

You must provide supervisor confirmation of your role for each audit.

- none = 0 points
- one = 1 points
- two = 2 points
- three = 3 points
- four or more = 4 points

Maximum score of 4

Where max points have been achieved in this category additional 'single cycle' audits as primary auditor can be considered as 'non primary auditor' audits and as such can be used in 5c.

5c. **Since leaving medical school**, how many **single cycles of audit** on separate topics where you were **NOT the primary auditor** have you completed?

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

Maximum score of 1

6. Presentations.(including audits) since medical school

Examples of International / National meetings BACO, American Academy, IFOS, ERS, EUFOS, ORS, BRS, BAPO, ENTUK H&N, BLA, BSO, RSM, BAHNO. SOS. WORLA.

Examples of Regional Meetings, SWLA, SWEAM, North of England, MIO, Semon Club.

NB. Accepted presentations / posters that have not yet been given will not be counted.

6a. 1st author poster presentation (including audits) since medical school:

6ai. 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 6aii.

Maximum score of 2

6aii. How many times have you **given** a poster presentation (including audits) at a regional meeting?

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

Maximum score of 1

6b. 1st author oral presentation (including audits): since medical school

6bi. 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 6bii)

Maximum score of 5

6bii. 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 = 2 points
- twice or more = 3 points

Maximum score of 3

6c. First author presentation at Regional / National / International Meeting **before leaving medical school:**

- None = 0 points
- Poster (once or more) = 1 point
- Oral (once or more) = 2 points

Maximum score of 3

7. Postgraduate Medical Teaching Experience / qualifications

7a. Have you been involved in medical teaching / training delivery?

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

Maximum score of 4

7b. 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) = 3 points
- (If not already included in section 2)**

Maximum score of 3

8. Medical postgraduate prizes

8a. Have you been awarded any **medical postgraduate** (ie gained after medical school) **prizes** (including research awards and travelling fellowships)?

Exclusions: best presentation (oral or poster) prizes

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

Maximum score of 2

8b. 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

Maximum score of 3

9. Surgical logbook

ENT Indicator procedures

Tonsillectomy, Insertion of grommet(s), Reduction of fractured nose, Direct pharyngoscopy or direct laryngoscopy , Nasal polypectomy

9. Have you **performed**(ie coded P, S-TU, S-TS) any of the indicator procedures? (evidence should be presented in e-logbook format within the portfolio) - 2 points for each procedure.

- None = 0 points
- One indicator procedure = 2 points
- Two indicator procedures = 4 points
- Three indicator procedures = 6 points
- Four indicator procedures = 8 points
- Five indicator procedures = 10 points

Maximum score of 10

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

10. 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?

- no = 0 points
- yes - one role = 1 point
- yes – two or more role = 2 points

Maximum score of 2

11. Medical Management or leadership roles

11a. **Since leaving medical school**, 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 note: MDT / Rota Coordinator does not count.

(Please supply evidence of these roles).

- no = 0 points
- yes - one role = 1 point
- yes – two or more roles = 2 points

Maximum score of 2

11b. **Before leaving medical school** have you undertaken any leadership roles

e.g. Head of Student Union, Rag Committee Chairman etc.

- No = 0 points
- Yes = 1 point (confirmation letter required)

Maximum 1 point