Checklist for portfolio assessment

Checklist for Portfolio Assessor

1. Is the portfolio well-organised and indexed? Does it correspond with all the headings
   and sections?
2. Has a research protocol been included?
3. What research projects has the candidate been involved in? Are these of the expected
   level and scope for the discipline?
4. Has the candidate provided evidence of journal club presentations and attendance
   with adequate reflective learning comments appended?
5. Laboratory training: has the candidate provided evidence of training in laboratory
   techniques and methods with evidence of reflective learning
   a. Has the candidate provided a written technical report of methods in the
   laboratory?
   b. Do these reports reflect a good understanding of laboratory techniques?
6. Management training:
   a. Is there evidence of management training by attendance at seminars, workshops
   and courses with accompanying reflective comments.
7. Case studies: Has the candidate complied with the requirements for short and long
   case reports? Has the candidate provided the required number of short and long
   cases with indepth analysis for each?
   Has the candidate provided the following for the long cases (3000-3500 words):

- Understanding the theory of the case
- Clinical assessment of the case
- Proposed additional investigations or comment on appropriateness of the investigations performed
- Laboratory issues that could influence the work-up
- Overall summary of the case
- Presentation in the portfolio, including a literature review with references in a form appropriate to a journal article.

8. Seminars and lectures delivered by the candidate: has the candidate provided evidence of lectures and seminars by providing copies of presentations?
9. Has the candidate performed any laboratory audits?
10. What outputs has the candidate provided (audits, papers, SOPs)
    - At least one audit (3000-3500 words excluding references)
    - 1000-1500 word description of the MMed project if not completed or attach reprint of paper or submitted manuscript