



CMSA

PORTFOLIO OF LEARNING

Fellowship

of the

College of Pathologists - Chemical of South Africa

FC Path(SA) Chem

From January 2011 only electronic versions of this document will be accepted.

PORTFOLIO OF LEARNING

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Addendum

Any additional information can be added as an appendix and referenced from within the sections as appropriate.

The candidate needs to ensure that the following sections are adequately covered as well as the documentary requirements:

- **Clinical case followup**
 - **6 long cases (see attachment for criteria)(3000-3500 words excluding references**
 - **100 short cases in the template**
- **Seminars attended**
- **Seminars delivered**
- **Teaching (lectures given)**
- **Analytical methods & practicals**
 - **One practical report (3500 words excluding references)**
- **Clinic attendance**
- **Ward Rounds**
- **Laboratory information system**
- **Tutorials attended**
- **Congresses & Meetings**
- **Training courses attended**
- **Outputs (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**

SECTION 1

PURPOSE OF THE PORTFOLIO OF LEARNING

What is the Portfolio?

Your portfolio is based on the “**CRITICAL**” Portfolio (*Certified Record of In-service Training Including Continuous Assessment and Learning*). It is a professional resource document structured in a flexible format which allows trainees to plan and meet the objectives of the specialty training programme through a *documented* process of work experience, learning and reflection.

Purpose of the portfolio

1. To stimulate students to think consciously and objectively about their own training. (This is known as *reflective* learning). This is its primary purpose.

What is reflective learning? :

Reflecting on your learning enables you to link your professional development to practical outcomes and widens the definition of what counts as useful activity. Quite simply, you need to keep asking 'what did I get out of this?'

As a reflective learner, you'll think about how you'll use new knowledge and skills in your future activities – so learning is always linked to action, and theory to practice. It's also useful to reflect on how you learn best. This may be through private study, networking with peers, formal courses, mentoring, or a combination of technique.

2. To document the scope and depth of the candidate's training experiences.
3. To provide a record of the trainee's progress and personal development as training proceeds.
4. To provide an objective basis for discussion with the candidate's supervisors about work performance, objectives, and immediate and future educational needs.
5. To provide documented evidence for the CMSA of the quality and intensity of the training the trainee has undergone.

The portfolio is not just a logbook of signed procedures undertaken or witnessed. It should contain the candidate's written reflections and systematic documentation of his/her learning experience. It includes opportunities for candidates to reflect, to explore, to form opinions, and to identify the strengths and weaknesses in their own abilities and knowledge. It provides the facility for trainees to follow their own progress, not only through the training programme, but also towards the learning goals they have set for themselves. In this way the portfolio provides an opportunity to record and document the subjective aspects of training.

Objectives

For the trainee, the objectives of the portfolio are to:

- develop a structured learning plan
- identify goals and actions required to achieve them
- record progress in achieving those goals
- document personal strengths
- identify areas needing improvement
- reflect on progressive professional development
- encourage quality two-way communication with supervisors
- provide documentation for the continuous evaluation, review and direction of one's progress.

Who looks at the Portfolio of Learning?

1. **The candidates.** The primary audience are the trainees themselves.
2. **Supervisors.** It is expected that candidates formally meet with their supervisor several times each year. At this meeting, supervisors will review the candidate's progress and should use entries in the portfolio as a basis for discussion. This allows a structuring of the supervision process. By referring to and discussing specific areas of learning and experiences, the supervisor is able to provide informed feedback and constructive advice with regard to problems and deficiencies. In this way the portfolio allows a structuring of the supervision process. Ideally, the portfolio should be made available to the supervisor before the meeting.
3. **The CMSA.** The CMSA requires evidence that learning has taken place as part of a structured programme. The portfolio is an important piece of evidence for this.

This portfolio is a guide and cumulative record of your personal learning, goals, needs, strategies and activities throughout your training programme. The sections in the portfolio are not exhaustive, but rather an indication of the minimum that you should be doing. You will learn a great deal more than what is written on these pages. We trust that this will provide you with a positive and valuable learning experience.

Portfolio Completion Criteria

- The Portfolio should always be used in conjunction with the **Regulations** and **Syllabus** for admission to the Fellowship of the College of Pathologists - Chemical of South Africa FC Path(SA) Chem, as may be amended from time to time.
- Reflective learning points **must** be completed for each activity or learning session.
- Entries must at all times be **legible** and, where indicated, supported by the required **signatories** (Supervising Consultants and Heads of Departments and their contact details). Add pages to each Section as necessary. Ensure that your name appears on every page. It is **strongly advised** that you keep an electronic backup copy of all entries, as well as a printed copy, in case of computer failure or theft.

- Each Rotation will need to be verified by the relevant Head of Department, including the completed “**Record of Procedures Done**” and “**Clinical Practice Rating and Evaluation**” for each Rotation.
- The portfolio and supporting certificates and documents must reach the Academic Registrar of the CMSA (together with the relevant assessment fee, if applicable) **at least 3 (three) months** prior to the commencement of the FC Path(SA) Chem Final Examination. Failure to submit the portfolio before this time will result in the candidate not being invited to the examination.
- The **Declaration** (Section 9) must be signed before submitting the portfolio to the CMSA.

SECTION 2

ELECTRONIC LINK TO COLLEGE REGULATIONS

[Link to the latest electronic copy of the FC Path\(SA\) Chem Regulations hosted on The Colleges of Medicine of South Africa Website](#)

SECTION 3

LEARNING OBJECTIVES FOR INDIVIDUAL ROTATIONS OR ATTACHMENTS

At the start of each rotation or attachment, the trainee should list the learning objectives they have set for themselves for the duration of that attachment. **These should be updated as the rotation progresses.**

On completion of the rotation, the trainee should reflect on the progress made in meeting those objectives, and identify areas in which learning weakness remains.

At a date after completion of the rotation this page should be reviewed with a supervisor, discussed and must then be signed off. This may be with the person in charge of that rotation, or with a mentor or supervisor at the next formal review session, according to local policy.

Note that **this is not an assessment of the trainee's work during the attachment.** It is an exploration of his or her *insight* into the learning appropriate to that rotation and the extent to which it has been achieved.

Insert a new page for each attachment.

RECORD OF ROTATIONS/ATTACHMENTS

Number:

Name of rotation: **Period:**

Learning objectives

.....

.....

.....

.....

.....

.....

Reflection on completion of rotation. What has been learnt? What remains to be learnt?

.....

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.....

.....

This page reviewed by **on**(date)

Signature of reviewer:

SECTION 4

CANDIDATE DETAILS

SURNAME:

FIRST NAMES:

ID NUMBER:

HPCSA NUMBER:

TRAINEE POST NUMBER:

WORK ADDRESS:

.....

.....

RESIDENTIAL ADDRESS:

.....

.....

PREFERRED POSTAL ADDRESS:

.....

.....

EMAIL ADDRESS:

TELEPHONE NUMBER: (Work):(Home):

CELLPHONE NUMBER:

FAX NUMBER:

UNDERGRADUATE MEDICAL QUALIFICATIONS

UNIVERSITY: YEAR:.....

INTERNSHIP

HOSPITAL: YEAR:.....

TRAINING EXPERIENCE:.....

.....

.....

COMMUNITY SERVICE

HOSPITAL: YEAR:.....

TRAINING EXPERIENCE:.....

.....

.....

SUCCESSFUL COMPLETION OF RELEVANT QUALIFICATIONS

EXAMINATION DETAILS:

MONTH:..... YEAR:.....

MONTH:..... YEAR:.....

OTHER REGISTERABLE POST-GRADUATE QUALIFICATIONS

DIPLOMA/DEGREE:..... YEAR:.....

INSTITUTION:

DIPLOMA/DEGREE:..... YEAR:.....

INSTITUTION:

(Prior to commencement of FC Path(SA) Chem Registrar Rotation)

.....

.....

.....

(Prior to commencement of FC Path(SA) Chem Registrar Rotation)

[illegible]

SECTION 5

FC PATH(SA) CHEM CERTIFICATES

(Copies of Certificates must be attached)

[illegible]

SECTION 6

POST-GRADUATE LECTURES, MEETINGS, WORKSHOPS, SEMINARS, SYMPOSIA,
CONGRESSES AND MODULES

Attendance at Post-graduate Meetings, Lectures, Workshops, Modules, Symposia or Congresses relevant to FC Path(SA) Chem

(Attach Certificates of Attendance if applicable)

[illegible]

SECTION 7

READING AND RESEARCH

LECTURES GIVEN BY CANDIDATE:

NB: Attach your best two as PowerPoint presentations

[illegible]

PAPERS PRESENTED BY CANDIDATE:

[illegible]

JOURNAL ARTICLE REVIEWS:

[illegible]

Comment on key issues, take home messages, clinical relevance and aspects requiring further personal exploration:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

JOURNAL PUBLICATIONS BY CANDIDATE:
(Attach 1st page of Article)

Name of Journal	Vol. & No	Full Title	Pages

RESEARCH INVOLVEMENT BY CANDIDATE:

Type of Involvement / Details of Project(s):

.....

.....

.....

.....

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.....

.....

.....

.....

Verified by: Signature:..... Date:.....

 Name:..... Contact No:.....

SECTION 8

LOG BOOKS

1) Methods, techniques and analytical methods

Please include any relevant data, pictures (eg cellphone pictures), instrument traces etc to support the information in the table above and date the number the evidence. Where documentary evidence cannot be produced, ensure that the reflective learning comments are substantial enough.

[illegible]

Checklist of methodology

METHOD	Performed	Observed	Neither
Basic spectrophotometry			
Making solutions			
Standard curve			
pH measurement			
Agarose electrophoresis			
CZE			
Serum osmolality			
Glucose tolerance test			
Sweat test			
Creatinine-serum & urine			
Total protein			
Bilirubin			
Albumin			
Enzyme assay			
Enzyme kinetics			
Blood gases			

SDS electrophoresis			
Solvent extraction			
Thin layer chromatography			
Radioimmunoassay			
ELISA			
Porphyrin Lab			
Quality control			
Method comparison study			
Atomic absorption			
PCR			
DNA extraction			

Please include relevant clinical data eg. history, results etc

Evidence of clinical case learning

The regulations stipulate that registrars should write up 6 long cases during their training and this should form part of the portfolio.

Each registrar will be obliged to present six long cases during the course of every year of training.

Each case will be assessed using the following criteria and will form part of the annual formative assessment of the registrar and should also be included in the training portfolio submitted to the College.

- 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 addition the registrar should also provide evidence of clinical case followup using the following template. At least 100 such short summaries should be completed and should cover different clinical scenarios i.e. there should not be a repetition. These should be distinct from the long cases.

HOSP #		WARD	
CONSULTANT		DOB/AGE	
ABNORMAL RESULT			
PRESENTING COMPLAINT			
HISTORY			
EXAMINATION			
LABORATORY INVESTIGATIONS			
OTHER INVESTIGATIONS			
FINAL DIAGNOSIS			
TAKE HOME MESSAGES			
CONSULTANT SIGNATURE			

Attendance at ward rounds of relevant disciplines

Please include summary of patients seen and learning points gained

[illegible]

Attendance at clinics of relevant disciplines

Please add summary of patients seen or discussed (include history and relevant laboratory data)

[illegible]

Presentation at Journal Club Meetings

[illegible]

Presentation at clinical case meetings

Please add the patient summary (history and relevant laboratory data)

[illegible]

Seminar Presentations

Please include the title and main learning points gained from the seminar in the reflective learning section

[illegible]

Research and development Project Reports

(These should include any audits carried, any laboratory reports written or any SOPs developed; the completed documents may be attached as appendices and referenced from this table)

[illegible]

Details of summative and formative assessments

Please include details of summative assessments such as examinations and formative assessments such as evaluations.

SECTION 9

DECLARATION ON COMPLETION OF TRAINING

I,hereby do solemnly declare that all information contained in this PORTFOLIO OF LEARNING is a true and accurate record of my professional experience, education and training from to representing the period of training for the (*discipline-specific*) qualification.

Signature of Candidate:.....

Name of Candidate:.....

Trainee Number:.....

Date:

Signature of Academic Head of Department:

Original document compiled by Dr WGJ Kloeck, President of the College of Emergency Medicine and modified for the FCPATH(CHEM) by Prof T.S. Pillay, College of Pathologists.

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