

Appendix B - Specimen Contents of a Portfolio

Title page: Name, date appointed to scheme, NTN, CCT

Royal College curriculum

Personal details and contacts

- Curriculum vitae
- Bibliography
- Contact details - regional
- Contact details - Royal College

Mandatory certificates

- GMC certificate
- NTN certificate
- CCST confirmation letter

Course certificates

- Summary page
- Certificates issued (e.g. ACLS, ATLS, College Courses)

Training Year 1

- Educational contract (learning agreement)
- RITA forms / educational supervisor's report
- Timetable of post(s)
- Summary of clinical experience (e.g. logbook, procedures, clinics, ward rounds)
- Courses and conferences attended
- Research and audit undertaken
- Teaching undertaken

(repeat for each subsequent year)

Correspondence

- Include any relevant correspondence with College, Deanery or Specialty Training Committee