

## Application Dividers for Portfolio pathway Academic or Research (A or R) Applications

- Please use these application dividers to order your evidence in support of your Portfolio pathway (A or R) application
- The application sections in this divider pack mirror the sections in the online application form
- Please print this document and sort your evidence into the relevant sections
- Please ensure you read the guidance for academic or research applications. You are not necessarily expected to provide evidence under every section; the guidance document will provide you with further information about the type of evidence to submit.

# Proformas

# Failure or adverse reaction reports

# Research protocol information

# Evidence of peer reviewed papers in high quality peer reviewed journal

# Invitations to present research

# Grant/funding – confirmation letters

# Proof of award

# Reports from external reviewers

# Evidence of appraisal and assessments

# Proof of submission to reviewers

# Primary medical qualification

# Specialist medical qualification(s)

# Curriculum or syllabus (if undertaken outside the UK)

# Specialist registration outside the UK

# Honours and prizes

# Other relevant qualifications and certificates

# Assessments and appraisals

# RITAs, ARCPs and training assessments

# 360° and multi-source feedback

# Awards and discretionary points letters

# Personal development plans (PDP)

# Participation in assessment, appraisal and appointment process

# Logbooks

# Consolidation, cumulative data sheets, summary lists and annual caseload statistics

# Medical reports

# Case histories

# Referral letters discussing patient handling

# Patient lists

Departmental (or trust)  
workload statistics and annual  
caseload statistics

# Rotas, timetables and job plans

# Courses relevant to the curriculum

# Portfolio (electronic or revalidation)

# Employment letters and contracts of employment

# Job descriptions

# Job plans

# Research papers, grants, patent designs

# Publications within specialty field

# Presentations, poster presentations

# CPD record certificates and certificates of attendance

# CPD registration points from UK medical royal colleges (or equivalent body overseas)

# Membership of professional bodies and organisations

# Teaching timetables

# Lectures

# Feedback or evaluation forms from those taught

# Letters from colleagues

# Attendance at teaching or appraisal courses

# Participation in assessment, appraisal and appointment process

# Audits undertaken by applicant

# Reflective diaries

# Service improvement and clinical governance meetings

# Health and safety

# Communication with colleagues

# Communication with patients

# Working in multidisciplinary teams

# Management and leadership experience

# Chairing meetings and leading projects

# Honesty and integrity

# Equality and human rights

# Data protection

# Testimonials and letters from colleagues

Thank you letters, cards from  
colleagues and patients

# Complaints and responses to complaints