The Document Library

The document library within the ePortfolio provides a repository for evidence that cannot be created or saved as an ePortfolio form or 'event' in the timeline. The evidence needs to be structured and presented in a way that helps the ACP Credentialing Panel to locate and identify it quickly.

All items within the document library can be linked to any element of the curriculum, but it should be remembered that linking one piece of evidence to multiple items is often not useful. Each item of evidence linked to the clinical syllabus and SLOs from the document library should fulfil a purpose for the credentialing application - you should think carefully as to what the item demonstrates and why you are linking it.

For credentialing, the Panel has mandated that ACPs must use the following folder structure within the document library.

Documents presented as evidence for credentialing should be saved as PDF files.

Folder heading	Evidence	Curriculum links
Academic qualifications / regulatory documents	Masters/PGDip transcripts and certificates, non-medical prescribing transcripts and entry on the relevant professional register	
CV	Your CV	
Patient logbook	Yearly reports and one final report detailing your patient contacts	
Life support courses and mandatory courses	Mandatory life support course certificates (provider or instructor). For instructor status, additional evidence of instructing on life support courses with reflection on your teaching and feedback on the clinical content (not your teaching skills). Safeguarding courses	
Conferences and courses, training days attended	Certificates of attendance at other courses other than life support, training day attendance with reflection	
e-learning	e-learning certificates other than RCEMLearning (completed RCEMLearning will appear in the timeline under **e-Learning and Exams**)	Clinical syllabus

Teaching	Evidence of your teaching – lesson plans, feedback from learners, presentations	SLO9
Academic work	GCP Research activity	SLO10
Audit and quality improvement	Audit or QI project plan, report, presentations, data, reflection	SLO11
Governance and leadership	Minutes of meetings, projects for management and leadership	SLO12