

## **RCEM Portfolio Pathway Evaluator Role Description**

The role of Portfolio Pathway Evaluator offers several valuable opportunities which include:

- A chance to be actively involved in ensuring the maintenance of high professional standards of the Emergency Medicine workforce
- Increasing the pool of Emergency Medicine specialists
- Strengthening of CV
- Sharing of good practice with colleagues throughout the country.
- Use of the learning experience to claim CPD points
- Attendance for free at a study day/conference

### **Portfolio Pathway Background**

For all specialties, the Portfolio Pathway (Certificate of Eligibility for Specialist Registration) is an important route to the Specialist Register and it is essential that the College ensures that its evaluation process is both fair and robust. The College evaluators play a key role in providing this assurance.

The Portfolio Pathway is a route to the GMC's Specialist Register for doctors who have not completed a fully approved specialty training programme in the UK. This specialty equivalence route requires an applicant to provide a portfolio of evidence that demonstrates that their training, qualifications and experience meets the requirements of the Emergency Medicine curriculum current at the time of application. The evidence is organised under the four domains of Good Medical Practice ('Knowledge, Skills and Performance'; 'Safety and Quality'; 'Communication, Partnership and Teamwork'; 'Maintaining Trust').

### **The Portfolio Pathway Evaluation Process & Evaluator Role**

- As a Portfolio Pathway Evaluator, you will be part of a team (Portfolio Pathway Panel) evaluating Portfolio Pathway applications forwarded to the College by the GMC. Wherever possible, the RCEM will seek to include an SAS EM doctor's view by way of their inclusion on the Portfolio Pathway panel or, if appropriate, a direct approach to EMSAS Executive.
- The College recommends that any department with doctors intending to qualify along the Portfolio Pathway route has an educational supervisor who is on the evaluator panel. We would strongly recommend that any department with a larger number of Portfolio Pathway doctors has one Consultant Portfolio Pathway evaluator for every 4 Portfolio Pathway doctors, in order to maintain a sustainable work load.
- Once the GMC notified the College of a new application, a member of College staff will index the application and allocate it to the next available Lead Evaluator and 'buddy' on the rota.

The application can be accessed/downloaded from the GMC's secure website, GMC Connect, for which evaluators will receive log-in details.

- The Lead and 'buddy' evaluators will address each section of the evaluation form commenting on whether or not the applicant has provided evidence that they have obtained the qualities detailed in the four domains, and the competences in the current curriculum.
- The evaluators will comment on areas where the applicant has not provided satisfactory evidence, and make recommendations as to what additional training/experience may be required.
- The College is expected to complete its evaluation within 35 working days of receiving notification from the GMC, and evaluators are expected to work to this deadline.
- Once the evaluation has been finalised, College staff will upload the completed evaluation form to GMC Connect.
- An application may be returned by the GMC for further review before the final recommendations to the candidate are agreed.
- An unsuccessful Portfolio Pathway applicant may apply for a Review within a year of the GMC's final decision, by submitting evidence that recommendations have been addressed, as well as that skills are up to date. Where possible, the Lead Evaluator of the original application will be asked to evaluate this.
- Most communication between the College, evaluators, 'buddies' and the GMC is by email; occasionally by phone.
- Review days are held, whereby evaluators can join online or an in person day to work with their lead/buddy to complete an evaluation in the space of a day, these are successful days which see applications completed in a shorter than normal time span
- The College is currently receiving approximately 10 applications per month. These come from a mix of doctors including those who have received their training overseas and UK SAS doctors.
- Evaluators would normally be expected to work on a minimum of two evaluations per year; one as lead and one as 'buddy'.
- Currently, applications to the GMC consist of around 1000 pages of scanned documentation, and for each application it takes anywhere between 7 to 20 hours to review and complete the evaluation.
- As well as Specialty Specific Guidance (SSG) produced in conjunction with the College, which provides essential information for Portfolio Pathway applicants, the GMC has produced detailed guidance for evaluators. In addition, an experienced evaluator will provide guidance to a newly-appointed evaluator working on their first application.
- It is College policy to support evaluators to apply for professional leave equivalent to 4-5 days per year.
- Up to five CPD points can be claimed for work on each evaluation

- Portfolio Pathway Applicants Training Days are held at the College twice a year. Each of these events involves 30 potential Portfolio Pathway Applicants, GMC advisors and at least three Portfolio Pathway evaluators who have volunteered to attend to provide guidance to the 30 delegates.
- New Portfolio Pathway evaluators will be expected to attend one Portfolio Pathway Applicants Training Day as an observer, as part of their training.
- Evaluators are required to attend one assessor training day every two years as minimum, as well as one training day upon appointment.
- In accordance with the Portfolio Pathway evaluation processes, all evaluators will be required to read and sign the College's Confidentiality Agreement.
- This role is subject to normal College policies, including Conflict of Interest.

## **Person Specification**

### **Essential Criteria**

- Member, Fellow or Associate Fellow of the Royal College of Emergency Medicine
- In good standing with the College
- Currently practising in EM in the NHS
- Informed about the latest curriculum
- Must be on the specialist register and have worked at consultant level for one year or equivalent period in Emergency Medicine in the NHS. Please ensure all dates are included as part of your CV

### **Desirable Criteria**

- Current or previous MRCEM or FRCEM Examiner
- Examiner in other collegiate exams
- GMC FTP assessor