

Public Health Training Portfolio

Malta Association of Public Health
Medicine

**For use by Medical Officers in Public Health commencing training
after January 2005**

This portfolio has been adapted from the documentation used by the Faculty of Public Health Medicine of the Royal Colleges of the United Kingdom by the kind permission of its author on behalf of the Faculty.

December 2004

Guidance on the use of this portfolio

THE PORTFOLIO IS IN TWO PARTS

- **Part A**
This may be maintained on a computer but a printed and signed version must be submitted to the annual assessment panel. The Record of Assessment against competencies should be completed in conjunction with your service trainer. For each competency you should agree with your trainer when it has been acquired and how this was demonstrated e.g. cross-reference a particular task in the portfolio (maximum 4-5 lines, minimum 8pt type size). The standard of competency required is that of a consultant or senior public health specialist. The trainer must sign to confirm their assessment of competency.
- **Part B**
This is your personal property and you should maintain it in a lever arch or box file. You may be asked to bring it to your annual assessment.

This Public Health Training Portfolio has been approved for use by the Malta Association of Public Health Medicine. All new trainees are required to use the portfolio from January 2005. An electronic version of the portfolio can be requested from the Malta Association of Public Health Medicine. The portfolio will be kept under review and will be updated at regular intervals.

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PART B

You should retain the following on computer and/or in a lever arch or box file for personal use and reference if necessary:

- ◆ Task description/protocol (for each significant project/piece of work/area of responsibility)
- ◆ Work record (summary)
- ◆ Presentations and publications
- ◆ Teaching and research
- ◆ Key written reports
- ◆ Copy of any publications
- ◆ Reports of any specific attachments or secondments

- ◆ Reports on progress by trainer and other parties

It is suggested you also retain the following here:

- ◆ Record of enrolment, assessments and dates
- ◆ Job description
- ◆ Record of progress with examinations, MSc/other

PART A: Public health training portfolio.

Part A should be submitted to REVIEW panel at each annual assessment

BASIC DETAILS

Name of trainee:	Medical Council Number:
	ID Card Number:
Date of appointment to training programme:	
Year of training:	Current expected completion date:
Current training location:	
Name of Training Supervisor	
Name of Mentor	
Sessions/hours worked:	

Record of achievement against competencies

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 1 Surveillance and assessment of the population’s health and well-being (including managing, analysing and interpreting information, knowledge and statistics)

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
1.1 Use routinely available data to describe the health of a local population and compare it with that of other populations, and to identify localities or groups with poor health within it.		Prepare a report using data, Department of Health Information, Department of Public Health
1.2 Examine the scale of health problems in a locality in terms of incidence or prevalence and make comparisons with other populations.		Prepare a report – (routine and special studies), Department of Health Information, Department of Public Health
1.3 Understand the need to standardise rates of disease and be able to undertake direct or indirect standardisation.		MSc, Department of Health Information, Department of Public Health
1.4 Undertake a needs assessment for a target group or service.		Prepare a report; Health Policy and Planning Dept., Department of Health Information, Health Promotion Dept,
1.5 Use routinely available data from Hospital Dataset/NOS/Dis. Surv. including the following: mortality, birth, morbidity, reproductive data, census data, population projection and estimates and infectious disease notification.		Involvement in routine reporting systems
1.6 Access and use appropriately other routine data sources including health service utilisation data, laboratory reports, prescribing, cancer registry, congenital anomalies registry and other data sets.		Trainer’s Report on involvement in routine reporting systems or special studies; Institutional Health Dept., Department of Health Information,
1.7 Be familiar with the strengths and weaknesses of both quantitative and qualitative methodologies to describe the health needs of a population.		MSc,
1.8 Assess the importance of different risk factors in a given population, including socio-economic, minority and genetic factors in the genesis of specific diseases or conditions.		Prepare a report , MSc, Dept. of Health Information, Dept. of Public Health; Institutional Health Dept. Health Policy and Planning Dept

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 1.1–1.8 **before** completing the penultimate year of training.

Part A: Public health training portfolio – Part A is to be submitted to REVIEW panel at each annual assessment

Attachment to the Department of Health Information should occur after the basic statistics and epidemiology modules in the MSc.

1.2, 1.4: report or routine/special study

1.1, 1.3, 1.5, 1.6: mainly assessed at Department of Health Information by report or routine/special study

1.3, 1.7, 1.8: MSc and reports

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 2

Promoting and protecting the population’s health and well-being

Competency required	Date (month/yr.) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
2.1 Recognise the importance of inequity, discrimination and its impact on health.		Review a selected report/article (anywhere)
2.2 Understand the theoretical models of behaviour change and their relevance in the context of health promotion.		MSc, Health Promotion Dept.
2.3 Identify clear aims and objectives for different health promotion interventions.		MSc, Health Promotion Dept.
2.4 Understand the principles involved in childhood immunisation programmes, occupational health and travel health procedures.		Primary Health Care Dept. , Occupational Health and Safety Authority
2.5 Understand fully local on-call procedures for the control of infectious diseases		Department of Public Health
2.6 Understand the role of others in the control of infection, including environmental health, microbiology, genito-urinary medicine, TB control, hospital infection control committees.		Department of Public Health; Institutional Health Dept.
2.7 Appreciate the general principles of outbreak management.		Department of Public Health
2.8 Deal with the public health consequences of single cases of common communicable disease, for example meningitis, meningococcal infection, food poisoning, gastro-enteritis, hospital acquired infection, blood borne viruses, tuberculosis and hepatitis A.		Department of Public Health
2.9 Be familiar with the relevant legal aspects of the: Public Health Act, Health Services Act, Health Care Professions Act and other relevant legislation.		Department of Public Health ; Director General's office
2.10 Provide public health management of an outbreak with practical experience of at least two of the following: meningitis, food poisoning, gastro-enteritis, hospital acquired infection, blood borne viruses, tuberculosis and legionella.		Department of Public Health

Part A: Public health training portfolio – Part A is to be submitted to REVIEW panel at each annual assessment

2.11	Take a major role in, and prepare a written outbreak control report.		Department of Public Health
2.12	Be familiar with the general principles of investigating allegations of ill-health associated with long-term health exposures to NIEHs (non-infectious environmental hazards).		MSc,
2.13	Provide advice on the potential health effects of exposure to NIEHs, including risk assessment and management.		MSc,
2.14	Be familiar with the general principles of emergency planning.		MSc, Director General's office; Civil Protection Dept.
2.15	Prepare press releases and deal with the media with respect to an incident.		Director General's office

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 2.1–2.11 **before** completing the penultimate year of training.

2.2, 2.3: MSc and Health Promotion attachment

2.4 to 2.11, 2.15: Assessed by Trainer following attachments; to include an outbreak report

2.12 to 2.14: MSc and Assessed by Trainer following attachments

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 3

Developing quality and risk management within an evaluative culture

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
3.1 Critically appraise the quality of primary research. Be familiar with the hierarchy of evidence and be able to grade research, understand strengths and limitations of different approaches.		MSc, Appraise a selected report/article (anywhere)
3.2 Critically appraise the quality of a review (secondary research) in a relevant policy context.		MSc, Appraise the quality of a review of a selected report/article (anywhere)
3.3 Examine evidence of effectiveness for a specific intervention, e.g. drug, surgical procedure, health promotion intervention, screening, etc.		Prepare a report on effectiveness (anywhere)
3.4 Demonstrate an understanding of different ways of assessing outcomes from a number of different perspectives, and recognise the role of measures of patient satisfaction, qualitative outcomes, patient acceptability and quality of life as key outcomes for health interventions.		Prepare a report on health care evaluation (anywhere)
3.5 Understand and apply the principles of evaluation, audit, research and development and standard setting in improving quality.		Prepare a report on health care evaluation (anywhere)
3.6 Demonstrate the use of evaluation/audit as a tool to introduce change.		Prepare a report on health care evaluation (anywhere)
3.7 Participate in the design & implementation of evaluation/audit projects with public health professionals and / or in partnership with clinical or other colleagues.		Participation confirmed in any department.
3.8 To formulate an action plan for implementation of recommendations based on research where appropriate and possible.		Prepare a an action plan (anywhere)

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 3.1–3.6 **before** completing the penultimate year of training.

This area of specialist practice is a key competency which should be demonstrated by a substantial report.

3.1 to 3.7: reports assessed and / or MSc dissertation

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 4

Collaborative working for health

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
4.1 Recognise and value the potential contribution to improving health made by different agencies: health and other – in public, private and voluntary sectors, and to understand their role and limitations.		Trainer's report of participation in intersectoral activity
4.2 Be able to bring an articulate public health perspective to a decision-making forum in health, social care or public policy.		Trainer's report of participation in intersectoral activity
4.3 Understand and value the different roles of public health practitioners in different settings.		Trainer's report of participation in intersectoral activity
4.4 Identify and engage key stakeholders and partners for effective public health practice.		Trainer's report of participation in intersectoral activity
4.5 Understand, contribute to and value the work of national authorities and local councils and their role in improving the public health.		Trainer's report of participation in intersectoral activity
4.6 Understand, contribute to and value the work of the non-governmental organisations and their role in improving the public health.		Trainer's report of participation in intersectoral activity
4.7 Demonstrate an appreciation of the relevance of different organisational cultures among the organisations influencing public health and manage expectations for change.		Trainer's report of participation in intersectoral activity
4.8 Participate actively in intersectoral work with a private health care sector organisation or a non-governmental organisation.		Trainer's report of participation in intersectoral activity
4.9 Demonstrate facilitative skills and an ability to work with colleagues from different professional and organisational backgrounds.		Trainer's report of participation in intersectoral activity

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 4.1–4.7 **before** completing the penultimate year of training.

4.1 to 4.9: Participation in intersectoral activity and short report.

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 5

Developing health programmes and services and reducing inequalities

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
5.1 Provide professional advice to health authorities and other bodies understanding the impact of such advice on both populations and individuals		Prepare a report
5.2 Demonstrate commitment to the promotion and protection of health, the prevention of disease, the reduction in inequalities and long-term achievement of equity in health.		Trainer's report
5.3 Provide a population perspective to the development of clinical guidelines and protocols in the light of current knowledge and practice.		Written perspective on guidelines/protocols
5.4a Provide a population perspective to the development, implementation and monitoring of quality improvement programmes in health care in the light of current knowledge and practice. OR		Written perspective
5.4b Provide a population perspective to confidential enquiries and investigate other clinical incidents in the light of current knowledge and practice.		Written perspective
5.5 Demonstrate an up-to-date knowledge of health issues and developments in clinical practice and awareness of broader policy developments that may impact on the health of the public.		Trainer's report
5.6 Use health needs of a population to inform decisions about health and preventive measures, demonstrating an ability to propose realistic changes to meet identified needs taking into account local circumstances.		Prepare a report
5.7 Understand the competing and conflicting influences on public and political perception of the need for health care and preventive measures, and the difference between health needs and demands.		Prepare a report
5.8 Understand the methods used to make explicit values and resources including health economics in the decision-making process, their strengths and weaknesses and able to apply these appropriately.		Prepare a report
5.9 Be pragmatic and politically able in addressing issues associated with prioritisation, resource allocation and rationing in health and health care.		Prepare a report
5.10 Understand the importance of health inequalities in the development of health programmes and services.		Prepare a report

Part A: Public health training portfolio – Part A is to be submitted to REVIEW panel at each annual assessment

5.11 Understand the impact of health inequalities in the development of health programmes and services.		Trainer's report
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Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 5.1–5.4 **before** completing the penultimate year of training.

5.1, 5.3, 5.6 to 5.10: addressed within some task-led report

5.2, 5.5, 5.11: assessed by Trainer

5.4a or 5.4b: academic exercise

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 6

Policy and strategy development and implementation

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
6.1 Understand the importance and impact of public policy and legislation on health at local, national and global levels.		Trainer's report
6.2 Understand different methods of health impact assessment and apply the methods.		Trainer's report MSc,
6.3 Analyse health problems in terms of risk factors, including consideration of avoidable, relative and absolute risk.		MSc,
6.4 Understand the term attributable risk and able to apply the concept to identify potentially effective public health interventions.		MSc,
6.5 Participate effectively in inter-agency working to achieve desired change in population health or health policy, e.g. by preparing and presenting a paper with specific policy recommendations to a major decision making body		Prepare a paper
6.6 Understand threats to health, communicate these to as wide an audience as possible and exploit opportunities to address them.		Present a presentation on a health threat
6.7 Be able to lead the collation and interpretation of advice from clinical colleagues to inform policy.		Trainer's report on leading involvement in a working group or task force

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 6.1–6.5 before completing the penultimate year of training.

6.1,6.2: assessment by Trainer

6.3, 6.4: assessed in MSc

6.6: presentation on a health threat

6.5 , 6.7: involvement in working group and a brief paper/report prepared

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 7

Working with and for communities

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
7.1 Understand how different ways of involving the public and communities can improve health, e.g. surveys, public meetings and focus groups and be able to listen to and help local communities articulate their own health concerns.		Trainer's report
7.2 Understand the importance of addressing the wider determinants of health within communities, e.g. housing, employment and education.		Trainer's report
7.3 Act as an advocate for the public health and articulate the needs of socially disadvantaged groups.		Trainer's report
7.4 Be able to work effectively with media in a pro-active and reactive manner including undertaking interviews with radio and television.		Trainer's report

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 7.1–7.3 **before** completing the penultimate year of training.

7.1 to 7.4 assessment by Trainer

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 8

Strategic leadership for health

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
8.1 Prepare and give appropriate written and verbal presentations to multi-disciplinary groups, including senior health professionals and managers within the organisation.		Presentation made
8.2 Give appropriate verbal presentations to multi-agency groups (and lay) audiences external to the organisation.		Presentation made
8.3 Draft press releases and undertake pro-active engagement with media.		Prepare a press release
8.4 Demonstrate up-to-date knowledge of the organisation of the Health Service, national and local government		MSc,
8.5 Understand Health Service funding arrangements, including resource allocation.		MSc,
8.6 Understand the role of the Division of Health and relevant governmental structures.		MSc,
8.7 Demonstrate understanding of the essential role and the application of different types of leadership.		MSc,
8.8 Demonstrate the ability to teach and to educate a wide range of audiences on public health issues.		Present a lecture on a public health issue
8.9 Identify the steps needed to implement and secure change.		MSc,
8.10 Prepare appropriate written work and give an appropriate verbal presentation of the work at executive/board or equivalent level.		Prepare and present a report
8.11 Demonstrate objectivity, independence, integrity and foresight.		Trainer's report
8.12 Recognise the potential self-interest of professional groups and unions.		Participation in a union meeting

Part A: Public health training portfolio – Part A is to be submitted to REVIEW panel at each annual assessment

8.13 Demonstrate vision in designing a long-term strategy based on the assessment of research evidence of effectiveness.		Prepare a report
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Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 8.1–8.9 **before** completing the penultimate year of training.

8.1, 8.2, 8.8: presentations

8.3: draft press release

8.4 to 8.7, 8.9 MSc

8.10, 8.13: demonstrated in a report

8.11: assessed at review and through supervisor's report

8.12: involvement in meeting with union

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 9

Research and development

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
9.1 Identify clear aims and objectives for a research project.		MSc Dissertation,
9.2 Turn a public health problem or issue into an answerable research question.		MSc Dissertation
9.3 Conduct a relevant literature review to look for primary and secondary research, using reputable and established datasources including electronic databases; able to define a search strategy and summarise results of it.		MSc Dissertation
9.4 Design, contribute to and conduct appropriate research.		MSc Dissertation
9.5 Be able to decide on the data required to answer a specific question.		MSc Dissertation
9.6 Undertake data collection and analysis using specially collected ad hoc health information.		MSc Dissertation
9.7 Draw appropriate conclusions, set in context, and make recommendations from the results of own and others' research.		MSc Dissertation
9.8 Identify steps for recommendation based on research findings.		MSc Dissertation
9.9 Turn research outcomes into information and knowledge by developing an appropriate strategy and action plan that can be used to improve health.		Prepare a plan – assessed by Trainer.

Part A: Public health training portfolio – Part A is to be submitted to REVIEW panel at each annual assessment

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 9.1–9.8 **before** completing the penultimate year of training. This level is considered as achieved by obtaining at least a pass in a Master's thesis.

9.1 to 9.8: to be assessed via MSc dissertation or other research project.

9.9: a plan is to be developed and assessed by the Trainer.

AREA OF SPECIALIST PUBLIC HEALTH PRACTICE 10

Ethically managing self, people and resources (including education and continuing professional development)

Competency required	Date (mth/yr) demonstrated & signature of educational supervisor	Indicate how competency demonstrated and maintained (max. 5 lines), and what evidence is available to support this
10.1 Demonstrate insight and the ability to learn from experience, identify personal learning needs and take action to meet them using appropriate continuing professional development and apply the concept of learning styles and different approaches to teaching.		Trainer's report
10.2 Understand relevance of management skills and apply them for effective public health practice.		Trainer's report
10.3 Use different types of written communication, including memos, minutes, notes, verbal and written briefings, research reports and electronic forms of communication.		Prepare one of each and then assessed in a Trainer's report
10.4 Respond appropriately to verbal and written enquiries internal and external to the organisation.		Prepare one response to each and then assessed in a Trainer's report
10.5 Prepare agendas and take clear, concise and accurate minutes, function as an effective member of a committee and be able to summarise the key contents of a meeting and demonstrate the ability to chair a meeting.		Involvement in a committee
10.6 Understand the principles of good communication and be able to use visual aid tools appropriately in different contexts for different audiences.		Present a lecture on a public health issue (with 8.8)
10.7 Manage own time and prioritise workload effectively and to negotiate and meet reasonable deadlines.		Trainer's report
10.8 Supervise, support and manage staff directly or indirectly, to maximise and realise their potential and identify others' learning needs and take appropriate action to meet these.		Trainer's report
10.9 Understand and appreciate ethical and legal issues surrounding confidentiality, data protection information		To be included when preparing any report under the other competencies
10.10 Understand and apply the principles of budget management, compose and appraise a business case and demonstrate project management skills in specific pieces of work.		Prepare a report
10.11 Act as an effective team member over a prolonged period of time.		Trainer's report

Part A: Public health training portfolio – Part A is to be submitted to REVIEW panel at each annual assessment

10.12	Understand and apply the principles of good employment practice, including fair and effective recruitment.		Participating in an Interviewing Board
10.13	Demonstrate adherence to professional codes of ethics at all times including financial probity and professional confidentiality.		Trainer's report
10.14	Understand the principles and importance of mentoring.		Trainer's report

Milestones

Trainees would be expected to have demonstrated competency (see above) in areas 10.1–10.10 **before** completing the penultimate year of training.

10.1 to 10.4, 10.7, 10.8, 10.11, 10.13 to 10.14: assessment by Trainer

10.6 assessment by Trainer during 1 or more public health presentations

10.5 Involvement in a committee

10.9, 10.10: demonstrated in report

10.12: member of Interview Board

Good Medical/Public Health practice

To be completed by the Training Supervisor and submitted to the REVIEW (along with the Training Supervisor's report, page 21)

Area of Good Medical/ Public Health Practice	Standard Achieved (1 or 2)* for definitions	Comments and supporting evidence	Trainer's signature
1. Good clinical care/public health practice Recognises and works within the limits of professional competence; takes suitable and prompt action when necessary; keeps clear accurate and contemporaneous records; is willing to consult and seek help if needed			
2. Communication skills Able to communicate: with colleagues within and external to the organisation with members of the public			
3. Team working Able to function effectively as part of a team, recognising the value of others			
4. Maintains good practice Keeps knowledge and skills up to date Takes part in CPD and regular audit			
5. Maintaining trust Listens to colleagues and the public and respects their views and right to be involved in decision making			
6. Health Recognises the need to take external advice on health if judgement or performance could be affected by ill health			
7. Probity Honest in financial and commercial matters relating to work Conducts all research with honesty and integrity			

*
 1= satisfactory progress within the post/attachment
 2= lack of satisfactory progress; refer to programme director/ deanery for action

Report of activity for previous year

This section should be completed before each annual review.

Period covered: _____ to: _____

Prompts/reminders/questions	Statement from trainee/trainer
1. 12 months ago, what did you hope to achieve in the next year; i.e. what were last year's objectives? (refer to previous year's record)	
2. Give details of progress against objectives from last year.	
3. Have you had any particular and/or unexpected difficulties in meeting last year's objectives? (and how might these be dealt with?)	
4. What have been your major achievements in the past year?	
5. Details of anything published in the last 12 months	
6. Details of any significant presentations	
7. Details of attendance and contribution to Training workshops and journal clubs	
8. Details of any budgets you have been holding	

Part A: Public health training portfolio – Part A is to be submitted to REVIEW panel at each annual assessment

9. Give details of any initiatives you have regularly chaired or led	
10. Specific and detailed training progress – please include: a) Areas of work and competencies addressed and b) (anticipated) date of completion	
11. Details of any examinations, diplomas you have attempted in the last year.	
12. Have <i>you</i> any constructive feedback on the training arrangements?	
13. Have <i>you</i> any constructive feedback on training to be brought to the attention of the Malta Association of Public Health Medicine?	
14. Indicate planned or future placements and rotations.	
15. What are your long term career plans (if any)?	
16. How could the training programme help to support these career plans?	

Training Supervisor's Report

This form should be completed by the training supervisor in discussion with the trainee for the period preceding annual review.

TRAINING SUPERVISOR'S REPORT
Comments (add additional sheets if necessary)
GENERAL
STRENGTHS
AREAS FOR IMPROVEMENT
Recommendations (state where special attention should be given in future)

I have read the report of activity over the previous year and assessment of progress over the previous 12 months.

Training Supervisor:		
Name:	Signature:	Date:
Signature of trainee:		
Name:	Signature:	Date:

Mentor's report

This form should be completed by the mentor in discussion with the trainee for the period preceding annual review.

MENTOR'S REPORT
Comments (add additional sheets if necessary)
GENERAL
STRENGTHS
AREAS FOR IMPROVEMENT
Recommendations (state where special attention should be given in future)

I have read the report of activity over the previous year and assessment of progress over the previous 12 months.

Mentor: Name: _____ Signature: _____	Date: _____
Signature of trainee: Name: _____ Signature: _____	Date: _____

Training programme

This section should contain a summary of the training plan for the next 12 months.

Training programme plan for next 12 months

(To be updated as required)

Existing areas of work:

(List with estimated dates for review or completion if possible.)

New areas of work:

(List with estimated dates for review or completion if possible.)

Potential areas of work for future consideration:

(List)

What are next year's objectives and how will you meet them?

What will be the indicators of success?

Date completed:

Study leave record

Keep a record here of all study leave taken, and details of the purpose for which it was used. This should include MSc course commitments.

Date	Study leave	Purpose/event

Other events

You should also record either educational events or lectures attended, even if they are not formally study leave.

Date	Title	Audience	Comments

Current CV

Keep a current version of your CV in this section. Maximum three pages, highlighting academic and service achievement and publications.

Part B

Guidance for the development of a portfolio

These items should be kept in your own portfolio either electronically or in paper format but do not need to be routinely submitted to the Review Panel. However, the panel may wish to look at certain aspects of your portfolio including written work:

- Task description (a detailed description of specific training tasks fixed in conjunction with your trainer)
- Work record (an ongoing summary of tasks/projects you have completed)
- Presentations and publications
- Teaching and research
- Key written reports
- Copy of any publications
- Reports of any specific attachments or secondments
- Reports on progress by trainer and other parties

You may find it helpful to retain the following in the same place:

- Job description
- Record of enrolment, review assessments and completion dates
- Record of progress with examinations, MSc/other

Part B: Task description/protocol

(Use one sheet per task and copy as required.)

TO BE COMPLETED AT OUTSET	COMMENTS SIX MONTHS LATER
Description of task:	
How and by whom was the task generated?	
Deadline and time to be devoted:	
Intended benefits to trainee in terms of acquiring competencies:	
Intended benefits to the Department/Unit:	
Sources of help and guidance:	

Work record

This section is for recording a summary of the work that you do during training. This will simplify the regular updating of your Curriculum Vitae and the completion of your logbook. It should be completed at regular intervals.

When noting items in the work record you may also find it helpful to write the areas which you feel this work has helped you with against the competencies it will address.

Date	Description	Competency addressed	Outcome e.g. report etc.

Teaching

Keep a record of all teaching experience. Formal tuition in these areas should be recorded. Experience in curriculum development and examination setting and marking should be recorded.

Date	Task	Details*

* For example, mode of teaching, audience

Research

Keep a record of all research. Formal tuition in these areas should be recorded. Progress towards any higher degrees should be recorded here. For research this will include initiating research projects and writing grant applications, as well as original data collection and analysis.

Date	Task	Skills demonstrated*

* For example, protocol writing, grant application, conducting research

Presentations

Keep a list of all presentations made, the date and audience and any feedback received.

Presentations

Date	Title	Details*

* Include audience, methods, any feedback or issues raised.

Publications

Keep a list of all publications, including reports, peer reviews, articles, date and purpose of reports. Keep a copy of the reports in the file, if not too large, or maintain a separate file. Please include the date of completion for each piece of work and the date of publication and full citation for publications.

Peer review publications

Date	Title/Citation	Details*

Other publications

Date	Title	Details*

Unpublished reports

Date	Title	Details*

* Include journal, audience, methods, any feedback or issues raised.