Advice on presentation of portfolio evidence

	Structure for submission of portfolio evidence
Evidence of oral surgery training programme	• A certified copy of your oral surgery qualification. • Details of the entry criteria for the course which should include qualifications and training requirements. • A copy of the training course/programme syllabus or curriculum, specific to your training period[2]. This must be authenticated by the dean, head of school or Program Director of the educational Institute or hospital where the course was undertaken. • Duration of training. • Details of training environment (hospital, primary care setting, university, country). • Details of how you were supervised including the names and qualifications of your supervisors. • Link to list of recognised Oral Surgery Qualifications (GDC European List) and UK recognised qualifications (ISFE in Oral Surgery and Membership Oral Surgery).

Evidence of academic or research work/projects	• **Evidence of any postgraduate qualifications derived from academic or research work including:**
	  o Certificates
	  o The title and an abstract of any thesis
	  o Authenticated copy of the syllabus
	
	• **Details of research projects you have been involved in:**
	  o Details of grants awarded
	  o Abstract of publications
	  o List of your PubMed cited publications including authors
	  o List of cited non peer reviewed publications
	  o Link to your research gate profile
	  o H Index and Orchid registration number
	  o Names and addresses of supervisors
	  o Ethics applications (date, title and ethics panel)
	
	• **Research presentations and invited lectures**
	  o Title of the presentation
	  o Forum name (local/regional/national/international)
	  o Poster or oral presentation
	  o Date
	  o Any feedback you received
	
	• List of PhD projects and students you have supervised (primary or secondary) to completion (date name of candidate and title of project).
	• List of Masters degree projects and students supervised (primary or secondary) to completion (date name of candidate and title of project).

2. If the exact course curriculum/syllabus is not available, you will need to provide an authenticated copy of the current syllabus. The university will need to provide an accompanying letter with the syllabus outlining the differences of the current syllabus and the one you studied.

General Dental Council

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Clinical Caseload Logbook	**Please note that if the GDC receives a logbook with patient details not anonymised, the entire application will be returned.**
	• The logbook should be broken down into sections, one for each post you have held.
	• Each section must be validated by your named trainer/teacher/clinical lead for that post, with the following included:
	  o Full name printed of person validating
	  o Signature of person validating
	  o Job title of person validating
	  o Date
	  o Stamped
	  o Must say *"this is a true and accurate record of the work carried out"*
	
	• **For each patient the logbook of operative experience should include:**
	  o Date of operation/procedure
	  o Location
	  o Age
	  o Indication of medical status (e.g. ASA)
	  o Your role (supervisor/main operator/assistant/observer)
	  o Details of the procedure carried out – as much detail as possible
	  o Any relevant complications
	
	• **Experience of anxiety management – techniques should be logged separately (domain 4)**
	  o Logbook of conscious sedation experience
	  o Logbook of general anaesthetic experience
	
	• **Non-operative clinical experience relevant to the oral surgery curriculum should also be logged such as:**
	  o Orofacial pain experience (should include diagnosis and treatment plan) (Domain 3)
	  o Multidisciplinary experience as relevant to the Oral Surgery Curriculum
	  o Experience of assessment, diagnosis and management of soft tissue lesions (e.g. oral mucosa and salivary gland disease – Domain 5)
	
	## Guidance notes for clinical logbooks
	
	• **For operative experience, you may wish to use eLogbook which is currently used by UK CCST trainees and is free to register for online.**
	  o If you use eLogbook, please remember that you will need to download your logbook into a spreadsheet so that it can be validated as specified above
	  o It should be formatted so that it is easy to read and contains the information specified above
	  o Please note, 'consolidation reports' or 'validation reports' generated by eLogbook do not contain all the information outlined above
	
	• Your total logbook activity should meet the suggested indicative number of different procedures. It may be useful to refer to the expectations of UK CCST trainees.
	• You should map your logbook activity to the Learning Outcomes set out in the relevant curriculum, using the summary information sheet provided on the GDC website.

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Evidence of Supervised Learning Events (SLE) and Work Based Assessments (WBA)		• SLEs/WBAs must be validated by clinical trainers and should include details of how you were assessed during your training and the outcomes of these assessments. • Evidence must include (where relevant) date /role/ name of supervisor with signature for all SLEs/WBAs.
	Multi-source feedback (MSF)	• The MSF, or 'peer assessment' or '360° assessment' or similar type of assessment done within the last 3 years.
	Direct Observation of Procedural Skills (DOPS)	• Each DOPS should represent a different clinical problem covered by the curriculum and have come from a range of clinical settings. • You should aim to include 15 DOPs.
	Procedure Based Assessment (PBAs)	• You should aim to include 15 PBAs.
	Case Based Discussion (CBD)	• CBD uses the records and investigations of a case (for which the applicant has been directly responsible or involved in) as the basis for dialogue between the trainee and the assessor/clinical supervisor to explore the knowledge, judgement, and clinical reasoning of the applicant.
	Clinical Evaluation Exercise (CEX)	• The CEX is a consultation or discussion conducted by the applicant, which is observed and critiqued by a trainer/assessor. It is used for the assessment and feedback of a clinical consultation.
	Evidence of reflective practice	• Written reflections of clinical encounters relevant to demonstrate the core competencies. • A reflective summary should include a discussion of how you apply your knowledge or have learned from your own practise. It is necessary to relate what you have learned directly to your practice. A list of requirements without any analysis of how it relates to practise is not sufficient. • Your reflective log should relate to your PDP. For useful guidance on reflective practice see Enhanced CPD supporting documents and Ten key points on being a reflective practitioner - GMC.

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Curriculum Vitae	Please include a copy of your CV detailing a complete record of post- graduate study, including relevant membership/fellowship exams, research, teaching and employment to date.
	
	It may be helpful to include:
	• **Evidence of your recent personal development plans or appraisal**
	  o Copy of recent NHS appraisal within past 12 months (if applicable)
	  o PDP relating to competencies
	  o [Access the PDP guidance and template](#)
	
	• **Evidence of Continuing Professional Development**
	  o Continuing Professional Development Log and certificates
	  o Please only include courses and reflections relevant to the competencies within the oral surgery curriculum and been undertaken in the last three years
	  o [Access the CPD guidance and template](#)
	
	• **Evidence of teaching, training and supervision including research activities (where applicable)**
	  o Evidence related to formal training in teaching and training (e.g. courses undertaken)
	  o Experience of teaching healthcare students/professionals including:
	    - Curriculum and or programme development
	    - Assessment of undergraduate and postgraduate examinations
	    - Supervisory role in training
	    - The frequency of the teaching should be clearly indicated
	    - Formal feedback should be included where available
	  o List of PhD Projects and Students that you have supervised (primary or secondary) to completion (date name of candidate and title of project)
	  o List of master's degree projects and students supervised (primary or secondary) to completion (date name of candidate and title of project)
	
	• **Quality improvement activities (including clinical audits and quality improvement projects) and service developments:**
	  o Title
	  o Date
	  o Trust and registration number
	  o Lead or collaborator
	  o Number of cycles
	  o summary of outcomes
	  o Resultant change in practice or delivery
	  o Implementation of change date

References	At least two original reference letters from senior colleagues who are registered and practising in the relevant specialty testifying to your knowledge and experience in that specialty. Please note character references will not be accepted as part of your application.