ASD in Histological Dissection Portfolio Submission Guidance

From 2021 onwards the IBMS will not be accepting hard copy versions of the portfolio required for the ASD in Histological Dissection.

The portfolio must be submitted either via email or by providing a link to a shared folder such as, but not limited to, One Drive or Google Docs. The shared folder should not require the Head of Examinations to set up an account to access the information but could require a password which should be sent with the link to the shared folder. The portfolio can also be submitted via placing the whole portfolio on a USB stick and sending that to the Head of Examinations.

The full requirements of what needs to be submitted in the portfolio are described in the Guidance to Candidates and Trainers. Remember you do not need to include specific separate evidence to cover the mandatory modules. The logbook sign-off and the evidence you provide for the optional modules you are applying for will ensure coverage of the mandatory modules.

Candidates should consider how the portfolio is submitted and avoid uploading lots of separate documents that could be batched together. This will assist the examiners in the marking process. There are several ways you could present the information and the following is only a suggestion. You could have the following folders:

- **Training Logbook**
  Scanned Copy of relevant pages of Training Logbook namely:
  - Front Cover
  - Section B – Core Subspeciality Pathology Knowledge, (General Principles, Principles of Specimen Dissection and Individual Specimen Types)
  - Final Declaration

- **Case Log** - See Guidance to Candidates and Trainers for Templates for Case Log Summary and Case Log
  - Case Log Summary
  - Case Log on Excel spreadsheet showing cases encountered during the training period including evidence of adverse incidents and examples of ‘best’ practice

- **Case Reviews**
  - Could be batched together by module or by period of time – please don’t submit each case review as a separate document
• **Case Studies** - You need to do **four** case studies that reflect the mix of pathology encountered during the training period.
  - Case Study 1 - Title
  - Case Study 2 - Title
  - Etc

• **Formative Assessments**
  These can take many different forms but must include:
  - Six Direct Observation of Practical Skills (DOPs forms)
  - Three Evaluation of Clinical Events (ECEs)
  - Three Case-Based Discussions (CBDs)
  These could be batched together in one document or as three documents but please do not submit each assessment as a separate document.

• **Multidisciplinary Team Meetings**
  A record of MDTS attended and evidence of candidate involvement in these meetings.

• **Multisource Feedback (MSF)**
  One 360-degree MSF should take place, reflecting on the two years of evidence collection before portfolio submission.

• **Audits** – A minimum of three must be provided. There must be at least one of personal practice, one of clinical practice and one of service practice against locally or nationally published performance targets. For each you clearly show the complete audit cycle and there should be reflection on the audit.
  - Audit 1 – Title
  - Audit 2 – Title
  - Audit 3 – Title
  - Etc

• **Tutorial and Training Sessions / Courses**
  - Record of programmes, training sessions or courses attended in the form of a spreadsheet
  - Reflection on tutorials, training sessions and courses attended
  - Evidence such as attendance certificates should be batch together and not submitted as lots of separate documents – You do not need to provide copies of the presentations from any training event or course you attended

• **Reflection on the learning process**