



Diploma of Expert Practice (DEP) in Histological Dissection Portfolio Submission Guidance

Since 2021 the IBMS has not accepted hard copy versions of the DEP in Histological Dissection portfolio.

The portfolio can be submitted either via email(s) or by providing a link to a shared folder such as, but not limited to, One Drive, We Transfer or Google Docs. The shared folder **must not** require the IBMS to set up an account to access the information but could require a password which must be sent with the link to the shared folder. The email(s) or link to the shared folder should be sent to: examinations@ibms.org

The portfolio can also be submitted via a USB stick that is sent to:

Head of Examinations
Institute of Biomedical Science
12 Coldbath Square
London
EC1R 5HL

The full requirements of what needs to be submitted in the portfolio are described in the Guidance to Candidates and Trainers document. Remember you **do not** need to include any 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 must consider how the portfolio is submitted and avoid including lots of separate documents that could easily be batched together as doing so will delay the marking process. There are various ways you could present the information and the following is only a suggestion, but you could include the following folders:

- **Training Logbook**

Scanned Copy of relevant pages of Training Logbook namely:

- Front Cover
- Record of Training
 - Pages 8 and 9 if you have used Version 1.4 March 2017 of Training Logbook
 - Pages 7, 8 and 9 if you have used Version 2.0 August 2023 of Training Logbook
- Mandatory Modules section
 - Pages 10 to 20 if you have used either Version 1.4 March 2017 or Version 2.0 August 2023 of Training Logbook
- **All of the pages for each optional module** being applied for

You **do not** need to include the pages of the logbook for the optional modules that you are **not** applying for.

- **Case Log**

The folder should include:

- Case Log Summary

- Case Log with each module that you are applying for on a separate tab or as a filterable column on the spreadsheet

- **Case Reviews**

Should ideally be submitted as separate files for each module that are being applied for with all the case reviews for that module in the one file.

If case review sessions have covered specimens from more than one module then the case reviews can be submitted together in batches over time but there **must** be a summary table showing how many case reviews there are for each module.

Do not submit each case review as a separate document.

- **Case Studies**

You need to do one case study per module that you are applying for. If you are only applying for one module there should be two case studies on that module. Each case study must be submitted as a separate document:

- Module - Title
- Module - Title
- Etc (if appropriate)

- **Formative Assessments**

These can take many different forms including training plans, work-based assessments, in-house competency assessments, Direct Observation of Practical Skills (DOPs forms) and error logs. There should also be evidence of regular review of progress with consultant level supervisor. The formative assessment evidence must be provided as separate files for each of the optional modules being applied for.

Do not submit each formative assessment as a separate document.

- **Audits**

A **minimum** of three must be provided. At least one must be of personal practice and one of clinical practice. For each audit you should clearly show the complete audit cycle and there should be evidence of reflection. Each audit must be submitted as a separate document:

- 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 batched 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.