**Internal Medicine Equivalency Programme &**

**E-Portfolio**

**A Guide for Trainees**

**NHS Ayrshire and Arran**

**Dr Hugh Neill, Director of Medical Education**

**Dr David Wilkin, Assistant Director of Medical Education Dr Adam Williamson, Training Programme Director**

Dear Doctor,

The NHS Ayrshire and Arran Internal Medicine Training (IMT) Alternative Pathway is designed to provide an equivalent training experience to the standard IMT curriculum set by the Joint Royal Colleges of Physicians Training Board (JRCPTB), while offering greater flexibility in recruitment, rotations, and educational delivery. The programme follows JRCPTB guidelines and ensures appointees gain exposure to key specialties such as critical care medicine and geriatrics as required by the curriculum. Recruitment is managed locally by the medical education department and is open to doctors who meet IMT entry requirements.

Appointees will be allocated named Educational and Clinical Supervisors who are familiar with the curriculum. Opportunities will be provided to complete workplace-based assessments and you will have an annual appraisal, equivalent to the Annual Review of Competence Progression (ARCP), in line with JRCPTB standards. With successful engagement and appraisal (ARCP equivalent) there will be an opportunity to extend to a second year of rotations. The need and availability of an IMY3 year will be reviewed, depending on experience, progress and local availability. Additionally, the programme supports preparation for Membership of the Royal College of Physicians (MRCP) exams, with access to study leave funding and local educational sessions. Depending on the level of clinical experience of the appointee, support will be provided to obtain an Alternative Certificate for applications to either IMY3 standalone posts or Higher Physician Specialty Training. Study leave will be granted to attend national IMT teaching sessions, either “live” or to catch up. Simulation training will also be provided as required by the IMT curriculum.

The requirements for completion of Alternative Certificates are subject to review by the JRCPTB, and while NHS Ayrshire and Arran will endeavour to ensure that trainees have the opportunity to meet all necessary criteria, it cannot be held accountable for any changes introduced by the JRCPTB.

A number of documents are available from the Joint Royal College of Physicians Joint Training Board website (https://www.jrcptb.org.uk/internal-medicine-training) that you may find useful throughout the programme.

# Introduction to the programme

For satisfactory completion of an alternate training pathway, you will need to be organised and formally register yourself with JRCPTB in order to create and access your own eportfolio account which will form a training record throughout the programme.

Keeping up to date and progressing through the IMT alternate training programme has three independent elements which co-ordinate together to define your learning competency. These are:

1. Your clinical performance. This is established by your documentation of your clinical competence using WBPAs, Clinical supervisor meeting records and so on.
2. Your exam performance leading up to the attainment MRCP (UK)—this comprises part 1, 2 and PACES. PACES changes in format 2020. A necessary requisite.
3. Your eportfolio record—a structured electronic record of your learning performance that constitutes your CPD and makes appraisal at ARCP equivalent easier to demonstrate. Without it, you will be unable to progress satisfactorily.

It is very important to consider each of these as equally important as you cannot progress through the IMT alternate training programme without all three showing satisfactory progress. For example, it does you no good to focus on your exams to the detriment of your eportfolio and would not be accepted as justification for not keeping up to date with your training record.

**Evidence to Support Competency Attainment**

Competency attainment is supported by evidence recorded in your e-portfolio. Appropriate evidence to support your progress is outlined in the curriculum and includes workplace-based assessments. You should also record and reflect on learning experiences.

A log of your experience will become crucial when you enter Higher Specialist Training.

**In order that these can be used as evidence to support your competence you must ‘LINK’ assessments and reflective practice entries to curriculum areas.**

You will find a list of useful guides on the JRCPTB website which will help when linking documents to the portfolio http://www.jrcptb.org.uk/eportfolio-information/user-guides .Your ES will need to see sufficient evidence linked to curriculum areas for sign off.

**Workplace-Based Assessments include:**

* ACAT
* Case Based discussion (CbD)
* Mini-CEX
* DOPS
* OPCAT
* MCRMSF
* QIPAT

Work-place assessments should be documented immediately and together with the assessor to allow for more focussed feedback.

There are full instructions for completion of an assessment in the **ASSESSMENT MENU**. There are 3 ways assessments can be recorded in e-portfolio:

* Directly from a supervisor access
* Directly from a “trainee” access
* Using a ‘ticket’ process to provide access to an assessor who may not have an E-portfolio account or be linked to a trainee

The minimum number of work-based assessments is set out in the **JRCPTB Decision Aid for ARCP (appendix) and must be completed by a consultant assessor who does not have to be your supervisor.** This is a minimum requirement and you are advised that more are required to develop a comprehensive e-portfolio. Assessments above the minimum number can be done by StRs, Specialty Doctors or in some circumstances other specialists such as nurses. It is not appropriate to have these done by anyone who is below ST4 level. **A multi-source feedback (MSF**) with a minimum of 12 raters will be required half way through the second post of the year and we will prompt you to complete one. **You must include 3 consultant assessors in your MSF.** If there are training concerns you may be asked to complete an MSF at another time as well.

**Reflective Practice Entries / Learning from experience could include:**

* Audit/Case presentations
* Course/Formal teaching
* Critical review of a topic/Publications
* Interesting case

This list is not exhaustive - see e-portfolio

**Assessment**: **Signing off Competencies**

**All Competencies must be individually signed off in the curriculum area of the e- portfolio by your educational supervisor and this is an absolute requirement for final assessments**.

* You should not be signed off for a competence if you do not have sufficient evidence in your e-portfolio associated with that competence and it is your educational supervisor’s role to appraise your evidence. For most curriculum areas you will be expected to have appropriate pieces of linked evidence. Appropriate evidence for curriculum areas is defined in the curriculum.
* Your curriculum menu will be a major area of your e-portfolio assessed during your appraisal and ‘Portfolio’ reviews. **If you do not have the curriculum areas signed off the judgement will be that they have not been completed.**
* Your supervisor will need to do this through supervisor login, click on curriculum, review the linked evidence, and complete the comments box.

Your Educational Supervisor should not sign you off for a competence if it is felt more experience is needed or more evidence needs to be collected. The competence may be signed off as ‘Some experience’ or ‘achieved’ (or in case of common competence level 1 or 2). Although the curriculum specifies the knowledge, skills, attitudes and behaviour, to achieve IMT level competence, a ‘rule of thumb’ is that you have achieved a competence if your supervisor thinks you are at a level ready to progress to ST4 in that area.

**Appraisal (ARCP equivalent)**

* Your e-portfolio will be reviewed at approximately months 8 and 20
* The appraisal will be conducted by at least three consultant trainers, with experience in the curriculum, including your supervisor.
* The appraisal process will assess your progress in achieving the required competencies at the appropriate level. The Criteria for satisfactory progression are set out in the JRCPTB ARCP August 2023 decision aid.
* You will be informed of the dates of each meeting in due course by e-mail.