DEP in Histological Dissection Portfolio Submission Guidance

From 2021 onwards the IBMS will not be accepting hard copy versions of the portfolio required for the DEP 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:
  o   Front Cover
  o   Record of Training (Pages 8 and 9 of Version 1.4 – March 2017 Version of logbook)
  o   Mandatory Modules section (Pages 10 to 20 of Version 1.4 – March 2017 Version of logbook)
  o   All of the pages for each optional module being applied for

There is no need to scan in the pages of the logbook for the optional modules which you are not applying for.

- **Case Log -** See Guidance to Candidates and Trainers for Templates for Case Log Summary and Case Log
  o   Case Log Summary
  o   Case Log on Excel spreadsheet with each module that you are applying for on a separate tab

- **Case Reviews**
  o   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 one case study per module you are applying for. If you are only applying for one module there should be two case studies on that module.
  - 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), Direction Observation of Dissection Skills (DODs forms) and error logs.

    These could be batched together by module or by a period of time. Pease do not submit each 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 clearly show the complete audit cycle and there should be reflection on each 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