



INSTITUTE OF
BIOMEDICAL
SCIENCE

**PORTFOLIO ASSESSMENT INDICATORS
FOR THE DIPLOMA OF EXPERT PRACTICE IN NON-
GYNAECOLOGICAL CYTOLOGY**

Candidate Number/Name:				
Date of assessment:				
Outcome:	PASS		REFER	
Name & signature of 1 st assessor:				
Name & signature of 2 nd assessor:				

ALL STANDARDS MUST BE MET TO ACHIEVE A PASS

Summary

Case log										
1			2				3			
Case review										
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Case studies										
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Formative assessments										
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Audit										
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Tutorials and training sessions										
18						19				
General overview										
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Case Log/Record of slides

Standards		Met	Not met
1	The log is accessible and follows the example as illustrated in the guidance to candidates		
2	The log includes a mix of positive and negative cases, which have been examined during the previous 12 months		
3	The mix of cases reflects the candidate's professional scope of practice		

Guidance notes from assessors

Case Review

	Standards	Met	Not met
4	A minimum of 10% of the cases in the log have been reviewed		
5	The reviews are accessible and follow the example as illustrated in the guidance to candidates		
6	There is clear indication of the purpose of case review and that this has been undertaken by the candidate and the consultant trainer		
Guidance notes from assessors			

Case studies

	Standards	Met	Not met
7	Studies are neat, well laid out and are of appropriate length		
8	Details of initial clinical presentation, previous medical history and tests performed are included in each study		
9	The significance of laboratory tests within the context of the patient pathway is explained		
10	Where appropriate there is a differential diagnosis and discussion of reasons		
11	Details of appropriate ancillary tests, management, treatment and follow-up are presented in each case study.		
12	Illustrations or images when used are relevant and of high quality		

Guidance notes from assessors

Formative assessments

Standards		Met	Not met
13	It is clear from the evidence presented that systematic and periodic review of the candidate's performance throughout the training period has been undertaken by the consultant pathologist trainer		
14	It is evident from the details presented how the candidate's practice has evolved over the course of the training period (e.g. details of relevant training programmes attended, attendance at cancer multidisciplinary team meetings as an observer)		
<p>Guidance notes from assessors</p>			

Audit

	Standards	Met	Not met
15	There is evidence that the candidate understands the principles of audit (service and clinical)		
16	It is clear from the evidence presented that the candidate has gathered data relevant to his or her own practice		
17	There is evidence of critical evaluation and implementation of audit outcomes where appropriate		
Guidance notes from assessors			

Tutorials and training sessions

Standards		Met	Not met
18	A record of training programmes, short courses, tutorials and in-house training sessions attended or delivered by the candidate has been included		
19	Examples are accompanied by evidence of reflection on the learning outcomes		
Guidance notes from assessors			

General overview

	Standards	Met	Not met
20	The portfolio is neat and tidy		
21	There is a useful and accurate index		
22	Sections are easily found and clearly labelled		
23	There is correct grammatical usage		
24	There is no evidence of plagiarism		
25	Evidence presented is relevant, of good quality and there is indication of reflection		

Guidance notes from assessors