



Higher Specialist Diploma (HSD) Portfolio Submission Guidance

From 2021 onwards there is no requirement to submit both an electronic and hard copy version of the portfolio required for the first part of the assessment for the IBMS Higher Specialist Diploma (HSD). Portfolios must be submitted, by the deadline stated on the HSD page of the IBMS website, **electronically** via email to the Head of Examinations: examinations@ibms.org

The full requirements of what needs to be submitted in the portfolio are described HSD Factsheet available on the IBMS website. The size of the HSD portfolio should allow for the submission of the portfolio in one email. To assist the examiners in the marking process candidates should consider how the portfolio is submitted and the following provides two options on how the required information could be presented.

Option 1

The portfolio could be submitted with the following clearly labelled attachments:

- **Personal Professional Profile**
 - One document of 500 words ($\pm 10\%$)
- **Cases** - Candidates' in **all** scientific disciplines are required to do one Clinical Case Study **and** One Managerial Report. (Those undertaking Leadership and Management should submit two managerial reports) Each must be **1,500 words ($\pm 10\%$)**.
 - Clinical Case Study – Title
 - Managerial Report - Title
- **Essays** - These should each be 3000 words ($\pm 10\%$) and completed in Word as they will be placed in the Turnitin Software System. The following titling conventions used:
 - Your name – Essay Title
 - Your name – Essay Title
- **Oral Presentation – Two documents**
 - Copy of the slides used for the presentation along with your accompanying notes you used to help you deliver it
 - Feedback from at least two colleagues (Pro-forma for this available on the IBMS website) and your reflection on the success or otherwise of the presentation. Please do not submit each piece of feedback you receive and your reflection as separate documents. These should be submitted as one document. You do not need to reflect

each on piece of feedback you receive separately rather your reflection should be based on the overall feedback you received and your own views on the presentation and what, if anything, you do differently next time.

- **Reflective Statement/Story**

- One reflective learning statement of 2,000 words (**±10%**)
- Although you should be undertaking CPD activities as part of completing your portfolio and preparing for the HSD there is no requirement to include evidence such as the events attended, activities undertaken or providing attendance and/or course certificates within the portfolio that you submit. If you wish to include that evidence, it should be batched together and not submitted as lots of separate documents.

Option 2

Alternatively, the portfolio could be submitted as one pdf document with a clear contents page which indicates where the different requirements of the portfolio can be found.

If you choose to submit your portfolio in this way, it is essential that as well as including them within the pdf document, that you include the two essays as clearly titled word documents as these will be placed in the Turnitin Software System and the following titling conventions used:

- Your name – Essay Title
- Your name – Essay Title