



Please inspect the forms in the Trainee's portfolio and use the Table below to record evidence of completion.

| Portfolio forms  |                |                                    |                  |   |  |
|--|----------------|------------------------------------|------------------|---|--|
|  | Previous total | Number in current year or rotation | Cumulative Total | Minimum for Part I pre-exam Supervisor's report | Minimum for Part II pre-exam Supervisor's report   |
| Directly Observed Practical Skills (DOPS)/Evidence of Competence forms |                |                                    |                  | Seven with one each on the specified areas      |  |
| Case-based discussion (CbD)  |                |                                    |                  | 5 CbDs  |  |
| Short case reports (1000 words)  |                |                                    |                  | 3 case reports                                  |  |
| Clinical Laboratory Practice Reports (3000-5000 words)                 |                |                                    |                  |   | Up to 4 (preferably before PII, but post PII accepted)                                       |
| Clinical meetings  |                |                                    |                  |   | A combined total of at least 5 learning activities with a minimum of 1 in each type per year |
| Teaching sessions  |                |                                    |                  |   |  |
| Abstracts and scientific presentations (oral/poster)                   |                |                                    |                  |   |  |
| Participation at scientific forums                                     |                |                                    |                  |   |  |
| Previous supervisor's reports  |                |                                    |                  | all   | all  |

Please inspect the Trainee's logbook and use Table below to record the number of specimens/sessions completed on each activity.

| Logged laboratory investigations, presentations, teaching sessions |                                    |                                       |                               |   |
|--|------------------------------------|---------------------------------------|-------------------------------|---|
| DOPS area  | Previous total number of specimens | Specimens in current year or rotation | Cumulative total specimens*   | Minimum for Part I pre-exam Supervisor's report                 |
| Macroscopic description & Specimen preparation                     |                                    |                                       |                               | As many as possible   |
| Microscopy and reporting   |                                    |                                       |                               | 20 urine samples<br>5 sterile fluid samples                     |
| Staining   |                                    |                                       |                               | Gram stain-50, Fungal-5, Mycobacteria/Nocardia-5, Fluorescent-5 |
| Cultures   |                                    |                                       |                               | As many as possible   |
| Molecular/ non-culture detection methods                           |                                    |                                       |                               | 10 NAA (including PCR)<br>10 MALDI-TOF                          |
| Antimicrobial susceptibility                                       |                                    |                                       |                               | 50 assays including 10 e-tests                                  |
| Serology   |                                    |                                       |                               | 5 times for each assay used in home lab                         |
| <i>Other activities</i>  | <i>Previous total</i>              |                                       | <i>Number in current term</i> | <i>Cumulative total</i>   |
| Staff presentations  |                                    |                                       |                               |   |
| Teaching sessions  |                                    |                                       |                               |   |
| Abstracts and oral/poster presentations                            |                                    |                                       |                               |   |
| Participation at scientific forums                                 |                                    |                                       |                               |   |

\*Please sign-off the relevant DOPS form (before Part I examinations) only when the trainee has completed testing on the required minimum number of samples and has demonstrated competence. Trainees must be observed and given feedback at least once in each specimen type/ assay as specified in the handbook (Appendix 1).

Please inspect the Trainee's logbook and record evidence of completion and any comments

| Portfolio items   |                     |          |
|---|---------------------|----------|
|   | Completed (Yes/ No) | Comments |
| Report on Research Management i.e. a report discussing the candidate's involvement in managing a research project (eg. annual reports, grant applications, maintaining budget & ordering consumables) |                     |          |
| RCPA Laboratory Safety and Quality Management Modules   |                     |          |
| RCPA Ethics, Professionalism, and Confidentiality Module  |                     |          |
| RCPA Cultural Safety Module   |                     |          |
| RCPA Culture and Communication Module   |                     |          |

**For pre-examination supervisor's reports:**

Does the print-out of the portfolio summary spreadsheet accurately record the contents of the portfolio? ☐Yes ☐No

In the Table below, please score the Trainee's performance using this scale **during the current assessment period**

- 1 = Performance currently falls far short of expected standards  
There is a serious problem that may have implications for accreditation of the current training period. The problem must be clearly stated.
- 2 = Performance currently falls short of expected standards  
There is an area of lower than expected performance for the level of training.
- 3 = Performance is consistent with the expected level of training  
About 80% of trainees will merit this grade.
- 4 = Performance is better than expected for level of training  
About 10% of trainees will merit this grade.
- 5 = Performance is exceptional  
Very few trainees will merit this grade.

N/A not applicable to this training period

|  | Score (1-5) |
|--|-------------|
| <b>Laboratory skills</b>   |             |
| Skill at bench level   |             |
| Knowledge of method principles, limitations and criteria for satisfactory tests          |             |
| Ability to interpret results and link a test result with a clinical diagnosis            |             |
| Quality of written reports and interpretive comments                                     |             |
| Ability to summarise relevant clinical information and lab data to medical and lab staff |             |
| Competence in trouble shooting   |             |
| Safe handling and adherence to OHS   |             |
|  |             |

|  | <b>Score<br/>(1-5)</b> |
|--|------------------------|
| <b>Research</b>  |                        |
| Knowledge of basic and clinical research – methodology, hypothesis testing, data analysis          |                        |
| Capacity to analyse published research including statistical analysis                              |                        |
| Knowledge of special research techniques   |                        |
| Ability to prepare a manuscript for publication  |                        |
| Ability to prepare submissions for ethics approval   |                        |
| Ability to prepare a research proposal with funding options available                              |                        |
| <b>Innovation, Development and Leadership</b>  |                        |
| Implement & evaluate laboratory policies and practices for quality, safety and effectiveness       |                        |
| Commitment to the continual improvement and advancement of Microbiology                            |                        |
| Applying Evidence Based Laboratory Practice principles in making informed decisions                |                        |
| Knowledge of intellectual property considerations  |                        |
| <b>Professional attitudes and behaviours</b>   |                        |
| Work organisation: time management, reliability, initiative. Prioritise, follow up, complete tasks |                        |
| Attention to professional confidentiality, ethical standards, medico-legal obligations             |                        |
| Awareness of own limitations: consults when needs help, receptive to feedback/ other views         |                        |
| Knowledge of current literature  |                        |
| Supportive interactions/communication with peers, supervisors, clinicians, other staff             |                        |
| Effective presentation at meetings (e.g. scientific presentations, staff meetings)                 |                        |
| Ability to train and supervise other staff members and trainees                                    |                        |

### Overall evaluation

Areas of strength in professional practice (please summarise)

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Areas for development in professional practice (please summarise)

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Is specific further professional development required?

☐ Yes

☐ No

If yes, please outline process

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If a score of 1 or 2 is given please identify any specific issue that needs to be addressed with respect to the trainee's progress and/or the training environment. **In this case the form must be signed by the supervisor plus at least one senior colleague and a plan for remediation attached.**

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Other comments (if insufficient space, please attach sheet)

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Comments by trainee:

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Signatures

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|---|------|
| Trainee<br>(please PRINT name and sign)   | Date |
| RCPA designated supervisor<br>(please PRINT name and sign)                                  | Date |
| Other senior staff member/second Supervisor (if applicable)<br>(please PRINT name and sign) | Date |
| Head of Department<br>(please PRINT name and sign)  | Date |
| Registrar/Deputy Registrar - Board of Education and Assessment                              | Date |