

# Emergency Care Portfolio Guidance

## Writing your emergency care portfolio

Your portfolio should include:

- A personal statement which describes your current employment including the work setting, the role you fulfil and relevant experience (in the last two years).
- Verifiable information about your current practice which highlights specialist prehospital practice and delivering clinical education.
- Photocopied evidence of certification, etc.
- An indexed summary of supporting evidence.

It may be appropriate to base your portfolio on your job description. You may include supporting statements but must provide details of referees who can verify this.

The portfolio must show at least 1500hrs of emergency care practice has been completed over a 2 year period. The emergency care practice should ideally be mostly prehospital care based and only 40–50% of all emergency care hours can only be event based practice.

You may also include:

- Clinical record forms (with patient details blanked out)
- Supporting statements
- Case studies
- Mentor reports
- Records of achievement
- Field based assessment reports

## Previous experience

If your emergency care practice is now delivering clinical education please provide a detailed overview of your prior prehospital care experience and how you keep yourself up to date with knowledge and skills in prehospital care practice.

## Your supporting evidence

Please do not send us the full record of all your continual professional development (CPD). You must send us a chronological list of all your activities within the 2 year period, but this should be no more than a page or two long, with a brief description of activities and corresponding dates.

Please make sure that you provide evidence for any activities you refer to in your personal statement. All evidence you include to support your portfolio should be listed in the summary of supporting evidence.