Clinical portfolios: submitting supporting documentation (part 2)

This part of the clinical portfolio comprises of supporting documentation that cannot be submitted as part of the excel file. When you submit your clinical portfolio, you will have access to a shared online folder, in which you can upload your documents for submission. Within this folder you will need to:

1. Create a subfolder entitled ‘Supporting Documents’
2. Within this folder you will need 14 further subfolders, each entitled as outlined below.

**Please use the exact wording stipulated below for your folders. If your submission is not set out in this way, we will need to return it to you to amend. This is to ensure that clinical portfolios can be marked efficiently within the time frame and stored electronically in a clear and effective way.**

|  |  |
| --- | --- |
| Subfolder name | Subfolder contents |
| Folder 1 Teaching Log | Include:  Teaching logs for all three terms  Any missed session forms / evidence of learning |
| Folder 2 CAPS reports | Include CAPS reports for Terms 2 and 3 |
| Folder 3 University Supervisor report | Include Term 3 supervisor report |
| Folder 4 Workplace Supervisor report | Include Term 3 supervisor report |
| Folder 5 CS01 | Include discharge letter and CHI-ESQ |
| Folder 6 CS02 | Include discharge letter and CHI-ESQ |
| Folder 7 CS03 | Include discharge letter and CHI-ESQ |
| Folder 8 NCS01 | Include discharge letter and CHI-ESQ |
| Folder 9 NCS02 | Include discharge letter and CHI-ESQ |
| Folder 10 NCS03 | Include discharge letter and CHI-ESQ |
| Folder 11 NCS04 | Include discharge letter and CHI-ESQ |
| Folder 12 NCS05 | Include discharge letter and CHI-ESQ |
| Folder 13 Reflective Log A | Include Six self-rated CTS-Rs: three of these are previous submissions and three completed independently |
| Folder 14 Email signatures | Include:  University supervisor email signatures for Clinical Log  University supervisor email signatures for Supervision  Workplace supervisor email signatures for Clinical Log  Workplace supervisor email signatures for Supervision |