

Template for a Professional Portfolio

This list of contents for a professional portfolio is a suggestion only. The final layout will be based on your own preferences. However all professional portfolios should be neat and tidy, secured into a binder, flexible enough to add or remove items easily and most importantly easy for a reader to navigate through. Ease of navigation is achieved through careful numbering and ordering of sections.

Your Portfolio is likely to contain the following elements:

Title Page – This should state your name, place of work, dates encompassed by the portfolio e.g. 2015-2016 and that it has been produced in compliance with GDC Standards for the Dental Team

Table of Contents – This should list the Sections of the Report and the order in which they appear

Section 1: Resume (CV) – a brief description of your education and achievements so far

Section 2: Self-Assessment of Portfolio – a summary of your strengths and areas for development, which a reader will find evidenced in the portfolio. Reiteration that the portfolio demonstrates you adhere to GDC standards and any other applicable standards e.g. COPDEND for Educational Supervisors.

Sections of Evidence and Reflections covering Domains (link to GDC Standards) each generating a PDP where necessary as follows:

Section 3: Clinical Domain Section – Reflections + Evidence

Section 4: Communication Domain Section – Reflections + Evidence

Section 5: Management and Leadership Domain Section - Reflections + Evidence

Section 6: Professional Domain Section– Reflections + Evidence

Section 7: Additional elements concerning Your SCOPE OF PRACTICE – any special activities you undertake that have not been explored in the earlier sections e.g. work as an ES or MOS clinic Reflections + Evidence

Section 8: Certificates - Include any learning outcomes related to the Certificates and a reflection which encompasses the value of the activity to your practice and any change that has resulted

Section 9: Research, Publications, Activities of Relevance

Section 10: Personal Development Plan for each section (Templates as below) Please note that the PDP element is derived from your reflections on Sections 3 to 8. Nothing should be put on the PDP that is not alluded to in these sections.

(If you like, all evidence can be grouped at the end of the portfolio, but it will need to be individually numbered so that it is obvious what your reflections in each section refer to.)

Confidential Professional Portfolio

NAME _____

TIME PERIOD FROM TO.....

What will my general areas of learning be for the coming period?	
What will my specific learning objectives be?	
Are my objectives realistic?	

This portfolio is separated into sections into which your activity is inserted.

- Clinical Care domain
- Communication domain
- Management and Leadership domain
- Professionalism domain
- Scope of Practice (additional skills and responsibilities)

Domain 1:

Clinical Care; Knowledge, Skills and Performance.

Maintain your Professional Competence

Apply Knowledge and Experience in Practice

Keep Clear, Accurate and Legible Records

Objective	How will I achieve	Date completed	Appendix
1.			
2.			
3.			
4.			

Domain 2

Communication; partnership and teamwork

Communicate effectively

Establish and maintain partnerships with patients

Treat patients and colleagues fairly and without discrimination

Objective	How will I achieve	Date completed	Appendix
1.			
2.			
3.			
4.			

Domain 3

Management and Team Leadership; safety and quality
Put into effect systems to protect patients and improve care
Respond to risk safely
Work constructively with colleagues and delegates safely

Objective	How will I achieve	Date completed	Appendix
1.			
2.			
3.			
4.			

Domain 4

Professionalism – maintaining trust
Show respect for patients
Act with honesty and integrity
Protect patients and colleagues from any risk posed by your health

Objective	How will I achieve	Date completed	Appendix
1.			
2.			
3.			
4.			

Your Scope of Practice

How have you specifically addressed GDC standards?

Objective	How will I achieve	Date completed	Appendix
1.			
2.			
3.			
4.			

APPENDIX (Examples of Evidence)

1	GDC certificate
2	Indemnity
3	Lab ticket anonymous
4	Reflection on patient complaint
5	Patient survey results
6	Thank you letter
7	Attendance certificate course with reflection
8	Social media policy
9	Example of patient refund
10	Reflection about patient who wheelchair user
11	Audit handwashing + changes implemented

12	Outcome from patient suggestion box
13	Introducing safety plus local
14	Record keeping audit
15	Staff meeting minutes showing discussion of cross infection
16	CPD certificate and reflection
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