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PORTFOLIO TEMPLATE

DIPLOMA IN OCCUPATIONAL MEDICINE

**PLEASE READ THE FOLLOWING INSTRUCTIONS:**

1. This template is designed to provide guidance to candidates in the preparation of the Diploma in Occupational Medicine Portfolio.
2. The text boxes give an indication of the relative emphasis that should be given to each section and show the number of marks available. Although all elements will not be present in each example in equal measure, careful selection of clinical cases and workplaces is necessary to ensure that the full range of issues is covered, including a sufficient length of involvement with individual cases. N.B. The notes provided within each sub sections are for general guidance. It is not sufficient to simply answer the questions posed.
3. Please ensure an appropriate standard of English is used in the portfolio as grammatical errors will be penalised.
4. A word count should be entered in the space provided at the end. The **minimum** expected for **both** the workplace assessment and the clinical case **combined** is **1500** words. The **maximum** combined word count is **2000** words. Only the first 2000 words of the portfolio will be marked. Any sections over the 2000-word limit will **not** be marked.
5. Please ensure all text to be assessed is included in the **main body** of the portfolio. **ONLY** photographs and illustrations will be accepted as appendices.
6. Text may be entered directly into the boxes or pasted from another document. Font size 10 or 12 should be used, with lines single spaced. A narrative style should be employed in preference to lists or bullet points. A short bibliography or references should be included in the final box, which is not included in the word count.
7. Relevant photographs and illustrations may be included by either pasting them in the text box or by adding additional pages as an appendix to the Portfolio.
8. Please note that your final submission should be **ONE** document only. Appendices existing in separate documents should therefore be scanned together with this template and uploaded as a single file. They should be clearly numbered and labelled and referred to at the appropriate point in the text.
9. Please do not write your name, candidate number or GMC number anywhere other than page 3.
10. Embedded links, file icons and zip files should not be included. The portfolio you submit will be printed and therefore you should send it as you intend it to be read and marked.
11. The portfolio should be uploaded as part of the application to sit the exam and should not exceed 8 MB in size.
12. Only this template for the portfolio will be accepted. Any deviation from this portfolio will lead to an automatic failure for the portfolio section of the exam. Please ensure this template is the most up to date version, identical to the document currently available on the Faculty of Occupational Medicine’s website.

<http://fom.ac.uk/education/examinations/diplomas/doccmed>

PORTFOLIO

CANDIDATE DETAILS

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| **Forename(s):** |  |
| **Surname:** |  |
| **GMC No:** |  |
| **Date of MCQ Pass: *(if applicable)*** |  |

PORTFOLIO TEMPLATE

**Brief description of relevant occupational medicine experience** (this section is not marked and does not form part of the overall word count)

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WORKPLACE ASSESSMENT

**Description of site and work process** (3 marks available)

*Include details such as size, location, access, workforce, range of occupations and processes, working environment, working hours.*

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**Hazards identified during walk-through** (6 marks available)

*Try to use a logical classification, e.g. physical, chemical, biological, psychological and ergonomic.*

*Provide a brief description of each, any specific health effects, where applicable and number of personnel exposed.*

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**Risk assessments** (8 marks available)

*Describe your risk assessment of the main hazards identified using the 5 steps of risk assessment.*

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**Any further investigations/environmental/hygiene measurements/other (Health surveillance, legislation, etc.)**

(6 marks available)

*Include any available measurements, any further investigations and interpretation of results, any further control measures advised as a result of your visit. Describe the range of values that might be expected and how they would influence your recommendations, including any relevant legislation.*

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**Conclusions** (2 marks available)

*Include how you would communicate the conclusions and follow-on plans to the workforce and managers*

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CLINICAL CASE

**Occupational history of patient** (3 marks available)

*Outline of all previous employment as well as a detailed history of current job, including any potential workplace exposures, different tasks undertaken, working patterns e.g. shift work, part time. Briefly outline any relevant activities outside work.*

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**Clinical history and examination of patient and discussion of occupational aetiology of the condition** (7 marks available)

*Full details should be given of the presenting complaint together with any relevant non-occupational history. Identify any temporal relationships with employment history; Include medical, drug, social and family histories.*

*Describe all relevant findings on clinical examination. For conditions with no clinical signs more detailed description of the history will be required to gain maximum marks. Include any clinical investigations undertaken as a result of this condition.*

*Consider whether the condition was caused or aggravated by this or a previous employment; whether there is any similar illness in the work force or any known causal association.*

*If you are describing an assessment of fitness for work, where there is no occupational aetiology involved, this should be stated.*

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**Outline of medical management** (2 marks available)

*Include a brief description of any treatment prescribed by general practitioner or hospital specialists. Comment on whether you would advise any further medical management.*

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**Functional limitations at work** (3 marks available)

*Describe any formal assessment of disability. Include the effects of the condition on work tasks and/or effects of the work tasks on the condition.*

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**Occupational Health adjustments and rehabilitation** (4 marks available)

*Describe any adjustments and rehabilitation you have advised in getting the individual back to work.*

*Include any workplace adjustments and other agencies which could be involved.*

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**Consent and Communication** (2 marks available)

*Include how you would gain consent to communicate with the employer. Consider any other stakeholders with whom you may need to communicate.*

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**Long term follow-up** (2 marks available)

*Include whether the return to work was successful, likelihood of relapses and long-term prognosis.*

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**Other issues to consider** (2 marks available)

*Include any ethical issues raised by this case or issues of confidentiality or data protection. Include any role conflict in managing the case.*

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INSERT WORD COUNT BELOW

#### Word count =

BIBLIOGRAPHY/REFERENCES

*Bibliography/references to be listed according to the Vancouver style.*

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