**PORTFOLIO TEMPLATE**

**DIPLOMA IN OCCUPATIONAL MEDICINE**

**INTRODUCTION**

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 are for general guidance. It is not sufficient to simply answer the questions posed.
3. A word count should be entered in the space provided at the end. The minimum expected is 1500 words but only the first 2000 words of the portfolio will be marked. 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.
4. 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.
5. 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. 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.
6. Candidates are reminded to appropriately reference all work. Failure to acknowledge relevant sources of information will be penalised in accordance with the FOM’s Misconduct Policy.
7. You may delete the guidance given in each text box and expand the area to fit your text. Please do not write your name, candidate number or GMC number anywhere other than page 3.
8. 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.
9. The portfolio should be uploaded as part of the application to sit the exam and should not exceed 8 MB in size.
10. 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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| **Surname:** |  | **Forenames:** |  |
| **GMC No:** |  | **Date passed DOccMed MCQ exam (if relevant):** |  |

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**Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Office use only****)***

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| **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.* |

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| **Hazards identified during walk-through** (5 marks available)  *Try to use a logical classification, e.g. physical, chemical, and biological.*  *Provide a brief description of each. Give an indication of the relative importance in terms of degree and nature of the hazard and the number of personnel exposed.* |

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| **Risk assessments** (5 marks available)  *Describe your risk assessment of the main hazards identified and the basis on which you have reached your conclusions.* |

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| **Results of any further investigations/environmental/hygiene measurements/other (Health surveillance, legislation, etc.)**  (9 marks available)  *Any measurements already available should be summarised. Were any further investigations carried out as a result of your visit? What is your interpretation of the results? Describe the range of values that might be expected and how they would influence your recommendations. Would you recommend any additional investigations?* |

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| **Conclusions**  (3 marks available)  *Describe the significance of your observations and recorded measurements.*  *Include reference to any relevant legislation.*  *Had any action already been taken to reduce any risk to the workforce? Comment on its adequacy and any further recommendations you made or would have made if you had a specific responsibility for this workplace.*  *How did/would you 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)  *Make sure you cover all previous employment as well as a detailed history of current job. All potential exposures should be described. Note that one job may cover a wide range of different tasks within the same organisation and beware making assumptions based on job title alone. Record any unusual working patterns e.g. shift work, part time. Are there any relevant activities outside work?* |

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| **Clinical history and examination of patient and discussion of occupational aetiology of the condition** (8 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. Are social and family histories relevant?*  *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.*  *Is there any evidence that the condition was caused or aggravated by this or a previous employment?*  *Are you aware of any similar illness in the work force?*  *Is there a 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** (3 marks available)  *Include a brief description of any treatment prescribed by general practitioner or hospital specialists. Would you have done anything differently if you had specific responsibility for the patient?* |

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| **Limitation of work capability** (3 marks available)  *Describe any formal assessment of disability. What effect does the condition have on the individual’s ability to continue in employment? Does the employee need to be removed from this job or do work circumstances need to be altered to protect the individual’s health? Is the individual capable of any other form of employment?* |

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| **Communication with employer** (2 marks available)  *What should the employer be told about this case? Were there any ethical or legal considerations? Were employee representatives involved?* |

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| **Management of rehabilitation** (3 marks available)  *Describe any rehabilitation involved in getting the individual back to work. What other agencies were involved? Was any workplace adjustment required?*  *If rehabilitation was not possible in this case, make sure you explain fully the reasoning and describe your part in the process.* |

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| **Long term follow-up** (1 mark available)  *Was the return to work successfully managed? Over what period? Was there any relapse? What is the long term prognosis? Is any continuing support required? Describe the role of any other agencies involved.* |

**Are there any other issues to consider?** (2 marks available)

*Were there any ethical issues raised by this case or issues of confidentiality or data protection? Was there any role conflict for any of the people involved in managing the case?*

#### Word count =

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| **Bibliography/References**:  *Bibliography/references to be listed according to the Vancouver style* |