**PORTFOLIO TEMPLATE**

**DIPLOMA IN OCCUPATIONAL HEALTH PRACTICE**

 **INTRODUCTION**

1. Please ensure that you maintain employee and employer **confidentiality**, seeking appropriate consent as necessary.
2. Both sections of your portfolio should be **anonymised**.
3. This template is designed to provide guidance to candidates in the preparation of the Diploma in Occupational Health Practice (DipOHPrac) Portfolio.
4. The text boxes give an indication of the relative emphasis that should be given to each section and show the number of marks available. Careful selection of clinical cases and workplaces is necessary to ensure that the full range of issues is covered. Please note, the words in italics in each section are for guidance only and it is not sufficient to simply answer the questions.
5. The **minimum** total word count for the portfolio is **1500** words.
6. The **maximum** total word count for portfolio is **2000** words. Any sections over the 2000-word limit will not be marked.
7. Please ensure all text to be assessed is included in the **main body** of the portfolio.
8. Text contained within the appendices **will not** be accepted.
9. Text may be entered directly into the boxes or pasted from another document.
	1. A font size 10 to 12 should be used
	2. Single line spacing
	3. A narrative style should be employed in preference to lists or bullet points.
	4. A short bibliography or references should be included in the final box, which is **not included** in the word count.
10. 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.
11. Relevant photographs and illustrations may be included either pasted within the text box or by adding additional pages as an appendix to the Portfolio.
12. Please note that your final submission should be **ONE** document only. Appendices existing in separate documents should 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.
13. Please do not write your name or candidate number anywhere other than page 3.
14. 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.
15. The portfolio should be uploaded as part of the application to sit the exam and should not exceed 8 MB in size.
16. 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.

<https://www.fom.ac.uk/education/examinations/diplomas/dipohprac>

**PORTFOLIO**

**Candidate details**

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| **Surname:** |  | **Forenames:** |  |
| **Candidate No:** |  | **Date passed DipOHPrac MCQ exam (if relevant):** |  |

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

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

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

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| **WORKPLACE ASSESSMENT****Description of Workplace** (3 marks available)*Include details such as an overview of the organisation that you are visiting, size, location, access, workforce, range of job roles, processes, working environment and operating hours.* |

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| **Hazards identified during workplace visit** (6 marks available)*Use a logical classification, e.g., physical, chemical, biological, psychological and ergonomic. Provide a brief description of any potential effect on health and safety, and the number of staff impacted.*  |

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| **Risk assessment**(8 marks available)*Using the 5 steps to risk assessment, please describe your risk assessment of the main hazards identified.*  |

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| **Describe your recommendations** (6 marks available)*Include further investigations that you are recommending,**consider environmental measurements/hygiene measurements/health surveillance and legislation. Describe any further control measures advised as a result of your visit. If you are recommending additional measurements, include normal value expectations, if the results are outside of these ranges, what would you suggest, how would they influence your recommendations, taking into consideration all relevant legislation.*  |

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| **Conclusions** (2 marks available)*Identify how you would feedback/ communicate the conclusions and follow-up plans. Consider the employer as well as other stakeholders.*  |

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| **Clinical Case****Occupational history of employee** (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.*  |

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| **Clinical history and examination of employee and discussion of possible occupational aetiology of the condition** (6 marks available)*Provide details of the presenting problem together with any relevant non-occupational history. Identify any previous link to employment history. Include medical, drug, social and family histories.* *Describe all relevant findings on clinical assessment. For conditions with no clinical signs more detailed description of the history will be required.* *Include any clinical investigations undertaken as a result of this condition.* *Consider whether the condition was caused or made worse by this or a previous employment; whether there are 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 association, this should be stated.* *Include a brief description of any treatment prescribed for the condition.*  |

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| **Functional limitations at work** (5 marks available)*How does the condition impact on the employee’s ability to undertake their role? What can/ can’t they do? Are there any health and safety implications for the employee or others? Is the employee capable of any other form of employment? Are the limitations likely to be long term/ short term/ fluctuating/ progressive?*  |

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| **Consent and Communication** (2 marks available)*Describe how you would gain consent to communicate with the employer. What do you need to consider when obtaining consent, consider legal and ethical issues.* |

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| **Occupational Health adjustments and rehabilitation** (4 marks available)*Describe any recommendations to rehabilitate the employee into the workplace or to maintain and/ or improve their attendance at work.* *Do work adjustments/ support need to be considered? Identify other agencies which could be involved. Does consideration need to be given to redeployment? Timeframes for support.*  |

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| **Long term follow-up** (3 mark available)*Describe any potential barriers that may impact on the success of your adjustments and rehabilitation plan?* |

**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.*

####  Word count =

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