**PORTFOLIO TEMPLATE**

**DIPLOMA IN OCCUPATIONAL HEALTH PRACTICE**

**INTRODUCTION**

1. This template is designed to provide guidance to candidates in the preparation of the Diploma in Occupational Health Practice (DipOHPrac) 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. The minimum expected for both the workplace assessment and the clinical case combined is 1500 words. Only the first 2000 words of the portfolio will be marked. Any sections over the 2000-word limit will not be marked.
4. 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.
5. Text may be entered directly into the boxes or pasted from another document. Font size 10 to 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.
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. 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.
8. Please do not write your name or candidate number anywhere other than page 3.
9. 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.
10. The portfolio should be uploaded as part of the application to sit the exam and should not exceed 8 MB in size.
11. 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:** |  |
| **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 site and work process** (3 marks available)  *Include details such as an overview of the organisation that you are visiting, size, location, access, workforce, range of occupations and processes, working environment, working hours.* |

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| **Hazards identified during site visit** (6 marks available)  *Try to use a logical classification, e.g., physical, chemical, biological, psychological and ergonomic.*  *Provide a brief description of any potential impact on health, where applicable and the number of staff 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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| **Describe any recommended investigations/environmental/hygiene measurements/other including health surveillance and legislation.**  (6 marks available)  *Include all available measurements, further investigations and interpretation of results and 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 all relevant legislation.* |

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| **Conclusions**  (2 marks available)  *Identify how you would communicate the conclusions and follow-on plans to the workforce and managers.* |

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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. Briefly outline any relevant activities outside work.* |

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| **Clinical history and examination of employee and discussion of possible occupational aetiology of the condition** (6 marks available)  *Full details should be given of the presenting complaint 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 to gain maximum marks. Include any clinical investigations undertaken as a result of this condition.*  *Consider whether the condition was caused or exacerbation 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 aetiology involved, this should be stated.* |

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| **Outline of clinical case management** (2 marks available)  *Include a brief description of any treatment prescribed.* |

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| **Functional limitations at work** (3 marks available)  *How does the condition impact on the employee’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 employee’s health?*  *Is the employee capable of any other form of employment?* |

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| **Consent and Communication** (2 marks available)  *Include how you would gain consent to communicate with the employer. Consider any ethical or legal issues.* |

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| **Occupational Health adjustments and rehabilitation** (4 marks available)  *Describe any recommendations to rehabilitate the employee back into the workplace or to maintain and/ or improve their attendance at work.*  *Include any workplace adjustments and other agencies which could be involved.* |

**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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| **Long term follow-up** (3 mark available)  *What could the potential barriers to the successful implementation of your plan be?* |

#### Word count =

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