



INSPIRE Portfolio and Mentorship Scheme



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INSPIRE is coordinated by the Academy of Medical Sciences and supported by the Wellcome Trust. INSPIRE activities are designed and delivered locally by individual medical schools.

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Foreword

Dear Student,

I'm delighted to introduce you to this new portfolio which allows you to document your Southampton INSPIRE activities as you go through medical school.

Southampton INSPIRE is part of a national initiative backed by the Academy of Medical Sciences and the Wellcome Trust which encourages medical students to consider a career in academic medicine. Although many of you may have embarked on your medical degree with the primary aim of seeing patients, medical practice is only as good as the latest research behind the treatment or intervention you plan to offer. Linking your clinical skills with research into an area of interest can make for a very rewarding medical career, but often students do not get much exposure to such possibilities during their undergraduate years. Southampton INSPIRE aims to change this and I hope you will join in a range of activities that have been devised to inform and excite medical students about the benefits and potential of a research career.

Please use this portfolio to document what activities you have taken part in. This will help you gain an overview and think of new ways to link research into your medical school experience. You may find it useful to refer to in future job applications. Please ask the Southampton INSPIRE team about how you can join in and find out more about academic medical careers.

Good luck and enjoy

Anneke Lucassen

NHS Consultant and University Professor of Clinical Genetics

Academic lead for Southampton INSPIRE

Introduction to portfolio & mentorship scheme

What is the portfolio?

As part of INSPIRE mentorship scheme self-selected individuals (mentees) get an opportunity to forge a professional supportive relationship with a highly regarded and experienced research leader (mentor). With help from the mentor this portfolio will be used to provide a secure context to examine career goals, aspirations and personal and professional development plans. Hence this scheme aims, through guidance and support, to nurture talented medical students to become research leaders of the future.

Benefits of having a portfolio

All medical students are required to collect written records of their achievements and their progress throughout the course. The resulting portfolio is an invaluable aid when applying to FY1 and for other applications like the Academic Foundation Program. It will also fulfill a GMC requirement, that a student demonstrates competence in record keeping and further provides a basis for personal reflection on progress. This portfolio will be used to collect evidence of your experiences, reflections, assessments and other achievements. Any awards, published papers, certificates received etc. will be recorded in the portfolio as well. Bring it along to any events you attend, journal clubs or meetings with your mentor.

Benefits of having a mentor

The aim of the mentorship scheme is to help mentees meet short and long term career goals. Mentoring relationships will help you to focus on career planning/job applications. The mentor will help you with establishing effective networks and collaborations with other researchers. Overall the mentor can help and guide you to identify your own developmental needs and goals, and assist with career and personal development. Further assisting in helping you achieve an appropriate balance between research, clinical and other commitments.

How to use it?

The portfolio will be used to record the following:

- Personal and professional development plan
- Conferences, meetings and courses attended
- Research projects you may undertake
- Learning points from our regular research club meetings
- Personal reflection

A review will be carried out with the mentor in the beginning of the scheme then a midyear review will be done after 6 months and finally an end of year review will be carried out to establish your progress.

Personal details

Name:
E-mail address:
Telephone no.:
Programme of study (BM4/5/6):
Year:
Expected year of graduation:

Mentor's details

Name:
E-mail address:
Telephone no.:
Research area:

Personal development plan: initial appraisal

To be completed during the initial meeting with your mentor...

Previous research experience and achievements:

Projects:
Meetings and Conferences:

Action plan for next 6 months:

Projects
Meetings and Conferences

Agreed appraisal statement:

--

Mentee (signed and dated):

Mentor (signed and dated):

Personal-development plan: mid-year appraisal

To be completed during the year...

Previous research experience and achievements:

Projects
Meetings and Conferences

Action plan for next 6 months:

Projects
Meetings and Conferences

Agreed appraisal statement:

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Mentee (signed and dated):

Mentor (signed and dated):

Personal development plan: end of year appraisal

To be completed towards the end of the year...

Previous research experience and achievements:

Projects
Meetings and Conferences

Action plan for next 6 months:

Projects
Meetings and Conferences

Agreed appraisal statement:

--

Mentee (signed and dated):

Mentor (signed and dated):

Conferences, meetings and courses

These will provide you with the latest information in a variety of research areas and give you an insight into what to expect at such events if accepted to present now or in the future. They will also demonstrate your interest in research as a career choice. Use this section to record details of any conferences, meetings or courses attended, including your level of participation. Note that getting your research accepted for presentation is an impressive achievement, particularly as a medical student.

Date	Conference/meeting/course title	Attended/presented?

Date	Conference/meeting/course title	Attended/presented?

Research projects and audits

As part of the INSPIRE mentorship scheme we hope that you will have the opportunity to assist in and/or undertake a research project or audit. Having research experience is an important part of an application to the Academic Foundation Programme. Below is a space for you to record details of two projects and your involvement in them. Further pages will be available online for printing as necessary.

Researchers:
Title:
Type of project (clinical research/audit/literature review?):
Background to project:
Mentee's tasks/role in project:
Aim (abstract submission for conference/journal article?):
Planned date of completion/formal deadlines:
Publications and presentations achieved:

Notes:

Research projects and audits

Researchers:
Title:
Type of project (clinical research/audit/literature review?):
Background to project:
Mentee's tasks/role in project:
Aim (abstract submission for conference/journal article?):
Planned date of completion/formal deadlines:
Presentations and publications achieved:

Notes:

Empty rectangular box for notes.

Techniques/skills learnt

Working in research will give you the opportunity to learn and practise numerous new techniques, which can be clinical (e.g. taking consent, developing questionnaires) or non-clinical (e.g. PCR, immunofluorescence). Use this section to keep a record of skills and techniques that you have learnt.

Skill learnt	Date	Supervisor's signature

Teaching

Teaching is a vital part of academic medicine, and all students are encouraged to take advantage of opportunities to peer-teach. This will not only strengthen your own understanding of the topic, but also form a major part of your application to the foundation programme. Please use the area below to record all instances of teaching. An example feedback form is enclosed, which can be photocopied and given out to students to guide improvements in your teaching and used as evidence of teaching for your portfolio.

Session title (e.g. ECG changes in ACS)	Audience (e.g. medical students, student society)	Date

Teaching feedback form

Date:
Session:
Tutor:

Please circle the number which indicates the best response (5= strongly agree, 1=strongly disagree).

CONTENT		1	2	3	4	5
	The content was at an appropriate level	1	2	3	4	5
	The content was relevant to my training	1	2	3	4	5
STRUCTURE						
	There was a clear introduction to the subject	1	2	3	4	5
	The aims and objectives were clearly stated	1	2	3	4	5
	The session was clearly organised	1	2	3	4	5
	There was a clear summary and conclusion	1	2	3	4	5
PRESENTATION						
	The presenter appeared well informed about the subject	1	2	3	4	5
	The presenter appeared enthusiastic about the subject	1	2	3	4	5
	Audience participation and interaction was encouraged	1	2	3	4	5
	The presentation was given at the right pace	1	2	3	4	5
	The presentation was of a reasonable length	1	2	3	4	5
OVERALL						
	Overall, I would rate the session as excellent	1	2	3	4	5

Good things about the session:

Any other comments or **constructive** feedback:

Thank you for completing the feedback form, please return it to the speaker at the end of the session.

Extracurricular responsibilities and achievements

Taking part in extracurricular activities relevant to clinical academic medicine is an excellent way to demonstrate your dedication and enthusiasm. This can include being a year representative, a society committee member, organising events and conferences or entering essay prizes. Below is a space for you to record details of your extracurricular activities and achievements. Further pages will be available online for printing as necessary. Remember to keep evidence of all activities.

Responsibility, activity or achievement	Date	Details

Journal Club

Aims:

- *To highlight importance of and to encourage interest into research;*
- *To encourage discussion and debate regarding current clinical practice/research;*
- *To acquire the important skill of reading a paper;*
- *To aid mentees in writing up their research projects.*

Use this section to make notes from any sessions attended and/or presented at. You should give a short account of things that were discussed as well as any learning points.

Date	Journal reference and title of article	Notes	Learning points

Journal Club

Date	Journal reference and title of article	Notes	Learning points

INSPIRE Research Taster Sessions

Aims:

- To highlight importance of and to encourage interest into research;
- To increase understanding about clinical academic careers;

Use this section to make notes from sessions attended.

Date	Specialities/speakers presenting	Notes

Personal Reflection

Reflection is another key part of the curriculum, at medical school and beyond. You should get into the habit of reflecting on any challenging experiences you encounter. This can be particularly useful information to record for future interviews.

Useful resources

Southampton Inspire website: www.southampton.ac.uk/inspiremedicineresearch

Guide to academic training pathway: Rough Guide to the Academic Foundation Programme can be found on <http://www.foundationprogramme.nhs.uk/pages/academic-programmes>.

Critical Appraisal: Greenhalgh, T, *How to Read a Paper: The Basics of Evidence based Medicine*, 4th ed. BMJ Books 2010. ISBN: 978-1-118-89711-9

Writing papers: Hall.G, *How to Write a Paper*, 5th ed. BMJ Books, 2012. ISBN: 978-0-470-67220-4

Literature Review: Aveyard H, *Doing a Literature Review in Health and Social Care*. Open University Press; 2007. ISBN: 978-0335222612

Medical Statistics: Peacock J, Peacock P. *Oxford Handbook of Medical Statistics*. Oxford Medical Handbooks; 2010. ISBN: 978-0-19-955128-6

Please use the rest of
the folder to store
certificates and
teaching feedback