

Resident Portfolio Construction Guidelines

Welcome to your Portfolio!

During the next 3 years you will fill this electronic portfolio with evidence of your growing competency as a family physician. Our hope is that when you graduate, you will have a robust electronic document that will enhance your marketability and serve as proof to yourself and others that you are, indeed, a competent physician.

What is a portfolio?

A portfolio is a record of growth, achievement, and professional attributes. It illustrates your progression to competence over time. The portfolio itself is the product of, and can not be separated from, the reflection and assessment processes required to produce it. You will work with your faculty advisor and me (Terri Kulie) to build and refine your portfolio.

The UW Family Medicine Resident Portfolios have two parts: *required components* and *personal choice exhibits*. The **Portfolio Table of Contents** illustrates details. Briefly, the required components include standard items such as a CV, procedure log, and evaluations by faculty. The personal choice exhibits (you will create!) will demonstrate evidence of competence for each of the six ACGME outcomes: patient care, medical knowledge, professionalism, interpersonal and communication skills, practice-based learning and improvement, and systems-based practice.

What are the purposes of a portfolio?

- A record and display of professional goals, growth, and achievement
- A collection of materials that demonstrate a resident's competency
- An exhibit of work that supports a resident's self-marketing upon graduation
- A foundation for career-long self-directed professional growth.

How do I put a portfolio together?

1. Attend workshops! This topic will be initially addressed at Orientation. There will then be two sessions during the year. Time will be provided for us to review the portfolio process again and to actually create the exhibits during these sessions.
2. Review Sample portfolio. On this website, you will find a sample portfolio.
3. Read the descriptions of the **six ACGME competencies**.
4. Make the Personal Choice Exhibits:
 - Come up with documentation for each of the six competencies. Each exhibit instruction sheet lists examples, but feel free to talk to advisors, faculty, each other, etc. for ideas. You are submitting actual work documents... this requires selecting the right documentation and copying it/scanning it. **Please remove any patient identifiers from all documents.** Note that in some cases, the same event/documentation might be helpful for more than one competency. In that case, your reflection needs to justify why you selected it for each competency.
 - Write the reflection: Once you have the documentation, write a short (no more than one page) reflection. Dedicate a paragraph to each of the following:

- What? (describe what happened and what documentation you have)
 - So what? (tell why it is important)
 - Now what? (tell what you're going to do now)
5. Make the Required Components. Simply put, look at the **Table of Contents** and supply the required components of the portfolio. For some items, this will mean photocopying a document. Then you will need to scan the document and link it to the appropriate section of your portfolio. Other items, such as your CV, can be created in Microsoft Word and electronically attached to your portfolio.
 6. Submit your portfolio.

How will my portfolio be evaluated, who will see it and who gets to keep it?

1. During PGY1 you will be expected to create a total of 6 exhibits, one from each of the competencies.
2. Each exhibit instruction sheet has a “rubric” at the bottom. A rubric is intended to guide you during your creation of the exhibit so that you know what is expected of you.
3. Once your portfolio is submitted, each exhibit will be evaluated using the rubric. Since we are documenting that you are a Competent Physician, **the requirement for graduation is that you must score a minimum of one “3” in each of the six competencies.**
4. The portfolio will be used as *part* of the information reviewed when determining advancement. The program director and your mentor will use your portfolio as evidence of your evolving competence. Other data, such as faculty evaluations, direct observations, etc. will also be reviewed.
5. When you leave the program, the portfolio is yours. You can use it as evidence of your performance when applying for positions or fellowships. It can become the basis of your lifelong professional portfolio.ⁱ

ⁱ Portfolio material adapted from the work of Cynthia Cartwright and Alain Montegut at the Maine Medical Center in Portland, Maine.