The Royal College of Radiologists

Clinical Oncology Portfolio Pathway Evidence Checklist (applicant does not hold FRCR)

The checklist below sets out the **core documentation** that is normally expected in a CO Portfolio Pathway evidence bundle. **This checklist must be used alongside the Specialty Specific Guidance (SSG)**. Please note:

- This is not an exhaustive list. The below core documentation should be supplemented with additional supporting evidence as set out in the Specialty Specific Guidance.
- You are expected to provide reflective activity and relevant CPD as well as the core documentation detailed below for each CiP.
- Some applicants are not able to produce every document on the checklist below. For advice on alternative ways to satisfy the requirements consult the Evidence Requirements section on our webpages.
- Contact us for guidance at Workforce@rcr.ac.uk

General	
An index page for each CiP, listing the contents *You can use this to signpost when evidence relates to more than one CiP*	☐
Evidence of training and qualifications	
Certificates for specialist qualifications	☐
Curriculum for your specialist qualifications/letter from the awarding body detailing what the training covered	☐
Evidence of employment in posts and duties	
CV	☐
Letters confirming grade, dates and type of employment (full-time etc) for posts held during last 5 years *Information in your CV should match the letters. We do not need job contracts*	☐
Job plans/job descriptions for posts held during last 5 years	☐
Appraisal	
Most recent appraisal	☐
A total of at least two completed appraisals	☐
CiP 1 - Able to function successfully within NHS organisational and management systems	
1-3 examples of quality improvement, service review or innovation project	☐
At least 1 set of multi-source feedback (from patients and colleagues)	☐
CiP 2 - Able to deal with ethical and legal issues related to clinical practice	
Evidence of relevant CPD in safeguarding or governance ore other relevant training	☐
1-3 examples of formal/informal complaints or incidents	☐
CiP 3 - Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement	
3-5 examples of documentation demonstrating your communications skills	☐
CiP 4 - Focused on patient safety and delivers effective quality improvement in patient care	
Details of a patient safety issue (including your role in raising and managing it)	☐
CiP 5 - Carrying out research and managing data appropriately	

3-5 examples of research activity	☐
Good Clinical Practice (GCP) certification, or equivalent	☐
Evidence of a higher academic degree, or equivalent, with a statistics module	☐
CiP 6 - Acting as a clinical teacher and clinical supervisor	
3-5 examples of teaching you have delivered	☐
1 example of supervising the clinical assessment and management plan of medical and non-medical professionals	☐
CiP 7 - Applying knowledge and understanding of the scientific principles that underpin malignancy for the provision of high-quality and safe patient-centred cancer care	
Verified copy of the radiation oncology syllabus completed in training	☐
3-5 examples of your radiotherapy experience, demonstrating decision making in compromising the treatment coverage OR **3-5 examples** of your SACT experience, demonstrating making appropriate dose adjustments or using alternative treatments	☐
CiP 8 - Delivering the acute oncology take, managing oncological emergencies and providing oncology advice to other healthcare professionals as part of an Acute Oncology Service and managing the AOS team	
Summary of your experience working within an Acute Oncology Service (AOS)	☐
No more than 5 cases of independently managing patients presenting to the AOS ***For each case presented, include a cover sheet detailing the issues encountered and personal reflection AND the relevant clinic letters/emails and correspondence/ward notes***	☐
CiP 9 - Providing continuity of care to oncology in-patients to include the effective management of disease and treatment-related complications, the acutely deteriorating patient and the palliative care/end-of-life needs of those with advanced cancer	
No more than 5 cases demonstrating: • treatment toxicity requiring collaborations with other specialties • management of complex cases due to comorbidity • management of an acutely deteriorating patient • management or palliative care symptoms ***For each case presented, include a cover sheet detailing the issues encountered and personal reflection AND the relevant clinic letters/emails and correspondence/ward notes***	☐
CiP 10 - Working effectively within and contributing expert opinion to the tumour site-specific multi-disciplinary team (MDT) meeting to inform evidence-based management plans individualised to the needs of each patient, leading discussions where appropriate	
5 cases from **at least 2 different tumour sites**. Your evidence should demonstrate the application of your knowledge and should include anonymised patient letters (see the SSG for further details about what the cases must demonstrate) ***For each case presented, include a cover sheet with a case summary and personal reflection***	☐
CiP 11 - Assessing patients at all stages of the cancer pathway from diagnosis to end-of-life care, considering the holistic needs of individuals and the additional needs of vulnerable groups to formulate patient-centred management plans	
Information regarding training across all oncology tumour sites	☐
10 cases (**at least 1 case** for each of breast, lung, lower GI, urology and **at least 2 cases** from any of head and neck, gynaecology, upper GI, neurology, skin, sarcoma) (see the SSG	☐

for further details about what the cases must demonstrate)	
CiP 12 - Safely and effectively delivering, and managing patients receiving, standard systemic anticancer therapies (SACT) in the curative, neo-adjuvant, adjuvant and palliative settings	
Information regarding SACT training within the curriculum/syllabus you have submitted OR previous experience of managing patients with SACT	☐
10 cases you personally managed unsupervised from at least **4 common tumour sites** and at least **2 intermediate tumour sites** (see the SSG for further details about what the cases must demonstrate)	☐
In depth reflection for each of the cases	☐
CiP 13 - Acting as an advocate for health promotion and high-quality cancer survivorship, advising on cancer prevention, management of long-term treatment-related sequalae and patient self-management strategies	
Up to 5 clinic letters and reflections demonstrating different survivorship issues	☐
CiP 14 - Correctly interpreting radiological imaging for accurate target volume and organ-at-risk definition in radiotherapy planning	
3-5 annotated cases to demonstrate your clinical competence in the interpretation of radiological imaging for accurate target volume and organ-at-risk definition in radiotherapy planning **in at least 2 tumour sites** *For each case presented, include a cover sheet with a case summary and personal reflection*	☐
CiP 15 - Safely and effectively delivering, and managing patients receiving, a course of radical and combined modality radiotherapy (to include consideration and utilisation of emerging techniques)	
Information regarding radiotherapy training within the curriculum/syllabus you have submitted	☐
10 annotated cases from at least **2 common tumour sites** and at least **2 intermediate tumour sites** (see the SSG for further details about what the cases must demonstrate)	☐
MDT discussion for each of your cases	☐
In-depth reflection for each of your cases	☐
CiP 16 - Safely and effectively delivering, and managing patients receiving, a course of palliative radiotherapy	
Up to 5 annotated cases demonstrating safe and effective deliver (and management of patients receiving) palliative radiotherapy (see the SSG for further details about what the cases must demonstrate)	☐
CiP 17 - Safely and effectively delivering, and managing patients receiving, a course of radioisotope therapy using an unsealed source to include post-therapy radiation protection measures	
Training curriculum/syllabus	☐
Summary of training/experience in managing patients receiving radioisotope treatment	☐
Clinic letters/treatment summaries demonstrating where you have been personally involved in managing a patient being treated with an unsealed source	☐
CiP 18 - Safely and effectively managing patients treated with brachytherapy and their complications	
Training curriculum/syllabus referencing your brachytherapy training	☐
Supporting personal statement outlining previous practical experience of brachytherapy	☐

OR If currently practising, brachytherapy: job plan and/or outline of current practice	
CiP 19 - Participating in clinical research trials and developing guidelines and protocols to safely implement new radiotherapy/combined modality regimens/techniques	
Good Clinical Practice certificate and reflection	☐
3-5 examples of involvement in clinical research ***Evidence required in CiP 5 is relevant to this CiP and can be cross referenced***	☐
Highlight training in research and medical statistics	☐