



Clinical Radiology Portfolio Pathway Evidence Checklist

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

- This is not an exhaustive list. The 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 <i>You can use this to signpost when evidence relates to more than one CiP</i>	<input type="checkbox"/>
Evidence of training and qualifications	
FRCR certificate	<input type="checkbox"/>
Certificates for other specialist qualifications	<input type="checkbox"/>
Curriculum for your specialist qualifications/letter from the awarding body detailing what the training covered	<input type="checkbox"/>
Evidence of employment in posts and duties	
CV	<input type="checkbox"/>
Letters confirming grade, dates and type of employment (full-time etc) for posts held during last 5 years <i>Information in your CV should match the letters. We do not need job contracts</i>	<input type="checkbox"/>
Job plans/job descriptions for posts held during last 5 years	<input type="checkbox"/>
CiP 1 – Demonstrate the professional values and behaviours expected of all doctors as outlined in Good Medical Practice.	
Appraisals covering the last 3 years, including your most recent	<input type="checkbox"/>
Formal, anonymised multisource feedback (MSF) from patients and a range of colleagues	<input type="checkbox"/>
If the GMC has noted unredacted information, provide reflection and evidence of completing an information governance course	<input type="checkbox"/>
CiP 2 – Successfully function within the healthcare service and healthcare systems in the UK.	
Evidence of clinical governance activity, e.g. minutes for department meetings, REALM, audit, MDT, etc	<input type="checkbox"/>
1-3 examples of your involvement in complaints and incidents, including reflective activity	<input type="checkbox"/>
1-3 examples of independently completing a quality improvement project (QIP) or department service review, improvement or innovation, including reflective activity	<input type="checkbox"/>



CiP 3 – Engage in reflection, clinical governance and quality improvement processes to ensure good practice.	
1-3 examples of clinical audit, including at least one example of a re-audit (also known as “closing the loop”), including reflective activity	<input type="checkbox"/>
Evidence of how the results were conveyed to colleagues, e.g. audit meetings, email, etc	<input type="checkbox"/>
Certificates for relevant CPD or RCR CPD journal, with reflection	<input type="checkbox"/>
Confirmation of completion of mandatory trust training modules with reflection	<input type="checkbox"/>
CiP 4 – Engage in evidence-based practice and safeguard data, including imaging data.	
Examples of research activity, e.g. publications, presentations, posters, abstracts, etc	<input type="checkbox"/>
Certificate for an introduction to GCP course/a GCP refresher course and reflection	<input type="checkbox"/>
Certificates for other relevant CPD with reflection	<input type="checkbox"/>
Patient consent forms	<input type="checkbox"/>
CiP 5 – Act as a clinical teacher and supervisor	
Learner feedback (forms or emails) or Teaching Observation forms	<input type="checkbox"/>
Summary of teaching activity for the last 5 years	<input type="checkbox"/>
An example presentation	<input type="checkbox"/>
Invitations, correspondence and timetables for teaching	<input type="checkbox"/>
Workplace-based assessments completed on others	<input type="checkbox"/>
Reflection on teaching activity	<input type="checkbox"/>
Certificates for relevant CPD (e.g. train the trainer/teach the teacher, supervisor skills) with reflection	<input type="checkbox"/>
CiP 6 – Work well within a variety of different teams, communicating effectively and demonstrating the skills required to lead a team.	
Evidence of management and leadership activity, e.g. rota management, finance/budgets, assessment of others	<input type="checkbox"/>
Clinical correspondence with clinical and non-clinical staff <i>Covering patient management, follow-up imaging, clarification of findings or management recommendations, and relevant correspondence (e.g. rota issues or managing difficult conversations).</i>	<input type="checkbox"/>
Certificates for relevant CPD (e.g. management and leadership skills, communication skills, team working) with reflection	<input type="checkbox"/>
Involvement in MDT activity (evidence usually presented in CiP 12)	<input type="checkbox"/>
CiP 7 – Appropriately select and tailor imaging to patient context and the clinical question(s).	
Evidence of protocolling and vetting, including evidence from a radiology information system (RIS)	<input type="checkbox"/>
Correspondence raising and resolving protocolling/vetting issues	<input type="checkbox"/>
Evidence of radiation protection or IRMER training	<input type="checkbox"/>
Details of your contribution to changes or improvements in guidelines	<input type="checkbox"/>
CiP 8 – Provide timely, accurate and clinically useful reports on imaging studies.	
Imaging reports across the full range of body systems required in Table 1 of the curriculum and the practical procedures listed in Table 3. <i>Include an index of reports, identifying supported area with each system in a separate folder (see Annex A of the SSG) clearly identifying the institution and your role (first/second reader or observer). Emergency reporting may be submitted under CiP 8 or CiP 11.</i>	<input type="checkbox"/>
Summarised personal reporting numbers from the last 3 years of clinical practice for all your	<input type="checkbox"/>



work. <i>Figures should be provided for each individual year (see Annex A of the SSG for details on presentation) and should triangulate with your job plan.</i>	
The process for the formal review of your work e.g. peer review	<input type="checkbox"/>
Examples of your rota	<input type="checkbox"/>
CiP 9 – Appropriately manage imaging examination lists/procedures according to clinical need and professional expertise.	
Radiology reports for relevant procedures including ultrasound and Doppler, fluoroscopic procedures, guided procedures (aspirations, drainage and biopsy) and contrast procedures <i>Can be included in CiP 8 or CiP 9</i>	<input type="checkbox"/>
Clinical correspondence <i>Covering image review, discussion of findings, imaging advice, communication of key findings, consent, second opinions, and arranging IR procedures (if not part of your role).</i>	<input type="checkbox"/>
Workplace-based assessments you have undertaken, including Mini-IPX and Rad-DOPS	<input type="checkbox"/>
Evidence of training in basic procedures e.g. basic life support/resuscitation, infection prevention and control and radiation protection <i>If not included in mandatory trust training evidence in CiP 3</i>	<input type="checkbox"/>
CiP 10 – Evaluate image quality and utilise the knowledge of imaging sciences to optimise image quality.	
Examples of highlighting image quality issues in reports	<input type="checkbox"/>
Clinical correspondence relating to technical recalls, dosage concerns, improving image quality, incident reports and equipment maintenance	<input type="checkbox"/>
Reflective activity	<input type="checkbox"/>
CiP 11 – Safely manage the imaging and image-guided intervention needed to support emergency care.	
Radiology reports in the emergency/on-call setting <i>If not included in CiP 8</i>	<input type="checkbox"/>
Examples of managing the need for IR involvement if you don't undertake IR, e.g. relevant clinical correspondence	<input type="checkbox"/>
Evidence from reports and correspondence of appropriately communicating critical or emergent findings	<input type="checkbox"/>
On call/emergency rotas <i>Frequency of on-call commitment, were sessions independent or supervised?</i>	<input type="checkbox"/>
Workplace-based assessments in the emergency setting or evidence of supervised training of procedures you have performed	<input type="checkbox"/>
Certificates for relevant CPD	<input type="checkbox"/>
Reflective activity	<input type="checkbox"/>
CiP 12 – Effectively contribute a clinical/imaging opinion to a multidisciplinary (MDT) meeting.	
Patient lists/minutes covering 6 consecutive months of attendance at each MDT covered, making clear your participation.	<input type="checkbox"/>
Correspondence related to MDT cases or work	<input type="checkbox"/>
Workplace-based assessments (MDTAs) or letters detailing your participation	<input type="checkbox"/>
Certificates for relevant CPD	<input type="checkbox"/>
Reflective activity	<input type="checkbox"/>