



## 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](mailto:Workforce@rcr.ac.uk)

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| <b>General</b>                                                                                                                                                                                    |                          |
| An index page for each CiP, listing the contents<br><i>You can use this to signpost when evidence relates to more than one CiP</i>                                                                | <input type="checkbox"/> |
| <b>Evidence of training and qualifications</b>                                                                                                                                                    |                          |
| Certificates for specialist qualifications                                                                                                                                                        | <input type="checkbox"/> |
| Curriculum for your specialist qualifications/letter from the awarding body detailing what the training covered                                                                                   | <input type="checkbox"/> |
| <b>Evidence of employment in posts and duties</b>                                                                                                                                                 |                          |
| CV                                                                                                                                                                                                | <input type="checkbox"/> |
| Letters confirming grade, dates and type of employment (full-time etc) for posts held during last 5 years<br><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"/> |
| <b>Appraisal</b>                                                                                                                                                                                  |                          |
| Most recent appraisal                                                                                                                                                                             | <input type="checkbox"/> |
| A total of at least two completed appraisals                                                                                                                                                      | <input type="checkbox"/> |
| <b>CiP 1 - Able to function successfully within NHS organisational and management systems</b>                                                                                                     |                          |
| 1-3 examples of quality improvement, service review or innovation project                                                                                                                         | <input type="checkbox"/> |
| At least 1 set of multi-source feedback (from patients and colleagues)                                                                                                                            | <input type="checkbox"/> |
| <b>CiP 2 - Able to deal with ethical and legal issues related to clinical practice</b>                                                                                                            |                          |
| Evidence of relevant CPD in safeguarding or governance or other relevant training                                                                                                                 | <input type="checkbox"/> |
| 1-3 examples of formal/informal complaints or incidents                                                                                                                                           | <input type="checkbox"/> |
| <b>CiP 3 - Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement</b>              |                          |
| 3-5 examples of documentation demonstrating your communications skills                                                                                                                            | <input type="checkbox"/> |
| <b>CiP 4 - Focused on patient safety and delivers effective quality improvement in patient care</b>                                                                                               |                          |
| Details of a patient safety issue (including your role in raising and managing it)                                                                                                                | <input type="checkbox"/> |
| <b>CiP 5 - Carrying out research and managing data appropriately</b>                                                                                                                              |                          |



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| <b>3-5 examples</b> of research activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| Good Clinical Practice (GCP) certification, or equivalent                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| Evidence of a higher academic degree, or equivalent, with a statistics module                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| <b>CiP 6 - Acting as a clinical teacher and clinical supervisor</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |
| <b>3-5 examples</b> of teaching you have delivered                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| <b>1 example</b> of supervising the clinical assessment and management plan of medical and non-medical professionals                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> |
| <b>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</b>                                                                                                                                                                                                                                                                                                                                    |                          |
| Verified copy of the radiation oncology syllabus completed in training                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| <b>3-5 examples</b> of your radiotherapy experience, demonstrating decision making in compromising the treatment coverage<br><b>OR</b><br><b>3-5 examples</b> of your SACT experience, demonstrating making appropriate dose adjustments or using alternative treatments                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| <b>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</b>                                                                                                                                                                                                                                                                                                  |                          |
| Summary of your experience working within an Acute Oncology Service (AOS)                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| <b>No more than 5 cases</b> of independently managing patients presenting to the AOS<br><i>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</i>                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| <b>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</b>                                                                                                                                                                                                                                                   |                          |
| <b>No more than 5 cases</b> demonstrating: <ul style="list-style-type: none"> <li>treatment toxicity requiring collaborations with other specialties</li> <li>management of complex cases due to comorbidity</li> <li>management of an acutely deteriorating patient</li> <li>management or palliative care symptoms</li> </ul> <i>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</i> | <input type="checkbox"/> |
| <b>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</b>                                                                                                                                                                                                                                           |                          |
| <b>5 cases from at least 2 different tumour sites.</b> Your evidence should demonstrate the application of your knowledge and should include anonymised patient letters (see the <a href="#">SSG</a> for further details about what the cases must demonstrate)<br><i>For each case presented, include a cover sheet with a case summary and personal reflection</i>                                                                                                                                                | <input type="checkbox"/> |
| <b>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</b>                                                                                                                                                                                                                                                                |                          |
| Information regarding training across all oncology tumour sites                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| <b>10 cases (at least 1 case</b> for each of breast, lung, lower GI, urology and <b>at least 2 cases</b> from any of head and neck, gynaecology, upper GI, neurology, skin, sarcoma) (see the <a href="#">SSG</a>                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |



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



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