

HPCSA guidelines for the Medical Scientist Internship Portfolio

August 2011

- a. A cover page with the intern's name, discipline, affiliation, contact details and date.
- b. A contents page including page numbers.
- c. A copy of the HPCSA certificate of registration as an intern.
- d. A cover letter from the person responsible for the intern training program stating the following:
 - i. Dates of internship in case these may deviate slightly from the HPCSA certificate due to the delay in registration or processing the registration application.
 - ii. Elements of the training program that the candidate had already completed during the internship prior to submission of the portfolio. Interns doing a shortened internship also need to give a description of all their relevant experience prior to the internship.
 - iii. A description of the intern's responsibilities during the internship. Also list the elements of the training that needs to be completed after submission of the portfolio if necessary.
 - iv. Any other relevant information on the candidate.
- e. A copy of the intern training program as accredited by the HPCSA that includes a list of scientists and other people involved in the training program.
- f. Curriculum vitae of the candidate.
- g. **Activities:**
 - i) A summary of the candidates training activities according to the approved training program signed by the candidate and verified by the internal assessor/supervisor. The emphasis here is on a summary of competencies achieved that are documented in the logbook including all generic and discipline specific elements of the training.
 - ii) Examples of work completed should be included for all major sections of the training, e.g. a list of actions or description of a specific activity with reference to standard operative procedures should be part of the logbook, including: the date when the activity is performed together with a description of the activity, signature/comment by the trainer, as well as signature by a dedicated supervisor. The log book does not need to be included with the portfolio, but reference to its content should be documented and it should be available on request. The

supervisor or head of the training facility should review the procedural list with the intern and trainer at regular intervals to discuss difficulties and possible amendments

- h. **Scientific/Medical Knowledge:** A list of academic topics covered in journal clubs indicating the date and by whom these were made including where the candidate was the presenter. It would be useful to indicate the sources of the information presented (books and journal articles). **Attendance at lectures, seminars, conferences and participation in workshops/training/methodology courses should be listed. Documented proof of attendance should be retained and be available for review**
- i. **Assignments:** A list of academic contributions or assignments by the candidate excluding journal clubs but including seminars (abstract or topic description) and conference presentations or posters (abstracts), case studies etc.
- j. **Research:**
 - i) A research protocol approved by the institution for either a mini research project or post graduate research project (a Masters or PhD thesis is not a prerequisite for internship and a R&D research project is sufficient. A research project done during Honours cannot be presented)
 - ii) A research report or thesis (on CD or web links to these) including an assessment by internal/external evaluators. The research project for internship can be a R&D project evaluated internally. In the case where a thesis has already undergone external evaluation and been approved, a letter to this effect can be included by the relevant academic authority. The results of the research project needs to be presented in the form of a poster or paper at an academic meeting or conference.
- k. Documentation on all forms of assessment done during the training needs to be included.
- l. A final exit assessment of competency in the form of a letter by the head of the training program/supervisor has to be included.

In the event that a reduced period for the internship is approved for candidates with Masters or PhDs, section (g) will be reduced to the necessary core elements and competencies achieved during the training period.



HPCSA Committee for Medical Science

Medical and Dental Board