*Please upload this document in the "uploads" section of the AXIA e-portfolio, to acknowledge you have fulfilled each of the requirements and uploaded them in the appropriate place.*

| iRCP Requirement | Location of Evidence on AXIA e-portfolio | Uploaded | |
|---|---|---|---|
| Completed educational/learning agreement | Induction section | ☐ | |
| Completed induction checklist | Induction section | ☐ | |
| One or more completed clinical supervisor reports | Clinical Supervisor Report section | ☐ | |
| A **minimum** of 12 completed (signed and saved) supervised learning event entries <br> • **at least 4 DOPS** <br> • **at least 2 CEX** <br> • **at least 2 CBDs** | Supervised learning events section | ☐ | |
| Supervised Learning Events linked to the curriculum | Reports, Curriculum log <br> *NB: these must be linked when completing SLE's for these to appear in this section* | ☐ | |
| Completed Initial and Interim Educational Supervisors meetings (separate from the formal ES report) | Educational supervisor induction meeting: Induction section <br><br> Interim meeting: portfolio documentation ◊ educational supervisor meeting | ☐ | |
| An Interim Structured Educational Supervisor's Report | Review of competency progression: using AXIA template | ☐ | |
| An ES agreed PDP with *SMART* targets and documented progress | Portfolio documentation section ◊ personal development plan | ☐ | |
| Involvement in Teaching *(not mandatory for iRCP)* | Achievements/Activities section, clearly labelled 'Teaching' | ☐ | |
| Involvement in Research *(not mandatory unless in an Academic training post)* | Achievements/Activities section, clearly labelled 'Research' | Uploaded ☐ <br> Not applicable ☐ | |
| Clearly labelled logbook of clinical activity <br> • Within 4 weeks of iRCP date <br> • Word documents / PDF / Excel spreadsheets acceptable | Logs → Clinical Experience Logs | ☐ | |
| Clearly labelled uploaded clinical governance or quality improvement project with progress report and personal reflection (can be Word Document) | Portfolio documentation ◊ Quality Improvement section | ☐ | |

| | | |
|---|---|---|
| Clearly labelled attendance at local study days<br>• Can upload summary document if available<br>• Can create single document with relevant certificates for uploading | Portfolio documentation ◊ uploads section | ☐ |
| Log of CPD<br>• With reflections and development outcome domains akin to that required by GDC (*for monitoring purposes only; will not contribute to Outcome*) | Logs, CPD logs section (using AXIA template) | ☐ |
| Completed MSF (min 10 responses) | Feedback section ◊ multisource feedback | ☐ |
| A Completed Patient Satisfaction Questionnaire (min 10 responses) | Feedback section ◊ patient satisfaction questionnaire | ☐ |