EVIDENCE SUMMARY FORM 2020
INTERNAL MEDICINE TRAINING

Please refer to the guidance at the back of this document when completing the form and compiling your folder.

First name		Surname		Candidate PIN	

Area of application	Note if evidence in folder/page number	Evidence present/ correct?	Most appropriate statement chosen?	Interviewer comments
Additional undergraduate degrees and qualifications				
Postgraduate degrees and qualifications				
Additional achievements eg prizes, honours etc				
Presentations/posters				
Publications				
Teaching experience				
Training in teaching				
Quality improvement				
Leadership and management				
Commitment to specialty			n/a	
Achievements outside medicine			n/a	
Training courses attended			n/a	
other evidence – please list below (add rows if necessary):				

(For completion by interviewer)

Evidence folder check complete?	**Yes / No**	**Date:**	
Interviewer name:			
Signature:			

This form to be retained by the region

Additional (post-application) achievements

Your application has been scored against an agreed framework, and this score cannot now be changed. However you may want to bring fresh achievements or those completed since submitting your application (eg change in exam status, change from 'non-peer-reviewed' to 'peer-reviewed' articles etc.) to the attention of the interview panel.

Please note fresh achievements here but include them in the list on the previous page, referencing the page number(s) as required.

Guidance

This **Evidence Summary Form** (ESF) is required at the front of your **Evidence Folder** which you will take to your IMT/ACCS-AM interview to justify the achievements claimed on your application form.

Full guidance on preparing for interview can be found on the IMT Recruitment website:
http://www.IMTrecruitment.org.uk/recruitment-process/interview/preparing-for-interview

Please ensure you review this information and prepare properly as failure to do so may impact on your application.

The Evidence Summary Form

The form will be the front page of your Evidence Folder and is laid out in the same order as the application form. It is important to make things as easy to find as possible so please build your folder **in this same order** and as instructed on the website**.**

The form acts as:

- A contents page for your folder, allowing documents inside to be located easily

- A checklist for interviewers to confirm that the evidence matches the application form

- Evidence that your folder was checked and verified at the interview; copies of achievements are not taken.

Completing the ESF

When completing the form you need to:

- Add your name and Oriel PIN to the top of the form.

- Indicate against each area where you have evidence included in your folder. If you are using numbered dividers for your folder, please quote the relevant section number on the form.

- Leave the areas shaded grey blank; this is for interviewers to complete.

- Use the 'additional achievements' page to highlight any achievements which were not included in your application form, eg you have completed something subsequent to submitting your application.

Evidence Folder

As noted previously, it is very important to lay out your folder in the prescribed manner to make things as simple as possible to locate. If interviewers are unable to verify that your evidence matches the achievements listed on your application form - including due to poor organisation - you may be marked down on this basis.

If you have one, do **NOT** print out your personal training ePortfolio. It was not designed for use in recruitment, and not all candidates applying will have such a resource.

Folders are taken from you on arrival and returned after the interview is complete. Please do not leave the interview centre without it. The interviewers will retain the ESF as proof that your evidence folder was complete and satisfactory.

Eligibility documentation

Please ensure that also bring the separate 'Eligibility Folder' which documents how you meet eligibility criteria listed on the person specification.

As with the Evidence Folder, ensure you follow the instructions (see link above) regarding how to construct your folder.