

Quarter-by-quarter milestones

A two-year Portfolio Pathway built on quarterly milestones almost always finishes on time.

Q1 Read the SSG, gap analysis

- Download Specialty Specific Guidance, read cover to cover
- Map existing evidence against each Capability in Practice
- Identify 4 potential structured-report referees
- Draft a CiP-by-CiP evidence plan for Q2 to Q8

Q2 First evidence wave

- Begin first MSF cycle (8 weeks per cycle)
- Open audit project, agree first cycle methodology
- Schedule a workplace-based assessment block with ES
- Brief 2 of 4 referees with the SSG and their role

Q3 Open the GMC application

- Open Portfolio Pathway application on GMC Online
- Complete first audit cycle, plan re-audit window
- Run second MSF cycle if needed
- Begin reflective writing on significant events

Q4 Mid-point review

- Honest re-read of SSG against current evidence
- Identify any gaps still outstanding for Q5 to Q8
- Brief remaining 2 referees, share evidence summary
- CPD audit: ensure last 12 months is captured

Q5 Second evidence wave

- Close the audit loop with re-audit
- Complete a Quality Improvement project (PDSA)
- Add teaching evidence (logbook, learner feedback)
- Draft personal CV in GMC Portfolio Pathway format

Q6 Tighten and organise

- Build a CiP-by-CiP evidence index
- Cross-reference every piece of evidence to a CiP
- Run a final MSF cycle if asked by ES or referees
- Sense-check evidence age: 50% within last 5 years

Q7 Referees and reports

- Send each referee the structured report template
- Provide them the evidence summary they need
- Allow 6 to 8 weeks for completion
- Review reports for breadth and specificity

Q8 Submit

- Final evidence upload and CiP cross-reference check
- Submit application; pay GMC fee
- Adviser reviews within 30 days; respond inside 60
- Then: 6 to 12 months GMC + 2 to 3 months College

PAGE 2 · WHEN IT STALLS

The four common stall points and how to recover

Recognising the pattern early is more useful than trying to push through.

<p>1 Stalled at the SSG read Downloaded but never mapped against your own evidence. Block two half-days, do the gap analysis on paper, accept the discomfort.</p>	<p>2 Stalled in evidence collection Portfolio not feeling like it is growing? Usually an organisation problem. Build a CiP index and you will see what you actually have.</p>
<p>3 Stalled on referees Some have not responded, retired, or are on sabbatical. Brief replacements early; the structured report is too important.</p>	<p>4 Stalled after submission GMC has had it 9+ months with no movement. Email Specialist Applications for a status update. Specialty volume may be high.</p>

BEFORE YOU CLICK SUBMIT

Pre-submission checklist

- | | |
|--|---|
| <input type="checkbox"/> Specialty Specific Guidance read in full, recently | <input type="checkbox"/> At least one closed-loop audit included |
| <input type="checkbox"/> Every CiP has at least one piece of evidence assigned | <input type="checkbox"/> At least one QI project with PDSA cycles |
| <input type="checkbox"/> At least 50% of evidence is from the last 5 years | <input type="checkbox"/> Recent CPD record with reflective summaries |
| <input type="checkbox"/> Structured CV in GMC format, attached | <input type="checkbox"/> Multi-Source Feedback completed (recent) |
| <input type="checkbox"/> 4 structured-report referees confirmed | <input type="checkbox"/> Reflective practice writing for significant events |
| <input type="checkbox"/> Each referee has been briefed with the SSG | <input type="checkbox"/> Teaching evidence: logbook plus learner feedback |
| <input type="checkbox"/> CiP-by-CiP evidence index complete | <input type="checkbox"/> Patient feedback collected and presented |
| <input type="checkbox"/> File naming is clear and consistent throughout | <input type="checkbox"/> GMC application fee ready to pay on submission |