

# Before you use AI in your portfolio: a checklist

A one-page checklist for using generative AI tools such as ChatGPT, Gemini or Claude responsibly on Portfolio Pathway evidence, based on published FICM and RCPCH guidance and the GMC's general framework.

## Before you paste anything into an AI tool

- Removed every patient-identifiable detail (names, dates, ward, exact presentation combinations)
- Confirmed the tool is not being given anything an NHS confidentiality policy would not allow

## Before you use the output in an entry

- The clinical content and the learning point existed in your own notes or memory before you opened the tool
- The tool only reorganised, tidied language, or suggested structure
- Any fact, figure or reference the tool suggested has been verified against the primary source
- You could explain and defend every sentence unprompted, from your own memory of the case

## Before you submit

- Checked your own Royal College or Faculty for published AI guidance
- Applied the FICM / RCPCH structure-yes, substance-no principle if your college has not published anything yet
- Kept a brief private note of what the tool helped with, in case you are ever asked

*The single test that covers most of this: if you could not defend a sentence from memory in conversation with an assessor, rewrite it from what you actually remember.*

## What has been published so far

Body	Position
FICM	Structure and language yes; clinical substance n
RCPCH	Same principle, for ePortfolio entries; issued A
GMC	General framework only; you remain fully respons
Other colleges	Not yet published; apply the above by analogy