

Portfolio Pathway structured CV checklist

A practical two-page pre-upload check for senior doctors preparing a GMC Portfolio Pathway CV. Use it before you copy your employment history into GMC Online.

Page 1 - The section order

Section	What to check before upload
Personal details	Name matches proof of identity. Contact details match GMC Online.
Registrations	GMC number included. Other medical regulators listed clearly.
Memberships and qualifications	Royal College memberships, postgraduate exams, degrees and certificates listed with dates.
Employment history	Most recent post first. Goes back to PMQ. Dates use DD/MM/YYYY. WTE stated for part-time posts.
Gaps	Any gap over 28 days explained. Overseas and non-clinical periods are not hidden.
Evidence sections	Awards, research, publications, presentations, CPD, conferences, courses, audit, teaching, management and procedures are listed briefly.

Employment history entry template

Field	Required detail
Post title	Use the real title you were employed under. Do not convert overseas titles into UK equivalents.
Dates	From and to in DD/MM/YYYY. Match the application and employment letters exactly.
Institution	Hospital or organisation name, department, city and country.
Supervisor	Name and title, especially for training or supervised posts.
Duties and supervision	Two to four bullets covering clinical scope, rota, clinics, theatre or procedure work, MDTs, on-call, supervision level and leadership responsibilities.

Page 2 - The pre-submit risk check

Run this check before upload. Most CV problems are not style problems. They are consistency problems.

Risk	Check	Fix before upload
Date mismatch	CV dates differ from GMC Online or employment letters.	Create one master chronology and update every document from it.
Gap not explained	More than 28 days missing from the chronology.	Add the period and a simple explanation. Do not leave the assessor guessing.
Wrong title	Overseas post title has been translated into a UK title.	Use the actual employed title, then explain responsibility level in the description.
Thin role description	Entry says only ward work or outpatient clinic.	Add scope, supervision, rota, MDT, leadership, teaching, audit and procedural exposure where true.
Evidence not signposted	CV lists activity but the portfolio evidence is hard to find.	Use consistent titles and dates so reviewers can connect the CV to evidence files.

Final 10-minute check

- ✓ CV is up to date and runs from current post back to PMQ.
- ✓ Every post has exact start and end dates in DD/MM/YYYY format.
- ✓ All dates match GMC Online and employment letters.
- ✓ All gaps over 28 days are explained.
- ✓ Part-time posts include whole time equivalent percentage.
- ✓ Overseas job titles are real titles, not UK translations.
- ✓ Each role has a short description of duties and supervision level.
- ✓ CPD focuses on the last five years and includes mandatory specialty requirements.
- ✓ Audit, teaching, management and procedure entries are specific enough to find supporting evidence.
- ✓ Pages are numbered, bullet points are used, and every item has a short description.

This checklist is a practical companion to GMC guidance. Always check the latest GMC CV guidance and your specialty SSG before submitting.