

Written Communication Portfolio Coversheet

For information and guidelines for Written Communication Portfolio, please refer to [RACP Website](https://www.racp.edu.au/trainees/assessments/work-based-assessments/written-communications-portfolio).

**This cover sheet must be completed and attached to the front of the Written Communications Portfolio and submitted to** **OccEnvMed@racp.edu.au** **by 31 March.**

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| **Section 1: Eligibility to submit**  |
| [ ]  | I am an Occupational and Environmental Medicine (OEM) **Stage C** trainee. |

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| **Section 2: personal profile** |
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| Name of Trainee |       | Member ID No (MIN) |       |
|  |  | *(5 digits, Leave blank if MIN not known)* |
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|  |  |
|  |
| Name of Supervisor |             | Date submitted |        |

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| **Section 3: Reports submitted** |
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| Workplace Assessment | [ ]  | Medico Legal Report | [ ]  |
| Word count: |       | Word count: |       |
| Each report should be **1000 - 2500 words in total**, and be accompanied by a covering explanatory note of not more than 300 words describing the specific context. |
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| **SECTION 4: TRAINEE DECLARATION** |  |
| The College does not tolerate academic dishonesty or plagiarism. Trainees should carefully read the College policy on [Academic Integrity in Training](https://www.racp.edu.au/trainees/education-policies-and-governance/education-policy), as even unintentional plagiarism is a violation of the College’s ethos of professional conduct and is deemed a form of misconduct. |
| [ ]  The enclosed documents have beende-identified | [ ]  I acknowledge and understand the [Academic Integrity in Training policy](https://www.racp.edu.au/trainees/education-policies-and-governance/education-policy). |