

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**](mailto: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 been  de-identified | | I acknowledge and understand the [Academic Integrity in Training policy](https://www.racp.edu.au/trainees/education-policies-and-governance/education-policy). | | |