

Guidance sheet

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Primary refers to your basic medical degree – please list the year and the institution (name and country) from which you obtained this qualification.

Specialist qualification – please list the year(s) and the institution(s) from which you obtained your 1st and 2nd degrees in your chosen specialties.

Medical registration list details of your own country registration and the year in which it was obtained.

General Medical Council – list your GMC reference number and state whether you hold full and specialist registration. If you do not have your GMC yet, please state how far you are in the process eg are you preparing documents for submission or have you sent them already and are waiting to hear.

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Current employment – list the title/grade of the post you hold now (if possible include the UK equivalent of your grade). Describe the hospital where you work now (is it university teaching, district general, county etc). Briefly describe the department you are employed in including the number of medical and other support staff (if possible include the UK equivalent of all grades). It should be clear when you started working at your current level / grade.

Within this section you should include the following sub-headings:

Duties and responsibilities – describe your job,- including who you report to and whether you oversee the work of others.

Clinical skills - describe what you do, the types of patient you treat, which areas you specialise in. If your work includes clinics, describe the type of clinic, frequency, number of patients etc. If it includes ward rounds, list the frequency / number of patients etc. You should describe the conditions you manage, your experience of specific, specialist conditions and include all practical procedures in which you are competent.

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Previous employment – list all posts held with dates of commencement and finish. The more information the better. This must be a complete record since graduation. Include more detail for more senior posts.

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First post after graduation – As a “Médico Interno Residente”.

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Overseas appointments / fellowship training - this section must be completed if an applicant has worked in any overseas country or had taken any fellowship for example in the USA. Here again as much detail as possible should be included.

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Audit experience – this is an increasingly important area of experience in UK hospitals. Any experience you may have in this area will stand you in good stead.

What is clinical audit? Clinical audit is a structured way of measuring how effectively medical professionals are managing all aspects of patient care.

Any training you have had in this area should be listed with dates and institutions responsible.

Any practical experience you have of auditing the work of more junior staff should also be detailed with dates. Your own clinical practice may also have been audited and you should describe your involvement in this here with dates.

Example:

(1) June 2000: Missed non-accidental fractures in infants, Catsford Infirmary With a specialist registrar in radiology, we reviewed radiographs of infants seen over 12 months with painful, swollen arms. Four spiral fractures of the humerus were identified. Only three were investigated for non-accidental injury.

(2) Nov 2002: Discharge drug details for duodenal ulcers, Royal Bolton Hospital Discharge letters of 25 patients with duodenal ulcer and Helicobacter pylori IgG antibody were analysed.

Drug names and adequate therapy were found in 19; drug names only in four; and in two only “home on antibiotics” was found.

A brief description of the process by which patient care is reviewed in your hospital will also help. What kind of information is collected, by whom and how is it measured? How often does this happen?

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Teaching responsibilities throughout my professional career

It is an advantage to have an interest or experience in teaching medical or other support staff.

Courses

This could be in your home country or overseas, directly related to your job or otherwise. This should be a brief list to illustrate how you have kept up to date with clinical developments in your area of interest.

Conferences / Seminars

These could have been in your home country or overseas and they may or may not have been directly related to your job. This should be a brief list to illustrate how you have kept up to date with clinical developments in your area of interest.

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Research and publications

Some applicants will have undertaken a considerable amount, some relatively little, others none at all. Full details should be provided even if it runs into many pages, so long as they are relevant to the speciality in question.

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Referees

At least 3 clinical references should be provided at least 2 from current employer

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Interest and hobbies

Self explanatory