

CESR in General Surgery – Folders to collect evidence

Area of competence I need to demonstrate	Summary of what I need to show	Evidence we recommend you provide	Details of what I am providing	Folder
Domain 1 - Knowledge, skills and performance	You must provide an up to date copy of your CV, which includes all the details listed in the guidance on our website.	<p>Your CV should be:</p> <ul style="list-style-type: none"> • Numbered on each page • Show your surname and initials at the top of each page • Use bullet points • Include a short description for each item 	CV	1
Domain 1 - Knowledge, skills and performance	<p>Qualifications:</p> <ul style="list-style-type: none"> • Primary medical qualification (if applicable) • Specialist medical qualification(s) • Curriculum or syllabus (if undertaken outside the UK) • Specialist registration outside the UK • Honours and prizes • Other relevant qualifications and certificates 	<ul style="list-style-type: none"> • If you don't hold full registration, you will need to have your primary medical qualification independently verified by ECFMG before we can grant you full registration with a licence to practise. You can find out more about primary source verification on our website. • An authenticated copy of any specialist medical qualifications you hold - the College website has a list of qualifications by country recognised as an acceptable test of knowledge • Please list unsuccessful attempts at examinations (where you have not subsequently been successful) in the application • The curriculum or syllabus (including assessment methods) that was in place when you undertook your training - if a formal curriculum or syllabus (including assessment methods) is not available please provide a 	<p>GMC-Registration, FRCS, MRCS,</p> <p>Other degrees (best avoided if you have the FRCS, as it requires you to provide the curriculum for the certification)</p>	2

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		<p>letter from the awarding body outlining the content of the training programme or examination</p> <ul style="list-style-type: none"> You must demonstrate an appropriate test of knowledge to that required by the CCT curriculum which is the Intercollegiate Fellowship Exam (ICB Examination) or provide evidence that demonstrates equivalent knowledge An authenticated copy of details of the registration requirements of an authority outside of the UK certificates or letters showing any prize or honour and what it was for, including the selection and eligibility criteria and pool of eligible individuals Degrees or diplomas in relevant areas such as management, business, IT, communication, education or law 		
Domain 1 – Knowledge, skills and performance	<p>Assessments and appraisals:</p> <ul style="list-style-type: none"> Evidence of ongoing evaluation of your performance Formal periodic assessment during training RITAs, ARCPs and training assessments 360° and multi-source feedback Awards and discretionary points letters 	<ul style="list-style-type: none"> Evidence of formal appraisal, including personal development plan WBAs, including PBAs and CBDs in general surgery AND your area of special interest- please see the CCT guidelines for full details Letters (written at the time) commenting on your performance Feedback from colleagues of all levels (peers, nursing, auxiliary staff, patients, management) completed at the time, including letters, references for posts applied for etc. Copies of certificates and letters if 	<p>Appraisals, PDPs, CBDs- To be grouped as General Surgery, Emergency Surgery & Area of special interest- UGI/Colorectal etc. PBAs- To be grouped as procedures, MSF 360 Feedback in Domain 4 section</p>	3

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	<ul style="list-style-type: none"> Personal development plans (PDP) 	<p>you have been awarded any awards or discretionary points</p> <ul style="list-style-type: none"> Review of your PDP at appraisal - PDPs normally form part of your annual appraisal system and you should submit them with appraisal documentation 		
Domain 1 – Knowledge, skills and performance	<p>Logbooks, records of daily clinical practice and portfolios:</p> <p>The evidence you supply here must demonstrate that you have achieved all the requirements and competencies as set out in the CCT curriculum for your specialty.</p> <p>Where you have, for a substantial period of time, worked in a specialised area, you should submit evidence that at one stage in your career you achieved the requirements and competencies of the curriculum for your specialty and that have maintained these skills.</p> <p>You will also need to provide evidence that your current specialised practice allows you to meet all of the requirements of Good Medical Practice</p>	<p>Logbooks, records of daily clinical practice and portfolios:</p> <ul style="list-style-type: none"> Logbooks set out in eLogbook format Consolidation, cumulative data sheets, summary lists and annual caseload statistics in the format requested in the SSG Referral letters discussing patient handling Departmental (or trust) workload statistics and annual caseload statistics Rotas, timetables and job plans Courses relevant to curriculum including: <ul style="list-style-type: none"> a course in NHS management Train the trainer or equivalent current ATLS certification a course in a topic relevant to your area of special interest 	<p>Logbooks,</p> <p>Consolidation & Cumulative sheets,</p> <p>Referral Letters,</p> <p>Hospital Workload,</p> <p>Rotas,</p> <p>Job plans,</p> <p>Courses-</p> <p>Management & Leadership Course,</p> <p>Train The Trainer</p> <p>ATLS</p> <p>Gen. Surgery Course</p>	4
Domain 1 – Knowledge,	Details of posts and duties	<ul style="list-style-type: none"> CV Employment letters and contracts 	Job Descriptions & Contracts,	5

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skills and performance	(including both training and experience posts)	<p>of employment – these must match your CV</p> <ul style="list-style-type: none"> • Job descriptions - these must match your CV • Job plans 	CV in 1st section of Domain 1	
Domain 1 – Knowledge, skills and performance	Research, publications and presentations - for the best indication of what this should look like please review the CCT guidelines	<ul style="list-style-type: none"> • Research papers, grants, patent designs – if published submit the first page of the published paper. If not published submit a summary or abstract of the research • Publications within specialty field – submit the front page of the publication • Presentations, poster presentations • Evidence you are up to date in research methodology and data interpretation • Invitations to present at national or international meetings to demonstrate your recognition within your specialty • Feedback from presentations or meeting agendas or programmes that show your participation 	<p>Good Clinical Practice course,</p> <p>Research Methodologies Course,</p> <p>Papers Published x 3,</p> <p>Presentations x 3</p>	6
Domain 1 – Knowledge, skills and performance	CPD and CME	<ul style="list-style-type: none"> • CPD record certificates • Certificates of attendance at workshops and at local, national and international meetings or conferences • CPD registration points from UK Medical Royal College (or equivalent body overseas) • Membership of professional bodies and organisations 	<p>Certificates of Attendances,</p> <p>Membership certificates</p>	7

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Domain 1 – Knowledge, skills and performance	<p>Teaching and training</p>	<ul style="list-style-type: none"> • Teaching timetables • Lecture slides • Posters advertising an event • Educational timetables from trust education centre • Letters from education centre indicating your involvement in specialty trainee formal education programme • Feedback or evaluation forms from those taught • Letters from colleagues • Course certificates confirming attendance at teaching or appraisal courses - including Train the Trainer or equivalent • Invitations to appraisals or assessments including attendance at appraisal/assessment courses • Evidence of participation in the Deanery ARCP or RITA processes • Invitations to participate and interview panel information, including attendance at interview and appointment related courses 	<p>Train The Trainers, Timetables, Lectures & Feedback, Letters from colleagues</p>	<p>8</p>
Domain 2 – Safety and quality	<p>Participation in audit, service improvement:</p> <ul style="list-style-type: none"> • Audits you have undertaken – including re-audit • Reflections • Involvement in service improvement and clinical governance meetings 	<ul style="list-style-type: none"> • Audit reports • Publications • Submissions to ethics committees • Presentations of audit work • Letters from audit or clinical governance lead confirming participation in audit or governance activities • guidelines produced to reflect lessons learned within audit • Reflective diaries • invitations to attend meetings • minutes of meetings demonstrating your attendance 	<p>Audits-completed loop x 3, Audit Report, Service Improvement Projects, Reflections, Attendance/ minutes of Departmental M&Ms, Attendance / minutes of</p>	<p>9</p>

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	For the best indication of what this should look like please review the CCT guidelines	and participation in the meeting	MDTs	
Domain 2 – Safety and quality	Health and safety	<ul style="list-style-type: none"> • Course certificates • Involvement in infection control (membership of committees etc) • Logbook information on infections • Audit on infections and subsequent changes in activity 	Mandatory Courses, Immunization Record	10
Domain 3 – Communication, partnership and teamwork	<p>Communication with colleagues and patients</p> <p>Partnership and teamwork</p> <p>Management and leadership experience</p> <p>Chairing meetings and leading projects</p>	<ul style="list-style-type: none"> • Letters from colleagues (examples of shared cases or "To whom it may concern letters" or testimonials) • Letters of correspondence between you and your colleagues, demonstrating collaboration over management of patient care across multidisciplinary teams • Staff rotas • Presentations • Appraisals or references written for colleagues • Thank you letters and cards from patients • Complaints and responses to complaints - this may include complaints received against your department or a colleague where you have been involved in the resolution • 360° feedback • Invitations to attend meetings • Minutes of meetings demonstrating your attendance and participation in the meeting • Job plans • Project reports 	<p>Participation in Committees- Attendance/ minutes,</p> <p>Colleagues correspondence,</p> <p>Patient Thank you cards/ letters & Complaints with response,</p> <p>360 feedback in Domain 4 section</p>	11

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		<ul style="list-style-type: none"> Publications and presentations 		
Domain 4 – Maintaining trust	<p>Acting with honesty and integrity</p> <p>Relationships with patients</p>	<ul style="list-style-type: none"> Appraisal forms Certificate of Good Standing (overseas based doctors only) Evidence of attendance at relevant courses (please provide details of course content) Feedback from patients and colleagues Testimonials All evidence throughout application being appropriately anonymised "To whom it may concern letters" Thank you letters, cards from colleagues and patient Complaints and responses to complaints 	<p>360 Feedback, Appraisal,</p> <p>Patient & Colleague Feedback,</p> <p>Testimonial,</p> <p>Thank Us & Complaints</p>	12
Verification of your evidence	<p>The majority of your evidence must be verified by someone in a medical supervisory position who:</p> <ul style="list-style-type: none"> works at the hospital where the training or experience took place must be able to confirm that your evidence is a true and accurate record 	<p>You must submit all of your evidence pro-formas under this section.</p> <p>It's very important that you provide pro-formas for all evidence which requires verification and that the pro-formas are completed fully and accurately.</p> <p>For more information on how to verify your evidence please visit our website.</p>	<p>Verification Pro-formas- 1 each from every hospital</p>	

Please confirm that your evidence is anonymised and suitably redacted.