

Specialty specific guidance on documents to be supplied in evidence for an application for entry onto the Specialist Register with a Certificate of Eligibility for Specialist Registration (CESR)

Public Health Medicine

This guidance is to help doctors who are applying for entry onto the Specialist Register with a CESR in Public Health Medicine. You will also need to read [the Public Health Medicine Curriculum documentation](#)

Can I get advice before I submit my application?

You can [contact us](#) and ask to speak to the Certification team for advice before you apply. You are strongly advised to contact the Faculty of Public Health ([FPH](#)) for guidance **before** you submit an application or a reapplication. Applicants are also advised to consult the following Faculty of Public Health documents:

- Good Public Health Practice (GPHP), http://www.fph.org.uk/good_practice
- Public Health Curriculum, http://www.gmc-uk.org/2010_MASTER_PH_Curriculum0610b.pdf_33158550.pdf
- Assessment Blueprint, http://www.fph.org.uk/uploads/FPH_assessment_blueprint.pdf
- Guidance for maintaining a professional portfolio, http://www.fph.org.uk/uploads/FPH_portfolio_guidance_manual_2009.doc
- Learning outcomes database, http://outcomes.fph-groups.org.uk/learning_outcomes/

What is the indicative period of training for a Certificate of Completion of Training (CCT) in Public Health Medicine?

The indicative period of training for a CCT in Public Health is five years (including one academic year undertaking a full time Masters in public health); it is very unlikely that an applicant would achieve the knowledge and competencies required for a CCT in a shorter period of time. Public Health training spans across three phases. The FPH [learning outcomes database](#) identifies the individual learning outcomes that **must** be acquired in order to gain a CCT and applicants are expected to demonstrate equivalence to this.

. [The Public Health Medicine Curriculum documentation](#) outlines possible evidence that a trainee would provide to demonstrate competence in the 9 key areas during the training programme. For further details see the curriculum and associated assessment documentation.

Submitting your evidence

Do not submit original documents.

All your copies **must** be authenticated or **validated**, and **anonymised**. You can read an explanation of this in our [important notice about evidence](#).

You will also need to submit translations of any documents that are not in English. Please ensure the translations you submit meet our [translation requirements](#).

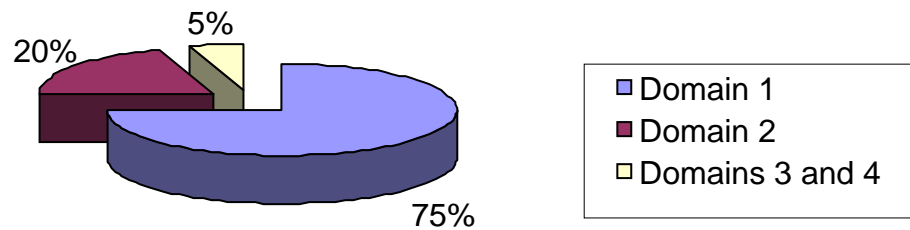
How much evidence to submit

This guidance on documents to supply is not exhaustive and you may have alternative evidence. We recognise that you may not have all the evidence listed here and you may wish to delay submitting an application until you are able to gather it.

Your evidence **must** cover the knowledge, skills and qualifications to demonstrate the required competencies in all areas of [the Public Health Medicine Curriculum documentation](#). If evidence is missing from one area of the curriculum for example, then the application may fail.

If you have a piece of evidence that is relevant to more than one domain, do not include multiple copies in your bundle. Instead, include one copy and list it in your evidence list under each relevant area, stating that the document is located elsewhere. (For example you might state: "document included in teaching and training section".)

Evidence breakdown



Your application should fit inside a foolscap box file (24cmx34cmx7cm). If it does not, it is likely that you have included documentation not relevant to your application. Please do not send your application inside a box, this is just to give an indication of the size.

Types of evidence are divided into four different domains. We recommend that you apportion the evidence you provide with your application as shown in the pie chart.

Domain 1: 75%

Domain 2: 20%

Domains 3 and 4: 5%

It is important to note that you will not be able to compensate for shortfalls in your evidence of training and experience in a particular area of the curriculum by providing extra evidence in other areas.

Unsuccessful applications or poor evidence

To undertake a fair and robust assessment applications **must** be complete and meet as much of the above criteria and the requirements in the curriculum as possible. It is our experience that applications from doctors in the specialty of Public Health are often submitted with inadequate or poor evidence in the following areas:

- Certificates of courses without content of courses undertaken
- Masters courses in Public Health without syllabus
- Placements in various agencies without details of job description
- List of publications without actual journal papers
- International lecturer without identifying audience or conference details
- Referees do not provide full and detailed reports

We strongly recommend that you closely match your experiences against the current curriculum and provide evidence of equivalence across all areas. We also strongly recommended that all your referees should be fully conversant with the current curriculum and able to provide detailed support for your competence across all or most areas.

Domain 1 - Knowledge, skills and performance

Qualifications

Primary medical qualification (PMQ)	<p>If you hold full registration with us, you do not need to submit your PMQ as we saw it when we assessed your application for registration.</p> <p>If you do not hold registration, please provide an authenticated copy of your PMQ.</p>
Specialist medical qualification(s)	<p>Please provide an authenticated copy of any specialist medical qualifications you hold.</p> <p>For College examinations the College may confirm details of any examinations you have undertaken.</p> <p>The College has curricula and syllabi for the following qualifications:-</p> <ul style="list-style-type: none">• MFPH – Part A & Part B <p>(Old) Part II examination (up to its decommissioning in 2005 when it was superseded by the Part B)</p> <p>If your Specialist qualification is covered by these documents then curricula/syllabi do not need to be submitted with your application.</p> <p>Applicants must demonstrate an appropriate test of knowledge to that required for the CCT which is the MFPH or provide evidence that demonstrates equivalent knowledge.</p> <p>Alternative forms of evidence could include (in addition to the information in the Generic guidance)</p> <ul style="list-style-type: none">• being an examiner (MFPH or equivalent)• being a trainer or• being an assessor <p>for a professional and appropriate postgraduate organisation. Full details of the role including assessment / selection criteria, details of the post(s) held and the formal curricula for the course.</p> <p>There are no qualifications from outside Europe that enable automatic entry to the Specialist Register in any specialty. An evaluation is made based on an applicants whole career and therefore two applicants with the same qualifications but different training and/or experience may not receive the same decision.</p> <p>Please list unsuccessful attempts at examinations (where you have not subsequently been successful) in the application form.</p>

This is the specialty specific guidance for Public Health

Please make sure you are reading the latest version. You can find all the guidance you need at www.gmc-uk.org

Curriculum or syllabus (if undertaken outside the UK)	<p>Please provide a validated copy of your curriculum or syllabus.</p> <p>This should include the requirements of the qualification and must relate to the specialty in which you are applying. The curriculum or syllabus (including assessment methods) must be the one that was in place when you undertook your training.</p> <p>If a formal curriculum or syllabus (including assessment methods) is not available please provide a letter from the awarding body outlining the content of the training programme or examination.</p> <p>For qualifications, we will look to evaluate:</p> <ul style="list-style-type: none"> • where the curriculum covers areas of the CCT curriculum • the complexity of the work undertaken • how examinations are evaluated or quality assured (external assessment).
Specialist registration outside the UK	<p>The College has specialist registration requirements for the following countries:-</p> <ul style="list-style-type: none"> • Hong Kong (2008 onwards) <p>If your Specialist Registration is covered by the above list then you do not need to submit the documents.</p> <p>Please provide a validated copy of details of the registration requirements of that authority.</p> <p>This will demonstrate what is expected of a registrant by that authority and how your application for registration was evaluated.</p>
Honours and prizes	<p>Please provide copies of certificates or letters showing what the prize or honour was for, including the selection and eligibility criteria and pool of eligible individuals.</p> <p>Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p>
Other relevant qualifications and certificates	<p>Please provide copies of certificates.</p> <p>For example: degrees or diplomas in relevant areas such as management, business, IT, communication, education or law.</p>

Assessments and appraisals

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Appraisals and assessments	<p>Please provide validated copies of the evidence required in this area.</p> <p>For non training posts you should provide evidence of ongoing evaluation of your performance.</p> <p>This may take the format of formal appraisals by the department head or line manager (clinical director, medical director, professor).</p> <p>In the UK, a revalidation or appraisal portfolio would be appropriate (if it is completed retrospectively less weight will be given to the information provided).</p> <p>Alternative evidence may include letters (written at the time) commenting on your performance. In addition where no formal appraisal or assessment forms are available you must provide validated information on the method of career review or progression There are many different forms of assessment which form part of the various CCT curricula. Many of these tools are available for those not in training to use.</p>
RITAs, ARCPs and training assessments	<p>Formal records of assessment have been in place in the UK since 1996 (for posts of Registrar, Specialist Registrar, and Specialty Registrar). If you have undertaken training in the UK in these grades you should provide a validated copy of your formal records. In addition if you held any of these approved training posts (except locum posts), please provide evidence of your training number.</p> <p>If you have undertaken training outside the UK you must provide evidence of formal periodic assessment during your training. This evidence must have been completed at the time the training was undertaken (if it is completed retrospectively less weight will be given to the information provided). If you do not supply formal assessment documents, you must provide the curriculum to demonstrate how you were assessed. A detailed letter of verification from an educational supervisor would satisfy this requirement.</p> <p>If that training was recognised by relevant authorities outside the UK please provide evidence and recognition standards.</p> <p>If areas for development were highlighted please provide evidence to demonstrate that you have subsequently addressed them There are many different forms of assessment which form part of the CCT curriculum. Many of these tools are available for those not in training to use.</p>
360° and multi-source feedback	<p>You may wish to supply evidence of feedback from colleagues of all levels (peers, nursing, auxiliary staff, patients, management) completed at the time and may be in the format of letters, references for posts applied for etc.</p>
Awards and discretionary points letters	<p>You must provide copies of certificates and letters.</p>

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<p>Personal development plans (PDP)</p>	<p>For details of what to include please see NHS clinical governance support information.</p> <p>You must also provide evidence of review of your PDP at appraisal. PDPs normally form part of your annual appraisal system and you should submit them with appraisal documentation.</p>
<p>Participation in assessment, appraisal and appointments process</p>	<p>Applicants should detail their level of involvement and rationale for this whilst including any appropriate documentary evidence.</p> <p>The word “rationale” is to be intended as the capacity they were involved in the participation of the appraisal process.</p> <p>You could demonstrate this in a number of ways including:</p> <ul style="list-style-type: none"> • invitations to appraisals or assessments • minutes or other records of attendance. <p>These could provide evidence of:</p> <ul style="list-style-type: none"> • attendance at appraisal or assessment courses • participation in Deanery ARCP and RITA processes • participation in the appointments process for medical colleagues • involvement in interview panels and interview appointment related courses • involvement in workplace based assessments (as assessor) <p>All of the above must be anonymised (with respect to individual appraisee information).</p>

Logbooks, records of daily clinical practice and portfolios

The evidence you supply here **must** demonstrate that you have achieved **all** the requirements and competencies as set down in the CCT curriculum for your specialty.

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 you have maintained these skills. You will also need to provide evidence that your current specialised practice allows you to meet all of the requirements of [Good Medical Practice](#).

Logbooks	<p>Public Health doctors would be expected to maintain a professional portfolio in place of a log book.</p> <p>Public Health specialists do not keep clinical log books throughout their time in training. However, trainees are encouraged to keep a portfolio of evidence that they have compiled evidence to contribute to learning outcomes. To keep a log of Health Protection activity a logbook may be maintained as part of the overarching portfolio – this merely records out of hours activity.</p> <p>Photocopies of operating lists and theatre record books are not satisfactory evidence of procedures. only procedures that you were personally involved in</p> <ul style="list-style-type: none">• patient ID number but not the name• age and gender• date of the procedure• full name of the procedure• your role in the procedure• any critical incidents• name of the hospital or clinic where procedure was performed• outcomes data. <p>It is important that these cover the full range of the curriculum demonstrating the breadth and depth of the specialty. This may mean that you have to go back further than 5 years.</p> <p>All evidence in this area must be validated and anonymised for individual patient data.</p>
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Medical reports

You should provide examples across the breadth of your practice following the Academy of Medical Royal Colleges and NHS agreed format:

- [A Clinician's Guide to Record Standards - Part 1](#)
- [A Clinician's Guide to Record Standards - Part 2](#)

You can use these to demonstrate:

- your involvement or role in cases
- the types and complexity of cases you are involved in
- your handling of patient paperwork
- your respect and protection of confidential information
- triangulation with logbook information.

You should include:

Reports that demonstrate evidence of competencies as outlined in the curriculum

- health needs assessment
- health impact assessment
- publication or presentation of a local policy

Other reports:

- outbreak or
- incident reports.

The number is very much dependent on the context, quality, setting, and gravitas e.g. whether the work contributes to national work.

All evidence in this area **must** be **validated** and **anonymised** for individual patient data.

Case histories

Case histories that you provide should include:

- patient ID number
- dates
- diagnosis
- nature of your involvement in the management of the case
- which curriculum competencies were involved.

You can use these to demonstrate:

- your involvement or role in cases
- the types and complexity of cases you are involved in
- your handling of patient paperwork
- your respect and protection of confidential information
- triangulation with logbook information.

All evidence in this area **must** be **validated** and **anonymised** for individual patient data.

<p>Referral letters discussing patient handling</p>	<p>Please provide a variety of copies of letters to cover all aspects of your work and to demonstrate the breadth of your practice. This may include examples of letters:</p> <ul style="list-style-type: none"> • requesting a second opinion • advising clinical colleagues or answering particular questions regarding patient management • from clinical colleagues regarding applicants involvement in patient management. <p>You can use these to demonstrate:</p> <ul style="list-style-type: none"> • your involvement or role in cases • the types and complexity of cases you are involved in • your relationship with your colleagues in other disciplines • your handling of patient paperwork • your recognition of the limits of your professional competence • your respect and protection of confidential information. <p>All evidence in this area must be validated and anonymised for individual patient data.</p>
<p>Patient lists</p>	<p>You may wish to include copies of patient lists. You can use these to demonstrate:</p> <ul style="list-style-type: none"> • your involvement or role in cases • the types and complexity of cases you are involved in • your participation in teaching and training (where you are supervising a junior colleague) • the volume of cases you undertake • triangulation with rota, timetable and job plan information • triangulation with logbook information. <p>All evidence in this area must be validated and anonymised for individual patient data.</p>

<p>Departmental (or trust) workload statistics and annual caseload statistics</p>	<p>You can use these to demonstrate:</p> <ul style="list-style-type: none"> • the size of the hospital in which you work • the volume of work undertaken within your trust and the percentage that you undertake • the range of work that you undertake and that is undertaken within your trust • triangulation with logbook information <p>All evidence in this area must be validated.</p>
<p>Rotas, timetables and job plans</p>	<p>Where you have undertaken a number of roles provide details for each post or role. You can use these documents to demonstrate:</p> <ul style="list-style-type: none"> • details of clinical and non-clinical duties you undertake • your on-call commitment • your participation in meetings and teaching • triangulation with logbook information. <p>All evidence in this area must be validated.</p>

Portfolios (electronic or revalidation)	<p>On call log book required - structure outlined in the Public Health Medicine Curriculum documentation</p> <p>Reflective summaries – structure outlined in the Public Health Medicine Curriculum documentation</p> <p>Portfolio summary sheets</p> <p>Certificates and contents of any courses undertaken</p> <p>Public Health doctors would be expected to maintain a portfolio in place of a log book, which should include evidence of the 186 learning outcomes across the 9 key areas of Public Health practice (supported by reflective summaries)</p> <ul style="list-style-type: none">• Health assessment and surveillance• Assessment of evidence of effectiveness• Policy and strategy development• Leadership and collaborative working• Health improvement• Health protection• Health and social service quality• Health intelligence <p>Academic public health</p> <p>Do not submit your whole portfolio. You need to separate the evidence in it and submit that under the correct headings as set out in this guidance.</p>
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Details of posts and duties (including both training and experience posts)

Employment letters and contracts of employment	<p>The information in these letters and contracts must match your CV. They will confirm the following:</p> <ul style="list-style-type: none">• dates you were in post• post title, grade, training• type of employment: permanent, fixed term, or part time (including percentage of whole time equivalent) <p>All evidence in this area must be validated.</p>
Job descriptions	<p>These must match the information in your CV. They will confirm the following:</p> <ul style="list-style-type: none">• your position within the structure of your department• your post title• your clinical and non clinical commitment• your involvement in teaching or training. <p>All evidence in this area must be validated.</p>

Research, publications and presentations

Research papers, grants, patent designs

Applicants **must** include evidence of preparing and presenting a paper with specific policy recommendations to a major decision making body that enables the achievement of desired change in population health or health policy. The types of evidence that could be supplied include:

- book chapters
- articles in the media
- press releases with confirmation that you provided the information

Please include any research relevant to your current practice.

If the research is published - please submit the first page of the published paper.

If the research is not published - please provide a summary or abstract of the research.

Colleges may undertake web searches to check the information you provide.

You can use these documents to demonstrate:

- the types and complexity of cases you are involved in
- triangulation with logbook information
- working with colleagues (where research is joint or multi disciplinary)
- continuing professional development.

Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.

All evidence in this area **must** be **validated**.

Publications within specialty field	<p>Include a copy of the front page of each publication.</p> <p>More weight is given where:</p> <ul style="list-style-type: none">• the applicant is first author• the publication has a high impact factor. <p>You must not change the listing of the authors (the order in which the authors are listed) in papers where there is more than one author.</p> <p>Applicants must include any appropriate publications in peer reviewed journals in the field of Public Health</p> <p>Colleges may undertake web searches to check the information you provide.</p> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• the types and complexity of cases you are involved in• triangulation with logbook information• working with colleagues (where publications are joint or multi disciplinary)• continuing professional development. <p>Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge:</p>
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<p>Presentations, poster presentations</p>	<p>Applicants must include any oral and poster presentations relating to the field of Public Health at national and international conferences.</p> <p>You may wish to supply invitations to present at national or international meetings to demonstrate your recognition within the specialty of Public Health. You may also supply feedback from presentations or meeting agendas or programmes that show your participation.</p> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"> • the types and complexity of cases you are involved in • triangulation with logbook information • continuing professional development • teaching and training. <p>Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p> <p>All evidence in this area must be validated by the hospital or relevant body who can attest to the event.</p>
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CPD and CME

<p>CPD record certificates, certificates of attendance, workshops and at local, national and international meetings or conferences</p>	<p>All available documentary evidence on appropriate CPD events attended and documentation of membership of either FPH CPD scheme or other relevant CPD scheme must be included.</p> <p>You should cover all aspects of your work and demonstrate the breadth of your practice. Where you have specialised the provision of CPD records covering the other aspects of the relevant curriculum it is important to demonstrate the maintenance of your skills.</p> <p>Please provide details of the events you have attended describing the content. Support this with documentary evidence of your attendance (CPD certificates etc).</p> <p>See Faculty of Public Health's guidelines at www.fph.org.uk.</p>
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<p>CPD registration points from UK Medical Royal College (or equivalent body overseas)</p>	<p>Please provide evidence of registration within a formal system. Royal Colleges or Faculties may confirm attainment of their requirements. All available documentary evidence related to CPD points awarded by the FPH or equivalent body must be included. Please see http://www.fph.org.uk/uploads/FPH_CPD_Policy_and_Guidance.pdf for guidance on what can be included as CPD. FPH expects a minimum of 50 CPD points to be accrued in one year.</p> <p>See Faculty of Public Health's guidelines at www.fph.org.uk.</p>
<p>Membership of professional bodies and organisations</p>	<p>List the following for your current membership of professional bodies and organisations. Provide documentary evidence showing membership information:</p> <ul style="list-style-type: none"> • organisation name • date of joining • status of membership (member, associate etc) • how membership is achieved (evaluation, examination, is membership restricted or open to all?) <p>Where membership has been attained through an evaluation or examination and you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p> <p>See Faculty of Public Health's guidelines at www.fph.org.uk.</p> <p>All evidence in this area must be validated.</p>

Teaching and training

Teaching timetables	<p>Where you have undertaken a number of roles provide details for each post or role, indicate the level of the teaching. Where teaching is not formal (timetabled) indicate how you participate in teaching.</p> <p>Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p> <p>All evidence in this area must be validated.</p>
Lectures	<p>Please include evidence showing the audience and topics covered, such as posters advertising event, educational timetable from trust education centre, letter from education centre indicating your involvement in specialty trainee formal education programme.</p> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• the types and complexity of cases you are involved in• triangulation with logbook information• continuing professional development• teaching and training• communication skills. <p>Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p> <p>All evidence in this area must be validated.</p>

<p>Feedback or evaluation forms from those taught</p>	<p>Please provide copies of feedback from teaching events you have participated in.</p> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"> • the types and complexity of cases you are involved in • triangulation with logbook information • continuing professional development • teaching and training • leadership • relationships with colleagues • communication skills. <p>All evidence in this area must be validated and anonymised for individual patient data.</p>
<p>Letters from colleagues</p>	<p>You can use copies of letters from colleagues to demonstrate similar information to feedback forms (see above).</p> <p>All evidence in this area must be validated and anonymised for individual patient data.</p>
<p>Attendance at teaching or appraisal courses</p>	<p>Please provide documentary evidence that you attended the courses and information on the content of the course including whether they were generic or aimed at medical professionals.</p>

Participation in assessment or appraisal and appointments processes

You may provide the following types of evidence to support this area:

- copies of invitations to appraisals or assessments including attendance at appraisal/assessment courses
- evidence of participation in the Deanery ARCP or RITA processes
- evidence of participation in appointments for trainees (including invitations to participate and interview panel information, including attendance at interview and appointment related courses).

You can use these documents to demonstrate:

- contribution to postgraduate and continuing medical education activity, locally and nationally
- any responsibilities which relate to a special interest
- participation in administration, management duties
- participation in teaching and training
- communication, partnership and teamwork
- relationships with colleagues (including giving feedback)
- leadership.

All evidence in this area **must** be **validated**.

Domain 2 – Safety and quality

Participation in audit, service improvement

Audits undertaken by applicant	<p>Applicants must include examples of any audit undertaken in Public Health or Public Health implications</p> <p>You should provide evidence of the five stages of the audit process:</p> <ol style="list-style-type: none">1. Definition of criteria and standards2. Data collection3. Assessment of performance against criteria and standards4. Identification of changes (alterations to practice)5. Re-evaluation <p>Evidence you could supply includes:</p> <ul style="list-style-type: none">• audit reports (collections of data alone are not considered as a full clinical audit)• publications• submissions to ethics committee (not satisfactory alone)• presentations of audit work (see above for details required for presentations)• letter from audit or clinical governance lead confirming participation in audit or governance activities• guidelines produced to reflect lessons learned within audit• notes from self-reflective diaries. <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• the types and complexity of cases you are involved in• triangulation with logbook information continuing professional development• communication, partnership and teamwork• relationships with colleagues, patients
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	<ul style="list-style-type: none"> • leadership • multi disciplinary working. <p>All evidence in this area must be validated.</p>
Reflective diaries	<p>For details of what to include please see:</p> <ul style="list-style-type: none"> • NHS clinical governance support information • the Public Health Medicine Curriculum documentation pages 74-75. <p>You can use this document to demonstrate</p> <ul style="list-style-type: none"> • triangulation with logbooks • relationships with colleagues • your recognition of the limits of your professional competence • handling of critical incidents or complaints • how you have changed your practice in the light of experiences (part of audit). <p>As this evidence is self produced for its content to be given weight it must be supported or triangulated by other evidence.</p>

Service Improvement and clinical governance meetings

Applicants **must** include evidence of :

- writing or appraising business cases and service specifications
- development of clinical guidelines and quality standards
- calculation of population costings for new technologies
- reports on commissioning and delivery of clinical services.

This could be demonstrated in a number of ways including:

- invitations to attend meetings
- minutes of meetings demonstrating your attendance and participation in the meeting.

You can use these documents to demonstrate:

- communication, partnership and teamwork
- relationships with colleagues
- leadership
- multi disciplinary working
- participation in audit or clinical governance.

All evidence in this area **must** be **validated** and **anonymised** for individual patient data.

Safety

Health and safety	<p>Please provide evidence to support awareness and following Health and Safety requirements.</p> <p>This can be demonstrated by:</p> <ul style="list-style-type: none">• declaration of health on your application form• attendance at appropriate course• involvement in infection control (membership of committees etc)• logbook information on infections• audit on infections and subsequent changes in activity.
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Domain 3 – Communication, partnership and teamwork

Communication

Colleagues	<p>Please provide evidence to support your communication with colleagues, both within your immediate team and the wider team (including non clinical), and with Public Health stakeholders.</p> <p>This can be demonstrated by:</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• management – including organising staff rotas• presentations• copies of appraisals or references written for colleagues (these must be anonymised with relation to colleague data). <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• communication, partnership and teamwork• relationships with colleagues• leadership• multi disciplinary working• participation in directorate and management meetings• honesty and objectivity. <p>All evidence in this area must be validated.</p>
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Patients	<p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none">• thank you letters and cards from patients• letters from colleagues (examples of cases shared or “To whom it may concern letters” / testimonials)• complaints and responses to complaints. <p>This may include complaints received against your department or a colleague where you have been involved in the resolution. This is to demonstrate how you handle complaints. Having a complaint made against you will not adversely influence your application. You must anonymise colleague information from this evidence.</p> <ul style="list-style-type: none">• 360° feedback <p>The applicant must be able to work effectively with media in a pro-active and reactive manner including undertaking interviews with radio and television e.g. this could include appropriate work with Public Health stake holders and community; the types of evidence that could be submitted include:</p> <ul style="list-style-type: none">• examples of press releases• radio/tv interviews or• attendance at media courses confirmation <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• communication• relationships with patients• honesty and integrity• protecting patient confidentiality. <p>All evidence in this area must be anonymised for individual patient data.</p>
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Partnership and teamwork

Working in multidisciplinary teams

This area could be demonstrated in a number of ways including:

- invitations to attend meetings
- minutes of meetings demonstrating your attendance and participation in the meeting
- job plans which indicate this as a duty
- appraisals which include this information.

You can use these documents to demonstrate:

- communication, partnership and teamwork
- relationships with colleagues
- leadership
- multi disciplinary working.

All evidence in this area **must** be **validated** and **anonymised** for individual patient data.

Management and leadership experience	<p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none">• invitations to attend meetings• minutes of meetings demonstrating your attendance and participation in the meeting• job plans which indicate this as a duty• appraisals which include this information. <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• communication, partnership and teamwork• relationships with colleagues• leadership• management skills. <p>Applicants must include evidence of leading the local implementation of a national (surveillance) policy, for example with cross-sectoral teams to include Public Health stake holders.</p> <p>All evidence in this area must be validated and anonymised for individual patient data.</p>
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Chairing meetings and leading projects

This area could be demonstrated in a number of ways including:

- invitations to attend meetings
- agendas of meetings demonstrating your attendance and participation in the meeting
- minutes of meetings demonstrating your attendance and participation in the meeting
- job plans which indicate this as a duty
- appraisals which include this information
- project reports
- letters from colleagues
- publications or presentations
- terms of reference

You can use these documents to demonstrate:

- communication, partnership and teamwork
- relationships with colleagues
- leadership
- multi disciplinary working
- participation in directorate and management meetings
- continuing professional development.

Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.

All evidence in this area **must** be **validated** and **anonymised** for individual patient data.

Domain 4 – Maintaining trust

Acting with honesty and integrity

Honesty and integrity	You can demonstrate this with: <ul style="list-style-type: none">• the declarations on your application form• statements from your referees• appraisal forms• having no restrictions on your registration (UK based doctors)• Certificate of Good Standing (overseas based doctors).
Equality and human rights (including disability, human rights, race, religion and ethnicity awareness and equal opportunities)	You can demonstrate this with: <ul style="list-style-type: none">• advocacy for vulnerable groups / inequalities• evidence of attendance at relevant courses (please provide details of course content)• feedback from patients and colleagues• statements from your referees• testimonials.
Data protection	You can demonstrate this with: <ul style="list-style-type: none">• attendance at relevant courses (please provide details of course content)• feedback from patients and colleagues• your application and evidence being appropriately anonymised.

Relationships with patients

Testimonials and letters from colleagues	<p>You may include "To whom it may concern letters".</p> <p>All evidence in this area must be anonymised for individual patient data.</p>
Thank you letters, cards from colleagues and patients	<p>Please ensure that these are anonymised (for individual patient data).</p>
Complaints and responses to complaints	<p>This is to demonstrate how you handle complaints. Having a complaint made against you will not adversely influence your application.</p> <p>You may include complaints received against the department within which you worked or one against a colleague where you have been involved in the resolution.</p> <p>You may provide a reflective diary of how you would handle a hypothetical complaint.</p> <p>All evidence in this area must be anonymised for individual patient data.</p>