

# 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)

## Chemical Pathology

This guidance is to help doctors who are applying for entry onto the Specialist Register with a CESR in Chemical Pathology. You will also need to read the [Chemical Pathology 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 Royal College of Pathologists ([RCPATH](#)) for guidance **before** you submit an application or a reapplication.

### What is the indicative period of training for a Certificate of Completion of Training (CCT) in Chemical Pathology?

The indicative period of training for a CCT in Chemical Pathology is five years and it is very unlikely that you would achieve the competencies required for a CCT in a shorter period of time.

For complete details refer to the [Chemical Pathology Curriculum 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](#).

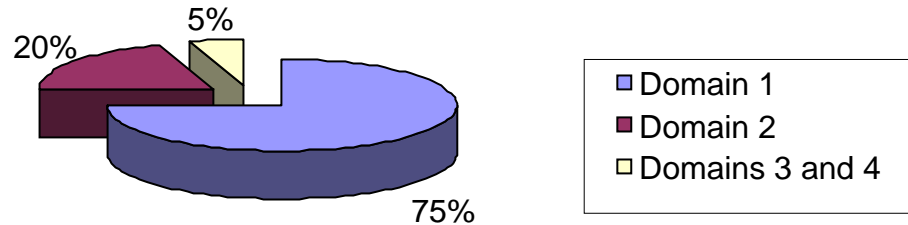
### How much evidence to submit

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 [Chemical Pathology 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

It is our experience that applications from doctors in the specialty of Chemical Pathology are often submitted with inadequate or poor evidence in the following areas:

- no evidence of fellowship of the Royal College of Pathologists (FRCPath) by examination or equivalent
- lacks evidence of having signed routine chemical pathology samples of the kind described in the chemical pathology curriculum
- insufficient evidence of attendance at and involvement in clinical management of patients (such as endocrine, metabolic, bone disease, diabetes, lipids etc.) as outlined in chemical pathology curriculum
- insufficient evidence of laboratory experience of a nature and kind equivalent to the demands of the curriculum
- **unvalidated** and/or unauthenticated evidence.

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.

### This is the specialty specific guidance for Chemical Pathology

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## 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 <b>authenticated copy</b> of your PMQ.</p>
Specialist medical qualification(s)	<p>Please provide an <b>authenticated copy</b> of any specialist medical qualifications you hold.</p> <p>Applicants <b>must</b> provide evidence of success in the Fellowship of the Royal College of Pathologists (FRCPath) by examination (Information can be found on the college <a href="#">website</a>) or equivalent.</p> <p>Applicants in possession of FRCPath do not need to provide the original or authenticated certificate. This will be checked directly by the Royal College of Pathologists.</p> <p>If evidence of another specialist qualification is being provided, it <b>must</b> be supported by original or authenticated certificates and the curriculum/syllabi or standards for its award.</p> <p>Applicants without such evidence will need to submit very robust and clear alternative evidence that they have been assessed to an appropriate level in their specialty if the Board is to be satisfied of equivalence to CCT standards.</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>

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Curriculum or syllabus (if undertaken outside the UK)	<p>Please provide a <b>validated copy</b> of authenticated or original certificates and curriculum or standards for its award. (Applicants who have undertaken recognised specialist or specialty training in the UK do not need to provide the relevant RCPATH curriculum).</p> <p>This should include the requirements of the qualification and <b>must</b> relate to the specialty in which you are applying. The curriculum or syllabus (including assessment methods) <b>must</b> 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"> <li>• where the curriculum covers areas of the CCT curriculum</li> <li>• the complexity of the work undertaken</li> <li>• how examinations are evaluated or quality assured (external assessment).</li> </ul>
Specialist registration outside the UK	<p>Please provide a <b>validated copy</b> 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 <b>copies</b> 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 <b>copies</b> 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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<p>Appraisals and assessments</p>	<p>Please provide <b>validated copies</b> of the evidence required in this area.</p> <p>Applicants should submit evidence in the last 5 years of chemical pathology practice:</p> <ul style="list-style-type: none"> <li>• record of periodic assessment undertaken during training;</li> <li>• revalidation /appraisal portfolio.</li> </ul> <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 <b>must</b> provide <b>validated</b> 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>
<p>RITAs, ARCPs and training assessments</p>	<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 <b>validated copy</b> 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>Applicants should submit records of periodic assessment undertaken during training (if you have undertaken recognised specialist or specialty training in the UK <b>must</b> provide a copy of all Records of In-Training Assessment [RITAs] or Annual Reviews of Competence Progression [ARCPs] undertaken. These will also be checked directly by the Royal College of Pathologists). 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> <p>Applicants if possible should submit evidence from the last five years of chemical pathology practice for example:</p> <ul style="list-style-type: none"> <li>• multi-source feedback (including feedback from patients) or external or peer-review reports</li> </ul>
Awards and discretionary points letters	You <b>must</b> provide copies of certificates and letters.
Personal development plans (PDP)	<p>For details of what to include please see <a href="#">NHS clinical governance support information</a>.</p> <p>You <b>must</b> 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>
Participation in assessment, appraisal and appointments process	<p>You could demonstrate this in a number of ways including:</p> <ul style="list-style-type: none"> <li>• invitations to appraisals or assessments</li> <li>• minutes or other records of attendance.</li> </ul> <p>These could provide evidence of:</p> <ul style="list-style-type: none"> <li>• attendance at appraisal or assessment courses</li> <li>• participation in Deanery ARCP and RITA processes</li> <li>• participation in the appointments process for medical colleagues</li> <li>• involvement in interview panels and interview appointment related courses</li> <li>• involvement in workplace based assessments (as assessor)</li> </ul> <p>All of the above <b>must</b> be <b>anonymised</b> (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 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

Photocopies of operating lists and theatre record books are not satisfactory evidence of procedures. If you did not complete a logbook at the time you undertook the procedures, you should create a logbook from the information you have and then have it **validated**. It should contain the following information:

- only procedures that you were personally involved in
- patient ID number but not the name
- age and gender
- date of the procedure
- full name of the procedure
- your role in the procedure (assisted, performed personally, performed under direct supervision of someone more senior, supervised a junior)
- any critical incidents
- name of the hospital or clinic where procedure was performed
- outcomes data.

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.

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

<p>Consolidation, cumulative data sheets, summary lists and annual caseload statistics</p>	<p>Applicants will need to submit evidence of authenticated departmental statistics in relation to the workload and turnaround time to account for the appropriate standards of knowledge, skills and attitudes as outlined in <a href="#">the Chemical Pathology Curriculum</a> (pages 10 – 12, 55 - 101)</p> <p>You should provide a summary of the total numbers for the various procedures listed in the logbook. This should be completed annually and include your role in the procedure.</p> <p>It is important that the logbooks 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 five years.</p> <p>All evidence in this area <b>must</b> be <b>validated</b> and <b>anonymised</b> 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.

Applicants will need to submit robust evidence of clinical activity to meet the appropriate standards of knowledge, skills and attitudes as defined in [the Chemical Pathology Curriculum](#) A, B and D (pages 10 – 12, 16 – 17, 55 – 101) in:

- induction
- laboratory competencies
- laboratory management competencies
- clinical governance and audit competencies
- competencies in the chemical pathology of disease
- competencies in the interpretation of laboratory data
- competencies in research and development
- competencies in direct patient care.

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.

Referral letters discussing patient handling

Applicants should provide evidence of the following letters:

- letters produced by applicants; requesting a second opinion
- communications with clinical colleagues advising them or answering particular questions regarding a report issued
- letters of appreciation from colleagues regarding involvement in managing a patient.

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:

- requesting a second opinion
- advising clinical colleagues or answering particular questions regarding patient management
- from clinical colleagues regarding applicants involvement in patient management.

You can use these to demonstrate:

- 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.

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

Patient lists	<p>You may wish to include copies of patient lists. You can use these to demonstrate:</p> <ul style="list-style-type: none"> <li>• your involvement or role in cases</li> <li>• the types and complexity of cases you are involved in</li> <li>• your participation in teaching and training (where you are supervising a junior colleague)</li> <li>• the volume of cases you undertake</li> <li>• triangulation with rota, timetable and job plan information</li> <li>• triangulation with logbook information.</li> </ul> <p>All evidence in this area <b>must</b> be <b>validated</b> and <b>anonymised</b> for individual patient data.</p>
Departmental (or trust) workload statistics and annual caseload statistics	<p>Applicants should provide authenticated departmental statistics in relation to the workload turnaround time within their specialty</p> <p>You can use these to demonstrate:</p> <ul style="list-style-type: none"> <li>• the size of the hospital in which you work</li> <li>• the volume of work undertaken within your trust and the percentage that you undertake</li> <li>• the range of work that you undertake and that is undertaken within your trust</li> <li>• triangulation with logbook information</li> </ul> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>
Rotas, timetables and job plans	<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"> <li>• details of clinical and non-clinical duties you undertake</li> <li>• your on-call commitment</li> <li>• your participation in meetings and teaching</li> <li>• triangulation with logbook information.</li> </ul> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>

Courses relevant to curriculum	Applicants may provide evidence of participation within the last five years in: <ul style="list-style-type: none"><li>• local, national and international courses, conferences and meetings attended (supported by certificates of attendance for the five most relevant courses, conferences and meetings within specialty and/or practice)</li><li>• familiarity with information technology (IT) (supported by evidence of certificates of attendance for relevant courses).</li></ul>
Portfolios (electronic or revalidation)	Applicants who are registered trainees may provide evidence of an online training portfolio. The College has an online training portfolio (login required) to allow registered trainees to record their progress at: <a href="http://www.rcpath.org/index.asp?PageID=62">http://www.rcpath.org/index.asp?PageID=62</a> 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.

## Details of posts and duties (including both training and experience posts)

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

Job plans	<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"><li>• the main duties and responsibilities of the post</li><li>• your out of hours responsibilities, including rota commitments</li><li>• that you have covered for colleagues' periods of leave</li><li>• any professional supervision and management of junior medical staff that you have undertaken</li><li>• your responsibilities for carrying out teaching, examination and accreditation duties</li><li>• your contribution to postgraduate and continuing medical education activity, locally and nationally</li><li>• any responsibilities you had that relate to a special interest</li><li>• requirements to participate in medical audit and in continuing medical education</li><li>• your involvement in research</li><li>• your managerial, including budgetary, responsibilities where appropriate</li><li>• your participation in administration and management duties.</li></ul> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>
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## Research, publications and presentations

Research papers, grants, patent designs

Applicants can provide evidence of participation in the last five years in:

- research relevant to current practice, if undertaken, (supported by a summary or abstract of the research if unpublished or, if published, the first page of the relevant published paper)
- publications (supported by a copy of the first page of all published papers)
- complete and ongoing internal (e.g. hospital) and external audit activities undertaken together with conclusion and effect on practice, (supported by evidence of any published audit, authenticated by the head of department or laboratory manager or equivalent).

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>Applicants can provide evidence of participation in the last five years in:</p> <ul style="list-style-type: none"> <li>• publications (supported by a copy of the first page of all published papers)</li> <li>• complete and ongoing internal (e.g. hospital) and external audit activities undertaken together with conclusion and effect on practice, (supported by evidence of any published audit, authenticated by the head of department or laboratory manager or equivalent)</li> </ul> <p>More weight is given where:</p> <ul style="list-style-type: none"> <li>• the applicant is first author</li> <li>• the publication has a high impact factor.</li> </ul> <p>You <b>must</b> 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>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"> <li>• the types and complexity of cases you are involved in</li> <li>• triangulation with logbook information</li> <li>• working with colleagues (where publications are joint or multi disciplinary)</li> <li>• Continuing Professional Development (CPD).</li> </ul> <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>
Presentations, poster presentations	<p>Applicants may provide the following as evidence from the last five years of chemical pathology practice:</p> <ul style="list-style-type: none"> <li>• job descriptions</li> <li>• multi-source feedback or external or peer-review reports</li> <li>• a portfolio documenting evidence of life- long learning or CPD or CME</li> <li>• revalidation/appraisal portfolio</li> <li>• local, national and international courses, conferences and meetings attended (supported by certificates of attendance for the five most relevant courses, conferences and meetings within specialty and/or practice)All evidence in this area <b>must</b> be <b>validated</b> by the hospital or relevant body who can attest to the event.</li> </ul>

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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>You should provide a variety of these to cover all aspects of your work and to demonstrate the breadth of your practice. Where you have specialised the provision of CPD records covering the other aspects of the relevant curriculum 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 RCPATH guidelines at <a href="http://www.rcpath.org">www.rcpath.org</a>.</p>
<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.</p> <p>See RCPATH guidelines at <a href="http://www.rcpath.org">www.rcpath.org</a>.</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"><li>• organisation name</li><li>• date of joining</li><li>• status of membership (member, associate etc)</li><li>• how membership is achieved (evaluation, examination, is membership restricted or open to all?)</li></ul> <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 RCPATH guidelines at <a href="http://www.rcpath.org">www.rcpath.org</a>.</p> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>

## Teaching and training

Teaching timetables	<p>Applicants <b>must</b> provide evidence of the following with full CV detailing the last five years:</p> <ul style="list-style-type: none"><li>• in appropriate posts, e.g. member of university staff, educational or research supervisor (supported by letter confirming role e.g. from Dean's office or academic head of department or equivalent).</li></ul> <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 <b>must</b> be <b>validated</b>.</p>
Lectures	<p>Applicants <b>must</b> provide evidence of the following with full CV detailing the last five years:</p> <ul style="list-style-type: none"><li>• of involvement in postgraduate chemical pathology and other medical specialty teaching and lecturing (supported by letter from clinical director or postgraduate tutor or postgraduate dean or equivalent)</li><li>• of research (see Good Clinical Care for examples of evidence required)</li></ul> <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"><li>• the types and complexity of cases you are involved in</li><li>• triangulation with logbook information</li><li>• CPD</li><li>• teaching and training</li><li>• communication skills.</li></ul> <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 <b>must</b> be <b>validated</b>.</p>

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<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"> <li>• the types and complexity of cases you are involved in</li> <li>• triangulation with logbook information</li> <li>• CPD</li> <li>• teaching and training</li> <li>• leadership</li> <li>• relationships with colleagues</li> <li>• communication skills.</li> </ul> <p>All evidence in this area <b>must</b> be <b>validated</b> and <b>anonymised</b> 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 <b>must</b> be <b>validated</b> and <b>anonymised</b> for individual patient data.</p>
<p>Attendance at teaching or appraisal courses</p>	<p>Applicants <b>must</b> provide evidence of the following with full CV detailing the last five years:</p> <ul style="list-style-type: none"> <li>• attendance at relevant teaching courses (supported by certificates of attendance)</li> <li>• talks, presentations or teaching sessions given (supported by most recent evidence of meeting timetables and/or teaching programmes, authenticated by head of department or clinical tutor or postgraduate tutor or equivalent)</li> <li>• appraisal courses.</li> </ul> <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

Applicants may provide evidence of the following with full CV detailing the last five years:

- of involvement in conducting appraisal of others (supported by letter of confirmation from Chief Executive or Medical Director or others).

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 <b>must</b> provide evidence of complete and ongoing internal (e.g. hospital) and external audit activities relevant to specialty and undertaken together with conclusion and affect on practice, (supported by evidence of any published audit, authenticated by the head of department or laboratory manager or equivalent).</p> <p>You should provide evidence of the five stages of the audit process:</p> <ol style="list-style-type: none"><li>1. Definition of criteria and standards</li><li>2. Data collection</li><li>3. Assessment of performance against criteria and standards</li><li>4. Identification of changes (alterations to practice)</li><li>5. Re-evaluation</li></ol> <p>Evidence you could supply includes:</p> <ul style="list-style-type: none"><li>• audit reports (collections of data alone are not considered as a full clinical audit)</li><li>• publications</li><li>• submissions to ethics committee (not satisfactory alone)</li><li>• presentations of audit work (see above for details required for presentations)</li><li>• letter from audit or clinical governance lead confirming participation in audit or governance activities</li><li>• guidelines produced to reflect lessons learned within audit</li><li>• notes from self-reflective diaries.</li></ul> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"><li>• the types and complexity of cases you are involved in</li><li>• triangulation with logbook information CPD</li><li>• communication, partnership and teamwork</li></ul>
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	<ul style="list-style-type: none"> <li>• relationships with colleagues, patients</li> <li>• leadership</li> <li>• multi disciplinary working.</li> </ul> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>
Reflective diaries	<p>For details of what to include please see <a href="#">NHS clinical governance support information</a>.</p> <p>You can use this document to demonstrate</p> <ul style="list-style-type: none"> <li>• triangulation with logbooks</li> <li>• relationships with colleagues</li> <li>• your recognition of the limits of your professional competence</li> <li>• handling of critical incidents or complaints</li> <li>• how you have changed your practice in the light of experiences (part of audit).</li> </ul> <p>As this evidence is self produced for its content to be given weight it <b>must</b> be supported or triangulated by other evidence.</p>

Service Improvement and clinical governance meetings	<p>Applicants should provide evidence of attendance at local or national external quality assurance (EQA) scheme (supported by evidence of participation in quality assurance, e.g. letter).</p> <p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none"><li>• invitations to attend meetings</li><li>• minutes or agendas of meetings demonstrating your attendance and participation in the meeting.</li></ul> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"><li>• communication, partnership and teamwork</li><li>• relationships with colleagues</li><li>• leadership</li><li>• multi disciplinary working</li><li>• participation in audit or clinical governance.</li></ul> <p>All evidence in this area <b>must</b> be <b>validated</b> and <b>anonymised</b> for individual patient data.</p>
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## Safety

Health and safety	<p>Applicants should refer to <a href="#">the Chemical Pathology Curriculum</a> (pages 53 - 54) and provide the following evidence from the last 5 years of chemical pathology practice:</p> <ul style="list-style-type: none"><li>• certificate of good standing</li><li>• disciplinary procedures or adverse outcomes</li><li>• health statement/declaration</li><li>• a portfolio documenting evidence of life-long learning or CPD or CME</li><li>• revalidation/appraisal portfolio</li><li>• letters of appreciation</li></ul>
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## Domain 3 – Communication, partnership and teamwork

### Communication

Colleagues	<p>Applicants should provide evidence in the last five years of chemical pathology practice of the following:</p> <ul style="list-style-type: none"><li>• multi-source feedback (including pathology and non-pathology colleagues) or external or peer-review reports</li><li>• a portfolio documenting evidence of life-long learning or CPD or CME</li><li>• revalidation/appraisal portfolio</li><li>• letters produced by applicants requesting a second opinion</li><li>• letters of appreciation from colleagues regarding involvement in patient management</li><li>• communications with clinical colleagues advising them or answering particular questions regarding a report issued.</li></ul> <p>This can be demonstrated by:</p> <ul style="list-style-type: none"><li>• letters from colleagues (examples of shared cases or “To whom it may concern letters” or testimonials)</li><li>• letters of correspondence between you and your colleagues, demonstrating collaboration over management of patient care across multidisciplinary teams</li><li>• management – including organising staff rotas</li><li>• presentations</li><li>• copies of appraisals or references written for colleagues (these <b>must</b> be <b>anonymised</b> with relation to colleague data).</li></ul> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>
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Patients	<p>Applicants should provide evidence in the last five years of chemical pathology practice of the following:</p> <ul style="list-style-type: none"><li>• risk assessments</li><li>• handling complaints from patients</li><li>• letters of appreciation from patients or patients</li><li>• multi-source feedback (including feedback from patients) or external or peer-review reports</li><li>• revalidation/appraisal portfolio.</li></ul> <p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none"><li>• thank you letters and cards from patients</li><li>• letters from colleagues (examples of cases shared or “To whom it may concern letters” / testimonials)</li><li>• complaints and responses to complaints.</li><li>• 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. <b>You must anonymise colleague information from this evidence.</b></li><li>• 360° feedback.</li></ul> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"><li>• communication</li><li>• relationships with patients</li><li>• honesty and integrity</li><li>• protecting patient confidentiality.</li></ul> <p>All evidence in this area <b>must be anonymised</b> for individual patient data.</p>
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## Partnership and teamwork

Working in multidisciplinary teams	<p>Applicants should provide evidence of participation in the last year in multidisciplinary or clinicopathological meetings/MDTs, service improvement meetings (supported by evidence of attendance lists, minutes of meetings, action points directly involving the applicant), departmental or directorate meetings (see Good Clinical Care for examples of evidence required)</p> <p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none"><li>• invitations to attend meetings</li><li>• minutes of meetings demonstrating your attendance and participation in the meeting</li><li>• job plans which indicate this as a duty</li><li>• appraisals which include this information.</li></ul> <p>All evidence in this area <b>must</b> be <b>validated</b> and <b>anonymised</b> for individual patient data.</p>
Management and leadership experience	<p>Applicants <b>must</b> provide evidence in the last five years of management activities, e.g. developing, delivering and managing a high quality service, including staff management (supported by evidence from clinical director/medical director or equivalent)</p> <p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none"><li>• invitations to attend meetings</li><li>• minutes of meetings demonstrating your attendance and participation in the meeting</li><li>• job plans which indicate this as a duty</li><li>• appraisals which include this information.</li></ul> <p>All evidence in this area <b>must</b> be <b>validated</b> and <b>anonymised</b> for individual patient data.</p>

Chairing meetings and leading projects

Applicants should provide evidence in the last five years of meetings attended, chaired or organised by applicant (supported by letter of confirmation, copies of relevant page from minutes confirming role).

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
- project reports
- letters from colleagues
- publications or presentations.

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	Applicants should refer to <a href="#">the Chemical Pathology Curriculum</a> (pages 53 -54) and can provide evidence from the last 5 years of chemical pathology: <ul style="list-style-type: none"><li>• certificate of good standing</li><li>• disciplinary procedures or adverse outcomes;</li><li>• health statement/declaration</li><li>• a portfolio documenting evidence of life-long learning or CPD or CME;</li><li>• revalidation/appraisal portfolio</li><li>• letters of appreciation.</li></ul>
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"><li>• evidence of attendance at relevant courses (please provide details of course content)</li><li>• feedback from patients and colleagues</li><li>• statements from your referees</li><li>• testimonials.</li></ul>
Data protection	You can demonstrate this with: <ul style="list-style-type: none"><li>• attendance at relevant courses (please provide details of course content)</li><li>• feedback from patients and colleagues</li><li>• your application and evidence being appropriately <b>anonymised</b>.</li></ul>

## Relationships with patients

Testimonials and letters from colleagues	<p>Applicants should refer to <a href="#">the Chemical Pathology Curriculum</a> (pages 43 - 53) and can provide evidence from the last 5 years of chemical pathology practice:</p> <ul style="list-style-type: none"><li>• letters of appreciation form colleagues</li><li>• supporting letters from colleagues</li><li>• letters of referral seeking second opinion.</li></ul> <p>All evidence in this area <b>must</b> be <b>anonymised</b> for individual patient data.</p>
Thank you letters, cards from colleagues and patients	<p>Applicants should refer to <a href="#">the Chemical Pathology Curriculum</a> (pages 43 - 53) and can provide evidence from the last 5 years of chemical pathology practice:</p> <ul style="list-style-type: none"><li>• letters or appreciation form colleagues and patients.</li></ul> <p>Please ensure that these are <b>anonymised</b> (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>Applicants should refer to <a href="#">the Chemical Pathology Curriculum</a> (pages 43 - 53) and can provide evidence from the last 5 years of chemical pathology practice:</p> <ul style="list-style-type: none"><li>• certificate of good standing</li><li>• disciplinary procedures or adverse outcomes</li><li>• health statement/declaration</li><li>• a portfolio documenting evidence of life-long learning or CPD or CME</li><li>• revalidation/appraisal portfolio.</li></ul> <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 <b>must</b> be <b>anonymised</b> for individual patient data.</p>

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