

## Clinical Oncology

This guidance is to help doctors who are applying for entry onto the Specialist Register with a CESR in Clinical Oncology. You will also need to read [the Clinical Oncology 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 Radiologists ([RCR](#)) 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 Clinical Oncology?

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

The structure of the programme is an indicative two years in Core Medical Training (CMT) or Acute Care Common Stem training (ACCS), followed by entry to Clinical Oncology training at ST3. This comprises of three years **core/intermediate clinical oncology training** and two years of **advanced clinical oncology training** (advanced training covers tumour site specialisation and the trainee is expected to specialise in at least two site specialties; the minimum period required for specialisation is at least six months in each site specialty).

This list is given for example purposes only and is not exhaustive – for a complete list refer to [the Clinical Oncology 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](#).

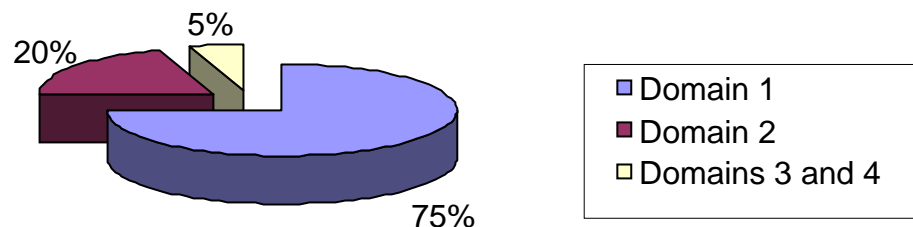
You will also need to submit translations of any documents that are not in English. Please ensure the translations you submit meet our [translation requirements](#).

### 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 of the generic and specialty specific areas of [the Clinical Oncology Curriculum documentation](#). If evidence is missing from one area of the curriculum for example, then the application may fail.

## 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

The evidence **must** demonstrate that you have achieved **all** the requirements and competencies as set down in the relevant CCT curriculum. Where you have, for a substantial period of time, worked in a specialised area, evidence will be required that at one stage in your career you achieved the requirements and competencies of the relevant specialty curriculum and have maintained these skills. You will also need to provide evidence that your current specialised practice allows you to meet all of the Domains above.

You **must** submit evidence to demonstrate that you can practise competently and independently across the breadth of the CCT curriculum. You can see the competencies required for a CCT trainee in the [Trainee Portfolio forms](#).

You **must** refer to the curriculum when making your application to ensure that you have the relevant competencies. In summary, you are expected to demonstrate competence and the relevant learning outcomes depending on the level of training across the site specialties set out in the curriculum – breast cancer, lung cancer, lower GI cancer, urological cancer, thoracic cancer, upper GI cancer, head and neck cancer, sarcoma, gynaecological cancer, CNS tumours, skin cancer, lymphoma/leukaemia/myeloma, unknown primary cancer and paediatric and adolescent oncology, brachytherapy, proton and neutron therapy – see the “Tumour Site-Specific Learning Outcomes” in Appendix 1 of the 2010 curriculum.

You are also expected to demonstrate the equivalent advanced competencies required for advanced training, in at least two site specialties as set out in the curriculum.

As a general guide, applications which are unsuccessful contain inadequate evidence in the following areas:

- applicants do not provide sufficient evidence in respect of current competence across the breadth of the curriculum, which should be demonstrated by the submission of chemotherapy prescriptions, radiotherapy planning, workload statistics, clinical audit activity

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- applicants do not provide evidence to cover the full breadth of the CCT curriculum. If you have not covered a specific area of the curriculum it is advisable to postpone an application until you have been able to gain this experience
- applicants do not provide evidence to cover the full depth of the CCT curriculum to demonstrate that they have attained equivalent competencies to an advanced level as set out in the CCT curriculum
- maintaining knowledge, skills and performance – evidence which relates to more than five years ago, or is mostly unrelated to your specialty, is unlikely to be given as much weight as recent and specialty focussed evidence. This evidence is also important to demonstrate that you have maintained knowledge and skill across the breadth of the curriculum
- training, Assessing. These activities may not form part of your current role. However it is essential that evidence is supplied that confirms that you have the relevant skills and potential, even if you have not had the opportunity to put them into practice. This may be best demonstrated by attendance at a course and the training or supervision of more junior colleagues. If you have engaged in formal or informal teaching activity, the submission of feedback from students is essential
- management. It is recognised that applicants may not have experience of managing a department. However, alternative forms of management could be demonstrated i.e. rota management, meeting/event management, budget management.

**Key documents to submit with your application** (This list is not exhaustive; see more information above. However, your application is less likely to succeed if you do not submit these documents as part of your application). All documents **must** be appropriately verified.

- your training curriculum
- personal logbooks/personal workload statistics
- at least 20 chemotherapy prescriptions and 20 radiotherapy plans covering the breadth of the oncology specific content of the CCT curriculum
- evidence of clinical audit activity to demonstrate individual clinical effectiveness
- evidence of your specialty qualification or equivalent
- formal appraisal information
- CPD certificates or equivalent
- evidence of teaching and teaching feedback
- patient relationships.

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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>The Fellowship of the Royal College of Radiologists (FRCR) is the required test of knowledge for the CCT; applicants who do not have the FRCR <b>must</b> demonstrate an equivalent test of knowledge and therefore should submit evidence relating to all specialist qualifications held. The standards for the award of the FRCR are set out in the syllabus for the First and Final Examinations.</p> <p><a href="https://www.rcr.ac.uk/content.aspx?PageID=70">https://www.rcr.ac.uk/content.aspx?PageID=70</a></p> <p>The Final FRCR is taken at the end of the third year of CCT specialty training; examinations taken at an earlier stage of training than this are unlikely to demonstrate equivalence to the FRCR.</p> <p>Applicants without evidence of such a test of knowledge <b>must</b> submit very robust and clear alternative evidence of their knowledge and skills, and that they have been assessed in their specialty, such as regular, formal, clinical appraisal; workplace based assessments, or similar evidence.</p> <p>The award of the CCT in clinical oncology requires success in the MRCP examination; you <b>must</b> submit evidence of your MRCP qualification or robust and clear evidence of your equivalent knowledge and skills in respect of this examination.</p> <p>Please provide an <b>authenticated copy</b> 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>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 your curriculum or syllabus.</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> <li>• Clinical oncology curriculum/training programme <b>which applied at the time that you trained</b>, including any relevant site specialty curricula, authenticated to show that it applied to your training. You should not submit a curriculum/syllabus that came into force after your training time.</li> <li>• Evidence of supervision and completion of clinical oncology training from the relevant authority</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>Please provide current certificates of specialist registration from all bodies with whom you are registered as a specialist.</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. These will only be relevant to this Domain if the honour/prize was competitively awarded or awarded following assessment, examination or evaluation.</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>

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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>
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## Assessments and appraisals

Appraisals and assessments	<p>Please provide <b>validated copies</b> of the evidence required in this area.</p> <p>Evidence of appraisal/assessment undertaken retrospectively will not be given as much weight as contemporaneous appraisal/assessment.</p> <p>If you underwent appraisal during your training and can submit authenticated evidence of it, you should do so.</p> <p>In respect of non- training posts over the last five years, you should submit evidence of on-going evaluation of your performance, such as regular, formal appraisal or feedback.</p> <p><b>Validated</b> evidence of career progression will be useful if there is no evidence of formal appraisal activity. Letters commenting on your performance written at the time will also be useful</p> <p>Evidence of self-assessment may also be relevant, although external appraisal and assessment carries more weight.</p> <p>You can see the appraisal forms for CCT trainees by looking at <a href="#">the Trainee Portfolio</a>.</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>
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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 <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>If you have undertaken training outside the UK you <b>must</b> provide evidence of formal periodic assessment during your training. This evidence <b>must</b> 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 <b>must</b> 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	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.
Awards and discretionary points letters	These may be applicable to those who have worked in UK consultant posts. You <b>must</b> provide copies of certificates and letters.
Personal development plans (PDP)	<p>PDP information for CCT trainees can be found in the <a href="#">Trainee Portfolio information</a>.</p> <p>UK consultants undergo formal appraisal annually which results in objective setting and agreeing a personal development plan; any evidence from recent, similar appraisals may be submitted.</p>

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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>
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## 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>If you maintained a logbook during training you should submit it as part of your application.</p> <p>You can find information about a <a href="#">logbook format</a> here.</p> <p>If you maintained a logbook subsequent to training you should submit it. Logbooks should be <b>anonymised</b> and relate to procedures you personally performed; whether these were supervised or unsupervised; date and type of procedure. You should submit a <b>validated</b> log-book of all new oncology cases seen, planned and treated over a period of at least three months, and/or training records and/or portfolio.</p> <p>Logbooks subsequent to training should be submitted for the last five years, or previously if this reflects a greater range of procedures.</p> <p>If you do not maintain logbooks it is particularly important to submit evidence obtained from your department's information system (see "caseload statistics" set out below)</p> <p>All evidence in this area <b>must</b> be <b>validated</b> and <b>anonymised</b> for individual patient data.</p>
Consolidation, cumulative data sheets, summary lists and annual caseload statistics	<p>Please submit <b>validated</b> lists to reflect the logbook information above. These should be generated from your department's information system and be summarised by a <b>validated</b> summary.</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:

- examples of non-conformance reports over a recent period of a month, along with **anonymised** departmental statistics of non-conformance
- last 20 radical chemotherapy prescriptions (only two to be the same) with evidence of appropriateness of chemotherapy
- at least 20 radiotherapy treatment sheets, treatment summaries and copies of electronic images of the planning for those patients (both the fields and the distributions)
- 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.

These should certainly date from within the last five years and preferably much more recently.

These form part of the evidence assessed to establish your competence across the breadth of the CCT curriculum, so the range of reports should be varied and include examples of normal and abnormal reporting. Please refer to the curriculum for the range of site specialties to which you are expected to demonstrate equivalence.

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"> <li>• requesting a second opinion</li> <li>• advising clinical colleagues or answering particular questions regarding patient management</li> <li>• from clinical colleagues regarding applicants involvement in patient management.</li> </ul> <p>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 relationship with your colleagues in other disciplines</li> <li>• your handling of patient paperwork</li> <li>• your recognition of the limits of your professional competence</li> <li>• your respect and protection of confidential 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>
<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"> <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>

<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"> <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>It is essential that you provide personal workload and caseload figures and clearly separate these from general departmental workload figures. You should provide <b>validated</b>, accurate and personal workload figures covering a recent period of at least 6 months (longer if this demonstrates an additional breadth of practice). This should cover a range of examinations and reports and <b>must</b> include evidence of outcome measures where appropriate. Such evidence should be obtained from the department's information system.</p> <p>All evidence in this area <b>must</b> be <b>validated</b>.</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"> <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>Evidence relating to the last five years is most likely to be relevant; such information will assist in confirming the range of activity with which you have been involved and it is essential that you include evidence about your on-call activity</p> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>

Portfolios (electronic or revalidation)	<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> <p>The format of a CCT trainee portfolio can be found <a href="#">here</a>.</p> <p>If you have undertaken formal training in the UK you should submit a copy of your training portfolio</p> <p>If you maintained a similar portfolio during training outside the UK you should submit a copy of it. A paper copy of an e-portfolio should be submitted with a statement from the head of training or department confirming its authenticity. You will not necessarily need to submit your whole portfolio; only the sections relevant to the CESR assessment.</p>
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## Details of posts and duties (including both training and experience posts)

Employment letters and contracts of employment	<p>The evaluation is less concerned with evidence about terms and conditions than it is about dates of employment, grades and duties.</p> <p>This information <b>must</b> be consistent with what is stated in your application form and CV. Letters are most useful if they confirm that you held the post in question, the dates you held the post, the grade at which you were employed and the duties undertaken.</p> <p>You should also provide such evidence of any non-specialist clinical training or experience</p> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>
Job descriptions	<p>These <b>must</b> match the information in your CV. They will confirm the following:</p> <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> <p>All evidence in this area <b>must</b> be <b>validated</b>.</p>
Job plans	<p>In the UK, a job description is the basis of the contract between the employer and the employee. The job plan is a detailed description of the duties and responsibilities of a consultant and of the facilities available to carry them out. It incorporates a work programme.</p> <p>For the purposes of this assessment, a job plan which includes information about the general hospital services, the specific clinical oncology services including staffing, workload and facilities, on-call commitments and the work programme, will be of most use - see the RCR's advice document <a href="#">Guide to Job Plans in Clinical Oncology</a>.</p> <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

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**.

<p>Publications within specialty field</p>	<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"> <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.</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>Presentations, poster presentations</p>	<p>You may wish to supply invitations to present at national or international meetings to demonstrate your recognition within your specialty. 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"> <li>• the types and complexity of cases you are involved in</li> <li>• triangulation with logbook information</li> <li>• continuing professional development</li> <li>• teaching and training.</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> 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>Please provide these for the last five years. Such evidence – indeed all evidence relating to the maintenance of knowledge, skills and performance - is expected to be regular and wide-ranging, with particular focus on maintenance of knowledge in the specialty of clinical oncology. This is particularly important if your training concluded more than five years ago.</p> <p>Certificates provided for courses and meetings which took place more than five years ago are likely to be given less weight.</p>
<p>CPD registration points from UK Medical Royal College (or equivalent body overseas)</p>	<p>Provide evidence of registration within a formal system. If you are registered in the RCR CPD scheme you should provide evidence of your enrolment and most recent CPD certificate; the RCR will be able to validate such evidence</p> <p>If you are enrolled in a College or similar scheme outside the UK please provide <b>validated</b> evidence of your enrolment and most recent confirmation of CPD points acquired.</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>This evidence is likely to give weight to this section only if such membership is attained by examination, evaluation or assessment.</p> <p>All evidence in this area <b>must be validated</b>.</p>

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## 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 <b>must be validated</b>.</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"><li>• the types and complexity of cases you are involved in</li><li>• triangulation with logbook information</li><li>• continuing professional development</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 be validated</b>.</p>

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Feedback or evaluation forms from those taught	<p>Please provide copies of feedback from teaching events you have participated in.</p> <p>It is essential that student feedback is provided where formal or informal teaching activity is undertaken</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>• continuing professional development</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>
Letters from colleagues	<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>
Attendance at teaching or appraisal courses	<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

A CCT trainee is expected to participate in clinical audit activity as a critical analysis of the quality of medical or clinical care, including organising or leading a department audit, comparing the results with standards or criteria to reach conclusions, using the findings to develop and implement change, and at advanced level, leading a complete audit cycle and organising or leading a department audit meeting. Evidence of clinical audit, and outcome measures, where appropriate, of individual clinical practice is required to demonstrate clinical effectiveness.

This is separate from service audits which comment on departmental efficiency (see below).

The audit pages on the RCR website can be accessed [here](#).

You should provide evidence of the five stages of the audit process:

1. Definition of criteria and standards
2. Data collection
3. Assessment of performance against criteria and standards
4. Identification of changes (alterations to practice)
5. Re-evaluation

Evidence you could supply includes:

- 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.

You can use these documents to demonstrate:

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	<ul style="list-style-type: none"> <li>• the types and complexity of cases you are involved in</li> <li>• triangulation with logbook information continuing professional development</li> <li>• communication, partnership and teamwork</li> <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>You should provide evidence about service audits demonstrating departmental efficiency, with which you have been involved and minutes of clinical governance/service improvement meetings you attend.</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></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>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"><li>• declaration of health on your application form</li><li>• attendance at appropriate course</li><li>• involvement in infection control (membership of committees etc)</li><li>• logbook information on infections</li><li>• audit on infections and subsequent changes in activity.</li></ul>
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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).</p> <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>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 directorate and management meetings</li><li>• honesty and objectivity.</li></ul> <p>All evidence in this area <b>must</b> be <b>validated</b>.</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"><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></ul> <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. <b>You must anonymise colleague information from this evidence.</b></p> <ul style="list-style-type: none"><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</b> be <b>anonymised</b> 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"><li>• appointment to management/chair positions</li><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>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>• management 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>
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Chairing meetings and leading projects

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

- appointment to management/chair positions
- 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.

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"><li>• the declarations on your application form</li><li>• statements from your referees</li><li>• appraisal forms</li><li>• having no restrictions on your registration (UK based doctors)</li><li>• Certificate of Good Standing (overseas based doctors).</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>

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## 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 <b>must</b> be <b>anonymised</b> for individual patient data.</p>
Thank you letters, cards from colleagues and patients	<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>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>