

Community Sexual and Reproductive Health

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

Can I get advice before I submit my application?

You can [contact us](#) and ask to speak to the Specialist Applications team for advice before you apply. You are strongly advised to contact the office of the [Faculty of Sexual and Reproductive Health \(FSRH\)](#) (www.fsrh.org) of the Royal College of Obstetricians and Gynaecologists (RCOG) 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 Community Sexual and Reproductive Health?

The indicative period of training for a CCT in Community Sexual and Reproductive Health is six years which includes 18 months training in Obstetrics and Gynaecology and it is very unlikely that you would achieve the knowledge and competencies required for a CCT in a shorter period of time. You will be assessed not purely by the time you have spent in training and experience but on the documentary evidence you submit.

For more information about the indicative period refer to the [Community Sexual and Reproductive Health Curriculum documentation](#).

If I have not obtained the MFSRH examination what alternative evidence should I supply?

You should provide evidence of successful assessment of knowledge and skills in all areas specified in the syllabus for the MFSRH examination (parts 1 and 2). This will include applied basic sciences, contraception and reproductive health, including unplanned pregnancy and abortion care, menopause and premenstrual syndrome management, sexually transmitted infections, medical gynaecology, sexual assault and sexual problems, public health, service management, critical reading and evaluation of published literature as well as successful assessment of an evidence based commentary in an area of sexual and reproductive healthcare. For full details of the syllabus for MFSRH parts 1 and 2, please refer to the Faculty website (www.fsrh.org).

Submitting your evidence

Do not submit original documents.

All your copies, other than qualifications you're getting authenticated **must** be accompanied by a proforma signed by the person who is attesting to the validity and accuracy of your evidence (your verifier). It's very important that you read an explanation of how to do 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](#).

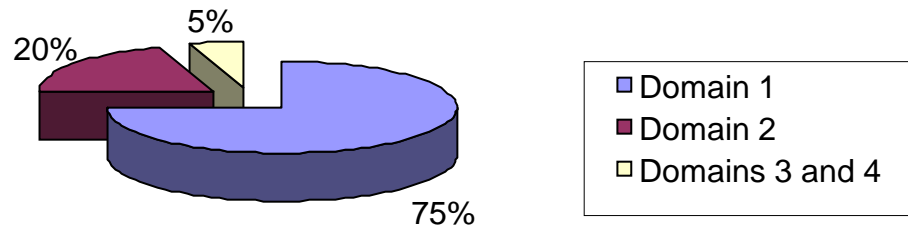
How much evidence to submit

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 [Community Sexual and Reproductive Health 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



It will help us to deal with your application more quickly if you make sure that you send us only evidence that is directly relevant.

Our guidance on compiling your evidence will help you to decide what is relevant and what is not. We recommend that you read it carefully.

Evidence that is more than five years old will be given less weight than more recent evidence, so you may not need to include it. As a general guide, we would usually expect to see between 800 and 1000 pages of evidence.

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

CSRH is a new specialty so the Faculty has little experience of evaluating CESR applications. However, the Faculty is aware that in similar specialties, applications are being submitted often with inadequate or poor evidence in the following areas:

- certificates of courses/qualifications submitted without full details of curriculum or course content
- evidence of posts undertaken without full job description – not detailing various components of the post, particularly relevant to the specialty

This is the specialty specific guidance for Community Sexual and Reproductive Health

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

- lists of Publications without any supporting evidence of actual papers
- national/international lectures - without identifying audience or conference details
- robust evidence of Public Health Medicine competencies, audit and clinical governance involvement.

The specialty of CSRH encompasses many clinical and non-clinical areas. Therefore, the Faculty recommends that applicants should pay particular attention to obtaining primary evidence in areas such as: Service Management; Teaching and Training; Audit and Clinical Governance. It is strongly recommended that you closely match your experiences against the current curriculum and provide evidence of equivalence across all areas. It is essential that your referees should be fully conversant with the current curriculum and able to provide detailed support for your competence across all or most areas. You may wish to consider requesting your referees to contact the Faculty Office for advice, if they feel it necessary.

Anonymising your evidence

It is important that you anonymise your evidence before you submit it to us. You must remove:

- All patient identifying details
- Details of patients' relatives
- Details of colleagues that you have assessed, written a reference for, or who have been involved in a complaint you have submitted.

This includes:

- Names (first and last)
- Addresses
- Contact details such as phone numbers or email addresses
- NHS numbers
- Other individual patient numbers
- GMC numbers

The following details don't need to be anonymised:

- Gender
- Date of birth

It is your responsibility to make sure that your evidence has been anonymised. Evidence which has not been anonymised will be returned to you. More information can be found on our [website](#).

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, you will need to have your primary medical qualification independently verified by ECFMG before we can grant you full registration with a licence to practise.</p> <p>You can find out more about primary source verification on our website.</p> <p>You only need to get your primary medical qualification verified by ECFMG. The rest of your evidence should be verified in line with our guidance.</p>
-------------------------------------	--

Specialist medical qualification(s)	<p>Please provide an authenticated copy of any specialist medical qualifications you hold.</p> <p>The formal test of knowledge required for a CCT is the Membership of the Faculty of Sexual and Reproductive Healthcare (FSRH) of the Royal College of Obstetricians and Gynaecologists (RCOG) (MFFP/MFSRH) obtained by examination/assessment. You can demonstrate this by providing confirmation of success in this exam from the College.</p> <p>If you cannot demonstrate success in this exam then other supporting evidence of your knowledge must be very strong indeed. This can be achieved through:-</p> <ul style="list-style-type: none"> • FSRH Letters of Competence in Intra-Uterine Techniques or Sub-dermal Implant • evidence of research • service management • teaching and training • peer reviewed publications • presentations at national and international meetings • evidence of other related specialist qualifications or examination(s) passed, for example College/Faculty exams in Obstetrics and Gynaecology and , General Practice, Public Health, etc. <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 applicant's 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>
-------------------------------------	--

Curriculum or syllabus (if undertaken outside the UK)	<p>This should include the requirements of the qualification and must relate to the specialty in which you are applying. The curriculum or syllabus (including assessment methods) must be the one that was in place when you undertook your training.</p> <p>If a formal curriculum or syllabus (including assessment methods) is not available please provide a letter from the awarding body outlining the content of the training programme or examination.</p> <p>For qualifications, we will look to evaluate:</p> <ul style="list-style-type: none"> • where the curriculum covers areas of the CCT curriculum • the complexity of the work undertaken • how examinations are evaluated or quality assured (external assessment).
Specialist registration outside the UK	<p>Please provide an authenticated copy of details of the registration requirements of that authority.</p> <p>This will demonstrate what is expected of a registrant by that authority and how your application for registration was evaluated.</p>
Honours and prizes	<p>Please provide copies of certificates or letters showing what the prize or honour was for, including the selection and eligibility criteria and pool of eligible individuals.</p> <p>Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p>
Other relevant qualifications and certificates	<p>For example, degrees or diplomas in areas such as management, public health, genito-urinary medicine, information technology, education, communication, ethics, psychosexual medicine (Diploma/Member of the Institute of Psychosexual Medicine / British Association for Sexual and Relationship Therapy).</p> <p>Please provide copies of certificates.</p>

Assessments and appraisals

Appraisals and assessments	<p>In view of the absence of past accredited training posts in the new specialty, evidence of ongoing evaluation of performance in non-training posts is required.</p> <p>This may take the format of formal appraisals by the department head or line manager (clinical director, medical director, professor).</p> <p>In the UK, a revalidation or appraisal portfolio would be appropriate (if it is completed retrospectively less weight will be given to the information provided).</p> <p>Alternative evidence may include letters (written at the time) commenting on your performance. In addition where no formal appraisal or assessment forms are available you must provide 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 copy of your formal records. In addition if you held any of these approved training posts (except locum posts), please provide evidence of your training number.</p> <p>If you have undertaken training outside the UK you must provide evidence of formal periodic assessment during your training. This evidence must have been completed at the time the training was undertaken (if it is completed retrospectively less weight will be given to the information provided). If you do not supply formal assessment documents, you must provide the curriculum to demonstrate how you were assessed. A detailed letter of verification from an educational supervisor would satisfy this requirement.</p> <p>If that training was recognised by relevant authorities outside the UK please provide evidence and recognition standards. If confirmation of completion of the training by the recognised relevant authority has been obtained, it must also be included.</p> <p>If areas for development were highlighted please provide evidence to demonstrate that you have subsequently addressed them. You can use assessment tools which are used in the CCT curriculum, many of which are available for those not in training to use.</p> <p>The Faculty of Sexual and Reproductive Healthcare supervised Career Grade Training (CGT) programme established in 1996 has followed the standards and format required for specialty training posts in the UK at that time. The periodic assessment records, training logbook(s) completed by the educational supervisor, at the time of training, indicating attainment of required competence levels and personal portfolio(s) maintained during this programme, can be submitted under this criterion.</p>
<p>360° and multi-source feedback</p>	<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>Awards and discretionary points letters</p>	<p>You must provide copies of certificates and letters.</p> <p>A copy of the application for the award detailing achievements / over and above contributions made should also be included.</p>

Personal development plans (PDP)	<p>For details of what to include please see NHS appraisal information</p> <p>You must also provide evidence of review of your Personal Development Plan (PDP) at appraisal. PDPs normally form part of your annual appraisal system and you should submit them with appraisal documentation.</p>
----------------------------------	--

Logbooks, records of daily clinical practice and portfolios

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

Where you have, for a substantial period of time, worked in a specialised area, you should submit evidence that at one stage in your career you achieved the requirements and competencies of the curriculum for your specialty and that you have maintained these skills. You will also need to provide evidence that your current specialised practice allows you to meet all of the requirements of [Good Medical Practice](#).

As the new specialty of Community Sexual and Reproductive Health did not have accredited training posts in existence prior to the establishment of the new specialty, the mandatory requirement of a minimum period of 6 months in an accredited training post in the specialty may be represented by any of the clinical specialties included in the curriculum, eg Obstetrics and Gynaecology, Genitourinary Medicine, Public Health.

Evidence supplied must demonstrate that you have achieved all the requirements and competencies as set out in the [CSRH CCT curriculum](#) Modules 1-9 and 11-15. Where you have, for a substantial period of time, worked in a specialised area, evidence will be required that at one stage of your career you have achieved all the relevant requirements and competencies of the relevant specialty curriculum. As current service configuration of community sexual and reproductive health services in the UK is very variable, you **must** describe and indicate how the different clinical components of the clinical curriculum are integrated within your generalised service if it does not have specialised clinical services, eg medical gynaecology, pre-conceptual care, menopause, abortion care, sexually transmitted infection clinics etc which should indicate that you have maintained these skills.

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. It should contain the following information:

- only procedures that you were personally involved in
- 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.

Logs of clinical experience are enhanced by reflective entries and learning points.

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

All patient names (first and last), contact details (including full address) and any patient ID numbers (such as NHS numbers or hospital numbers) must be removed from your evidence before you submit it to us.

<p>Consolidation, cumulative data sheets, summary lists and annual caseload statistics</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>You may provide summary statistics of clinical activity including procedures carried out, evidence of work undertaken in specialised areas of CSRH, e.g. Young people's services, vulnerable adults, sexually transmitted infection screening/management, sexual problem management etc.</p> <p>You can include personally undertaken clinical activity as well as specific clinical service development and evaluation which is a significant component of a CSRH specialist's responsibilities.</p> <p>This may require you to go back further than the past five years to demonstrate the full range of competencies set out in the specialty curriculum. All evidence in this area must be anonymised for individual patient data.</p>
<p>Medical reports</p>	<p>You should provide examples across the breadth of your practice following the Academy of Medical Royal Colleges and NHS agreed format:</p> <p>Standards for the clinical structure and content of patient records</p> <p>You can use these to demonstrate:</p> <ul style="list-style-type: none"> • your involvement or role in cases • the types and complexity of cases you are involved in • your handling of patient paperwork • your respect and protection of confidential information • triangulation with logbook information. <p>All evidence in this area must be anonymised for individual patient data.</p>

<p>Case histories</p>	<p>Case histories that you provide should include:</p> <ul style="list-style-type: none"> • dates • diagnosis • nature of your involvement in the management of the case • which curriculum competencies were involved. <p>You can use these to demonstrate:</p> <ul style="list-style-type: none"> • your involvement or role in cases • the types and complexity of cases you are involved in • your handling of patient paperwork • your respect and protection of confidential information • triangulation with logbook information. <p>All evidence in this area must be anonymised for individual patient data.</p>
<p>Referral letters discussing patient handling</p>	<p>Please provide a variety of copies of letters to cover all aspects of your work and to demonstrate the breadth of your practice. This may include examples of letters:</p> <ul style="list-style-type: none"> • requesting a second opinion • advising clinical colleagues or answering particular questions regarding patient management • from clinical colleagues regarding applicants involvement in patient management. <p>You can use these to demonstrate:</p> <ul style="list-style-type: none"> • your involvement or role in cases • the types and complexity of cases you are involved in • your relationship with your colleagues in other disciplines • your handling of patient paperwork • your recognition of the limits of your professional competence • your respect and protection of confidential information. <p>All evidence in this area must be anonymised for individual patient data.</p>

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"> • your involvement or role in cases • the types and complexity of cases you are involved in • your participation in teaching and training (where you are supervising a junior colleague) • the volume of cases you undertake • triangulation with rota, timetable and job plan information • triangulation with logbook information. <p>All evidence in this area must be anonymised for individual patient data.</p>
Departmental (or trust) workload statistics and annual caseload statistics	<p>You can use these to demonstrate:</p> <ul style="list-style-type: none"> • the size of the hospital in which you work • the volume of work undertaken within your trust and the percentage that you undertake • the range of work that you undertake and that is undertaken within your trust • triangulation with logbook information. <p>This may include total service activity as submitted to the Department of Health in the Central Return Form KT31 as well as data provided in Service Annual Reports including number of clinical sessions - open access and appointment, specialist and referral clinics, range of services provided, outreach and health promotion activity.</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"> • details of clinical and non-clinical duties you undertake • your on-call commitment • your participation in meetings and teaching • triangulation with logbook information. <p>This may include out of hours telephone cover for outreach/peripheral clinics as well as nurse/pharmacist led services.</p>

Courses relevant to curriculum	<ul style="list-style-type: none"> • Basic gynaecological ultrasound skills(RCOG/FSRH) • STI/HIV management and care (British Association for Sexual Health and HIV) • Sexual assault (RCOG/Sexual Assault Referral Centre) • Child Protection courses (National/Trust) • Foundation sexual problems (FSRH/RCOG/Institute of Psychosexual Medicine seminars/ British Association for Sexual and Relationship Therapy) • Basic colposcopy training(RCOG) • Menopause (FSRH/RCOG/British Menopause Society) • Leadership • Management • Media skills training • Appraisal and Assessment • Presentation skills • Teaching skills • Epidemiology • Evidence Based Medicine • Statistics
Portfolios (electronic or revalidation)	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 must match your CV. They will confirm the following: <ul style="list-style-type: none">• dates you were in post• post title, grade, training• type of employment: permanent, fixed term, or part time (including percentage of whole time equivalent)
Job descriptions	These must match the information in your CV. They will confirm the following: <ul style="list-style-type: none">• your position within the structure of your department• your post title• your clinical and non clinical commitment• your involvement in teaching or training.
Job plans	Where you have undertaken a number of roles, provide details for each post or role. You can use these documents to demonstrate: <ul style="list-style-type: none">• the main duties and responsibilities of the post• your out of hours responsibilities, including rota commitments• that you have covered for colleagues' periods of leave• any professional supervision and management of junior medical staff that you have undertaken• your responsibilities for carrying out teaching, examination and accreditation duties• your contribution to postgraduate and continuing medical education activity, locally and nationally• any responsibilities you had that relate to a special interest• requirements to participate in medical audit and in continuing medical education• your involvement in research• your managerial, including budgetary, responsibilities where appropriate• your participation in administration and management duties.

Research, publications and presentations

Research papers, grants, patent designs	<p>Please include any research relevant to your current practice.</p> <p>If the research is published - please submit the first page of the published paper.</p> <p>If the research is not published - please provide a summary or abstract of the research.</p> <p>Colleges may undertake web searches to check the information you provide.</p> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• the types and complexity of cases you are involved in• triangulation with logbook information• working with colleagues (where research is joint or multi disciplinary)• Continuing Professional Development (CPD). <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>
Publications within specialty field	<p>Include a copy of the front page of each publication.</p> <p>More weight is given where:</p> <ul style="list-style-type: none">• the applicant is first author• the publication has a high impact factor. <p>You must not change the listing of the authors (the order in which the authors are listed) in papers where there is more than one author.</p> <p>Colleges may undertake web searches to check the information you provide.</p> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• the types and complexity of cases you are involved in• triangulation with logbook information• working with colleagues (where publications are joint or multi disciplinary)• CPD. <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>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"> • the types and complexity of cases you are involved in • triangulation with logbook information • CPD • teaching and training. <p>Where you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p>
-------------------------------------	--

CPD and CME

<p>Specialists set high standards in their clinical care and ensure that they remain fully competent to practise through their commitment to CPD and the process of revalidation. They foster the skills and abilities of colleagues and encourage their professional development by identifying and ensuring their participation in further training and research opportunities. Specialists are reflective practitioners and strive to improve standards in all aspects of their work. They demonstrate the ability to seek and respond constructively to feedback and have a duty to maintain a folder of information and evidence about their medical practice.</p>	
<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 FSRH guidelines at www.fsrh.org.</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>Include evidence of enrolment and satisfactory participation in a CPD programme equivalent to the FSRH programme standards.</p> <p>See FSRH guidelines at www.fsrh.org.</p>

This is the specialty specific guidance for Community Sexual and Reproductive Health

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

Membership of professional bodies and organisations	<p>List the following for your current membership of professional bodies and organisations. Provide documentary evidence showing membership information:</p> <ul style="list-style-type: none">• organisation name• date of joining• status of membership (member, associate etc)• how membership is achieved (evaluation, examination, is membership restricted or open to all?) <p>Where membership has been attained through an evaluation or examination and you have not provided evidence of success in an examination that is a requirement of the CCT curriculum, evidence in this area may contribute to your demonstration of equivalent knowledge.</p> <p>See FSRH guidelines at www.fsrh.org.</p>
---	--

Teaching and training

Specialists will be expected to teach and train students, trainees and colleagues and to appraise and assess their work. They will demonstrate effective communication skills in all of these activities, in the presentation and discussion of topics and in their personal interactions. Specialists will be able to demonstrate an understanding of and a commitment to the principles and practice of effective teaching and learning in clinical contexts. They must be able to take responsibility for the supervision of trainees and ensure that effective arrangements are in place. They must demonstrate the ability to be open, honest and objective in appraisals and in written references for colleagues.

Teaching timetables

Confirmation of structured and regular teaching roles.

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.

Include training programmes for the Diploma of the Faculty of Sexual and Reproductive Healthcare / Letter of Competence trainees where personally involved.

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.

Lectures

Evidence of lectures, tutorials, presentations, teaching sessions and practical sessions. Include lecture notes, copy of slides or hand outs.

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.

You can use these documents to demonstrate:

- the types and complexity of cases you are involved in
- triangulation with logbook information
- CPD
- teaching and training
- communication skills.

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>Feedback or evaluation forms from those taught</p>	<p>Please provide copies of feedback from teaching events you have participated in.</p> <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"> • the types and complexity of cases you are involved in • triangulation with logbook information • CPD • teaching and training • leadership • relationships with colleagues • communication skills. <p>Include feedback and evaluation forms from students, trainees and peers.</p> <p>All evidence in this area must be anonymised for individual patient data.</p>
<p>Letters from colleagues</p>	<p>You can use copies of letters from colleagues to demonstrate similar information to feedback forms (see above).</p> <p>All evidence in this area must be anonymised for individual patient data.</p>
<p>Attendance at teaching or appraisal courses</p>	<p>Please provide documentary evidence that you attended the courses and information on the content of the course including whether they were generic or aimed at medical professionals.</p> <p>Evidence of up to date Letter of Competence in Medical Education (FSRH) recertified or equivalent teaching qualification recognised by the Faculty.</p> <p>Must be able to demonstrate knowledge and skills in giving feedback to colleagues and trainees, ensuring positive and constructive outcomes.</p> <p>Must be able to demonstrate the potential to teach and train effectively at all levels of undergraduate and postgraduate education and in both formal and informal teaching situations.</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 Annual Review of Competence Progression (ARCP) or Record of In-Training Assessment (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)
- evidence of undertaking assessments related to the Faculty's Career Grade Training (CGT) / Diploma of the Faculty of Sexual and Reproductive Healthcare / Letters of Competence training programmes and participating in Sexual and Reproductive Healthcare medical service (Clinical Medical Officer / Senior Clinical Medical Officer / Staff Grade / Associate Specialist) and trainee (CGT) appointment panels.

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.

Domain 2 – Safety and quality

Participation in audit, service improvement

Audits undertaken by applicant	<p>You should provide evidence of the five stages of the audit process:</p> <ol style="list-style-type: none">1. Definition of criteria and standards2. Data collection3. Assessment of performance against criteria and standards4. Identification of changes (alterations to practice)5. Re-evaluation <p>Evidence you could supply includes:</p> <ul style="list-style-type: none">• full 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)• presentations given at audit and journal club meetings (to include lecture notes/copy of slides/handouts)• 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• re-audits• results on effective practice• guidance or protocols you have written or implemented. <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• the types and complexity of cases you are involved in• triangulation with logbook information CPD• communication, partnership and teamwork• relationships with colleagues, patients• leadership
--------------------------------	---

	<ul style="list-style-type: none"> • multi disciplinary working.
Reflective diaries	<p>You can use this document to demonstrate</p> <ul style="list-style-type: none"> • triangulation with logbooks • relationships with colleagues • your recognition of the limits of your professional competence • handling of critical incidents or complaints • how you have changed your practice in the light of experiences (part of audit). <p>As this evidence is self produced for its content to be given weight it must be supported or triangulated by other evidence.</p>
Service Improvement and clinical governance meetings	<p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none"> • invitations to attend meetings • minutes of meetings demonstrating your attendance and participation in the meeting. <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"> • communication, partnership and teamwork • relationships with colleagues • leadership • multi disciplinary working • participation in audit or clinical governance • child protection service protocol development/implementation • participation in or leadership of clinical governance initiatives within service • attendance at clinical governance meetings • contributions to Primary Care Trust or Hospital Trust Clinical Governance committee work • contributions to national standard setting • contributions to clinical effectiveness such as Faculty committees. <p>All evidence in this area must be anonymised for individual patient data.</p>

Safety

Health and safety	<p>Please provide evidence to support awareness and following Health and Safety requirements.</p> <p>This can be demonstrated by:</p> <ul style="list-style-type: none">• declaration of health on your application form• attendance at appropriate course such as mandatory training course on Health and Safety / infection control• involvement in infection control (membership of committees etc)• logbook information on infections• audit on infections and subsequent changes in activity• anonymised incident forms relating to patient care.
-------------------	--

Domain 3 – Communication, partnership and teamwork

Specialists work as members of a number of teams and within organisations. They must be able to demonstrate an understanding of the roles of others and a respect for the knowledge, skills and experience they bring to a team and to an organisation. They will demonstrate strong interpersonal skills and an open and non-discriminatory approach to professional working relationships with colleagues. They will support colleagues who have problems with performance, conduct or health and protect patients from risk of harm posed by another colleague's conduct. Specialists will demonstrate the capacity to build trust and to develop and maintain effective relationships with patients and their families. They will be good listeners and show respect and understanding for patients' perspectives on their illnesses or conditions. They must demonstrate a commitment to the principles and practice of consent and confidentiality and respect patients' rights to privacy. They must safeguard and protect the health and well being of children and young people and offer assistance to them if you think their rights have been abused or denied.

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">• letters from colleagues (examples of shared cases or "To whom it may concern letters" or testimonials)• letters of correspondence between you and your colleagues, demonstrating collaboration over management of patient care across multidisciplinary teams• management – including organising staff rotas• presentations• copies of appraisals or references written for colleagues (these must be anonymised with relation to colleague data)• multi-source feedback (including non-SRH colleagues) such as 360 degree questionnaire, team observation assessments (these must be anonymised with relation to colleague data)• reports from cross specialty service development / audit. <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• communication, partnership and teamwork• relationships with colleagues• leadership• staff management role
------------	---

	<ul style="list-style-type: none"> • multi disciplinary working • participation in directorate and management meetings • honesty and objectivity.
Patients	<p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none"> • thank you letters and cards from patients • letters from colleagues (examples of cases shared or "To whom it may concern letters" / testimonials) • complaints and responses to complaints. <p>This may include complaints received against your department or a colleague where you have been involved in the resolution. This is to demonstrate how you handle complaints. Having a complaint made against you will not adversely influence your application. You must anonymise colleague information from this evidence.</p> <ul style="list-style-type: none"> • 360° feedback • patient questionnaires • evidence of relevant training courses or communication campaigns, eg working/communicating with young people, vulnerable adults, ethnic minorities • evidence of developing or involvement in health education or communication campaigns for local communities • patient information material you have developed (confirmation of authorship required) • audit/reflective notes on personal consultation. <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none"> • communication • relationships with patients • honesty and integrity • protecting patient confidentiality. <p>All evidence in this area must be anonymised for individual patient data.</p>

Partnership and teamwork

Working in multidisciplinary teams	<p>This area could be demonstrated in a number of ways including:</p> <ul style="list-style-type: none">• invitations to attend meetings• minutes of meetings demonstrating your attendance and participation in the meeting• job plans which indicate this as a duty• appraisals which include this information• evidence of multidisciplinary project development/implementation/evaluation• 360 degree feedback. <p>You can use these documents to demonstrate:</p> <ul style="list-style-type: none">• communication, partnership and teamwork• relationships with colleagues• leadership• multi disciplinary working. <p>All evidence in this area must be anonymised for individual patient data.</p>
------------------------------------	---

Management and leadership experience

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 should use these documents to demonstrate:

- attendance at management courses
- health needs assessment, service development and evaluation
- management projects undertaken
- business plan development
- successful change management.
- contribution to Professional Executive Committee (PEC)
- communication, partnership and teamwork
- relationships with colleagues
- leadership
- management skills.

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

Chairing meetings and leading projects

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, including chairing meetings
- job plans which indicate this as a duty
- appraisals which include this information
- project reports
- letters from colleagues
- publications or presentations.

This can include:

- participation in development of bids for NHS tenders for sexual and reproductive health and related services
- meetings chaired or contributed to within national bodies such as Faculty committees.

You can use these documents to demonstrate:

- communication, partnership and teamwork
- relationships with colleagues
- leadership
- multi disciplinary working
- participation in directorate and management meetings
- CPD

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 **anonymised** for individual patient data.

Domain 4 – Maintaining trust

Acting with honesty and integrity

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

Relationships with patients

Testimonials and letters from colleagues	You may include "To whom it may concern letters". All evidence in this area must be anonymised for individual patient data.
Thank you letters, cards from colleagues and patients	Please ensure that these are anonymised (for individual patient data).
Complaints and responses to complaints	This is to demonstrate how you handle complaints. Having a complaint made against you will not adversely influence your application. 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. You may provide a reflective diary of how you would handle a hypothetical complaint. All evidence in this area must be anonymised for individual patient data.