

## Guidance for Sub Specialty Recognition Applications

This guidance is to help doctors who are applying to the GMC to have their sub specialty training recognised. You will also need to read the [guidance on sub specialty recognition](#).

### 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 can also contact the relevant [royal college](#) for guidance **before** you submit an application or a reapplication.

### Eligibility to apply for sub specialty recognition

Doctors who already hold specialist registration are able to apply for their entry on the Register to be updated with an [approved sub-specialty](#) (pdf) in which they have subsequently completed training. It must be a sub-specialty of the parent specialty in which they hold specialist registration.

Sub specialty recognition applications are based solely on training, any relevant experience a Doctor has will not be considered as part of this process.

If you are a Doctor who has completed sub specialty training in the UK, your training should have been administered by your Royal College/Faculty and Local Education and Training Board (LETB).

### 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](#).

Your evidence **must** be accurate, and may be verified at source should we have any queries or justifiable doubts about the accuracy of your evidence. All evidence submitted will be cross checked against the rest of your application and documents.

### 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

**This is the specialty guidance for sub specialty recognition applications. 26 March 2018**

Please make sure you are reading the latest version. You can find all the guidance you need at [www.gmc-uk.org](http://www.gmc-uk.org).

wish to delay submitting an application until you are able to gather it.

When considering the evidence to submit in support of your application, you should ensure that you refer to the relevant [sub specialty curriculum](#). The evidence you provide must demonstrate that the training you have undertaken is equivalent to the GMC approved sub specialty curriculum.

### Evidence to be provided

Your Curriculum Vitae (CV)	Please provide a copy of your current CV, this should document your full career history and provide an overview of the sub specialty training you have completed. For further guidance on how to structure your CV, please refer to the GMC's <a href="#">website</a> .
Assessments and Appraisals	<p>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).</p> <p>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>
Logbook Evidence	<p>Please provide an overview of the cases you were involved in during your sub specialty training programme. This can be presented to us in the any of the following formats:</p> <ul style="list-style-type: none"><li>- Logbooks</li><li>- Case Histories</li><li>- Referral Letters</li><li>- Medical Reports</li></ul>

Curriculum	<p>Please provide a <b>copy</b> of the curriculum or syllabus that you followed during your training.</p> <p>This should include the requirements of the qualification and <b>must</b> relate to the sub 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 GMC approved sub specialty curriculum</li> <li>- The complexity of the work undertaken</li> <li>- How examinations are evaluated or quality assured (external assessment).</li> </ul>
Enrolment Letter	Please provide a copy of your enrolment letter to sub specialty training.
Job Description/Job Plans	<p>Where available, please provide copies of your job plans/job descriptions covering the period of your sub specialty training, these should include 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> </ul>
Certificate	<p>You <b>must</b> provide a certificate issued by the awarding body/institution confirming you have successfully completed all elements of the sub specialty training programme.</p> <p>Evidence in this area <b>must</b> be <b>authenticated</b>.</p>
Testimonial Letters	You may wish to provide testimonial letters from colleagues. If so their letters should relate specifically to the sub specialty you are applying in and any observation of your ability should be based on direct observation.