

# How to:



## How to apply for Certificate of Eligibility for Specialist Registration (CESR)

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CESR is a route for Doctors who wish to join the Specialist Register, whose specialist training, qualifications or experience (clinical and non-clinical) was partly or completely acquired outside of an approved CCT programme in the UK. It is equivalent to a CCT and certifies that the recipient has all the competences defined in the CCT curriculum, and so is eligible for admission to the Specialist Register. This can be obtained in CCT Speciality, Non CCT speciality and Academic or Research Medicine. Most SAS doctors tend to apply for CCT Speciality.

### Pre-requisite for CESR in CCT Speciality:

You must have either a specialist qualification in the speciality you are applying in or at least six months continuous specialist training in the speciality you are applying in.

### Pre-requisite for CESR in non-CCT Speciality:

You must have either a specialist medical qualification from outside the UK in any non-CCT speciality or at least six months continuous specialist training outside the UK in any non-CCT speciality.

**Period:** GMC normally assesses each application and provides an outcome within 6 months of submission but you need to take your time with the application and this can take approximately 2 years of planning. You will need to make sure that all the evidence you submit is relevant and demonstrates current level of competency.

### Important Tips for Applicants:

1. Look at Speciality Specific Guidance, if some of the evidence is not available perhaps consider delaying the application.
2. Look at Speciality Specific Checklist if available from respective Royal Colleges.
3. Check approved speciality and subspecialist curriculum from Royal colleges, as it regularly changes e.g. the general surgery curriculum was changed in 2013.
4. Read guidance on GMC website at [www.gmc-uk.org](http://www.gmc-uk.org). The GMC has recently revised their documentation requirements for CESR.
5. Choose your referees carefully as they need to be able to comment on direct observation of your clinical competences. At least six referees (from the last 5 years) are required but it would be preferable to give eight to ten (based on previous experience). Remember to obtain their approval first and what they will need to do. Provide them with a copy of your CV.
6. Emails from colleagues are good sources of information about yourself and could be used as supplementary evidence to support your application.
7. Retain any emails which are work related which contain positive comments as this is also useful supplementary evidence to support your application.
8. Discuss the process with the colleagues in your speciality who have been granted CESR to obtain support and guidance on the completion of your application.
9. Attend a CESR seminar organised by the BMA with help of GMC. It will provide you with practical guidance for filling in a CESR application.
10. Review the curriculum requirements for your speciality on the JCST website at ([http://www.jcst.org/quality\\_assurance/cct\\_guidelines](http://www.jcst.org/quality_assurance/cct_guidelines)). If you do not meet the criteria delay your application.
11. Find out about the ARCP requirements for successful completion of ARCP and CCT from trainees in your speciality. You will need to demonstrate more evidence than a trainee to complete CESR.
12. The successful completion of the intercollegiate exam demonstrates depth and breadth of knowledge equivalent to the standards required by the CCT curriculum. You will not be granted CESR if you have not completed exit exam in your speciality.
13. It is important to construct your CV from scratch so that it matches the application form. If you submit a CV that does not contain the required information or you have not submitted all evidence as mentioned on the CV this will delay your application.
14. Ensure that page numbers are provided on each document.
15. Use polly pockets to store all items of evidence.

## Validating the evidence

Original documents which are on headed paper with hospital stamp and original signature do not need additional validation. However, all photocopied evidence should contain on every page of each document a hospital stamp, the validators name (printed and in full), job title (printed and in full) and original signature. If you are submitting evidence gathered from Princess of Wales Hospital, this will need to be validated by somebody from the same hospital. Remember to get your evidence validated as you go along.

If a document has multiple pages (for example, a logbook or appraisal), the first page must show the stamp, signature, name and job title as described above. The rest of the document can simply show the stamp and signature. (In such case you case ask your validator to write that "He has verified this page and another .... Pages of this logbook or appraisal document of Mr/Dr X) make sure your logbook or appraisal document has your name on it.

## Authenticating your evidence

Evidence showing registration with overseas medical regulators or qualifications gained outside the UK have to be authenticated by a solicitor or from the overseas awarding body. (You will still need to have this stamped, signed and dated).

## Confidentiality

Remember to anonymise all patient information and personal information about colleagues (e.g. names, addresses, NHS numbers, GMC numbers or email addresses) whom you have assessed or written a reference for.

Use white eraser ink to anonymise all evidence.

The GMC will omit evidence that is not anonymised and can inform the Royal College.

CAREFULLY CHECK EVERY WORD OF EACH DOCUMENT YOU HAVE PROVIDED.

## EVIDENCE (Suggestions)

### Domain 1 Knowledge Skills and performance

1. Primary medical qualification, any overseas qualification with overseas syllabus validated by your overseas Head of department or Professor.
2. UK exams, exit exams.
3. Logbooks – surgical, total consolidated experience, year wise experience last 5 years also complete logbook of surgical training (please explain the year of logbook as per CV and mention period and name on each page).
4. DOPS and PBA to level 4 for speciality specific and general surgery index procedures (at least 60), CBD and observation of teaching.
5. Courses - relevant courses in your speciality
  - a. Divided courses as clinical, teaching, and managerial.
6. Conferences.

7. Research.
  - a. Thesis.
  - b. Original articles – mandatory to have original article published in your speciality indexed journal.
  - c. Other publication like abstracted publications, Letter to editors, technical tips, commentary.
  - d. Presentations – International, National, regional and local.
8. Teaching, training, assessing and appraising.
  - a. Evidence of teaching courses attended.
  - b. Feedback – personal and team.
  - c. Lectures delivered in various teaching courses.
  - d. Organising teaching course.
  - e. Assessing juniors – CBD, CEX DOPS.
  - f. Appraising colleagues as an appraiser.

### Domain 2 Safety and Quality

1. Audits.
  - a. Completed full cycle audit in last 5 years with other one phase audits.
  - b. Audit on service delivery, infection control, and quality control audits – very helpful.
2. Participating in various committees in the hospital e.g. MDT, research risk review group or data quality with minutes of meetings.
3. Training in infection control, radiation hazard etc.
4. Up to date personal immunisation.
5. Much of the evidence from Domain 1 will also be considered for Domain 2 so please reiterate this again in Domain 2.

### Domain 3 Communication Partnership and Teamwork

1. Structures reports from previous exams.
2. Assessments used in previous Domains.
3. Testimonials or old references.
4. Cancer MDT letters.
5. Letter to GP, colleague and patients – anonymised.
6. Letter to you from GP's, Colleagues and patients – anonymised.
7. 360 degree feedback.
8. Management diplomas.

### Domain 4 – Maintaining Trust

1. References.
2. Structured reports, testimonials and assessments.
3. Complaints.
4. Compliments – card letter from patients and colleagues.

Suitable referees who can provide current references are key for a successful application.

Your evidence can be used in more than one Domain or to demonstrate more than one requirement so please include it where it is relevant.

Triangulate all information thoroughly.

## Further Information

GMC website [www.gmc-uk.org](http://www.gmc-uk.org)

For information on the Specialist Register see [http://www.gmc-uk.org/doctors/register/information\\_on\\_the\\_specialist\\_register.asp](http://www.gmc-uk.org/doctors/register/information_on_the_specialist_register.asp)

Also see Parin Shah's blog at <http://parinshah.blogspot.co.uk/2013/12/cesr-practical-points.html>

No 5 - *Specialist Register: Scheme for Existing Specialists - Annex C*. Scheme for Inclusion in the Specialist Register of Persons who were Consultants in a Medical Specialty in the National Health Service or the Armed Forces prior to 1 January 1997. The General Medical Council.

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