



Postgraduate Medical Education and Training Board

GUIDANCE FOR ARTICLE 11 APPLICATIONS

This booklet is intended for doctors wishing to apply for a Statement of Eligibility for Registration on the Performers List of the Primary Care Organisation and the GP Register, which is due to be introduced in 2006 under Article 11 of the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003.

Information and a help sheet to assist you with completing your application form are contained within this booklet.

Further information can be obtained from the PMETB website www.pmetb.org.uk and the Royal College of General Practitioners website www.rcgp.org.uk.

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1. Introduction

PMETB has been established to set standards for postgraduate medical education and training and to ensure that the standards are met. One of its functions is to decide whether doctors are eligible to be included in the Specialist Register or the General Practice Register, both of which are held by the General Medical Council.

This booklet is about applying for a Statement of Eligibility for Registration (under Article 11) in order to be entered onto the Performers List of the Primary Care Organisation and the General Practice Register, which will be established by the GMC in 2006. Further information can be obtained from the PMETB website (www.pmetb.org.uk) or by contacting the Royal College of General Practitioners (rcgp.org.uk). However you will require a CCT or Statement of eligibility under Article 11 to practice as a GP.

On 30 September 2005, PMETB took over the competent authority functions of the Joint Committee on Post Graduate Training for General Practice (JCPTGP). PMETB are accepting applications under Article 11 from 30 September 2005 onwards. This booklet explains how to apply.

General information

General practice in the UK NHS

Structure

- Continuing responsibility for a fixed and registered list of patients.
- The requirement to visit at home if the condition of the patient so requires.
- A "cradle to grave" approach to treating patients of all ages.
- Participation in the extended primary health care team.
- Knowledge of the organisational context including the new GMS contract with the separation of essential, additional and enhanced services, the Quality and Outcomes framework as matters of contract and remuneration, Personal Medical Services and the salaried doctors' scheme as contractual options.
- Knowledge of National Health Service frameworks and structures, Primary Care Organisations and NICE and SIGN guidelines.
- The nature and function of the regulatory, licensing and inspecting authorities: the GMC, CHRP, PMETB, NCSA, Healthcare Commission for England, Healthcare Inspectorate Wales, NHS Quality Improvement Scotland and the relevant health bodies in Northern Ireland.
- The complaints mechanisms and the general practitioners obligations in participating in the complaints mechanism.
- The provision of sickness and incapacity certificates; advising patients of the benefits to which they are entitled.
- Knowledge of the support services that may be available to patients and how to access them.
- The changing nature of out of hours care provision and the general practitioners options within those arrangements.
- Participation in revalidation procedures, when implemented, to maintain the licence to practise.

- Participation in appraisal, personal development plans, clinical governance and audit.
- The nature of the four health services within the different countries of the UK.

The use of resources

- Appropriate referral to secondary care, both in-patient and out-patient (NHS and private).
- Working to a drug budget and its potential effect on other practice budgets.
- Commissioning care and involvement in local health care planning.

Specific services and practice finance

- The impact and management of the income from essential, additional and enhanced services on the practice.
- In the setting of the new GMS contract the nature of the obligations regarding:
 - Health promotion.
 - The child health surveillance programme.
 - The national childhood immunisation programme and targets.
 - The national cervical cytology programme.
 - Ante-natal care.
 - The provision of family planning services.
 - The legislative framework of termination of pregnancy, mental health problems, child protection and health and safety issues.
 - Responsibility for the management of chronic disease.
- Practice administration and the regulations and guidance underpinning the new GMS contract and PMS arrangements in relation to practice finance.
- Knowledge of IT and the NHS Net.
- Practice organisation and management

Definition of Training

Training for general practice can be done full time or part time, anywhere in the world and should have:

- Taken place in posts specifically designated as training posts
- Taken place in a hospital, general practice or family medicine practice or other health establishment
- Been supervised and approved by an appropriate training body
- Taken place under the supervision of an approved trainer or trainers

The total period of training should not normally have been less than 6 months full time, or its equivalent part time. Where training is less than the 36 months required for a CCT then PMETB will consider experience in other posts when making a decision on your application.

Definition of Qualification

PMETB defines a specialist qualification as a diploma, certificate, accreditation, or other written evidence of success in a programme or programmes of postgraduate education or training.

This shall have been awarded by an approved University, College, training body or institute as a result of success in an examination or formal assessment against defined standards. For the purposes of interpretation of this article, “approved” shall mean “approved by the official system in the state where training was undertaken”.

Qualifications gained by correspondence electronically, at night school or without elements of clinical experience are unlikely to be accepted as equivalent to UK training for general practice.

PMETB will consider qualifications in general practice on a case by case basis and on receipt of verified, documentary evidence of the training and curriculum that led to the awarding of the qualification. PMETB will compare the curriculum to that of the UK’s CCT programme and will want to know whether or not the qualification presented was:

- A summative assessment of a GP training programme or
- Not linked to the programme, but still relevant, for example the UK’s examination for membership of the RCGP or
- A qualification which is not associated with specialty training for general practice, for example a Masters in Primary Care

Whilst the Board will evaluate the training and experience that led to the awarding of a qualification, the qualification, of itself, will not add any further value to an application over and above the value added by the training and experience that led to the award of the qualification.

What the law says

The law governing PMETB is called the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003. The part of the Order discussed in this booklet is Article 11. Information on the Order and the above Article is provided in Background Information on Article 11 on our website www.pmetb.org.uk.

Who can apply under Article 11?

If you are in a General Practice training programme in the UK which leads to a Certificate of Prescribed Experience (CPE) and if your General Practice training ends on 30 September 2005 or later, you will get a GP Certificate of Completion of Training (GPCCT) from PMETB when you successfully complete your training. The CCT is the same as the CPE and will give you entry to the General Practice Register when this is established in 2006, prior to that date it will be one of the items required to help gain entry to the Performers List of your local Primary Care Organisation. This booklet does not apply to doctors who expect to qualify for the General Practice Register through obtaining a CCT.

If you are an EEA national with an EEA primary medical qualification and a recognised postgraduate medical qualification from another **European Member State**, you will be able to apply to the GMC for direct entry to the General Practice Register from its launch in 2006. Information about this route is available from the GMC.

If you are not in a UK CCT training programme, you may nevertheless have the knowledge and skills required for the General Practice Register.

For example, a doctor's training may not have covered all the ground of the CCT curriculum in General Practice, because the doctor has moved to another country or taken a career break, but the doctor may be able to show competence in the missing area through experience in posts abroad or posts in the UK that were not recognized for training but still offered valuable experience.

If you are applying under Article 11 it does not matter whether your General Practice training, qualifications or experience were obtained in the UK or overseas. Your training, qualifications and experience – whether you obtained them in the UK or overseas – will be compared against the standard of a General Practice CCT.

If your application under Article 11 is successful, PMETB will send you a “Statement of Eligibility for Registration” (but not a CCT). You will be eligible to apply to the GMC for entry to the General Practice Register from its introduction in 2006 and for the performers List of your local Primary Care Organisation to enable you to work as a GP.

If your application is unsuccessful, PMETB will send you a detailed breakdown highlighting where your application did not meet the required standards and what additional training and/or examinations you need to undertake to rectify these issues.

Fees

The fee for an application under Article 11 is £950. A lower fee (£600) is charged for an application which is resubmitted with additional documentary evidence within three years of PMETB's decision on the first application.

GP Specific Guidance

The Royal College of General Practitioners has developed GP specific guidance about evidence for Article 11 applications. This gives guidance about the kinds of evidence you might provide to show you have met the criteria. PMETB will approve that guidance and publish it on PMETB's website, with a link to the website of the Royal College General Practitioners. **You should check regularly on PMETB's website and that of the College to make sure you have seen the most recent information.**

It is your responsibility to check the PMETB website and the Royal College of General Practitioners website to make sure that you have seen all the guidance published there.

2. The standards for Article 11

If you apply under Article 11, your training, qualifications and experience will be assessed against the standard for the CCT in General Practice. That standard is set out in various curricula and handbooks published by the College. You are strongly advised to consult the College website before making an application.

PMETB will consider the length of training, when it was undertaken, the educational and service experience provided, the assessment in each appointment, the supervision provided and the range

of skills and experience acquired. PMETB must also be sure that the applicant for equivalence has reached the same standard as that required for the issue of a CCT.

3. Evidence required

You will be expected to provide **authenticated documentary evidence of your qualifications, training and experience.**

The help sheet which accompanies the application form illustrated in Section 5 gives details of what is required and **details the kinds of evidence which may be submitted.**

You must provide **evidence of up to date and clinically relevant factual knowledge.** That evidence will normally include successful completion of a test of knowledge or assessment.

You will normally be expected to produce **all of the following types of validated evidence** (or equivalents).

- Proof of your identity
- Copies of primary and general practice postgraduate qualification(s) plus other relevant certificates
- Registration details – your GMC number if you are registered with the GMC and your certificates of registration and specialist registration (if applicable) and Certificate of Good Standing from any other relevant registering body.
- Confirmation of training and other posts from employers or training institutes
- Evidence of a range and depth of experience/case mix.

Examples of the kinds of evidence you might produce include:

- Curricula of training programmes followed
- Evidence from performance review, including supporting clinical governance data
- Evidence from examinations
- Evidence from continuous professional development
- Evidence from workplace-based assessments
- Evidence (including publications) of any research you have done
- Evidence of your teaching or management activities
- Evidence from 360 degree feedback or surveys of colleagues or patients. 360 degree feedback is a structured approach to obtaining feedback from peers and patients. Further information about it can be obtained from Colleges or Faculties or from medical publications.

A significant part of your **experience** which you want PMETB to consider under Article 11 must be **current or recent.** PMETB will give more weight to recent experience, but earlier experience may also be considered, particularly where it demonstrates breadth and depth of expertise relevant to the specialty in which you apply.

Structured reports (references)

As well as completing the application form you will be required to complete a form giving names and contact details of five referees (plus one reserve name) from whom PMETB will obtain structured reports. PMETB has asked for five structured reports (references) in order to get enough evidence to enable it to consider your application fairly and to make it possible for the information provided to do justice to your experience. You will also be asked to give a sixth name of a referee whom PMETB will contact at the outset to alleviate any difficulties in obtaining a response from all five of your named referees.

Those reports should normally cover the last five years, although there may be reasons (such as a career break) for you to name some referees who would cover an earlier period. Even if your most recent specialist training is more than five years ago, it is advisable to include in your list of referees a training supervisor or other person who can speak authoritatively about your training. However, PMETB recognises that that this may not always be possible.

- Your GP educational supervisor(s) **MUST** be named, ideally two, such as trainer and course organiser
- Other referees include:
 - Two of your referees must be educational supervisors from your last two posts. If there was no supervision then the medical director of the organisation must be named.
 - The medical practitioners named should be on the performers list, specialist register or be of equivalent standing.
 - Other sources of structured reports are a head of a current or recent clinical department, or a training supervisor.

You may also provide evidence from 360 degree feedback from a range of sources (including non-medical colleagues).

PMETB will contact your referees and ask them to provide structured reports covering the headings in the GP Specific Guidance. They will be asked to provide the report using a form developed by PMETB.

4. How your application will be considered

The tests to be applied

If you apply under Article 11 PMETB will ask two questions about your application:

1. Does this doctor have postgraduate medical training or qualifications in General Practice as listed in the Help sheet (see below)? The Article 11 application form will require you to state where your postgraduate medical training or qualifications were obtained.
2. Are this doctor's postgraduate medical training and qualifications, considered together with his/her postgraduate medical experience or knowledge (wherever obtained), equivalent to a CCT in General Practice? This would be tested by considering:

- the information you provide about your training, qualifications and experience
- the structured reports of your five nominated referees
- other evidence you have provided against the standards required for the award of the CCT in General Practice.

If either of those descriptions applies, then PMETB will proceed to ask the second question.

Does the evidence provided satisfy PMETB that this doctor has a level of knowledge and skill consistent with practice as a General Practitioner in the NHS?

This will be answered by comparing the evidence you have provided, together with the structured reports from your referees, against the GP Specific Guidance.

The process which PMETB will follow in considering your application

Stage one

PMETB, when it receives your application, will take all the administrative steps necessary to ensure that you have supplied the paperwork required. This will include ensuring that all necessary documents and certificates have been received and are appropriately authenticated, and that you have provided all the documents and evidence required.

PMETB will also undertake any checks it considers necessary, which may be undertaken either at this stage or at Stage 3 (below), on the documentary evidence you have provided.

PMETB will contact your five named referees to ask for structured reports, using a form for structured reports which PMETB will provide. PMETB will approach the sixth referee you have named at the outset to alleviate any difficulties in obtaining your five structured reports.

In determining your application, PMETB will be guided by principles common to all applications, but each application will be considered on its individual merits.

Stage two

PMETB will ask the Royal College of General Practitioners to evaluate your application. The College will evaluate the evidence you have provided against the requirements of the Order, informed by the standards of practice as a general practitioner. They will make a recommendation to PMETB in a standard format developed by PMETB.

Stage three

PMETB will make the decision on whether to award you a Statement of Eligibility for Registration. PMETB will take into account the recommendation of the College, but the legal responsibility for the final decision lies with PMETB.

If your application is successful, PMETB will send you a “Statement of Eligibility for Registration”, which is one of the items required for entry on the Performers List of your Primary Care Organisation and will be one of the items required for entry on the GMC’s GP Register when it comes into force in 2006 . You must be on the Performers List of your Primary Care Organisation and once it is in place, on the General Practice Register before you can take up a substantive or honorary post in the UK.

If PMETB decides that the evidence you provide does not support your application for registration, it may require you to undertake further training or assessment to be eligible for registration. You will be told and your application will be closed. If you wish to re-apply, you will need to submit a new application and you will be charged a lower fee (£500 from September 2005) if the **reapplication is made within three years**. Any further training required can be undertaken either inside or outside the UK.

If you wish to undergo additional training or assessment in the UK you should note that in order to work in NHS general practice in any of the four countries in the UK you must:

1. Be fully registered with the General Medical Council and appear on the GMC’s general register.
2. Be in possession of a Certificate of Prescribed Experience issued by the Joint Committee on Postgraduate Training for General Practice prior to 30 September 2005

Details of GMC registration requirements can be obtained from the GMC website (www.gmc-uk.org).

Although PMETB has to state what additional training or assessment you may require to be eligible for the General Practice Register, PMETB cannot be responsible for managing or financing that training or assessment. The receipt of a letter from PMETB stating what training or assessment you require does not give you a right to obtain training or assessment, or for your training or assessment to be funded. The NHS is considering with Government the implications of Article 11 for demand for training and workplace based assessment. However, the ultimate responsibility for meeting the requirements of Article 11 lies with you.

Stage four

Should you disagree with the decision of the PMETB, you may request a review or exercise your right of appeal.

You may ask the Board to review their decision in relation to your application. This right of review is available if you think a procedural defect or other unfairness occurred in the Board’s processing of your original application, or you have additional documentation which you did not originally submit. The fee for a review is £500. It will be refunded to you if the decision is changed because of a procedural defect or unfairness on the part of the PMETB when your application was first received. The fee will not be refunded if the decision is changed because you have submitted new information which PMETB did not have when they considered your application.

You also have a right of appeal against decisions of the PMETB, including the decision of any review of your application. PMETB is required to establish an independent panel, and applicants may opt to have their appeal heard by the panel on the strength of their written submissions alone. This is without themselves or PMETB being present. This is a written appeal and the fee is £1,000. You could apply for the fee to be refunded if the appeal was successful.

Alternatively, appeals may be heard with the applicant, PMETB and legal representatives and/or witnesses being present. This is an oral hearing and the fee for this is £1,500. Again, you could apply for the fee to be refunded if the appeal was successful.

You also have rights of appeal through the courts system, in this case to the County Court (or the Sheriff Court in Scotland).

Equality and diversity

PMETB will seek information from all applicants about ethnicity, gender and other equalities. This information will inform PMETB's monitoring in support of its commitment to promote equality and value diversity.

6. HELP SHEET FOR COMPLETING THE APPLICATION FORM

COMPLETING THIS APPLICATION FORM

General

This form is for applicants wishing to apply for a statement of eligibility for registration under Article 11 of the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003.

To be considered by PMETB, applications must contain all of the following:

- A fully completed application form (signed and dated);
- Proof of identification;
- Supporting documentary evidence;
- A full and current curriculum vitae;
- A list of referees; and
- Payment of £950 (Sterling).

The application form, proof of identification, supporting evidence and curriculum vitae

The accompanying “Help sheet for completing the Article 11 application form” provides assistance for completing the application form and explains what proof of identification is required, what supporting evidence is required, and what should be included in a full and current curriculum vitae.

Original documentation

All original documentation will be returned to the applicant by mail. Please note that PMETB will not be held responsible for mail lost in the post. Authenticated documents are preferred as this reduces the risk of the applicant losing vital documents. For authentication procedures, please see section 2(C) of the Help Sheet.

Payment of £950

All applications must be accompanied by a cheque for £950 (Sterling), payable to “Postgraduate Medical Education and Training Board”. This cheque represents the full amount of the fee that will be charged for dealing with your application. You will be liable for any charges in respect of processing your application; this amount will be deducted from your £950 (Sterling) fee if you choose to withdraw your application prior to receiving a decision.

1. PERSONAL DETAILS

Photograph

Please staple a coloured, recent, passport sized photograph (45mm high x 35mm wide) to your application form.

Please check the UK passport office website for clarification on the requirements in providing a suitable passport photo. http://www.passport.gov.uk/downloads/PLE03_web_Mar05.pdf

Any application provided with a photograph outside the requested requirements will be returned as an incomplete application.

Title

Please indicate the title by which you are known.

Family name/last name

Please provide the family name/last name by which you are known. This should normally be the family name/last name which appears on your qualifications, registrations and other documentation.

If your name has changed, please explain any discrepancies by providing a letter from your solicitor stating that you (in your full current name) are the same person named on the documentation that you are providing.

Forename(s)

Please provide forename(s) by which you are known. This should normally be the forename(s) which appear(s) on your qualifications, registrations and other documentation.

If your name has changed, please explain any discrepancies by providing a letter from your solicitor stating that you (in your full current name) are the same person named on the documentation that you are providing.

Former name

Please provide details of former names by which you may have been known.

Correspondence address; City; Postcode; and Country

You must provide full details (including city, postcode and country) of an address for correspondence where you can be easily contacted.

Any original documentation that you provide will be returned to this address.

PMETB will also write to you at this address with its decision on your application. **It is essential that you inform PMETB of any changes to your contact details.**

Gender

Please indicate your gender; this will be used to help PMETB ensure that it provides equality of access to all applicants.

1. PERSONAL DETAILS (continued)

Main contact telephone number

You should provide a telephone number with the international dialling code if necessary.

Preferred mode of contact

Please indicate whether you would prefer to be contacted by email, or by letter. PMETB will attempt to contact you by your preferred mode of contact where appropriate.

Email

Please provide an email address at which you may be contacted for an immediate response to any queries by PMETB.

Date of birth

Please indicate your date of birth; this will be used to help PMETB ensure that it provides equality of access to all applicants.

Country of citizenship/Spouse's country of citizenship

Please indicate your country of citizenship and, if applicable, your spouse's country of citizenship.

2. REGISTRATIONS

General Medical Council registration number

If you are registered with the GMC then please provide your current registration number.

(A) Other registration and Country of registration

Please provide a:

- an authenticated certificate of registration or your licence to practise from the appropriate authority for the country where you last worked; and
- Any authenticated certificates of specialist registration which you have received in any country.

(B) Other specialist registration and Country of specialist registration

If the country in which you completed your specialist registration is different from the country where you last worked, please also provide details of your specialist registration for the country in which you completed your specialist registration, including:

- an authenticated certificate of registration; and
- Your specialist registration.

(C) Original documentation

If you submit any original documentation of the above this does not require authentication, however if these documents are not in English you will need to provide PMETB with an English translation.

Any certificates translated into English must be authenticated and accompany the original or authenticated original document.

If you request your original documents back during the application process PMETB will return your application and the balance of your fee. You will have to resubmit your application with the returned originals or authenticated copies.

PMETB will keep all the paperwork submitted with an application for a period of twelve months after the applicant has been given a decision. Therefore, you are strongly advised to supply authenticated copies of any certificate or other relevant paperwork that you may require in the interim

All original documentation will be returned to the applicant by mail. Please note that PMETB will not be held responsible for mail lost in the post. Authenticated documents are preferred as this reduces the risk of the applicant losing vital documents. For authentication procedures, please see section 3(D) of the Help Sheet.

(D) Authentication of documentation

Authentication of the above documents can be done by a solicitor or the awarding body. This would normally involve the copied or translated document being **stamped with an official stamp or seal and being signed and dated by the authorising official.**

This does not apply to documentary evidence showing your work history where the relevant Hospital must validate your submitted paperwork.

All evidence showing your work history must be validated on each page with the relevant Hospital stamp and signature of someone in a supervisory position who can attest to this as a true and accurate record. Any records showing patient names must be anonymised as this is in breach of the Data Protection Act.

(E) Certificate of Good Standing

If you are not registered with the GMC, you must provide a certificate of good standing, less than 12 months old, from your current registering body.

(F) Have you ever been subject to any investigation and or disciplinary action by a medical registering body?

If yes, please give details in the section **2 REGISTRATIONS**, subsection D of your application form.

3. QUALIFICATION (S)

Original or authenticated copies of qualifications required

Primary medical qualification

- Please state the name of the qualification, the university which awarded your qualification, the country and year awarded.
- Please provide an original or authenticated copy of your qualification. Authentication can be done, for example, by a solicitor or the awarding body.
- This would normally involve the document being stamped with an official stamp or seal and being signed and dated by the authorising official.
- **Any certificates translated into English must be authenticated and accompany the original or authenticated original document**
- If you are not already registered with the GMC, you will at some stage have to provide them with details of your qualification for registration purposes.

Specialist medical qualification(s)

- Please state the name of the qualification, the name and address of the university/body which awarded the qualification, and the date awarded.
- Please provide an original or authenticated copy of your qualification. Authentication can be done, for example, by a solicitor or the awarding body.
- This would normally involve the document being stamped with an official stamp or seal and being signed and dated by the authorising official.
- **Any certificates translated into English must be authenticated and accompany the original or authenticated original document.**
- You must provide evidence that the specialist qualification was awarded by competitive examination or by continual evaluation following a set syllabus.

Other relevant qualification(s)

- Please list the name, awarding university and date of any further qualifications, obtained by examination or assessment, which you wish to be considered.
- Please provide an original or authenticated copy of your qualification. Authentication can be done, for example, by a solicitor or the awarding body.
- This would normally involve the document being stamped with an official stamp or seal and being signed and dated by the authorising official.
- **Any certificates translated into English must be authenticated and accompany the original or authenticated original document**

4. POSTS HELD

Use separate sheet if needed

Posts held

Please provide details of all the posts you have held, in reverse chronological order, starting with the most recent.

For each post please state the start date and finish dates (month and year), details of the post and its level (e.g.), the institution/hospital, the name of the supervisor if training post, and the specialty to which the post relates.

Examples of details of post and their level are SHO, Registrar, Staff Grade, GP Registrar etc

If documents relating to these posts are not in English, then an authenticated translation should also be provided.

5. GAPS IN EXPERIENCE

Please list any periods when you were not employed or contracted in a medical post during the period covered by the posts you have listed in Section **5 POSTS HELD**,

Please give a brief explanation for each gap.

Examples of gaps in experience might be maternity leave, or a career break due to family circumstance.

6. SUPPORTING EVIDENCE

Original or authenticated copies of evidence required

Please list all the items of supporting evidence that you are providing with your application. Authenticated translations should also be provided if any of the evidence is not in English. You must provide evidence as to your

- Personal details;
- Registrations (other than GMC);
- Qualifications;
- Training; and
- Experience.

Proof of Identity

Your proof of identity must include a coloured and passport sized photograph, a letter confirming changes to your name (if appropriate), and a copy of the page in your passport or national identity card which shows your photograph.

Please do not send your original passport to PMETB, we cannot guarantee an immediate return and may return your application to you.

Registration

Your proof of registration (other than GMC) must include original or authenticated certificate(s) of registration that are equivalent to GMC registration in another country.

Qualifications

Evidence of qualifications must be original or authenticated copies of the primary medical qualification, specialist medical qualification(s) and, if applicable, any other relevant qualification(s). This should

include evidence as to the circular and other requirements for the award of the qualification(s).

Training

Evidence of training completed would include original or authenticated certificates of:

- training
- training log books
- Records of In Training Assessments/VTR forms from periods of UK training
- the training programme and curricula
- training portfolios or any other equivalent materials.

All evidence supplied must have the appropriate Awarding Body, Hospital or Clinic stamp and be signed off by someone who can attest that this is a true record. Please supply a consolidated record sheet (also stamped and signed) at the front of each log book presented.

Experience

Evidence of experience would include the satisfactory completion of medical posts, including employer details, type of post, the standard achieved and the dates of achievement.

This would need to be authenticated by a designated representative of the institution responsible for the posts.

PMETB would normally require logbooks or portfolios of recent experience, to demonstrate a range and depth of experience and case mix.

PMETB would also normally require evidence from performance reviews, including supporting clinical governance data, work based assessments, evidence from examinations and any other evidence of your continuing professional development.

Please detail your continuing professional development on your C.V, there is no need for you to supply this as documentary evidence.

All evidence supplied must have the appropriate Hospital stamp or Awarding Body and be signed off by someone who can attest that this is a true record. Please supply a consolidated record sheet (also stamped and signed) at the front of each log book presented.

Publications and Research

Evidence of having published research or received research grants would be useful to PMETB. Please provide a photocopy of the front page only and list these on your C.V.

Assessments

In addition to naming five referees, you might also wish to provide evidence from 360-degree feedback from a range of sources (including non-medical colleagues).

Knowledge

Applicants will need to provide evidence of up to date and clinically relevant factual knowledge. The evidence required will normally include successful completion of a knowledge test.

PMETB may accept alternative evidence of knowledge and skills if the applicant has not passed a knowledge test, for example, a clinical record in senior posts. In considering evidence of experience provided, PMETB will give more weight to recent experience.

It will not, however, exclude more distant experience if, for example, the applicant has taken a career break and PMETB is satisfied that your skills and knowledge remain up to date.

You are strongly advised to contact the Royal College of Practitioners for information on the GP curricula.

7. LIST OF REFEREES

List of referees

Details of referees in support of this application should be provided on the accompanying “Article 11 Application referee list”.

Please provide the names and contact details of 5 referees, who will be contacted to provide structured reports. **These reports should normally cover the last five years.**

Please provide an additional name and contact details of a referee, in the event one or more of the 5 referees could not be contacted. PMETB will contact all six referees to alleviate any time delays

- Your GP educational supervisor(s) MUST be named, ideally two, such as trainer and course organiser.
- Two of your referees must be educational supervisors from your last two posts. If there was no supervision then the medical director of the organisation must be named.
- The medical practitioners named should be on the performers list, specialist register or be of equivalent standing.
- Other sources of structured reports are a head of a current or recent clinical department, or a training supervisor.
- In addition to naming five referees, you may also provide evidence from 360-degree feedback from a range of sources (including non-medical colleagues). **This is not a requirement for the application but if you HAVE had one it is useful additional evidence. You should not arrange to have one just for this application process.**

8. SIGNATURE AND DECLARATION

Checklist

Please complete the checklist to show that all sections of the application form have been completed and all the relevant documentary evidence has been provided.

You must also sign and date the declaration at the end of the application form.

Structured reference reports

Using the provided “Article 11 Application referee list” please provide the name and contact details of 5 referees, plus 1 additional back up referee who will be contacted to provide structured reports.

PMETB will require 5 completed structured reports from referees. These reports should normally cover the last five years.

The additional 6th referee will be approached by PMETB at the outset and used to substitute any of the first 5 referees if we cannot obtain references from them.

Your GP educational supervisor(s) MUST be named, ideally two, such as trainer and course organiser.

Two of your referees must be educational supervisors from your last two posts. If there was no supervision then the medical director of the organisation must be named.

The medical practitioners named should be on the performers list, specialist register or be of equivalent

standing.

Other sources of structured reports are a head of a current or recent clinical department, or a training supervisor.

In addition to naming six sources of structured reports, applicants may also provide evidence from 360 degree feedback from a range of sources (including non-medical colleagues).

Full and current curriculum vitae

A full curriculum vitae must accompany the completed application form. This should include your:

- personal details
- registration details (as appropriate)
- qualifications
- posts in reverse chronological order indicating
 - the post title you held ,
 - the name of the hospital or Clinic
 - each post start and end dates.
 - Whether the post was full-time or part-time (if the latter then what was the ratio?)
 - a description of each post detailing what you undertook
 - your supervisors per post.

It is helpful to have this information validated by letters or copies of contracts from each hospital/institution.

You should also list any:

- publications (include a copy of the front page only of each with your application)
- presentations (list only)
- research undertaken (include a copy of the front page only of each with your application).

PMETB will not accept any publications, presentations and research unless they are submitted as requested above.

Please note your curriculum vitae will not be accepted as an alternative to the completed application form.

Fee

PMETB will require a £950 (Sterling) fee that will be charged for dealing with your application.

Cheques should be made payable to the Postgraduate Medical Education and Training Board.

PMETB will not accept cash or credit card payments

You will be liable for any charges in respect of processing your application and this amount will be deducted from your £950(Sterling) fee if you choose to withdraw your application.

9. PRESENTATION OF YOUR APPLICATION

Acceptable

Application form should be stapled together

CV should be stapled together

All other paperwork should be single sided, loose and segregated into headings under:

- Application form
- C.V
- Certificates
- Training evidence
- Logbooks or evidence of day to day practice
- Curriculum syllabi
- Research
- Publications
- Teaching

Please secure the whole application together with a bulldog clip at the top of the documents.

Applications should fit inside a Foolscap box file as exhibited below - if they do not it is likely that there is information irrelevant to your application included in the paperwork

File with Thumb Hole and Locking Clip 75x265x370mm Foolscap Box



- Takes A4/foolscap
- With thumb hole and locking plastic clip
- Capacity: 70mm
- WxDxH: 75x265x370mm
- This is intended a size guide for your application only

Not Acceptable

Applications are scanned and sent electronically for evaluation therefore:

Applications should not be submitted bound in any way, as these will be dismantled for scanning.

Applications must not come in lever arch folders, plastic sleeves or presentation folders

PMETB will not send any presentation materials back to the applicant if they are deemed not acceptable.

10. GLOSSARY

BST	Basic Specialist Training	
CCT	Certificate of Completion of Training	Replaces the CCST on the 30/09/2005
CCST	Certificate of Specialist Training	
CPD	Continuing Professional Development	Formerly known as Continuing Medicine Education. Continuing Professional Development is compulsory. Learning & development that occurs after postgraduate training.
CRB	Criminal Records Bureau	An Executive Agency of the Home Office which vets applications for people who want to work with children and vulnerable people
CV	Curriculum Vitae	
EEA	European Economic Area	
GMC	General Medical Council	
GMP	Good Medical Practice	
GP	General Practitioner	
GPT	General Professional Training	
IELTS	International Language testing system	All doctors from outside the EU/EAA must score satisfactorily in the IELTS test before they can be granted registration. Information on IELTS and test centres in the UK and overseas is available from the British Council.
JCPTGP	Joint Committee on Postgraduate Training in General Practice	
NHS	The [UK] National Health Service	
PLAB	The Professional and Linguistic Assessment Board	Most medical graduates from outside the EU must take the PLAB test before they can be granted registration. Some overseas doctors are exempt from this test. The PLAB is administered by the GMC.
PMETB	Post Graduate Medical Education Training Board	
PMQ	Primary Medical Qualification	
RCGP	Royal College of Practitioners	
RITA	Record of In Training Assessment	Completed at the end of each year of structured specialist training in the U.K.
SAS	Staff and Associate Specialist Grade Doctors	
STA	Specialist Training Authority [of the Medical Royal Colleges]	
VTR	GP training records	Record of in training assessment