

Certification (ARCP 6) checklist for Oral and Maxillofacial Surgery trainees

This checklist is designed to help trainees prepare for their final ARCP and also to help the SAC Liaison Members to review the ISCP evidence when making a recommendation for the award of CCT/CESR(CP) to the General Medical Council.

The domains match the Certification Guidelines on the JCST website, but **trainees are advised to check the most up-to-date guidelines for themselves.**

|  |  |
| --- | --- |
| Full Name |  |
| GMC/IMC Number |  |
| GDC/IDC Number |  |
| NTN |  |
| Training Programme |  |
| Certificate type (CCT/CP) |  |
| Certification date |  |

1. **Primary Checklist**

**Please indicate against this checklist that you:**

**A.** Are fully registered with the GMC and have a licence to practise. **Yes/No**

**B.** Have completed a recognised higher surgical training programme in the UK  
 or Republic of Ireland. **Yes/No**

**C.** Have successfully passed the Intercollegiate Specialty Board examination and   
uploaded the evidence to ISCP **Yes/No**

**D.** Are on the Dental Register held by the General Dental Council (GDC) **Yes/No**

or

have a letter from the GDC confirming that you hold a dental qualification which

the GDC recognises as fully registrable. **Yes/No**

**If you are using a letter from the GDC to fulfil this criteria, was it written within 3   
months of your certification date, in the format agreed by the SAC and uploaded   
to the ISCP?** **Yes/No**

1. **Summary of Evidence**

Within the following table, please provide a short summary of the evidence in your ISCP records to show that you satisfy the following specialty specific guidelines.

All evidence listed should be present on your ISCP portfolio.

|  |  |
| --- | --- |
| **Descriptor and Guideline** | **Summary of Evidence** |
| **Clinical experience** - evidence of the breadth of clinical experience defined in  the specialty syllabus  **Trainees must have completed a training programme rotating through posts in a minimum of two centres, whose HST posts are compliant with the JCST/SAC QIs 1-9 and 10-15.** | List of posts held during training: |
| **Operative experience** - consolidated logbook evidence of the breadth of  operative experience defined in the specialty syllabus  **For guidance on the number and range of operative procedures, trainees should consult the latest version of the** [**indicative numbers guidance document**](http://www.jcst.org/quality-assurance/documents/certification-guidelines/indicative-logbook-numbers-omfs-2015)**. This is available from Training Programme Directors, SAC trainee representatives and the JCST website**. | Please indicate if your logbook contains fewer ‘index’ operations than the levels set by the indicative numbers and where this is the case, summarise other evidence supporting competence in these areas: |
| **Operative competence** - evidence of competence in indicative operative  procedures to level 3 or 4 (evidenced by PBAs defined by the specialty)  **Trainees must have evidence of progression in operative skills to be demonstrated by a full set of PBAs in index operations to the designated level.** | Please indicate if there are any index procedures for which you do not have evidence of competence at level 4: |
| **Research** - evidence of having met the  relevant requirements for research and  scholarship. For UK trainees, this can be  found in the GMC’s Generic Professional  Capabilities framework. Broadly, this  includes:  1. The demonstration of evidence based  practice.  2. Understanding how to critically  appraise literature and conduct literature  searches and reviews.  3. Understanding and applying basic  research principles.  4. Understanding the basic principles of  research governance and how to apply  relevant ethical guidelines to research  activities.  **Trainees must provide evidence of the demonstration of critical appraisal and research competence. By the end of training, trainees are expected to have completed five pieces of evidence from the following: first author publications, presentations at national or international meetings, extensive literature review and presentations at local meetings/regional teaching.**  **Trainees should have completed a Good Clinical Practice (GCP) course in Research Governance and a course in research methodologies.** | Please list the five pieces of evidence which make you compliant with this domain including year of publication/presentation followed by a short reference in Vancouver format with DOI or note of location and audience/published abstract for presentation:  Date and location of GCP course:  Date and location of research methodologies course: |
| **Quality Improvement** - evidence of an understanding of, and participation in,  audit or service improvement as defined by the specialty  **Trainees must provide evidence of the completion of one audit or quality improvement project per year where the trainee is the principal person responsible for the audit or project. Any audit must have been presented locally as part of the clinical governance mechanisms of the NHS. During the course of the training programme, at least one audit project must include a review of personal outcomes. There should also be evidence of having been involved in supporting other audit work.** | Please list one audit or quality improvement project per year of your training and indicate which ones were a review of your personal outcomes: |
| **Medical Education and training** - evidence of an understanding of, and  participation in, medical education and training as defined by the specialty  **Trainees should have completed courses in training and education by the time of certification. This could include teaching on a course; organising a course/conference; a diploma certificate or degree in education. Trainees should have attended a ‘Training the Trainers’ or equivalent course during training.** | List the date and location of your completed “Training the Trainers” course of equivalent and a summary of your teaching experience/Observation of Teaching WBAs: |
| **Management and leadership** - evidence of an understanding of  management structures and challenges of the NHS in the training jurisdiction  **Trainees must be able to demonstrate management skills and team working, e.g. running rotas, sitting on management committees, writing and implementing protocols, improving services.**  **Trainees should provide evidence of leadership skills. Evidence of this may be via: setting up and running a course, being a trainee representative regionally or nationally, obtaining a leadership qualification.**  **They should have completed a health service management course.** | Summarise your management and leadership with dates and locations of relevant courses: |
| **Additional courses / qualifications** - evidence of having attended specific  courses/gained specific qualifications as defined by the specialty  **Trainees must have a valid ATLS® provider or instructor certificate at the time of certification. They should provide evidence of having completed a course in a topic relevant to their special interest.** | Please indicate the date of your ATLS® course and detail at least one course in a topic relevant to your sub-specialty interest: |
| **Educational conferences** - evidence of having attended appropriate  educational conferences and meetings as defined by the specialty  **Trainees should provide evidence of attending the** [**courses as recommended by the SAC**](http://www.jcst.org/quality-assurance/documents/certification-guidelines/recommended-courses-omfs-2015) **and attending and contributing to national and international conferences during training. Training programmes require attendance at over 70% of the regional training days.** | I confirm I have uploaded to ISCP evidence that I attended 70% of regional training days and attended educational conferences and meetings as defined by my specialty: |
| **Other evidence** | Please list other relevant evidence which might be useful to the SAC in assessing your application for certification: |