



CESR Guidance Framework for Dermatologists

Examples of successful applications

European Application

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UK application

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Example 1 - Past successful CESR application from European Applicant

Please note: The CESR application process is individual and will vary depending on the applicant's experience and the curriculum that it is measured against. These examples have been provided as guidance, but each application is unique and will be assessed on its own merit.

Evidence Item	Submitted Evidence
Primary medical qualification (PMQ)	
Specialist medical qualification(s)	Authenticated copy of Degree of Specialist in Medical and Surgical Dermatology and Venereology. Certificate of completion of training signed by Chairman of Teaching Commission
Curriculum or syllabus (if undertaken outside the UK)	Translation of Spanish Dermatology training programme, certificated by Chairman of the National Commission of Dermatology, Spain
Specialist registration outside the UK	Certificate of completion of training programme signed by Head of the National Registry of Specialist in Training, Ministry of Health and Consumer Affairs. Notification of the Ministerial Decree granting the title of medical specialist.
Other relevant qualifications and certificates	Business Management Programme: Leadership Skills Development Programme awarded by the IESE Business School (translated certificate and content of the course attached).
	Leadership and Management Masterclass five part series organised by the Royal Society of Medicine.
	Appraisal Input and Output Forms
Appraisals and assessments	End of Placement Assessment Report

	Two Recording Locum Performance forms
	Number of WPBA collected in UK
	Letter from Educational Supervisor regarding assessment of trainees in Spain.
Records of In Training Assessment (RITAs), Annual Review of Competency Progress (ARCPs) and other training assessments	Letter regarding Rotations in Internal Medicine with translated evaluations. Certificate of annual evaluations signed by Chairman of Teaching Commission Case-Based Discussions signed by Spanish consultant with 7 cases presented as examples
360° and multi-source feedback	360° feedback summary.
Awards and discretionary points letters	Spanish Academy of Dermatology and Venereology award for Best Paper at Spanish Congress, Barcelona, 2008. "Antonio García Perez" prize for Best Oral Communication at Central Division of Spanish Academy of Dermatology and Venereology, Madrid, March 2004. "Antonio García Perez" prize for Best Oral Communication at Central Division of Spanish Academy of Dermatology and Venereology, Madrid, co-author, June 2004. "Antonio García Perez" prize for Best Oral Communication at Central Division of Spanish Academy of Dermatology and Venereology, Madrid, co-author, October 2006.
Personal development plans (PDP)	2013 PDP and 2011 PDP
Participation in assessment, appraisal and appointments process	RCP Educational Supervisor Accreditation workshop (10 credits), February 2012. RCP Educational Supervisor Accreditation report and evaluation, February 2013. RCP Educational Supervisor Accreditation certificate, May 2013. Nine anonymised workplace based assessments (as assessor). Anonymised Educational Supervisor report.

Logbooks

Surgical logbook May 2012 to June 2013

Summary of surgical procedures performed independently from May 2012- June 2013

Summary of consultations seen in advanced surgery clinic May 2012-July 2013.

Summary of patients discussed at Friday PM Regional Academic meeting (May 2012-September 2013).

To whom it may concern letter regarding participation in these meetings in 2010-2011 in the Partnership and teamwork section. Letter regarding attendance at Wound Care clinic in July 2013. Letter regarding procedures, consultations and teaching activities as Clinical Fellow from January to July 2009. Please find letter from Spanish Educational Supervisor regarding assessment process of trainees and rotations in Spain explaining the lack of contemporaneous logbooks and alternative evidence provided in the section of "Records of In Training Assessment (RITAs), Annual Review of Competency Progress (ARCPs) and other training assessments".

Consolidation, cumulative data sheets, summary lists and annual caseload statistics

Medical reports

Certificate of attendance to Medico-Legal workshop on 11th April 2013.

Table including summary of 21 case histories

Anonymised clinical letters of sarcoidosis with uterine sarcoma (3 clinical letters, March-April 2011) Anonymised clinical letters of Birt-Hogg-Dubé syndrome (4 clinical letters, September 2012, November 2012 and June 2013) Anonymised clinical letters of Pemphigus foliaceus (2 letters, September-October 2012) Anonymised clinical letters of bullous pemphigoid with incidental finding of melanoma (3 letters, December 2012, January 2013, February 2013) Anonymised clinical letters of lichen planopilaris (3 letters, September 2012, November 2012, January 2013) Anonymised clinical

Case histories

letters of atopic eczema on treatment with azathioprine (September 2012)
Anonymised clinical letters of incidental finding of MM (2 letters, November 2012-January 2013)
Anonymised clinical letters of incidental BCC that missed follow up appointment (2 letters, June 2012-september 2012)
Anonymised clinical letters of pompholyx/contact allergic dermatitis (September-December 2012)
Anonymised clinical letters regarding patient with very unusual bilateral lesions on ears (GP letter, 2 clinical letters April-June 2013, ENT reply)
Anonymised clinical letter regarding of patient with psoriasis in treatment with hydroxyurea and acitretin (September 2013)
Anonymised clinical letter regarding patient with atopic eczema in treatment with ciclosporin (October 2013)

Anonymised letters regarding patient with chronic lip ulcer and severe anemia referred to A+E (1 GP referral and 2 letters April and May 2013).
Anonymised referral letter to hepatology clinic and reply (May 2013, August 2013).
Anonymised letters regarding patient with psoriasis referred to Newham clinic, referral to Rheumatology clinic (October 2012, april 2013).
Anonymised series of letters regarding patient with Erythema Induratum (GP referral, colleague letter, my referral, reply from Consultant infectious diseases and outcome respiratory MDT).
Anonymised paediatric case (GP referral, my opinion with referral to paediatric dermatology clinic and reply).
Anonymised case of SCC and allergic contact dermatitis (2 week wait referral, referral to MDT and skin combined clinic and referral for patch testing).
Anonymised referral to the vulva clinic (January 2013).
Anonymised letter advising registrar regarding management of patient with multiple leiomyomas (September 2013).
Thank you email regarding advice to consultant paediatrician (June 2010).

Referral letters discussing patient handling

Patient lists

Patient lists demonstrating caseload February 2010, April-May 2010

<p>Departmental (or trust) workload and annual caseload statistics</p>	<p>Certificate letter regarding annual caseload statistics for 2012-2013. Certificate letter regarding annual caseload statistics for 2010-2011. Certificate letter regarding annual caseload statistics for 2009. Certificate letter regarding annual caseload statistics from 2003-2007.</p>
<p>Rotas, timetables and job plans</p>	<p>Please find job plans and timetables in job description section.</p>
<p>Courses relevant to curriculum</p>	<p>Certificate letter regarding courses attended during training in Spain. Certificate letter regarding conferences attended during training in Spain. Certificate letter regarding Medico-Legal workshop in the UK (please find in Medical Reports section) Please find courses attended since moving to the UK in the CPD and CME section including: MPS consultant course Ethnic skin course Applied photodermatology course BSDS annual dermatological surgery workshop NHS Leadership and Management masterclass Skin Allergy Study day Psycho-cutaneous Medicine Training weekend</p>
<p>Portfolios (electronic or revalidation)</p>	<p>Please find letter from Educational Supervisor regarding portfolios in the Records of In Training Assessment (RITAs), Annual Review of Competency Progress (ARCPs) and other training assessments section. Please find current Electronic Portfolio in the appraisals section.</p>
<p>Employment letters and contracts of employment</p>	<p>Contract of employment Locum Consultant, part time, 5 PAs, from May 2012-September 2013 and 6 PAs from October 2013 to April 2014. Amendments to contract (extensions) up to April 2014. Maternity leave, April 2011-April 2012. Contract of employment from August 2010 up to 31 March 2011, Locum Consultant, part time, 6 PAs. Contract of employment via Locum agency, May 2010-July 2010, Locum Consultant, part time, 6 PAs. Contract of employment, April-May 2010, Locum Consultant, part time, 1 PA. Contract of employment, February 2010, Locum Consultant, part time, 9 PAs in total. Maternity leave, August 2009-April 2010. Contract of employment, January 2009-August 2009, Clinical Fellow, full time.</p>

Job descriptions	<p>Part time Locum Consultant Dermatologist, 5 PAs, May 2012 up to September 2013 and 6 PAs from October 2013 to April 2014 with new PA as Senior Teaching Fellow. Part time Locum Consultant Dermatologist, 6 PAs, May 2010-April 2011. Clinical fellow in Dermatology, January 2009-July2009. Dermatologist in private practice, September 2006-December 2008. Consultant Dermatologist, June 2007-December 2008. Resident in Dermatology, June 2003-June 2007. Rotation in the Department of Paediatric Dermatology, March-April 2006.</p>
Job plans	<p>Job plan template May 2011-September 2013. Please find previous job plans in the job description section.</p>
	<p>Certificate of participation as Co-Investigator in Clinical Trials</p>
	<p>Academic Certificate of completion of coursework period and research period of the Doctorate in Medicine Programme (March 2008).</p>
	<p>"Jorge Francisco Tello Muñoz" grant for elective rotation at Graz Medical University, 2007.</p>
Research papers, grants, patent designs	<p>Prospective Observational Study of Aspects of Cutaneous Graft-Versus-Host Disease in 100 patients submitted to allogeneic stem cell transplantation, 2004-2008. Presented as 1 poster in 64th AAD Annual Meeting, San Francisco, 2006; 1 poster in the 65th AAD Annual Meeting , Washington, 2007; 1 oral communication in 5th EADV Spring Symposium, Istambul, 2008 and 4 original papers in peer reviewed journals. (Please find validated evidence in the Presentations section)</p>
Publications within specialty field	<p>Front pages of 24 publications in reverse chronological order. Front pages of 3 publications not indexed for Medline and participation in 4 book chapters. Emails and certificates demonstrating role as manuscript reviewer of 11 submissions to Archives of Dermatology, Lupus Journal,</p>

European Journal of Dermatology and American Journal of Dermatopathology.

Presentations, poster presentations

Certificate letter regarding list of posters and papers presented during training, followed by validated certificates. Certificate of collaboration on presentation at RSM, May 2013.

CPD record certificates and certificates of attendance

CPD record for 2013/2014 (up to date of submission) with certificate of attendance at courses and meetings. CPD record for 2012/2013 with certificate of attendance at courses and meetings. CPD record for 2011/2012 with certificate of attendance at courses and meetings. CPD record for 2010/2011 with certificate of attendance at courses and meetings. CPD record for 2009/2010 with certificate of attendance at courses and meetings. Please find courses/conferences attended before moving to UK in the logbooks and research sections.

CPD registration points

Please find evidence of registration with RCP for CPD record in the previous section.

Membership of professional bodies

Associate member of the British Academy of Dermatology since 2010: AGM minutes (membership open to dermatologist supported by two members). Associate member of the International Dermoscopy Society since December 2009: welcome email (free membership open to all). Regular member of the Spanish Academy of Dermatology and Venereology since June 2004: welcome letter (membership open to dermatologists supported by two members). Member of the Spanish Group of Cutaneous Lymphoma since 2007, certificate requested for CESR application in January 2010, (membership open to members of the spanish dermatologist society with special interest in cutaneous lymphoma). Member of British Society of Dermatologic Surgery since April 2013 after attending their annual workshop. Member of British Teledermatology Society since October 2013

(membership open to all BAD members with special interest in Teledermatology).

Teaching timetables

Two teaching timetables.

Lectures

Thumbnail slides of Blistering disorders of the skin lecture for the undergraduates of the Medical School on 24/6/2013.

Feedback or evaluation forms from those taught

Summary of evaluation feedback from undergraduates attending Blistering Disorders of the skin lecture on 24/6/2013.

Letters from colleagues

Letter regarding teaching on the Postgraduate Diploma in Clinical Dermatology for GPs on 7th December 2012. Letter regarding teaching of undergraduates in the Medical School. Certificate of appointment as Clinical Assistant Professor in Madrid 2004-2008. Certificate letter regarding participation as speaker in the Doctorate Course "Dermatology and Internal Medicine" with the lecture "Localised Cutaneous Amyloidosis", April 2008.

Attendance at teaching or appraisal courses

Please find the following documents in the Assessments & appraisals section: Certificate of Attendance at the RCP workshop "Doctors as Educators", February 2012, 10 credits. RCP Educational Supervisor evaluation based on anonymised report of appraisal meeting with one trainee. RCP Educational Supervisor accreditation 2013.

Participation in assessment, appraisal and appointments processes

Please find evidence of the following in the Assessment & appraisals section: RCP Educational Supervisor Accreditation workshop (10 credits), February 2012. RCP Educational Supervisor Accreditation report and evaluation, February 2013. RCP Educational Supervisor Accreditation certificate, May 2013. Nine anonymised workplace based assessments (as assessor). Anonymised Educational Supervisor report.

Evidence Item

Submitted Evidence

Audits undertaken by applicant	Revalidation e-Portfolio audit summary list. Certificate of completion of NICE/BAD Psoriasis National Audit 2013. Please find presentation of findings of audit "Ward referrals to the Dermatology Department" in the Service Improvement section. Please find presentation of "Teledermatology audit" in the Service Improvement section.
Reflective diaries	Reflection on significant event, November 2012. Reflection on near-miss, September 2013. Reflection on patient's complaint, September 2013.
Service Improvement and clinical governance meetings	Thumbnails of Service Review presented at RLH, "Dermatology Outreach Clinic". Two audit assessment signed by two consultants. Thumbnails of Re-Audit of Inpatients Referrals". Thumbnails of "Teledermatology Audit" presented by registrar under my supervision. Summary of discussions and questionnaire survey regarding "Current practice of management of anti-coagulation prior to skin surgery" audit.
Health and safety	List of mandatory Trust courses completed in 2012-2013. Certificate of attendance at Adult Resuscitation & Automated Defibrillation Training, July 2012. Certificates of mandatory courses completed in 2010 (nine pages). Trust Induction Programme attended in January 2009.
Evidence Item	Submitted Evidence
Colleagues	Please find numerous certificate letters proving collaboration with colleagues in the department in different sections of this application. Please find correspondence with colleagues regarding patient management in the logbook section. Reference letter for Locum Agency regarding Spanish colleague, October 2012. Email communication regarding collaboration in contact dermatitis research, 2008 Email communication regarding collaboration in cutaneous lymphoma research, 2008 Collaboration with Spanish colleagues reviewing English grammar of manuscript subsequently

published in Paediatric Dermatology, 2012 Invitation email to collaborate in HIV testing project, September 2013

Patients

Patient survey, november-december 2012, summary of 19 respondents. Patient survey, April-May 2010, summary of 14 respondents. Please find thank you letters in the section of relationships with patients. Please find 360° feedback in the section of assessments & appraisals. Please find reflection on a patient's complaint in the reflective diaries section.

Working in multidisciplinary teams

Certificate letter confirming regular attendance at the weekly histopathology meeting and the Regional Academic Postgraduate Meetings. Certificate letter confirming regular attendance at the Departmental meetings Jan-July 2009. Certificate letter confirming regular attendance at the Dermatology weekly meetings, Jan-July 2009. Minutes of Dermatopathology meetings with anonymised patient data and my level of participation. Certificate letter regarding participation in weekly dermatopathology meetings in Madrid. Please find numerous clinical letters requesting second opinion and showing work in multidisciplinary teams in the section of Referral letters. Two referrals letters from Consultant Rheumatologist.

Management and leadership experience

Actinic keratosis algorithm discussed at Joint Prescribing group meeting, July 2013. Letter regarding Leadership and Management in the set up of Photodynamic Therapy service. Email correspondence regarding Photodynamic Therapy training course for nurses. Please find summary of discussions with Information Governance Officers regarding the use of clinical photographs in dermatology referrals in the Data Protection section. Email invitation to participate in a project to develop a tool to improve consultations with patients with psoriasis. Please find reflection on near-miss incident in the reflective diary section. Certificate letter regarding management activities and leadership experience during years working in

Madrid. Photocopy of programme of National Meeting of Registrars in Dermatology of which I was an organiser, Madrid, October 2007.

Please find letter regarding Photodynamic therapy clinic leadership and Actinic Keratosis algorithm discussed in Pharmacy meeting in previous section. Please find summary of discussions with Information Governance team regarding Teledermatology project in the Service Improvement section. Supervision of registrar QIP of anticoagulation prior to surgery in the audit section.

Chairing meetings and leading projects

Evidence Item

Submitted Evidence

Please find appraisal forms and 360 ° MSF from colleagues in the Assessments & appraisals section

Certificate of Good Standing issued by the Consejo General de Colegios Médicos in November 2008

Please find the following certificates in the Standard Requirements section: Certificate of Good Standing issued by the Official Medical Association of Madrid in October 2008 Certificate of Cancellation of Registration requested in 2008 upon moving to London

Honesty and integrity

Please find evidence of completion of Equality and Diversity course in the Safety section among the list of mandatory training Please find evidence of completion of Safeguarding Vulnerable Adults and Safeguarding Children Level 2 and 3 in the Safety section.

Equality and human rights

Certificate of attendance at Information Governance course (please find in the list of mandatory courses in the Safety section). Certificate of completion online course of Information Governance. Teledermatology departmental policy discussion to ensure data protection in dermatology referrals following standards of British Teledermatology Society

Data protection

Teledermatology audit proforma Please find certificate of attendance at Teledermatology Forum October 2013 in the CPD section.

Testimonials and letters from colleagues

Please find "To whom it may concern letters" from colleagues in previous sections regarding teaching, partnership and teamwork and statistics of my clinics. Reference letter (December 2008) Letter regarding rotation in Graz (April 2007)

Thank you emails from different colleagues.

Thank you letters and cards from colleagues and patients

Best wishes cards from colleagues. Thank you cards from three registrars. Thank you cards and emails from patients. Four letters to patients thanking them for presents received. Thank you letter from patient with melanoma (clinical letter attached to thank you letter from patient, May 2009) (all anonymised)

Complaints and responses to complaints

Complaint letter received by patient following referral to another Trust (clinical letter attached and my response to his letter). Please find reflection on a complaint in the Reflective Diary section.

Example 2 - Past successful CESR application from a UK trained Applicant

Please note: The CESR application process is individual and will vary depending on the applicant's experience and the curriculum that it is measured against. These examples have been provided as guidance, but each application is unique and will be assessed on its own merit.

Name:	GMC Number:		Application ID:	
CESR in CCT specialty: Dermatology		Curriculum version: Dermatology 2010 (amended 2012)		
Link to curriculum that application will be assessed against: http://www.gmc-uk.org/education/dermatology.asp				
Link to specialty specific guidance: http://www.gmc-uk.org/SGPC___SSG___Dermatology___DC2292.pdf_48457727.pdf				
Check for minimum requirements:	CESR (CCT specialty) - Applicant must have completed either a specialist postgraduate qualification or minimum of six months training in the CCT specialty they apply for. Training and/or qualifications can be from anywhere in the world.			
	CESR (non-CCT specialty) - Applicant must have completed either a specialist postgraduate qualification or minimum of six months specialist training in any non-CCT specialty. The training and/or qualification must be from outside the UK.			
State training post and/or qualification that fulfils minimum requirements or comment to applicant on what is needed to confirm eligibility:		SMQ: Speciality Certificate in Dermatology - Royal College of Physicians 2014		

Evidence Item	Submitted Evidence	Status	Notes	Re-submitted Evidence
Application Form				
All posts since PMQ are listed Posts held match CV and employment letters	Application form	Accepted		

CV				
<p>Posts held are in reverse chronological order starting with the most recent posts, matching application form and employment letters</p> <p>CV meets guidance on website: Brief job description, supervisor names present, details of CPD/presentations/audit</p>	CV	Accepted	<p>Returned: - CV: Each post should contain a short job description. You have stated you were working in a post between August 1994-95 but your application form shows 2 posts during this period, please amend.</p>	<p>Accepted: - CV.</p>
Registrations				

Domain 1 - Knowledge, skills and performance				
Evidence Item	Submitted Evidence	Status	Notes	Re-submitted Evidence
Primary medical qualification (PMQ)				

Specialist medical qualification(s)	Speciality certificate in Dermatology - Royal college of Physicians Diploma in Practical Dermatology Diploma of The Royal College of Obstetricians and Gynaecologists Diploma of The Faculty of Family Planning and Reproductive Healthcare - Royal College of Obstetricians and Gynaecologists Certificate of Prescribed Experience - Joint committee on postgraduate training for general practice Diploma in Child health - Royal College of Physicians	Accepted	Accepted: - Specialty certificate. - Diploma in child health. - JCPTGP certificate. Returned: - Diploma in dermatology, 2 diplomas from RCOG. These documents must be authenticated by the awarding body or a solicitor. - Curriculum. This document must be validated by the awarding body. This document will not support your application as it is not the syllabus you followed when completing your diploma and you have submitted evidence of passing the Speciality Certificate in Dermatology, which is the test of knowledge for a CCT trainee. I would advise you to withdraw it.	Accepted: - 3 certificates.
Curriculum or syllabus (if undertaken outside the UK)		Accepted		
Specialist registration outside the UK		Accepted		
Honours and prizes		Accepted	Please provide copies of certificates or letters showing what the prize or honour was for, if available.	
Other relevant qualifications and certificates		Accepted		
Assessments and appraisals				

Appraisals and assessments	Annual appraisal document October 2010 Annual appraisal document March 2012 Annual appraisal document January 2013 Annual appraisal document April 2014 Annual appraisal document for revalidation March 2015	Accepted	Accepted: - Appraisal 2010, 2012, 2013, 2014 and 2015.	
Records of In Training Assessment (RITAs), Annual Review of Competency Progress (ARCPs) and other training assessments	West Midlands Summative Assessment for General Practice Training certificate for Written Submission (audit project) 1997 (Letter confirming the topic: Warfarinisation of patients with Atrial Fibrillation submitted in Details of posts and duties) West Midlands Summative Assessment for General Practice Training certificate for Video Submission (Communication skills) 1997 West Midlands Summative Assessment for General Practice Training certificate MCQ paper 1996 Record of sexual health training clinics for award of DFFP 1998 Patch test training letter - 2004 Patch test training letter - 2015 Teaching assessment - Blistering disorders 2014 Teaching assessment - Infections and infestations 2014 Audit	Accepted	Accepted: - Patch test training letter 2015. - ALS. - Various Wpba. - Revalidation letter. Returned: - 3 West Midlands Summative Assessment for General Practice Training certificate, Letter re: patch test. As these documents are over 5 years old they will hold very little, if any, weight with the evaluators and I would advise you to withdraw them. - Record of sexual health training clinics. This document must be validated. It is also too old and I would advise you to withdraw it. - 1 Cbd and 1 TO. These documents must be validated by someone who was working at the hospital where you were working at the time the assessment took place. (Hospital X). Please refer to the SSG and the curriculum (particularly pages 83-84). Are you satisfied that you have provided sufficient evidence to show the ongoing evaluation and assessment of your work, covering the breadth of the curriculum?	Accepted: - Re-submitted Cbd and TO. - Covering letter. - Additional WpBA. - Letter from Eilir Evans.

assessment - Isotretinoin 2014 Resuscitation council ALS pre and post course MCQ paper results 2015 SLE - CBD for CMT - Blackout/ collapse 2015 SLE - CBD for CMT - Chest Pain 2015 SLE - CBD for CMT - Abdominal Pain 2015 SLE - Mini CEX for CMT - Cough and Shortness of Breath 2015 SLE - CBD for CMT/HST - Anaphylaxis 2015 DOPS - Ring Block 2015 DOPS - Punch biopsy vulva 2015 DOPS - Shave biopsy cheek and back 2015 DOPS - Excisional biopsy back 2015 DOPS - Cryotherapy 2015 CBD - Clinicopathological correlation plus supporting documentation 2015 CBD - Clinicopathological correlation granulomatous infiltrate plus supporting documentation 2015 CBD - Breaking bad news and metastatic melanoma 2015 Mini CEX - Atopic dermatitis 2015 Mini CEX - Pityriasis rosea in pregnancy 2015 CBD - Cutaneous PAN 2015 Email - Dr LS - positive recommendation for revalidation 2015 GMC letter of positive recommendation for revalidation 2015 See also: Appraisal documents		
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360° and multi-source feedback	360 feedback patients and colleagues July 2010 - covered in appraisal document October 2010 SATH 360 and multisource feedback February 2014 - SSC 360 feedback patients and colleagues September 2014 - SSC See also: Appraisal documents Testimonial letters Thank you letters from patients	Accepted	Cross reference to appraisal, testimonial letters, thank your cards sections. Accepted: - Patient and colleague feedback forms. - 360 degree feedback.	
Awards and discretionary points letters	Letter confirming award of 1 staff grade optional point July 2006 Letter confirming award of 2 staff grade optional points February 2008 Letter confirming award of 1 Associate specialist Discretionary point February 2009	Accepted	Accepted: - 3 letters.	
Personal development plans (PDP)	PDP 2010 PDP 2012 PDP 2013 PDP 2014 - with appraisal documentation for 2014 PDP 2015	Accepted	Cross reference with appraisal 2014. Accepted: - PDPs 2010, 2012, 2013, 2015.	

Logbooks				
Logbooks	<p>Surgical procedures log book July - September 2004 Surgical procedures log book May - July 2005 Surgical procedures log book February - April 2006 Surgical procedures log book May - July 2007 Surgical procedures log book March - May 2008 Surgical procedures log book March - May 2009 Letter confirming competencies in dermatological surgery 2015 Surgical log November 2014 to present day Audit proposal - 2015 confirming all my surgical procedures subject to clinical audit See also: Patient lists for outpatient and emergency ward visits October 2012 Patient lists for outpatient and emergency ward visits January 2013 Patient lists for outpatients August 2014 Patient lists for outpatients January 2015 These documents are submitted in the section Logbooks - Patient Lists Letter confirming attendance at Patch test training clinics submitted in Appraisals and assessments Survey of ward referrals July 2011 - February 2012 Letter confirming experience in managing dermatological emergencies from April 2001 to February 2013 - both submitted in section - Consolidation, cumulative data sheets, summary lists and annual caseload statistics Job descriptions Job plans Appraisal documents</p>	Accepted	<p>Accepted:</p> <ul style="list-style-type: none"> - Supervisor letter. - Logbook 2014-2015. - Audit proposal. <p>Returned:</p> <ul style="list-style-type: none"> - Logbooks 2004-2009. These documents do not contain your name. Please confirm your involvement in the procedures. These documents are also too old and I would advise you to withdraw them. <p>Those who have not completed a log book as they have gone along (although this is not advisable), should provide educational supervisor reports, evidence of completed WPBAs and courses attended. It is important that these cover the full range of the curriculum demonstrating the breadth and depth of the specialty.</p>	<p>Accepted:</p> <ul style="list-style-type: none"> - Covering letter. - Resubmitted logbooks. <p>Cross reference with assessments and appraisals section.</p>

<p>Consolidation, cumulative data sheets, summary lists and annual caseload statistics</p>	<p>Cumulative surgical procedure log 2004 - 2009 Survey of ward referrals plus clinical governance minutes where it was presented July 2011 - February 2012 Letter confirming experience in managing dermatological emergencies from April 2001 to February 2013 2015 Dermatology representative cumulative outpatient lists 2012-2015 inclusive See also: Appraisal documents Job plans Job descriptions</p>	<p>Accepted</p>	<p>Accepted: - Presentation slides. - Meeting minutes. - Letter from Dr X. - Cumulative patient lists. Returned: - Summary 2004-2009. This document does not contain your name. This document is also too old and I would advise you to withdraw it. 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>Accepted:- Re-submitted summary.</p>
<p>Medical reports</p>	<p>Dowling club - Medico legal dermatology and report writing course 2010 - submitted in CPD certificates Email trail setting up training for all clinic staff members in Good record keeping July 2014 - submitted in Partnership and teamwork Organisation of all staff training in record keeping and "The Duty of Candour" by the GMC submitted in Teaching and training See also: Case studies and patient correspondence for evidence of medical reports written for onward referral of patients and requests for funding of individual patient treatments</p>	<p>Accepted</p>	<p>Cross reference with relevant sections.</p> <p>You should provide examples across the breadth of your practice following the Academy of Medical Royal Colleges and NHS agreed format: https://www.rcplondon.ac.uk/sites/default/files/standards-for-the-clinical-structure-and-content-of-patient-records.pdf</p> <p>Do you have any additional evidence to submit?</p>	<p>Accepted: - Additional medical reports.</p>

Case histories	<p>Case 1 Atopic dermatitis 10 pages Case 2 Basal cell carcinoma 8 pages Case 3 Pemphigus Foliaceous 10 pages Case 4 Psoriasis 12 pages Case 5 Chronic actinic dermatitis 11 pages Case 6 Contact dermatitis - ? Photo aggravated 8 pages Case 7 Malignant melanoma and Basal cell carcinoma 6 pages Case 8 Psoriasis 14 pages Case 9 Hand and face dermatitis 5 pages Case 10 Hidradenitis Suppurativa 11 pages Case 11 Steroid induced rosacea 5 pages Case 12 Chilblain Lupus 4 pages Case 13 Warty papule 3 pages Case 14 Contact Dermatitis and genital lichen sclerosis 9 pages Case 15 Basal cell carcinoma and Bowen's disease 6 pages Case 16 Juvenile Plantar dermatosis 4 pages Case 17 Cutaneous polyarteritis nodosa 12 pages Case 18 Dermatitis herpetiformis 8 pages Case 19 Recurrent Bullous Erythema Multiforme Major 10 pages Case 20 Metastatic malignant melanoma 10 pages Case 21 Micropapular cutaneous sarcoid 10 pages Case 22 Cutaneous B cell lymphoma 6 pages Case 23 Paediatric atopic dermatitis 8 pages Case 24 Pompholyx eczema - PUVA 7 pages Case 25 Superficial BCC - treated with PDT 7 pages Case 26 Linear epidermal naves treated with laser 13 pages Case 27 AGEP vs. pustular psoriasis secondary to Terbinafine Case 28 PVL staph aureus infection</p>	Accepted	<p>Accepted: - Case 1, 2-9, 11-28. Returned: - Cases 2 and 10. One of the pages in each of these documents contains the patients' postcode. Please anonymise.</p>	Accepted:- Cases 2 and 10.

	Reflective notes on leg ulcer clinic 2015			
Referral letters discussing patient handling	<p>Advice and guidance letter plus replies and evidence of collaboration Nov 2013 - August 2014 Referral letter and reply - re patch testing for oral lichen planus May 2013 Advice and guidance letter and reply -re vulval lichen planus February 2013 Referral letter and reply - re beauty therapist for patch testing November 2014 Advice and guidance letter and reply - re use of second line therapy in a renal transplant patient with psoriasis November 2014 Referral letter and reply - re photo testing November 2013 Referral letter and reply - re photo patch testing August 2013 Referral letter for second opinion - re penile lichen sclerosis after inconclusive biopsies April 2013 Email advice request - re use of MTX and photo-therapy July 2013 Review letter of patient with acute erythroderma during photo-therapy March 2015 Advice and guidance letter and reply - Porphyria service Cardiff 2014 Advice email - discussing allergy to iodine April 2015 Referral requesting advice on further management and reply 2013 Testimonial letter re plastic surgery and laser treatment referrals 2015 Letter to local GP after telephone advice 2015</p>	Accepted	<p>Cross reference with case histories section. Accepted: - All letters submitted. Please ensure you have provided a variety of letters to cover all aspects of your work and to demonstrate the breadth of your practice.</p>	Accepted:- Various referral letters.

Patient lists	<p>Patient lists for outpatient clinics and emergency ward visits October 2012 plus letter evidence for triangulation of data for a representative sample of patients Patient lists for outpatient clinics and emergency ward visits January 2013 plus letter evidence for triangulation of data for a representative sample of patients Patient lists for outpatient clinics August 2014 plus letter evidence for triangulation of data for a representative sample of patients Patient lists for outpatient clinics January 2015 plus letter evidence for triangulation of data for a representative sample of patients See also: Logbooks for surgical procedures Appraisal documents Job plans Job descriptions</p>	Accepted	Accepted: - Patient lists 2012, 2014 and 2015. - Clinic letters.	

<p>Departmental (or trust) workload and annual caseload statistics</p>	<p>Outpatient activity presentation 2009 - 2010 Outpatient activity presentation 2011 - 2012 Cumulative data for outpatient appointments 2013 - April 15 Cumulative data for out patient appointments 2013 - July 2015 See also: Skin cancer operational policy confirming per capita of population and number of skin cancer diagnoses Job descriptions Job plans Appraisal documents</p>	<p>Accepted</p>	<p>Accepted: - All statistics submitted.</p> <p>I note that you have provided evidence from clinic X, however, they are not listed on your CV or application form as your employer. Please provide evidence confirming your work at Clinic X.</p>	<p>Accepted: - Covering letter.</p>
<p>Rotas, timetables and job plans</p>	<p>Testimonial letter - senior photo-therapy nurse discussing involvement in photo-therapy services Testimonial letter - confirming attendance and input into weekly histopathology meetings Sample rota August 2013 Sample rota August 2014 Sample rota January 2015 See also: Letter confirming experience of emergency ward referrals April 2001 to February 2013 Hospital X - submitted in - Consolidation, cumulative data sheets, summary lists and annual caseload statistics Job plans Job descriptions Teaching timetables Appraisal documents</p>	<p>Accepted</p>	<p>Accepted: - 3 rotas.</p>	

<p>Courses relevant to curriculum</p>	<p>GP minor surgery course certificate - Contact dermatitis course certificate - The introduction to photodermatology course certificate BSDS Basic surgical skills workshop certificate Paediatric dermatology course certificate - Genital skin conditions and the dermatology of HIV course certificate Vulval disorders: the fundamentals certificate Male genital dermatology - Oral dermatology Essential medical dermatology course certificate National advanced communication skills training course certificate Advanced life support course certificate Letter confirming attendance at cosmetic dermatology clinic Certificate of attendance genetics clinics Letter of attendance GUM clinics See also: Introduction to critical appraisal course submitted in Research, publications and presentations Dowling club - Medico legal dermatology and report writing submitted in CPD Introduction to good clinical practice course submitted in Research, publications and presentations Advanced dermoscopy submitted in CPD RCP approved Clinical management course for SAS doctors and 2011 submitted in Management and Leadership Reflective notes from attendance at a leg ulcer clinic submitted in case histories</p>	<p>Accepted</p>	<p>Accepted: - Various certificates. Returned: - GP minor surgery certificate. Please date this document.</p>	

Portfolios (electronic or revalidation)	Revalidation portfolio - 2010 - 2015 - evidence separated and distributed throughout the application	Accepted		
Details of posts and duties				
Employment letters and contracts of employment	Employment letter covering full time Hospital X posts from Employment letter covering full time GP registrar training post from August Letter confirming employment as a GP locum between Letter confirming employment as a GP locum Letter confirming employment as a sexual health doctor Employment letter covering Trust grade post in dermatology. Letter of appointment to full time Staff grade post in dermatology February Letter of appointment to full time Associate specialist in dermatology Contract of employment for full time Associate specialist post - new contract Letter of appointment to Associate specialist in Dermatology Contract of employment for full time Associate specialist post in dermatology	Accepted	<p>Accepted: - Various employment letters and contracts.</p> <p>Returned: - Contract for Clinic Y. This document must be validated on each page.</p> <p>I note that the employment letters covering your Locum GP roles only provide evidence up to April 2001 but your application confirms you were in this role until March 2002. Do you have additional evidence to show your employment from April 2001 to March 2002?</p>	Accepted: - Clinic contract. - Letter from Ms Y.
Job descriptions	Letter confirming SHO post in medicine and the acquisition of competencies for core medical /broad	Accepted	Accepted: - Various job descriptions and letters. Returned: - Clinical appraisal lead description. This document must be validated on each page.	Accepted:- Job description.

based training Letter confirming SHO post in Obstetrics and Gynaecology noting training competencies acquired, successful attempt at the DRCOG exam and continued collaboration Job description for full time Staff Grade in Dermatology post - 2003 noting opportunities for development in contact dermatitis and paediatric dermatology Letter of support for re-grading to Associate Specialist 2007 Letter of support from Medical Director for re-grading to Associate Specialist 2007 Email - supportive comments made by Regional Speciality Adviser 2007 Job description for full time Associate Specialist in Dermatology- 2007 noting out of hours cover for consultant colleague when on leave, running the contact dermatitis service and professional supervision and management of junior staff Letter of approval for Associate specialist job description from RCP 2007 Job description for Clinical appraisal lead 2015 See also: Letter confirming competencies demonstrated for sexual health post submitted in section- Details of posts and duties - Employment letters and contracts of employment Letter confirming continued acquisition of competencies comparable with those in CMT/BBT during GP training post submitted in section- Details of posts and duties - Employment letters and contracts of employment Letter confirming employment as a locum GP with continued development of competencies appropriate for CMT/BBT submitted in - Details of

	posts and duties - Employment letters and contracts of employment			
Job plans	<p>Job plan for full time staff grade post in dermatology</p> <p>Job plan for full time associate specialist post in dermatology</p> <p>Job plan for full time associate specialist post in dermatology</p> <p>Job plan for full time associate specialist post in dermatology</p> <p>Job Plan for full time associate specialist post in dermatology</p> <p>Detailed job plan for associate specialist post detailing evidence of supervisory responsibilities as well as own clinics</p> <p>See also: Letter confirming experience in managing dermatological emergencies and covering for colleague when absent from work.</p> <p>submitted in Consolidation, cumulative data sheets, summary lists and annual caseload statistics</p> <p>Testimonial letter - senior phototherapy nurse discussing involvement in phototherapy services</p> <p>Testimonial letter - confirming attendance and input into weekly histopathology meetings</p>	Accepted	Accepted: - Job plans for Hospital X and Hospital Y.	

Research, publications and presentations				
Research papers, grants, patent designs	<p>Introduction to critical appraisal course 2006</p> <p>Introduction to good clinical practice course 2010</p> <p>Letter of participation in Epiderm scheme 2012</p> <p>Letter confirming PI for site X for BADBIR register 2011- 13</p> <p>Letter of assurance for research site, CV and declaration as principal investigator for BADBIR October 2013</p> <p>Letter confirming continued participation in Epiderm scheme</p>	Accepted	<p>Accepted:</p> <ul style="list-style-type: none"> - Clinical research course certificate. - Letters from Dr X, Dr Y and Mr X. <p>Returned:</p> <ul style="list-style-type: none"> - Certificate from critical appraisal course. This document is too old and I would advise you to withdraw it. 	<p>Accepted:</p> <ul style="list-style-type: none"> - Critical appraisal course certificate 2015.

Publications within specialty field	<p>Email trail of discussions leading to the implementation of shared care guidelines for the up dosing of antihistamines 2015 Author - Local prescribing guidelines for Methotrexate submitted in Service improvement and clinical governance Author - Local prescribing guidelines for Ciclosporin submitted in Complaints and responses to complaints Author - Clinical governance policy - submitted in Partnership and teamwork Evidence of writing skills - Report on 10th CDU meeting - BAD newsletter Winter 2014</p>	Accepted	<p>Accepted: - Submitted evidence.</p> <p>Do you have any evidence of published work?</p>	
Presentations, poster presentations	<p>Skin Cancer referrals - the experience of a local MDT - Presentation to West Midlands NSSG educational meeting with feedback 2012 Working in the Private sector - doctors conference 2015 with flyer and feedback Career questions and answers panel member - Dermschool 2015</p>	Accepted	<p>Accepted: - Presentation slides, emails, poster and feedback.</p> <p>Do you have any additional evidence e.g. posters or slides from the presentations listed on your CV?</p>	Accepted: - Presentation slides.

CPD/CME				
CPD record certificates and certificates of attendance	<p>EADV Florence 2004 RCP diary 2010-11 Eczema update 2010 Surgical and dermatological aspects: Melanoma 2010 Contact dermatitis Society 2010 Dowling club - Medico legal dermatology and report writing 2010 West Midlands SAS conference 2010 Clinical dermatology update 2010 Medical dermatology update - renal disease 2011 CME personal learning: - psoriasis 2008-09 - anti-coagulation and endocarditis prophylaxis in cutaneous surgery - DRESS - Presenting RCP diary 2011-12 Clinical dermatology update 2011 Allergy and the skin 2011 SAS training day - Job planning 2012 CME personal learning: - Atopic eczema 2009-10 – Post inflammatory hyperpigmentation - Psoriasis 2009-10 - Acne 2010-11 RCP diary 2012-13 Time management skills 2012 Skin cancer update 2012 SAS session BAD annual meeting 2012 Clinical dermatology update 2012 West Midlands clinical meeting 2013 NMSC update 2013 Vulval dysplasia and neoplasia 2013 CME personal learning: - Eczema in childhood - Contact dermatitis to ophthalmic solutions - Cutaneous events associated with Heparin RCP diary 2013-14 RSM clinical cases 2013 BAD SAS session 2013 BAD annual meeting 2013</p>	Accepted	Accepted: - All submitted certificates.	

	<p>Advanced dermoscopy 2013 Clinical dermatology update 2013 Midlands dermatology society 2013 Teledermatology 2013 Medical dermatology - Haematology 2014 CME personal learning - Emollients in dry skin - Atopic eczema 2010-11 - Naevus sebaceous - Diagnosing melanoma - Early Syphilis - Late Syphilis - LGV, Chancroid and Donovanosis RCP diary 2014-15 Clinical dermatology update 2014 CESR workshop 2014 Medical dermatology - 2015 SATH SAS conference 2015 CME personal learning - Acne 2011-12 - Non- infective genital ulceration - Genital lumps - VIN, PIN and VAIN - HIV-related malignancy - Candida and yeasts - Anogenital warts - HSV - Nerves of the head and neck injured by dermatological surgery - Taking a sexual history RCP diary 2015/16 BAD SAS session 2015 BAD annual meeting 2015</p>			
CPD registration points	<p>Member of RCP CPD scheme since April 2002 Certificate of total CPD since 2002 Certificate for 5 year cycle from 2010/11 to 2014/15</p>	Accepted	Accepted: - CPD diary.	

Membership of professional bodies	Primary care dermatology society Associate member Royal College of Physicians Associate member of British Association Dermatologists Member of British Society Cutaneous Allergy Member British Society Medical Dermatology BAD SAS Sub-committee member	Accepted	Accepted: - 1 certificate. - 3 letters. Returned: - BAD documents. These must be validated.	Accepted: - BAD letter.
Teaching and training				
Teaching timetables	Organisation of speakers rota for clinical governance and teaching afternoons Organisation of speakers rota for clinical governance and teaching afternoons - Organisation of speakers rota for clinical governance and teaching afternoons - See also: Job Plans Job descriptions Appraisal documents	Accepted	Accepted: - Clinical governance meeting rotas. Do you have any additional evidence of your teaching commitments for teaching colleagues or junior staff?	Accepted: - Letter from Dr X. - 2 training pathways.

Lectures	<p>Dermatology in the A&E department 2008 - 2012 Genital dermatology lecture 2011 - see feedback GP dermatology update day Infections and infestations - see also Teaching observation January 2014 Dermatology terminology - see feedback Hospital X October 2014 Poster advertising contact dermatitis lecture May 2013 Contact dermatitis and Pruritus in the elderly - see feedback Shropshire and Powys skin club May 2013 Poster advertising blisters lecture May 2014 Blisters - see feedback Shropshire and Powys skin club May 2014 Review of BAD SCC guidelines - see feedback Shropshire skin clinic August 2014 Poster advertising hair and nail disease lecture April 2015 Hair and Nail disease - see feedback Shropshire and Powys skin club April 2015 Medical dermatology update - Skin disease in the immunocompromised - see teaching evaluation SSC March 2015 See also: Skin Cancer referrals - the experience of a local MDT - Presentation to West Midlands NSSG educational meeting - submitted in section - Research, publications and presentations</p>	Accepted	<p>Accepted: - Various presentation slides.</p> <p>Returned: - Squamous cell guidelines. This document does not contain your name or the date of the presentation. Please confirm your involvement and when the presentation took place.</p>	Accepted: - Presentation slides.
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<p>Feedback or evaluation forms from those taught</p>	<p>Dermatology teaching clinic assessment forms x 8 2010-2012 Dermatology in the A&E department Feedback forms x 3 - 2008-10 Thank you letter and evaluation form "Infections and Infestations" - Dermatology study day for practice nurses January 2007 Feedback Dermatology update day for GP's - "Private parts" November 2011 Feedback Contact dermatitis and Pruritus in the elderly 2013 Feedback SSC guidelines August 2014 Feedback Dermatology terminology lecture Hospital X October 2014 Feedback Blisters 2014 Feedback Hair and nail disease 2015 Feedback Review of medical dermatology update March 2015 See also: Appraisal documents Feedback Skin Cancer referrals - the experience of a local MDT 2012 submitted in Research, publications and presentations Teaching assessment - Blistering disorders 2014 Teaching assessment - Infections and Infestations 2014 both submitted in Assessments and Appraisals</p>	<p>Accepted</p>	<p>Accepted:- Various feedback. Returned: - Letter and feedback 2007. These documents are too old and I would advise you to withdraw them. - Dermatology update. Please date this document to confirm when the teaching session took place.</p>	<p>Accepted:- Dermatology update.</p>
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<p>Letters from colleagues</p>	<p>Testimonial letter 2014 Letter from Resuscitation council post ALS course suggesting Instructor potential 2015 See also: Letter from course organisers dermatology study day for practice nurses - submitted in Feedback Testimonial letter - submitted in Relationships with patients - Testimonial letters Testimonial letter - submitted in Relationships with patients - Testimonial letters Testimonial letter - Submitted in Partnership and teamwork - Working in multidisciplinary teams Appraisal documents Multi-source feedback</p>	<p>Accepted</p>	<p>Accepted: - 2 letters.</p> <p>You can use copies of letters from colleagues to demonstrate similar information to feedback forms. Do you have any additional letters to submit?</p>	<p>Accepted: - 5 letters.</p> <p>I have moved the letter from Dr Z to the testimonial letters section.</p>
<p>Attendance at teaching or appraisal courses</p>	<p>Teaching the teachers course approved by the RCP certificate 2006 Appraiser training certificate - Equiniti 360 clinical 2012 Calibrating the supporting information in medical appraisal BMJ learning Getting the most out of your appraisal BMJ Learning Understanding people e-learning The feedback principles e-learning Core skills in Appraisals effectiveness for SAS doctors Navigating the CESR route RCP Appraisal on-line training certificate New appraiser training certificate</p>	<p>Accepted</p>	<p>Accepted: - Various certificates submitted. Returned: - Teaching the teachers 2006. This document is too old and I would advise you to withdraw it.</p>	<p>Accepted:- Covering letter.- Certificate.- Email.</p>

Participation in assessment, appraisal and appointments processes	Assessing trainees in the workplace RCP See also: Appraiser training certificate - Equiniti 360 clinical, The feedback principles e-learning, Core skills in Appraisals effectiveness for SAS doctors, Appraisal on-line training certificate and New appraiser training certificate courses submitted in attendance at teaching and appraisal courses Appraisal lead - See job plan	Accepted	Accepted: - Certificate. Please provide primary evidence of your involvement in assessing or appraising others. 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 ARCP or 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).	Accepted: - Emails and questionnaire.
Domain 2 - Safety and quality				
Evidence Item	Submitted Evidence	Status	Notes	Re-submitted Evidence
Participation in audit				
Audits undertaken by applicant	Audit - PDT as a treatment for NMSC and pre-cancerous skin lesions 2004 Powerpoint presentation - Re- audit of PDT as a treatment for NMSC and pre-cancerous skin lesions 2005 Audit - Appropriate use of Etanercept for the treatment of psoriasis NHS Trust 2011 Audit - Psoriasis - Adalimumab NHS Trust 2012 Audit of female patients treated with Isotretinoin presentation 2013 Certificate of participation BAD Isotretinoin re-audit 2013-4 Re-audit of female patients treated with Isotretinoin 2014 Audit presentation evaluation scores 2015 Isotretinoin check list produced as result of Isotretinoin audit Certificate of participation BAD atopic eczema audit 2015 See also: Audit assessment - Isotretinoin 2014 submitted in Assessments and appraisals Job Plans - Clinical governance lead Job descriptions Appraisal documents	Accepted	Accepted: - Audits 2246 and 2170. - Certificate, audit report, slides and feedback 2013/14. - Certificate 2015. Do you have the report or presentation relating to this audit? Returned: - PDT as a treatment for NMSC and pre-cancerous skin lesions 2004 slides and report. These documents are too old and I would advise you to withdraw them. You should provide evidence of the five stages of the audit process: 1. Definition of criteria and standards 2. Data collection 3. Assessment of performance against criteria and standards 4. Identification of changes (alterations to practice) 5. Re-evaluation Are you satisfied that you have provided evidence covering the above criterion?	Accepted: - BAD Audit proforma. - Covering letter. - Isotretinoin audit. - Meeting minutes.

<p>Reflective diaries</p>	<p>CPD reflective diary 2010/11 CPD reflective diary 2011/12 CPD reflective diary 2012/13 CPD reflective diary 2013/14 CPD reflective diary 2014/15 CPD reflective diary 2015 - to date Revalidation management system reflective notes summary 2015 See also Author - Protocol for Significant Event Analysis Significant event form - Prescribing error 24/10/13 Presentation - Methotrexate monitoring: a case to illustrate potential pitfalls 2013 Minutes Clinical Governance meeting October 2013 MTX prescribing proforma produced as a consequence of the prescribing error all submitted in Clinical governance meetings Email trail of handling 2 complaints from GP practices about how the clinic deals with shared care prescribing June 2014 Presentation - Shared care agreements: answering a complaint from GP practices both submitted in Complaints Appraisal documents Multi source feedback Testimonial letters Patient correspondence letters</p>	<p>Accepted</p>	<p>Accepted: - Reflection reports 2010-2015.</p>	
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<p>Service Improvement and clinical governance meetings</p>	<p>Author - Protocol for Significant Event Analysis Significant event form - Prescribing error 24/10/13 Presentation - Methotrexate monitoring: a case to illustrate potential pitfalls 2013 Minutes Clinical Governance meeting October 2013 MTX prescribing proforma produced as a consequence of the prescribing error Testimonial letter re clinical governance 2014 Agendas clinical governance meeting August 14, Jan 15, May 15 Minutes clinical governance meeting May 13, April 14 and January 2015 Summary of guidelines presented at 2013-14 Guideline review presentation - Acne vulgaris 2014 Guideline review presentation - Bowen's disease 2014 See also: Testimonial letter Submitted in Relationships with patients Clinical governance lead - Job plan 2015 Author - Clinical governance policy - 2014. Submitted in Partnership and teamwork Appraisal documents Job descriptions Multi-source feedback</p>	<p>Accepted</p>	<p>Accepted: - Various meeting minutes, guidelines and presentation slides. Returned: - Letter from Ms X. This document must be validated with the hospital stamp or written on letter headed paper. - Bowen's disease presentation. This document contains text that is very difficult to read. Please can you provide a clearer copy?</p>	<p>Accepted:- Presentation slides.- Letter from Ms X.</p>
<p>Safety</p>				

Health and safety	Statutory training certificate including infection prevention and control 2010 Safe manual handling course 2013 Infection control training 2014 Fire extinguisher training course 2014 See also: Appraisal documents 2012, 2015 Fitness to Practice - Declaration of Health Multi source feedback	Accepted	Accepted: - Certificates submitted.	Accepted: - E-learning printouts.
Domain 3 - Communication, partnership and teamwork				
Evidence Item	Submitted Evidence	Status	Notes	Re-submitted Evidence
Communication				

<p>Colleagues</p>	<p>Email discussions with Consultant Histopathologist demonstrating clinicopathological correlation of cases 2013 Letter and email demonstrating discussions with Consultant Histopathologist and resultant management plan 2014 Reference written for colleague wishing to apply for Diploma in Dermatology 2013 See also: Email trail setting up Good record keeping training for staff members July 2014 - submitted in Partnership and teamwork Testimonial letter - submitted in Working in multidisciplinary teams Testimonial letter - submitted in Working in multidisciplinary teams Testimonial letter -- submitted in Working in multidisciplinary teams Testimonial letter submitted in Logbooks Job Plans Appraisal documents 360 feedback colleagues July 2010 - covered in appraisal document October 2010 360 feedback colleagues February 2014 - submitted in Assessments and appraisals 360 feedback colleagues September 2014 - submitted in Assessments and appraisals Correspondence with colleagues in clinical letters</p>	<p>Accepted</p>	<p>Cross reference throughout application.</p> <p>Accepted: - Various letters and emails.</p>	
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Patients	<p>Letter from patient discussing biopsy result communication and good surgical result My approach to informed consent 2014 See also: 360 feedback patients July 2010 - submitted in appraisal document October 2010 360 feedback patients February 2014 - submitted in Assessments and appraisals 360 feedback patients September 2014 - submitted in Assessments and appraisals Appraisal documents Multi-source feedback Testimonial letters Patient correspondence Email correspondence in clinical cases Thank you cards and letters from patients - submitted in Relationships with patients Presentation - Shared care agreements: answering a complaint from GP practices</p>	Accepted	<p>Cross reference throughout application. Accepted: - Informed consent document. - Thank you letter.</p>	
Partnership and teamwork				
Working in multidisciplinary teams	<p>Skin cancer operational policy and work plan 2014/15 noting role in MDT Testimonial letters Advice letter and reply re prescribing silk garments from local CCG December 2014 Email trail setting up Good record keeping training for staff July 2014 See also: Attendance at skin cancer, pathology and joint consulting MDT meetings noted in appraisal documents, job plans, reflective notes and CPD diaries Organisation of all staff training in record keeping and "The Duty of Candour" by the MDU submitted in teaching and training Job plan 2015 - Clinical governance lead Appraisal documents Multi-source feedback Presentation - Shared care agreements: answering a complaint from GP practices</p>	Accepted	<p>Accepted: - Operational policy. Do you have any minutes from the weekly meetings mentioned in this document? - Work plan. - Email chains and policy document.</p> <p>Returned: - Letter from Ms X This document must be validated with the hospital stamp or printed on letter headed paper. - Letter from MS Y. This document must contain an ink signature rather than a copied one or esignature.</p>	<p>Accepted: - 2 letters. - Attendance sheet. - Minutes.</p>

<p>Management and leadership experience</p>	<p>RCP approved Clinical management course for SAS doctors "Survive or thrive - In redesigning dermatology services 2008 RCP approved Clinical management course for SAS doctors 1 Human factors awareness for healthcare professionals 2012 Problem solving and decision making 2012 Author - Clinical governance policy -2014 Senior clinicians and managers meeting minutes and agenda June 2014 See also: Clinical governance and appraisals lead for - submitted in Job Plans Education lead for - submitted in Job Plans Clinical supervision of nurses and junior doctors noted in Job Plan Hospital Y 2015 Testimonial letters both submitted in working in multidisciplinary teams Appraisal documents Presentation - Shared care agreements: answering a complaint from GP practices</p>	<p>Accepted</p>	<p>Accepted: - 3 certificates 2011-2012. Do you have any evidence of attending a management course since 2012? - Policy. - Meeting minutes.</p> <p>Returned: - 2 certificates. These documents are too old and I would advise you to withdraw them.</p>	
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Chairing meetings and leading projects	Pathway to the setting up of a contact dermatitis service in local area 2004 Letter written to acquire funding for the contact dermatitis service on behalf of the team 2004 Establishment of biological therapy prescribing - email X CCG 2014 The development of UVB service at 2014 Phototherapy management guidelines 2014 See also: Testimonial letters - submitted in working in multidisciplinary teams Appraisal documents Job plans Job descriptions	Accepted	Cross reference with audit, clinical governance, appraisal and posts and duties sections. Accepted: - Email chain. - Development of UVB and guidelines. Returned: - Pathway. This document is not dated. Please confirm when this experience took place and ensure that the document is validated by the correct hospital. - Dermatology department letter. This document is too old and I would advise you to withdraw it.	
Domain 4 - Maintaining trust				
Evidence Item	Submitted Evidence	Status	Notes	Re-submitted Evidence
Acting with honesty and integrity				
Honesty and integrity	Declaration of fitness to practice Appraisal documents Revalidated May 2015 with no restrictions on practice Testimonial letter - Submitted in Partnership and teamwork	Accepted		

Equality and human rights	RCP approved Equality, diversity and dignity at work training 2012 Safeguarding children e- learning 2011 Child protection training and safeguarding adults 2013 See also Appraisal documents Multi-source feedback Thank you letters from patients Testimonial letters	Accepted	Accepted: - 3 certificates. Have you completed any training in this area since 2013?	Accepted: - E-learning printouts.
Data protection	Information governance training 2011 Information governance training 2012 See also: Author - Clinical governance policy 2014 - Submitted in Partnership and teamwork Appraisal documents Multi-source feedback	Accepted	Accepted: - 2 certificates. As documents have been returned to you containing patient details I would advise you to provide up to date evidence of your competence in data protection. This could be a recent course certificate or reflective statement.	Accepted: - Covering letter. - Meeting minutes. - E-learning printout.
Relationships with patients				
Testimonials and letters from colleagues	Testimonial letters. Testimonial letters -Submitted in Partnership and teamwork Testimonial letter - Submitted in Log books Appraisal documents Multi-source feedback	Accepted	Accepted: - Various testimonials.	Accepted: - Letter from Dr x.

<p>Thank you letters and cards from colleagues and patients</p>	<p>Letter regarding quality of care March 2012 Thank you cards x 5 2010 - 2012 Thank you letters and cards x 6 2013 - 15 See also: Multi source feedback Appraisal documents</p>	<p>Accepted</p>	<p>Accepted: - Various cards and letters.</p>	
<p>Complaints and responses to complaints</p>	<p>Email trail of handling 2 complaints from GP practices re shared care prescribing June 2014 Presentation - Shared care agreements: Answering a complaint from GP practices Agenda and minutes of Clinical Governance meeting confirming presentation July 2014 Author -Clinical guidelines: Ciclosporin prescribing - Initiation and Monitoring Shared care agreement for Ciclosporin prescribing</p>	<p>Accepted</p>	<p>Accepted: - All submitted evidence.</p>	