



General guidance on evidence to submit with applications for a Certificate of Equivalence for Specialist Registration (Article 14) in Sport and Exercise Medicine

This document sets out general guidance on the criteria, standards and suggested examples of possible evidence that applicants should consider submitting to demonstrate required standards as of the 1 August 2007. It must be read in conjunction with the CCT curriculum for Sport and Exercise Medicine and the Article 14 guidance on how to submit an application and the documentary evidence to provide. Applicants must demonstrate that the totality of their specialist training and/or specialist qualifications along with other specialist medical experience or knowledge is equivalent in depth and breadth to the CCT specialty they apply in. The documentary evidence must be validated as it will not be sufficient for applicants to list everything in their CV or personal statement alone.

Separate guidance will be developed and placed on the web-site for applications in non-standard CCT specialties (which requires applicants to have specialist training or specialist qualifications from outside the UK) and in academic and research medicine.

Good Medical Practice

The evaluation criteria are based on the General Medical Council's Good Medical Practice.

In essence, specialists must be judgement-safe and competent in their field of specialist practice. The specialist will offer choices to patients, share decisions with them with sensitivity and provide education and support for self-care. They must be able to demonstrate the qualities and abilities to manage a clinical unit or team, ensuring high standards of professional care and effective working relationships with colleagues across professional disciplines. The specialist will be able to monitor plans and initiatives, to evaluate them and ensure that modifications are made where appropriate. Specialists may take on a leadership role within teams and organisations and will have the vision and foresight to develop new ways of working and the commitment to see projects and teams through to the end. Specialists will demonstrate the personal capacity and qualities to respond positively to feedback from colleagues and patients, to take and accept responsibility for clinical decisions, and to manage and respond to complaints from families of patients and fellow professionals in a professional manner. They must support teaching and training programmes for trainees, departments and staff under their supervision.

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1. Good clinical care

Specialists must take and accept responsibility for the patient's journey in all clinical contexts. They will maintain high standards in clinical practice in their specialist field and will be able to demonstrate strong analytic skills and insight in the clinical decisions they make about the treatment and care of patients. Specialists practise safely within their specialist field and acknowledge when cases go beyond their expertise and when they should refer to other specialists for advice. Specialists ensure that they and their colleagues work within current legal and ethical guidelines in their field. They monitor clinical practice and evaluate and modify protocols in the light of evidence-based research and audit findings. Specialists will ensure clear and effective systems for sharing information, record-keeping and report-writing in a timely fashion.

Criteria	Standards to be met:	Suggested examples of possible documentary evidence to submit: .
<p>Specialists will:</p> <ul style="list-style-type: none"> • have the knowledge and skills to undertake safe, effective and independent practice across the depth and breadth of their specialty to the standards set out in the CCT curriculum • recognise and work within the limits of their competence and when it is appropriate to refer to other senior colleagues for advice • have the potential (or ability) to take responsibility for clinical governance activities, risk management and audit in order to improve the quality of service provision 	<p>The Generic Curriculum</p> <p>1.1 History Taking, Examination and Record Keeping Skills 1.2 Time Management and Decision Making Skills 1.3 Good Quality Care and Patient Safety 1.4 Infection Control 1.5 Health Promotion and Public Health 1.8 Managing Long Term Conditions Promoting Patient Self-Care Focus Area 7 Management and NHS Structure</p> <p>The CMT Curriculum</p> <p>Part 2.1 Symptom competencies. Part 2.2 System specific competencies. Part 2.3 Investigation competencies Part 2.4 Procedural competencies</p> <p>The Sport and Exercise Medicine Curriculum</p> <p>Module 1 – The principles and practice of exercise science, including</p>	<p>Qualifications</p> <p>Evidence of specialist qualifications obtained by examination or continual assessment (e.g. UK Diploma in Sport & Exercise Medicine or equivalent). [for overseas qualifications, authenticated evidence, details of curriculum/assessments are required]</p> <p>Evidence of success in an examination testing the knowledge, skills and behaviours relevant to the specialty. Applicants without evidence of such a test of knowledge must submit very robust and clear alternative evidence of their knowledge, and that they have been assessed in their specialty, such as regular, formal, clinical appraisal; workplace based assessments, or similar evidence.</p> <p>Training</p> <p>Contemporaneous evidence for time spent in supervised, accredited training, including:</p> <ul style="list-style-type: none"> • A copy of the curriculum/training programme/syllabi/exam regulations followed (not required for training undertaken in UK) • Record of periodic assessment undertaken during training • Training log book(s)/portfolio(s) completed by educational supervisor at time of training indicating evidence of attaining competence levels of intermediate and advanced training

	<p>human anatomy and physiology</p> <p>Module 2 - population health and the impact of exercise on health and disease</p> <p>Module 3 - the assessment and management of musculoskeletal injury and illness.</p> <p>Module 4 – working within the sporting environment</p> <p>Module 5 – the management of medical emergencies</p> <p>Module 6 – the issues surrounding drug abuse in sport</p> <p>Module 7 – the psychological aspects of sport & exercise medicine</p> <p>Module 8 – the appropriate use of investigations and procedures (such as injection therapy) in clinical management.</p> <p>Module 9 – the management of spinal injuries, amputee rehabilitation and disability sport.</p> <p>Module 10 – physical activity in special groups, such as women, children and the elderly.</p>	<ul style="list-style-type: none"> • Confirmation of completion of training by recognised relevant authority <p>Experience</p> <p>Validated evidence of:</p> <ul style="list-style-type: none"> • All postgraduate appointments including full dates, description of duties, level of responsibility, exposure to SEM and details of case mix. • Satisfactory current appraisal/re-validation portfolio and CPD activity. • Job description[s]. • Timetables of work practice. • Departmental statistics in relation to workload. • Evidence of case based discussions across a range of cases. • Details of clinical involvement with sports organizations / squads / teams, including role and responsibilities. • Directly observed interactions or procedures. • Participation in the last 5 years in research relevant to current practice supported by abstracts or first pages of published reports. • Publications in chronological order. • Complete and ongoing audit cycle activities undertaken together with conclusion and effect on practice [supported by validated evidence of any published audit]. • Evidence of contribution to the development of clinical guidelines. • Participation over the last 5 years in multi-disciplinary team meetings, departmental or directorate meetings [supported
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		<p>by evidence of personal contribution].</p> <ul style="list-style-type: none">• Familiarity with IT [supported by validated evidence].• Examples of letters or referrals [anonymised] demonstrating all aspects of patient management.
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2. Relationships with patients

Specialists will demonstrate the capacity to build trust and to develop and maintain effective relationships with patients and their families. They will be good listeners and show respect and understanding for patients' perspectives on their illnesses or conditions. They must demonstrate a commitment to the principles and practice of consent and confidentiality and respect patients' rights to privacy. They must safeguard and protect the health and well being of children and young people and offer assistance to them if you think their rights have been abused or denied.

Criteria	Standards to be met:	Suggested examples of possible documentary evidence to submit:
<p>Specialists will:</p> <ul style="list-style-type: none"> • build relationships of trust with patients and their families, through effective listening and interpretation skills, a courteous compassionate approach, and respect for their privacy, dignity and cultural and religious beliefs • follow the principles and legal aspects of consent and confidentiality • be aware of the needs and welfare of young children and safeguard and protect their health • work in partnership with patients and the public and protect and promote their health • manage difficult and complex situations with patients and their families, advise them appropriately, manage complaints effectively and be open and honest if things go wrong 	<p>The Generic Curriculum Mandatory level one competencies:</p> <ul style="list-style-type: none"> 1.6ii Valid Consent 1.6iii Legal Framework for Practice 3.1 Communication with Patients within a Consultation 3.2 Breaking bad news 3.3 Complaints and medical error 	<ul style="list-style-type: none"> • Relevant communication courses e.g. breaking bad news <p><i>Evidence from last five years of practice:</i></p> <ul style="list-style-type: none"> • Validated appraisal forms based on good medical practice (section related to relationships with patients) • *Letters of appreciation from patients or patients families • *Multi-source feedback (including non-SEM colleagues) such as 360^o confidential questionnaire and team observation assessments completed as directed by appropriate guidance (guidance for assessments conducted outside the UK should be submitted) • Handling complaints from patients and patients families • Patient information written by applicant (validation of authorship required) • Patient feedback questionnaires • Audit of personal consultations

3. Maintaining good medical practice - Keeping up to date.

Specialists set high standards in their clinical care and ensure that they remain fully competent to practise through their commitment to continuing professional development and the process of revalidation. They foster the skills and abilities of colleagues and encourage their professional development by identifying and ensuring their participation in further training and research opportunities. Specialists are reflective practitioners and strive to improve standards in all aspects of their work. They demonstrate the ability to seek and respond constructively to feedback and have a duty to maintain a folder of information and evidence about their medical practice.

Criteria	Standards to be met:	Suggested examples of possible documentary evidence to submit:
<p>Specialists will:</p> <ul style="list-style-type: none"> • reflect and take responsibility for and keep up-to-date their skills in their own relevant professional and self-development and maintain of folder of information and evidence drawn from their medical practice • acknowledge that the balance of their skills and expertise will change as their careers progress and they specialise in certain areas of clinical practice • take part in regular systematic audit, quality assurance, quality improvement and appraisals 	<p>The Generic Curriculum</p> <p>1.7 Ethical Research</p> <p>Focus area 2 – governance and good medical practice.</p> <p>The Sport and Exercise Medicine Curriculum</p> <p>Module 11 – research methods, statistics and audit</p> <p>Module 15 - self directed learning</p>	<p><i>Evidence required from last five years of practice:</i></p> <ul style="list-style-type: none"> • Evidence of satisfactory participation in CPD and certificates of courses appropriate to applicants practice attended • Guidelines/protocols written and implemented (validation of authorship required) • Membership certificates of appropriate professional bodies and organisations (dated) • Validated appraisal forms based on good medical practice (section related to maintaining good medical practice) • Presentation(s) given at audit and journal club meetings (to include validated lecture notes/ copy of slides/handouts) • Complete and ongoing internal [eg hospital] and external audit and research cycle activities undertaken together with conclusion and effect on practice. • Proof of attendance at local, national and international courses, conferences and meetings • Evidence of contribution to sub-specialty interests [e.g. papers, lecture notes, course certificates]. • Evidence of personal evidence-based learning

4. Teaching and training, appraising and assessing - *Making assessments and providing references.*

Specialists may be expected to teach and train students, trainees and colleagues and to appraise and assess their work. They will demonstrate effective communication skills in all of these activities, in the presentation and discussion of topics and in their personal interactions. Specialists will be able to demonstrate an understanding of and a commitment to the principles and practice of effective teaching and learning in clinical contexts. They must be able to take responsibility for the supervision of trainees and ensure that effective arrangements are in place. They must demonstrate the ability to be open, honest and objective in appraisals and in written references for colleagues.

Criteria	Standards to be met:	Suggested examples of possible documentary evidence to submit:
<p>Specialists will:</p> <ul style="list-style-type: none"> • be able to demonstrate the potential to teach and train effectively at all levels of undergraduate and postgraduate education where required • ensure staff who you are responsible for are properly supervised • demonstrate skills and strategies in the process of feedback to colleagues and trainees, ensuring positive and constructive outcomes • be capable of judging competence and professional attributes in others 	<p>The Generic Curriculum</p> <p>Focus area 5 – teaching and training</p> <ul style="list-style-type: none"> • Demonstrate the knowledge skills and attitudes to provide appropriate teaching learning and assessment opportunities – competence in teaching, assessment and appraisal. • Develop the skills, attitudes and practices of a competent teacher. • Be honest and objective when appraising or assessing the performance of any colleague they have supervised or trained. <p>The Sport and Exercise Medicine Curriculum</p> <p>Module 12 – teaching and presentation skills</p>	<ul style="list-style-type: none"> • Teaching and appraisal courses (supported by certificates of attendance) e.g. Training the trainers <p><i>Evidence required from last five years of practice:</i></p> <ul style="list-style-type: none"> • Confirmation of structured and regular teaching roles (supported by letters of confirmation of teaching roles from Postgraduate Dean or academic Head of Department and teaching programme/timetable) • Lectures/tutorials/presentations/teaching sessions/practical sessions given (to include validated lecture notes/copy of slides/handouts) • Appraisal and assessment of trainees conducted by applicant (anonymised) • Validated appraisal forms based on good medical practice (section related to teaching, training, appraising and assessing) • Feedback/evaluation forms from students and peers

5. Working with colleagues

Specialists work as members of a number of teams and within organisations. They must be able to demonstrate an understanding of the roles of others and a respect for the knowledge, skills and experience they bring to a team and to an organisation. They will demonstrate strong interpersonal skills and an open and non-discriminatory approach to professional working relationships with colleagues. They will support colleagues who have problems with performance, conduct or health and protect patients from risk of harm posed by another colleague's conduct.

Criteria	Standards to be met:	Suggested examples of possible documentary evidence to submit:
<p>Specialists will:</p> <ul style="list-style-type: none"> • strive for continuing improvement in all aspects of their work and that of colleagues while mindful of priorities and high standards • have effective interpersonal skills which enable them to bring out the best in colleagues, to resolve conflicts when they arise and to develop and maintain productive working relationships within the team • support teams that bring together different professions and disciplines and other agencies, to provide high quality health care 	<p>The Generic Curriculum</p> <p>Focus Area 4 Working with Colleagues</p> <p>The Sport and Exercise Medicine Curriculum</p> <p>Module 13 – sport and exercise medicine management</p>	<ul style="list-style-type: none"> • Management activities e.g. organising staff rotas, developing, delivering and managing a high quality service, including staff management, management course, developing a new service, meeting chaired or organised by applicant (supported by letter of confirmation, copies of relevant page from minutes confirming role) <p><i>Evidence required from last five years of practice:</i></p> <ul style="list-style-type: none"> • Contribution in multidisciplinary team, service improvement and departmental or directorate meetings (e.g. minutes of meetings with action points directly involving applicant, evidence of responsibility for departmental audit) • Multi-source feedback (including non-SEM colleagues) such as 360° confidential questionnaire and team observation assessments completed as directed by appropriate guidance (guidance for assessments conducted outside the UK should be submitted) • Letters of correspondence between applicant and colleagues demonstrating collaboration over management of patient care across multidisciplinary teams • Validated appraisal forms based on good medical practice (section related to working with colleagues) • Cross speciality audit full validated audit report(s) required

6. Probity and health - Protecting patients and the profession

Specialists are honest and trustworthy, act with integrity and recognise the privileges and responsibilities of their position. They ensure the standards of Good Medical Practice as set out by the General Medical Council and other relevant Colleges/Faculties or professional bodies are met.

Criteria	Standards to be met:	Suggested examples of possible documentary evidence to submit:
<p>Specialists will:</p> <ul style="list-style-type: none"> • always act in their personal and professional lives to maintain public trust in the profession • act quickly and effectively if they have reason to believe that their own or a colleague's conduct, performance or health may put patients at risk • undertake duties such as writing reports, giving evidence and completing and signing documents in a timely, honest and conscientious way • through leadership encourage the development and practice of these qualities in their colleagues 	<p>The Generic Curriculum</p> <p>1.6i Medical Ethics and Public Health Focus Area 6 Professional Behaviour</p> <p>The Sport and Exercise Medicine Curriculum</p> <p>Module 14 – ethical and medico legal aspects</p>	<ul style="list-style-type: none"> • Participation in disciplinary procedures (anonymised case reports) • Handling adverse events/Incident report clinical or non-clinical with evidence of outcome (anonymised reports) <p><i>Evidence required from last five years of practice:</i></p> <ul style="list-style-type: none"> • Current registration certificate of current registering body • Certificate(s) of good standing from recognised regulatory body (only required for those registered in countries other than UK) • Medical report confirming fitness to practice or occupational health assessment • Health statement/declaration • Probity statement/declaration • Validated appraisal forms based on good medical practice (section related to probity and health)