

Specialist Registration through the CESR route

Applicant pack

NHS Education for Scotland

September 2021

Introduction

Welcome to our CESR workshop!

Throughout today's session we hope that you will gain an insight into the CESR application process and tips on how to create a strong application.

We've put together this pack containing useful bits of information and top tips to get you started on your CESR journey. We have a wealth of further information and guidance available on our website – you'll find QR codes for these webpages throughout this pack.

We understand that the CESR application can be a daunting process, and we're here to make that as smooth as possible. The advisers leading the workshop today will be able to answer any of your queries, and we will ensure there is dedicated time for questions and answers.

We hope that you find the workshop helpful and that it sets you off on the first step of your CESR journey. Don't forget that you can contact for advice the Specialist Applications Team at any point before and after submitting your application (you can find our details on the last page).

Very best of luck!

Specialist Registration via CESR

What's a CESR?

Entry onto the Specialist Register with a Certificate of Eligibility for Specialist Registration (commonly known as 'CESR') is an application route for doctors who have not followed a full UK training programme.

The CESR is

- Assessed against the standards of the UK CCT curriculum*
- An evidence based application

How am I eligible for a CESR?

To be eligible for a CESR you must have either of the following:

- A specialist medical qualification in the specialty in which you are applying

OR

- At least six months continuous training in the specialty in which you are applying

The above criteria can be from any point in your career, and from anywhere in the world.

How do I apply for a CESR?

CESR applications can be made via GMC Online. Once you've started your application, you will need to submit it to us within 12 months.

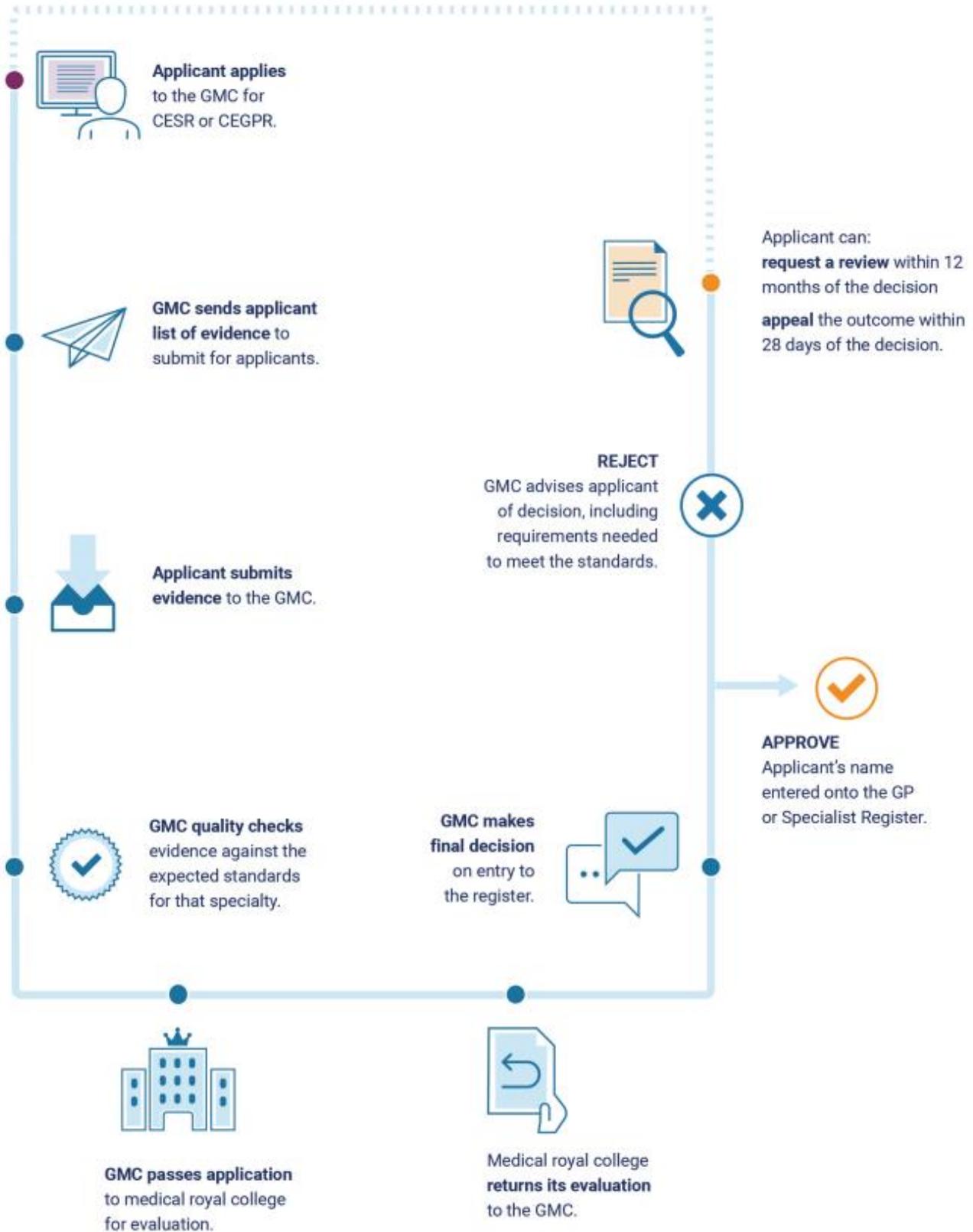
You can upload your evidence electronically through GMC Online. We've created a user guide which will provide with you step-by-step instructions on how to apply for a CESR – scan the code to view this.

Scan me →



* Non-CCT CESR applications are assessed against the standards of a consultant in the UK health services. Further information can be found here: <https://bit.ly/30CDRwr>

The CESR process



The CESR CV

You must provide a copy of your up to date CV for the CESR application. It's important that your CV meets our requirements and outlines all relevant information.

We strongly recommend that you write your CV specifically for this application. The information in your CV must match the information in your application.

We've picked out the following key points when writing your CV:

- Employment history – start with the most recent and work backwards. It's important that you include the below for each post:
 - Post title
 - Dates of post
 - WTE percentage (if part time)
 - Institution name and location
 - Name of supervisor
- Gaps in employment – include the details of any gaps in your employment over 28 days
- Research experience, publications and presentations
- Audit experience
- Teaching and training experience
- Management experience
- Procedures performed
- Any extra activities

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CESR evidence requirements

It's important that your evidence meets our requirements. Ensuring that your evidence meets these before you apply could help to speed up your application. Further information on the following areas can be found by scanning the QR code below.

Authentication

Only the following documents require authentication:

- Specialist Medical Qualification from outside the UK
- Registration details with an overseas authority/regulatory body

These should be authenticated by either the awarding body or a solicitor. This confirms that the qualification or registration details are a true and accurate copy of the original.

Verification

Most of your documentary evidence will need to be verified. This so that we can be assured that your evidence is a true and accurate reflection of your practice.

You'll need to identify a 'verifier' from each institution you are submitting evidence from. This person must be in a medical supervisory position.

You'll need to complete a pro-forma, listing all evidence provided for the particular institution. Your verifier will check the relevant evidence and sign the pro-forma to confirm they've reviewed this, and that it's an accurate reflection of your practice.

The GMC will contact your verifiers and will send a percentage of your evidence to them to confirm as the evidence they originally checked.

Anonymisation

It's essential that all documentary evidence has been appropriately anonymised. Any documents containing patient identifiable information must be fully redacted. Any names or GMC numbers of colleagues who you've appraised or assessed will also need to be removed.

Any evidence containing identifiable information will be deleted from your application and will not be included in your application.

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Structured Reports

You'll need to nominate a minimum of four referees for your CESR application.

Structured reports from your referees are an important part of your application – the evaluators will use these to triangulate with your primary evidence.

Who should I choose?

Your **primary referee** should be your current medical or clinical director. Although you may not work with them on a daily basis, or know them personally, they'll be able to provide information on your involvement in trust activities and any issues of clinical governance or probity.

Your other referees...

- At least two should be doctors in the specialty you are applying
- Should be on the Specialist/GP Register, or of equivalent standing (e.g. a consultant)
- Must be able to comment from their own direct observations on your current knowledge, skills and experience

What should I do before nominating my referees?

It's important that you:

- Obtain their approval to nominate them as a referee
- Discuss your application with them and have their support
- Make them aware of the structured report process
- Give them a copy of your CV
- Make them aware that the GMC will contact them for their report



Uploading evidence electronically

Evidence in support of a CESR can be uploaded electronically – we'd encourage you to provide all evidence electronically* as we can process your application more effectively.

Electronic evidence can be uploaded for each of the different evidence sections of the CESR application. The online application remains open for 12 months, meaning that it can be used as a portfolio to gather evidence against each of the different sections.

Our Applications Advisers will share guidance with you about your application electronically through GMC Online, making the application faster and more secure.

What can I upload?

There are many file types that you can upload to your application, although **we recommend** that you use **pdf files**. All documents you upload will be stored in a read-only format.

We accept:

- ✓ **.pdf**
- ✓ **.ppt**
- ✓ **.doc**
- ✓ **.xls**

How do I upload evidence?

Uploading your electronic evidence is a simple process. You'll need to open a CESR application in GMC Online before you can start uploading your electronic evidence.

We've created a user guide with step-by-step instructions and troubleshooting guidance – scan the QR code below to view this.

In order for us to process your application quickly and effectively you must follow our guidance on how to group and organise your evidence.



* Evidence that requires authentication cannot be uploaded electronically and must be provided in hard copy

Evidence guidance

It's vital you read through the guidance we have available on our website. There are many useful resources available that will aid you in collating your evidence.

Specialty specific guidance (SSG)

The SSG is a valuable document for all CESR applicants. The SSGs have been created in conjunction with the Royal Colleges and Faculties – they contain advice on what documents are expected for each area of the application, in addition to tips on how to create a strong application.

There is an SSG available for each CCT specialty*. If you choose to apply in a non-CCT specialty, you should use the SSG which closely matches the specialty you're applying in.

Important: these documents are updated on a regular basis, therefore it's important to ensure you're using the most current version.

You can view the SSGs through our website.



Specialty curricula

CESR applications are assessed against the CCT curriculum for your specialty that's in place at the time you apply. It's important that you're familiar with your specialty curricula, and that you're able to demonstrate your equivalence to depth and breadth of this.

Important: specialty curricula are updated on a regular basis, therefore it's important to ensure you're using the most current version.

You can view the relevant CCT curriculum through our website.



Other resources

The Royal Colleges and Faculties often have CESR guidance and FAQs on their websites. We recommend also utilising these resources.

* A CCT specialty is one where the GMC have approved a curriculum which, if followed in training in the UK, leads to the award of a CCT.

Top 10 Tips

1) Verification of evidence – if your evidence hasn't been verified, it won't be seen by the Royal College or Faculty

2) Submit evidence of your eligibility – this should be either an SMQ or an employment letter detailing your training

3) Familiarise yourself with the curriculum – this is what your application will be assessed against

4) Read the specialty specific guidance (SSG) for the specialty you're applying in

5) Anonymise your evidence – any evidence that doesn't meet our anonymisation requirements won't be seen by the Royal College or Faculty

6) Don't apply too early – make sure you've got your evidence ready before you submit your application

7) Gather evidence prospectively where you can

8) Make sure your CV meets our guidance and your employment history matches your CV

9) Don't duplicate evidence – you should cross reference instead

10) Listen to your adviser – they are experts in processing these applications

Contacting us

The Specialist Applications team are on hand to answer any queries you may have regarding the CESR application



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