

**Certification Application Guidelines for Otolaryngology trainees – CV and Consolidation Sheets**

**Submission**

**The CV should demonstrate that you have:**

- Performed 300 nights on call and give confirmation of having managed 1000 emergencies during your Higher Surgical Training (HST).
- Rotated through all the subjects within the Otolaryngology curriculum: Otolaryngology, Neurotology, Paediatrics, Benign Head and Neck, Head and Neck Oncology, Rhinology, Sinus Surgery and Facial Plastics.
- All jobs should be compliant with the JCST quality indicators (4 operating lists and 3 outpatient clinics per week) and you should include timetables in your CV for each job with dates.
- Confirmation that each job was done in a hospital with a minimum throughput of 500 operations per annum per trainee.
- You should demonstrate that in each job there have been 3 clinics per week of which one has been a special interest clinic, and should include a list of specialist clinics attended.

**The CV should include separate headings giving details of each of the following domains:**

- Management skills e.g. running rotas, sitting on management committees etc.
- Audit: should include one audit of your own results. Average of one audit per year.
- Teaching/Education
- Leadership: should include details of setting up and running a course or being a trainee representative regionally or nationally.
- Research skills (as demonstrated by publication list)
- Team Working

Please find below the recommended template for the recording of information for each post:

*OCT 2001-April 2002, Registrar to Mr X, Educational Supervisor Ms Y*

*A busy head and neck post with good experience in oncology and thyroid surgery.*

*There were 6 Registrars and 3000 operative procedures p.a. in the hospital of which 1800 were major. I organised SHO induction training and was the trainee rep on the medical staff committee.*

*Special interest clinics were H&N weekly and Thyroid Fortnightly*

*Timetable:*

<i>MON</i>	<i>am list</i>	<i>pm clinic. 1in2 Thyroid</i>
<i>TUE</i>	<i>am H&amp;N Clinic</i>	<i>pm SPD</i>
<i>WED</i>	<i>am clinic</i>	<i>pm list</i>
<i>THU</i>	<i>am list</i>	<i>pm list -&gt;on call</i>
<i>FRI</i>	<i>am off</i>	<i>pm clinic</i>

*On call ROTA: 1:6*

*Number of nights done: 29*

*Operative Procedures involved in: 200*

*Emergencies Treated: 100*

**The consolidated logbook, emergency safe, must include:**

- An absolute minimum of 10 Mastoid operations as principle surgeon.
- 10 major neck operations as principle surgeon.
- 10 tracheostomies.
- 10 Paediatric Endoscopies (including flexible) as main surgeon.
- 10 Septorhinoplasties as main surgeon.
- 10 FESS as the only scrubbed surgeon.
- 10 removal of Foreign Bodies from airway (including nasal and fishbones)
- Areas of special interest demonstrated by advanced surgical or medical experience.
- Evidence that you have undertaken 2000 operations during your HST.