

It is important that you act promptly when you are contacted by the JCST regarding your application for certification to ensure that you receive your certificate without delay, as the process can take up to three months to complete. Please note that it is your responsibility to ensure that **all** of the required documentation reaches the JCST office; only once the office has received all these documents can the application process begin.

### **Certification Guidelines**

Each of the Specialty Advisory Committees (SACs) have produced some guidelines to identify what a trainee applying for certification will normally be expected to have achieved during their training programme. For the majority of surgical specialties the guidelines are advisory and will be implemented flexibly by the SACs to ensure that no trainee is inappropriately disadvantaged at the time of applying for their certificate.

The guidelines are however mandatory for all Otolaryngology StRs.

<https://www.jcst.org/quality-assurance/certification-guidelines-and-checklists/>

You may find the following checklist useful when preparing your application:

| <b>Paperwork/information required by the JCST/SACs</b> | <b>Notes for Completion</b>  |
|--|--|
| College Notification Form<br><b>Page 1</b>             | Add all relevant information   |
| <b>Page 2</b>  | Not relevant to those applying for a CCT.  |
| <b>Page 3</b>  | Please write clearly or type in each training appointment held after GMC registration, including details of any secondments and all periods of absence from higher surgical training. You may use additional sheets if required. Please remember to sign page 3 and any additional sheets. |
| <b>Page 4</b>  | Once you have completed pages 1 to 3, please forward the completed form to your LETB / Deanery for the appropriate signature(s).<br><b><u>Ideally this should be submitted no more than four months prior to your completion date.</u></b>   |
| ARCP Outcome 6 * (or RITA G)                           | Please ensure that this is completed and signed in your ISCP account, ideally no more than four months prior to your completion date.  |
| CV   | Please upload a copy of your full, <b>up-to-date</b> CV, listing all posts (to and from) in months and years to your ISCP account (or you can email it to the office).<br><br>Otolaryngology StRs need to follow a specific CV structure – please see <a href="#">guidance</a> .           |
| Training Programme Director's Final Report             | Please contact your Training Programme Director to ensure that their Final Report has been submitted to the ARCP (or RITA) panel and that a copy has been forwarded to the JCST office.  |

|                               |  |
|-------------------------------|--|
| Logbooks                      | Please contact the relevant JCST Trainee Services Team directly for further details on the logbooks you are required to submit or upload in your ISCP account. Contact details can be found here: <a href="https://www.icst.org/contact-us/">https://www.icst.org/contact-us/</a><br><br><b>Please note that logbooks should cover your entire time in Specialty Higher Surgical Training.</b> |
| APLS certificate              | To be submitted by Otolaryngology and Paediatric Surgery trainees <b>only</b> .  |
| ATLS certificate              | Evidence that you have an up-to-date ATLS, this is applicable to <b>StRs</b> in the following specialties:<br><br>- General Surgery, Neurosurgery*, Oral & Maxillofacial Surgery, Plastic Surgery and Trauma & Orthopaedic Surgery.<br><br>*Please note that for this specialty the ATLS does not need to be current.  |
| Certification Checklist       | To be submitted by General Surgery StRs <b>only</b> . The checklist is available <a href="#">here</a> .  |
| Certification Document Review | To be submitted by Paediatric Surgery trainees only. The document is available <a href="#">here</a> .  |

\*Please bear in mind that in some cases, your final ARCP meeting (or RITA meeting) may not be conducted until after your certification date. Please note that it will not be possible to process your application until you have had your final ARCP (or RITA).

| GMC Online application                       | Notes for Completion  |
|--|---|
| GMC Online Application & administration fee. | Complete the online application form* and pay the fee on the GMC website.<br><br>*Please note that the GMC will contact you directly with instructions on how to complete the online application form and pay the admin fee. If you do not hear from the GMC within two weeks please let us know. |

Upon receipt of **all** of the paperwork required by the JCST, the Trainee Services team will initiate the certification process. The approximate scheduling of which should run as follows:

| Stage of Application  | Length of time to process  |
|---|--|
| The application is submitted to the relevant SAC for final assessment   | Between 2-4 weeks  |
| Upon receipt of a decision from the SAC, the Trainee Services Manager writes to the trainee confirming they will be recommended for the award of their certificate<br><br>( <b>Please note:</b> if the SAC has reservations, the recommendation process will stop and the trainee and/ or the TPD may be required to submit further evidence or information.) | Up to 1 week   |
| Simultaneously, the JCST recommends to the GMC that the trainee be awarded their certificate  | Up to 1 week   |
| Upon our recommendation and if the GMC are in receipt of a completed application form and the administration fee, they will make a decision on whether to award the certificate   | Up to 1 week.<br>You may wish to clarify this directly with the GMC. |

|   |                |
|---|----------------|
| Following approval of the SAC recommendation, the GMC will forward to the trainee: <ul style="list-style-type: none"> <li>• A letter of confirmation</li> <li>• The relevant Certificate</li> </ul> |                |
| The General Medical Council will update your status on the Specialist Register and confirm by letter that this has been done – please contact the GMC for further information.                      | 7 working days |

It can be seen from the above table that submitting your documents even one month before your certification date does not guarantee that your name will be on the Specialist Register by your completion date. You are therefore advised to submit the required documents as soon as possible within the timescale listed above.

**Please note** that all applications for a CCT or a CESR (CP) must be made within 12 months of a doctor's expected completion of training date.

**Please note** that only those doctors whose names are included in the Specialist Register are eligible to take up a substantive consultant post in the NHS. Advanced (sub-specialty) training is an integral part of the training programme and is not separately recognised by the GMC.

**Contact Details:**

|  |  |
|--|--|
| <b>JCST</b><br><a href="https://www.jcst.org/contact-us/">https://www.jcst.org/contact-us/</a> | <b>General Medical Council (GMC)</b><br><a href="http://www.gmc-uk.org/about/contacts.asp">http://www.gmc-uk.org/about/contacts.asp</a><br>3 Hardman Street, Manchester M3 3AW<br><br>Tel: +44 (0) 161 923 6602<br>Email: <a href="mailto:cct@gmc-uk.org">cct@gmc-uk.org</a> or <a href="mailto:gmc@gmc-uk.org">gmc@gmc-uk.org</a> |
|--|--|