

Example Format 4 (RCSEng)

A useful aide memoir to keep so you can draw on this when filling in ST applications

Name

Address: Provide a permanent and e-mail address and telephone number

Education:

Name of medical school and dates

Name of University, dates and degree subject and class

Registration GMC number, MDU number and NTN (if SpR)

Further Degrees and Diplomas

Prizes and distinctions: Don't worry if you haven't got any

Present post

Previous appointments:

Dates, number of months/years, grade hospital consultant worked for

Eventually a summary may be a useful extension

i.e.	General Surgery	PRHO	6 months
		SHO	6 months
	Vascular	SHO	6 months
		SpR	24 months

Experience: Details of special experience under sub-headings, i.e. breast, endocrine, vascular, colo-rectal, upper gi, etc.

Also a summary of operative experience, i.e. assistant, personally assisted, unsupervised - as in logbook.

Teaching: Undergraduate

Postgraduate

Nurse

Also any teaching presentation courses attended

Management: Management experience

Can be very simple such as arranging lists, arranging admissions. Include things like Mess president etc.

Management courses attended

Audit: You should have personal experience of audit and its principles, as it often crops up at interview. Think of converting your audit into a publication.

Research: Give details of the research done, this section may be the one that distinguishes you from all the other candidates.

Publications: "Submitted to..." is OK

"In Preparation" is looked on with greater scepticism.

Publications should be quoted properly as some interviewers will read the paper.

Use Vancouver Style: author, the full title, the title of the journal or book, the place of publication and the publisher {books only} the year, volume, page numbers).

Papers Read at Learned Societies: You need a conversion rate of converting presentations into papers, otherwise the question of perseverance and staying power may be raised.

Membership of Societies: Usually professional. Those you are elected to rather than the BMA, for example, which you join by paying a subscription. Membership of some societies will be expected for some specialities, i.e. BSG & gastroenterology.

Other Interests: Only need to be brief but it does need to show that you have a life outside surgery. If your main passion is long distance sailing or one that will keep you away for weeks, it does not necessarily have to be confessed here!

Referees: Keep these updated so you don't have a panic when you need referees