



CESR curriculum vitae guidance

This guidance should be used in conjunction with the relevant College specialty specific guidance and curriculum, and is intended to help applicants demonstrate their training, qualifications and experience when applying for a Certificate Confirming Eligibility for Specialist Registration (CESR). While it is not an absolute requirement for applicants to provide information under the headings of this CV guidance, it would assist in the evaluation of a CESR application to have such information provided.

Please provide appropriate documentation, as outlined in the College specialty specific guidance (under the 'examples of evidence' column), to support the information provided in your CV. Applicants are advised to provide relevant documentation following the 'examples of evidence' column in the specialty specific guidance, although these examples are not exhaustive and appropriate relevant alternatives can be provided. In all instances, applicants should ensure quality rather than quantity of evidence. Further guidance is provided by GMC about the quantity of evidence that is acceptable.

In some instances, the same 'examples of evidence' are repeated under different headings in the specialty specific guidance (e.g. evidence of participation in research appears under 'Knowledge, skills and performance', 'Safety and quality', 'Communication, partnership and teamwork' and 'Maintaining trust'). Applicants should therefore ensure that the evidence provided covers, where possible, the appropriate headings and relevant areas of the curriculum as indicated in the specialty specific guidance.

Personal details

Qualifications

Please state the specialty of your specialist and/or other medical qualification(s). Please provide evidence of your qualification in accordance with GMC guidance and College specialty specific guidance (see 'Knowledge, skills and performance').

Title of qualification	Specialty (if relevant)	Date obtained	Awarding body	Country

Membership of professional bodies and organisations

Please list your current membership of professional bodies and organisations. Please supplement your list with evidence of current membership in accordance with College specialty specific guidance (see 'Knowledge, skills and performance').



Professional body or organisation	Date of joining (dd/mm/yyyy)	Status of membership (e.g. member, associate)	Please state if membership awarded after examination/assessment

Honours and prizes

Please list any significant distinctions in reverse chronological order (most recent first). Please supplement your list with evidence of your honours and prizes in accordance with College specialty specific guidance (see 'Knowledge, skills and performance').

Posts held

Please list all relevant posts (training and non-training) in chronological order starting with your current or most recent post, specifying if the post was full or part-time, a description of your duties and your reason for leaving. Please provide supporting documentary evidence contemporaneous to the training posts listed in the CV in accordance with College specialty specific guidance (see 'Knowledge, skills and performance'). Where experience is listed, please provide the appropriate documentary evidence in accordance with GMC and College specialty specific guidance.

Current/most recent appointment

Start date (and finish date if relevant) (dd/mm/yyyy)	Post title and specialty	Full time/ part time (if part time, please indicate hours/ week or no. of sessions)	Name and address of institution/hospital (including country)	Description of duties (Please detail the content of training and/or experience gained and how it relates to the requirements of the relevant curriculum or section(s) of the curriculum. The description should include the number of cases and case mix and on-call duties. A more detailed description and/or related job description may be provided on a separate sheet as an appendix.) If the post is a training post, please also provide the name of your educational supervisor.

Previous appointments

Enter in reverse chronological order i.e. next most recent appointment first.

Start date (and finish date if relevant) (dd/mm/yyyy)	Job title and specialty	Full time/ part time (if part time, please indicate hours/ week or no. of sessions)	Name and address of institution/hospital (including country)	Description of duties (Please detail the content of training and/or experience gained and how it relates to the requirements of the relevant curriculum or section(s) of the curriculum. The description should include the number of cases and case mix, on-call duties and reason for leaving. A more detailed description and/or related job description may be provided on a separate sheet as an appendix.) If the post is a training post, please also provide the name of your educational supervisor.

Supporting evidence

Please provide information and/or a description, in reverse chronological descending order where necessary (e.g. most recent first), of all your experience under each relevant heading. Full detailed information and/or descriptions should be provided for the last five years unless otherwise stated.

Life-long learning or continuing professional development (CPD) or continuing medical education (CME)

Please give full details of participation in any formally organised CPD/CME schemes.

Name of Scheme	Organising body	Date of Joining Scheme (dd/mm/yyyy)	Current status on scheme

Management

Please provide a description of your participation in management activities with full dates. Please supplement your description with evidence of your management activities in accordance with College specialty specific guidance (see 'Communication, partnership and teamwork').

Research

Please list your research projects in reverse chronological order (most recent first). Please supplement your list with evidence of your research activities in accordance with College specialty specific guidance (see 'Research, publications and presentations'). This should include any grants or sponsorships awarded.

Title of research project	Research centre	Dates from and to (dd/mm/yyyy)	Supervisor (if relevant)	Outcome of research

Publications

Please list **all** publications in reverse chronological order (most recent first) (this list may be provided as an appendix on a separate sheet). Please supplement your list with evidence of your publications in accordance with College specialty specific guidance (see 'Research, publications and presentations').

Courses, conferences and meetings

National and international courses, conferences and meetings

Please list any national and international courses, conferences and meetings attended in reverse chronological order (most recent first). Please supplement your list with evidence of your attendance in accordance with College specialty specific guidance (see 'Courses relevant to curriculum').

Title of course/conference	Date(s) (dd/mm/yyyy)	Venue (including country)

Local meetings

Please describe attendance at local meetings (e.g. clinico-pathological/multi-disciplinary teams (MDT) meetings) in the last year. Please supplement your description with evidence of your attendance in accordance with College specialty specific guidance (see 'Courses relevant to curriculum').

Undergraduate/postgraduate teaching

Please provide a description of your undergraduate or postgraduate teaching activities with full dates. Please supplement your description with evidence of your teaching activities in accordance with College specialty specific guidance (see 'Teaching and training').

Presentations

Please list talks, presentations or teaching sessions (not listed under 'Undergraduate/Postgraduate Teaching') given. Please supplement your list with evidence of your presentations in accordance with College guidance (see 'Teaching and training').

Title of talk/presentation	Date(s) (dd/mm/yyyy)	Venue (including country)

Audit

Please provide a summary of your completed and/or ongoing audit activities with full dates. Please supplement your summary with evidence of your audit activities in accordance with College specialty specific guidance (see 'Safety and quality').

External quality assessment

Please provide a summary of your participation in local or national external quality assessment (EQA) schemes. Please supplement your summary with evidence of your quality assurance activities in accordance with College specialty specific guidance (see 'Safety and quality').

Appraisal

Please give details of your professional appraisal(s) and appraisal of others where relevant. Where appraisal has not been undertaken, please describe the method of your career review/progression. Please supplement your description with evidence of your appraisals or career review/progression in accordance with College specialty specific guidance (see 'Assessments and appraisals', 'Communication, partnership and teamwork' and 'Maintaining trust').

Information technology (IT)

Please describe your familiarity with IT in relation to all aspects of your pathology career especially the use of computerised laboratory reporting systems. Please supplement your description with evidence of your IT skills in accordance with College specialty specific guidance (see 'Knowledge, skills and performance').

Glossary

CESR	Certificate of Eligibility for Specialist Registration
CME	Continuing Medical Education
CPD	Continuing Professional Development
CV	Curriculum Vitae
EQA	External Quality Assurance
IT	Information Technology
MDT	Multi-disciplinary Team Meeting