

## Guidance on completing a structured report for a CESR or CEGPR application

This guidance is for referees who have been asked to complete a structured report in support of a CESR or CEGPR application.

### Important note for referees who are Clinical or Medical Directors

We ask applicants to include their current clinical or medical director as one of their referees, whether or not that person works with them directly, or is known to them personally. As Clinical or Medical Director you would be expected to know the outcome of the work of the applicant's unit, the involvement of the individual in trust activities and whether there are any issues of clinical governance or disciplinary action in relation to the person.

If you are a clinical or medical director please consult with your colleagues before completing the form and use the knowledge you have of the applicant's involvement in departmental activity.

### Important note for all referees

The structured report form asks referees to indicate their direct knowledge of the applicant in the relevant area. If, under any of the headings, you do not have direct knowledge of the applicant please enter 'No direct knowledge' in that section.

### The structured report Section 1 – The applicant

You will be provided with:

- The name of the applicant
- The applicant's application reference number
- The specialty the applicant is applying in

### Section 2 – Your credentials

You will be asked to:

- Stamp the form in the box on this page and on each page of the form (or send the report under cover of a letter on headed paper from your hospital/university/institute).
- State:
  - Your specialty, qualifications, current position and place of work;
  - Your position and place of work when the applicant was working with you;
- Your relationship to the applicant for example supervisor to trainee, colleague to colleague, Medical Director to specialist.

## Section 3 - Knowledge skills and performance (Domain 1)

**3a) Level and maintenance of professional performance** - You will be asked to list the applicant's post(s) to which the report applies giving for each post listed:

- The title of the post
- Name of the hospital or institute
- Start and end dates
- A description of the applicant's role and level of responsibility (clinical and managerial if applicable).

**3b) Range of experience and skills** - If you think the applicant has the full range, depth, breadth of experience and skills specified in the curriculum document relating to their specific field of interest, you will be asked to list, from your **direct observation**, how the applicant demonstrated these and what evidence was available.

If you do not think the applicant has the full range, depth, breadth of experience and skills required, you will be asked to list:

- The skills and competencies not covered in the posts listed
- The specialty areas where you have not observed or have no direct knowledge of the applicant
- Where the applicant did not demonstrate the appropriate depth and breadth of skills and competencies.

**3c) Applying knowledge to practice** – You will be asked to explain whether the applicant has demonstrated application of knowledge and experience to practice (for example recognising and working within the limits of their competence). In particular, using any examples from your **direct observation** of working with the applicant, you will be asked to comment on how they:

- Keep up to date with Continuous Professional Development (CPD)
- Apply the skills and attitudes of a competent teacher/trainer
- Make appropriate referrals to colleagues and keeping clear and legible records.

## Section 4 - Safety and quality (Domain 2)

**4a)** You will be asked to confirm whether the applicant puts into effect systems to protect patients and improve care (for example by taking part and responding to the outcome of audit, appraisals, performance reviews, risk management and clinical governance procedures, and reporting adverse drug reactions or concerns about risks to patients).

If you believe they do, you will be asked to explain how the applicant has demonstrated this and give examples from your **direct observation** of working with the applicant.

**4b)** You will be asked to confirm whether the applicant monitors and responds to risks to safety and safeguards and protects the health and wellbeing of vulnerable people (for example by responding to risks posed by patients and following infection control procedures).

If you believe they do, you will be asked to give examples from your **direct observation** of working with the applicant.

**4c)** You will be asked to confirm whether the applicant protects patients and colleagues from any risk posed by the applicant's health.

If you are aware of any relevant circumstances, you will be asked to explain whether the applicant has demonstrated this. If they have you will be asked to give examples from your **direct observation** of working with the applicant.

### **Section 5 - Communications, partnership and team working (Domain 3)**

**5a)** You will be asked to confirm whether the applicant communicates effectively with patients (for example keeping them informed about progress of their care) and colleagues in clinical and management situations within and outside the team (for example passing on information when patients transfer, encouraging colleagues to contribute to discussions).

You will be asked to explain whether the applicant has demonstrated this. If they have you will be asked to give examples from your **direct observation** of working with the applicant.

**5b)** You will be asked to confirm whether the applicant works constructively with colleagues by supporting them, delegating effectively, acting as a positive role model and providing effective leadership

You will be asked to explain whether the applicant has demonstrated this. If they have you will be asked to give examples from your **direct observation** of working with the applicant.

**5c)** You will be asked to confirm whether the applicant establishes and maintains partnerships with patients, encourages them to take an interest in their health and obtains appropriate consent for treatment.

You will be asked to explain whether the applicant has demonstrated this. If they have you will be asked to give examples from your **direct observation** of working with the applicant.

### **Section 6 - Maintaining trust (Domain 4)**

**6a)** You will be asked to confirm whether the applicant shows respect for patients (for example is polite, considerate and honest with patients and implements systems to protect patient confidentiality).

You will be asked to explain whether the applicant has demonstrated this. If they have you will be asked to give examples from your **direct observation** of working with the applicant.

**6b)** You will be asked to confirm whether the applicant treats patients and colleagues fairly and without discrimination (for example is honest and objective when appraising or assessing colleagues, writes references, gives constructive feedback, raises issues of colleagues' performance and responds promptly to complaints).

You will be asked to explain whether the applicant has demonstrated this. If they have you will be asked to give examples from your **direct observation** of working with the applicant.

**6c)** You will be asked to confirm whether the applicant acts with honesty and integrity (for example is honest and accurate in any financial dealings, practice reports, and obtains appropriate ethical approval for research

projects)

You will be asked to explain whether the applicant has demonstrated this. If they have you will be asked to give examples from your **direct observation** of working with the applicant.

## **Section 7 - Any further comments**

**7a)** If you are familiar with the UK medical registration system, you will be asked if you would support the applicant for approval for specialist registration.

If yes, you will be asked if you would employ the applicant as a consultant in the NHS.

If you would not support the applicant for approval for specialist registration or would not employ the applicant, you will be asked to state why.

You will be asked if you are aware of any disciplinary issues and if so to give details.

You will be asked to add any further comments you would wish to make about the individual's application to the GMC.

## **Section 8 - Your declaration**

You will be asked to sign and date that you are in agreement to the following declaration:

'I, the undersigned, declare that the information I have given on this structured report is true and accurate to the best of my knowledge. I understand that it will be used by the GMC, and any relevant third party the GMC involves in an evaluation of this doctor's application, as part of the evidence for making a decision on whether the applicant is eligible for entry onto the GMC's Specialist Register.

I understand that this structured report may be released to the applicant if they request a copy or it forms part of the documentary evidence in relation to an appeal by the applicant against a decision of the GMC.'

You will be asked to return the form to us as soon as possible, but no later than 21 days from the date on the letter which accompanies the form, to:

General Medical Council  
Specialist Applications Team  
3 Hardman Street  
Manchester  
M3 3AW