Name

Present Address E.mail address

DOB

Age

Telephone Number (Home)

(Mobile)

Marital status (optional)

Driver’s license (optional) – you may need to drive in some rural jobs

GMC Registration – Full / limited / etc – will be included once qualified

GMC Number

Medical Insurance – MPS or MDU and Number

# **Education**

Secondary School and Qualifications / grades

Medical School and Qualifications / grades

# **Professional Qualifications and Courses**

BSc – Title and Grade

ALS etc

**Awards and Prizes (if any)**

This does not include 50m breastroke or Play station level zillion!

You can however include non-medical awards and prizes – particularly national or International awards e.g Duke of Edinburgh award, Music awards (MOBO best newcomer etc)

**Professional Experience**

As a student all that separates you from the next student is how you describe your time at medical college and your extra-curricular activities. You may wish to list the firms you have been on in each year and any merits you obtained. You should describe any interesting, ‘different’ firms or SSMs and why you enjoyed them. Describe your BSc or any research projects you have been involved with. This is particularly important when applying for a particular job where you have previously been a student on the firm. It may sound like you are attempting to force the consultant to have an urgent colonoscopy but it may just get you the job if targeted at the right level.

**Once qualified - You need to list in chronological order all your post graduate jobs – starting at the job or attachment you are doing NOW and going back until your PRHO / intern jobs. With each job you need to describe what the job entailed and what skills and experience you gained there in full prose (not bullet points)**

# **E.g. Present Position (Dates eg December 2002 – Until Present)**

Clinical Attachment to Drs Feather and Pratt,

Consultant Geriatricians,

Newham Healthcare Trust,

Newham General Hospital,

Glenn Road, Plaistow,

London, E11

This is a busy medicine for the elderly job in a deprived Inner City area of London. This is age related department which admits about 2500 patients per year. During my clinical attachment I was heavily involved in the day to day running of the firm. I helped out with all day to day patient management, taking blood, siting drips etc etc. I attended two consultant led ward rounds per week, the MDM, a non-selected outpatient clinic and

**Eg June 2002 – November 2002**

Clinical attachment to Drs James and Levy

Consultant Respiratory Physicians,

Bradford Royal Infirmary,

Bradford,

Yorkshire

Description …………………………..

# **Eg December 2000 – December 2001**

Specialist Job to Professor X

Department of Cardiology,

The Cardiology Institute,

Karolinska,

## Sweden

Description ………………..

**Clinical Skills**

**You will all have the basic core skills so please don’t just copy out the learning objectives for year 5! However, if you have actually done some procedures with or without help you need to list them.**

**In post-graduate years – you should list:**

**(1) Practical Procedures** – you must state whether you can perform them competently, unaided or with help. You must change the skills to suit the job you are applying for. They will assume you can do few if you are applying for a PRHO job!

Eg Central Line insertion – jugular and subclavian

Chest drain insertion

Pacing wire insertion

Liver biopsy

Phlebotomy

Peripheral line insertion and siting drips

Any operations or anaesthetic procedures etc

**(2) Communication skills**. You may also include communication courses here. You could describe how well you communicate with staff, patients and relatives

**(3) Management skills**

You should mention all/ any medical emergencies that you feel competent to manage as well as any simple day to day things which you feel happy to deal with

Eg I am competent with the management of most day to day ward problems eg writing drug and fluid charts, prescribing common medications, talking to relatives and patients with regard management decisions

I am competent in managing the following medical emergencies

Acute MI

Acute LVF

Acute COPD and Asthma

Diabetic coma

Status epilepticus

Etc

**(4) Team working**

Describe all the teams – both medical and multidisciplinary – in which you have worked and how you think you have fitted into this way of working.

**(5) Teaching and Education**

Describe all your teaching skills and qualification including any undergraduate or postgraduate teaching you may have done.

And you’re back with us …..

**Personal interests and Hobbies**

Describe all interests and hobbies outside of medicine. This section should include sport, drama, music, literature, art – whatever makes you tick. However it needs to be targeted at the job you are applying for. It is no good writing a paragraph on boxing or martial arts when the consultant is the leader of the campaign to ban ‘dangerous sports’. Likewise don’t paint a picture of a cool, left wing trendy when the consultant is a little right of GWBush. You can do anything you like in your private life (allegedly) but paint the picture to suit the reader!

**Career Aims**

Many finalists don’t have a Scooby doo (Clue) about their future. This is probably a very good thing! You have a whole life in front of you – don’t commit yourself to anything till you are sure. However if you do know (which is not a bad thing either) describe what you intend to do e.g. I would like to gain my MRCP and then would like to pursue a career in Medical Oncology.

**Personal Referees**

You should if possible have THREE referees. You MUST ask your referees permission to use their name. It is also etiquette to send them a copy (you could do this electronically rather than killing a rainforest per application!)