

Guidance on how to write Curriculum Vitae when applying for a Consultant Post in the NHS in England

Your CV should be comprehensive and include all the following details

➤ **Personal**

Your name, nationality, date of birth, family details, address and how we can contact you, especially telephone number and e-mail address.

➤ **Qualifications**

Your primary and specialist qualifications and any other which are relevant to your clinical practice. Please give details of the academic institution or professional body that awarded you your qualifications. Only include qualifications that are awarded by competitive examination or by continual assessment following an authorised curriculum. DO NOT INCLUDE QUALIFICATIONS THAT HAVE BEEN BOUGHT BY SUBSCRIPTION.

➤ **Current Employment**

Details of your current post. This should specify where you work, who is your employer and in what speciality you are practising.

➤ **Medical Registration**

With whom are you licensed to practice. It would be very helpful if you are already registered with the GMC, if so please provide your GMC number and whether or not you are on the specialist register.

➤ **Previous Employment**

Please detail all posts held since graduation, and names and titles of your supervising specialists

➤ **Training**

Please provide detailed information of your speciality training. Identify which posts were training posts, their speciality content and the names of your supervising consultants. If you have kept a logbook during your training you should forward a photocopy with your CV and application form. Your logbook is likely to record details of practical procedures carried out by yourself, seminars and courses attended. If you were appraised as to your progress during training please include details in this section.

➤ **Experience**

It is important to give as much information in this section as you possibly can. Please remember that consultants in England work autonomously and without supervision. Hospitals need to be reassured that you have sufficient experience to successfully work as a consultant in England. You should include wherever possible;

- 1. Types and number of operations carried out with and without supervision**
- 2. Types and numbers of practical procedures carried out: such as endoscopic procedures and invasive procedures (e.g. cardiac catheterisations, central vein cannulations, joint injections etc)**
- 3. If you are an anaesthetist, types of anaesthetics administered with some comment as to your proficiency at varied types of anaesthetics.**
- 4. Details of skills obtained e.g. Advanced Trauma Life Support (ATLS), Advanced Cardiac Life Support (ACLS) etc**
- 5. Wherever possible you should provide details of the size of your current workload;**
 - number of operating sessions per week**
 - number and types of operations being carried out**
 - number of out patient clinics per week**
 - numbers of patients seen per clinic by yourself**
 - number of in patients under your care at any one time and an example of a typical case mix of patients**
 - the frequency of your on call and details of your exposure to acutely ill patients**
 - how much of your time is spent with non urgent cases and how much with acutely ill patients**

➤ **Courses and conferences attended over the last 5 years**

➤ **Teaching responsibilities**

All aspects of medical undergraduate and postgraduate teaching, and other health care professionals. Describe subjects covered both at formal and informal teaching sessions (please include details of classroom and bedside teaching)

➤ **Research and publications**

Describe briefly all of your research projects during your career to date. Please document the outcomes of your research projects. List your publications and identify those published in peer review journals.

➤ **References**

Details of 3 referees whom we might approach to confirm the details on your CV. One referee must be from your current employer. Referees will only be asked to provide a reference if you are selected for interview.

Please remember a well written and informative CV will greatly enhance your chances of being selected for interview.

In your CV only include relevant details as described above. Do not include for example conferences attended as a medical student and sporting awards from your period at school etc.