

## Membership via route M1(c) - What's involved?

To be considered for Membership through M1 (c), you will be required to:

- Hold a medical qualification recognised by the Faculty;
- Have passed the Part 1 and Part 2 examination (or equivalent);
- Have successfully submitted a research dissertation, or equivalent evidence;
- Provide evidence of four years full-time practical experience or training in occupational medicine (or equivalent pro-rata) in a post or posts acceptable to the Faculty.

It is likely to take you several months to gather the evidence needed to support your application for membership.

After you have submitted your application, it will then take approximately three months to obtain all the recommended evidence and the necessary structured reports from your referees and to evaluate your eligibility for membership.

## Steps to membership

- 1) Read the requirements below and the guidance 'How to present your application'
- 2) Compile the evidence you wish to provide in support of your application – remember to use the **specialty specific guidance**
- 3) Get agreement from your referees that they will supply us with a structured report when we contact them
- 4) Complete the application form
- 5) Send your completed application form, evidence file and appropriate fee to the Faculty.

## Requirements

### Official translations

You must submit a complete and accurate translation of every document you provide that is not in English, along with the document in its original language.

### Curriculum vitae (CV)

Please send a full and current CV.

We recommend that you also send a copy of your CV to each of your referees who may find it helpful when preparing your structured reports.

### Qualifications

If you have specialist qualifications you will need to provide evidence of them. The evidence you provide must be authenticated either by the body that issued the certificate or by a solicitor and must be accompanied by validated copies of the curriculum and/or syllabus for that qualification.

### **Evidence of fitness to practise (Certificate of Good Standing)**

On the application form, you will be asked to provide details of your registration and licensing for all the medical regulatory authorities of any countries where you have practised or have held registration or a licence in the last five years. You will need to send us a Certificate of Good Standing (CGS) or Certificate of Current Professional Status (CCPS) for each authority on your list. Please include copies of these documents in your evidence bundle.

### **Referees**

Please provide the names and contact details of referees from whom we will obtain references in the form of structured reports. We recommend you nominate six referees. Usually, we will wait to receive five structured reports before we proceed with your application.

Structured reports form an important part of the evaluation process as they are used to cross-reference the evidence from your application and verify the work, training and experience you have undertaken. They also provide detail on your personal attributes, skills and competencies.

We will contact each referee and send them a copy of your CV and a form to complete. We will not accept structured reports that we have not requested directly from the referee. References that we have not requested will be treated as testimonials.

In addition to naming referees, you may also provide testimonials and other evidence such as 360-degree feedback from a range of sources (including non-medical colleagues); but this is not a mandatory requirement for the application.

### **Professional Experience**

Please provide full details of all the posts you have held, starting with the most recent and working backwards. If you have worked overseas, please do not amend your overseas post title to correspond to a UK title - instead, tell us the actual title you held.

Some examples of what we mean by post titles are SHO, Registrar, Staff Grade, District Medical Officer, Clinical Tutor, Assistant Professor and Resident.

You will need to provide letters of employment for each post. A letter of employment is a letter from your employer, on headed paper stating your post title, the grade of the post and, importantly, the dates you were working in that post.

Please also provide details of any period(s) of longer than one month when you were not engaged in medical practice including:

- alternative employment
- clinical attachments
- vacation
- study leave
- maternity leave
- career breaks
- unemployment

You must supply a brief explanation for each period; for example, illness, sabbatical, career break, maternity leave or suspension. We may ask you for documentary evidence to support what you say or we may seek clarification

from your employer. We are particularly looking for periods when you were not working in a medical capacity.

**Listing your evidence**

In this section of the application, you must list each piece of evidence that you intend to submit.

This evidence section of the application is divided up to match the **specialty specific guidance** document.

*February 2012*