

FACULTY OF OCCUPATIONAL MEDICINE ASSESSMENT BLUEPRINT MATRIX, MAPPED AGAINST THE COMPETENCIES OF THE APPROVED CURRICULUM

1 Good Occupational Health Practice

1.1 Good Clinical Care

(I) History, Examination, Investigation & Record Keeping Skills:

Competency:

To be able to carry out specialist assessment of patients by means of clinical history taking, physical examination and use of relevant investigations.

		Written Exam	OSPE	Portfolio	Mini-CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand: <ul style="list-style-type: none"> Define the patterns of symptoms found in patients presenting with disease, as well as the patterns related to occupational attribution. CL1 	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Define the pathophysiological basis of physical signs. CL1 	No	Yes	No	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Define the clinical signs found in diseases. CL1 	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Define the pathophysiological basis of investigations, including those relevant to occupational attribution, and functional prognosis. CL1 	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Define the indications for investigations. CL1 	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Define the risks and benefits of investigations. CL1 	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Outline the cost effectiveness of individual investigations. CL1 	No	Yes	Yes	No	No	No	Yes	No	No	No
S:	Be able to: <ul style="list-style-type: none"> Take and analyse a clinical and occupational history including an exposure history in a relevant, succinct and systematic manner. 	No	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Overcome difficulties of language, physical and mental impairment. 	No	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Use interpreters and advocates appropriately. CL1 	No	Yes	No	Yes	No	Yes	Yes	No	No	No
	<ul style="list-style-type: none"> Perform a reliable and appropriate examination. 	No	Yes	No	Yes	Yes	No	No	No	No	No

	<ul style="list-style-type: none"> Interpret the results of investigations, including especially those relating to occupational attribution and functional prognosis. CL1 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Perform investigations competently where relevant. CL1 	No	Yes	Yes	No	No	No	No	No	No	No
	<ul style="list-style-type: none"> Liaise and discuss investigations with colleagues and order them appropriately. CL1 	No	No	No	No	No	Yes	Yes	No	No	No
	<ul style="list-style-type: none"> Record concisely, accurately, confidentially and legibly all medical records, and date and sign all records. CL1 	No	No	No	No	No	Yes	Yes	No	No	No
A:	<ul style="list-style-type: none"> Show empathy with and listen to patients CL1 	No	Yes	No	Yes	No	Yes	No	No	No	No
	<ul style="list-style-type: none"> Appreciate the importance and interaction of psychological and social factors in patient's disease and illness behaviour. [Coggon 2005] CL1 	No	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Respect patient's dignity and confidentiality. 	No	No	No	No	No	Yes	Yes	No	No	No
	<ul style="list-style-type: none"> Acknowledge cultural issues. CL1 	No	No	No	No	No	Yes	Yes	No	No	No
	<ul style="list-style-type: none"> Appreciate the need for a chaperone and/or 'advocate'. CL1 	No	No	Yes	No	No	Yes	Yes	No	No	No
	<ul style="list-style-type: none"> Understand the importance of multidisciplinary team working in all aspects of patient care CL1 	No	No	Yes	No	No	Yes	Yes	No	Yes	No
	<ul style="list-style-type: none"> Show a willingness to provide explanation to the patient as to rationale for investigations, and possible unwanted effects. CL1 	No	No	Yes	No	No	No	Yes	Yes	No	No
	<ul style="list-style-type: none"> Show an understanding of the role of and respect for other health care staff CL1 	No	No	No	No	No	Yes	Yes	No	Yes	No

(ii) Managing Chronic Disease:

Competency:

To be able to carry out assessment of patients with chronic disease or rehabilitating from acute injury or ill health and to demonstrate effective management of chronic disease states in a workplace setting.

		Written Exam	OSPE	Portfolio	Mini-CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:										
	<ul style="list-style-type: none"> The clinical presentation and natural history of patients with chronic disease. CL1 	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> And recognise the consequences of therapeutic use of drugs, or of misuse or abuse of drugs or other substances on health, safety and performance 	Yes	No	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The psychological, social, domestic as well as occupational impact of chronic disease. CL1 	Yes	No	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The role of rehabilitation services and the occupational physician's contribution. CL1 	Yes	No	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The concept of quality of life and how it can be assessed. CL1 	No	No	No	No	No	No	Yes	No	No	No
	Be able to: Assess capacity for work and prognosis through a comprehensive clinical and workplace based approach. CL1	No	Yes	Yes	Yes	No	No	Yes	No	No	No
S:	<ul style="list-style-type: none"> Set long term realistic goals and rehabilitation management including monitoring and reassessment plans in consultation with the patient. CL1 	No	No	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Act as an advocate in negotiations with support services. 	No	No	Yes	No	No	No	Yes	Yes	No	No
	<ul style="list-style-type: none"> Advise on reasonable workplace adjustments. CL1 	No	No	Yes	No	No	No	Yes	Yes	No	No
	<ul style="list-style-type: none"> Assess suitability for ill health retirement. CL1 	Yes	No	Yes	No	No	No	Yes	Yes	No	No
A:	<ul style="list-style-type: none"> Appreciate the effects of chronic disease states on fitness for work and on quality of life. CL1 	No	No	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Appreciate the importance of listening to patients and of supportive relationships with patients with chronic disease, and relevant stakeholders in their care and management. CL1 	No	No	Yes	No	No	No	Yes	No	No	No

1.2 Time Management & Decision making:

Competency:

To demonstrate that the knowledge, skills and attitudes are used to manage time and problems effectively

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFO dissertation
K:	Be able to understand:	No	No	Yes	No	No	No	Yes	No	Yes	No
	• The need for action and how to initiate that action.	No	No	Yes	No	No	No	Yes	No	Yes	No
	• Which activities take priority	No	No	Yes	No	No	No	Yes	No	Yes	No
	• The priorities and perspectives of relevant stakeholders i.e. management and workforce	No	No	Yes	No	No	No	Yes	No	Yes	No
S:	• The importance of completing tasks in a timely manner and communicating with others if this will not be possible	No	No	Yes	No	No	No	Yes	No	Yes	Yes
	Be able to:	No	No	Yes	No	No	No	Yes	No	Yes	No
	• Start with the most important tasks.	No	No	Yes	No	No	No	Yes	No	Yes	No
A:	• Work more efficiently as clinical skills develop.	No	No	Yes	No	No	No	Yes	No	Yes	No
	• Recognise when he/she is falling behind and reprioritise or call for help	No	No	Yes	No	No	No	Yes	No	Yes	No
	• Have realistic expectations of tasks to be completed by self and others	No	No	Yes	No	No	No	Yes	No	Yes	In part
	• Be willing to consult and work as part of a team	No	No	Yes	No	No	Yes	Yes	No	Yes	In part
	• Be flexible and willing to change as situations progress	No	No	Yes	No	No	Yes	Yes	No	Yes	In part

1.3. Information

(i) Education & Disease Prevention:

Competency:

To ensure that the knowledge, skills and attitudes are used to educate patients and others in a workplace setting effectively.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:										
	• The strategies to improve adherence to health related initiatives	Yes	No	Yes	No	No	No	Yes	No	No	No
	• Principles of primary & secondary prevention and screening.	Yes	No	Yes	No	No	No	Yes	No	No	No
	• The socio-economic, lifestyle, genetic and other risk factors for disease	Yes	No	Yes	No	No	No	Yes	No	No	No
	• The impact of individual behaviour and lifestyle factors on health and wellbeing CL1	Yes	No	Yes	No	No	No	Yes	No	No	No
	• Relevant legislation and support services	Yes	No	Yes	No	No	No	Yes	No	No	No
	• The methods of data collection and their limitations.	Yes	No	Yes	No	No	No	Yes	No	No	No
• The criteria, schemes and methods for the statutory and/or voluntary reporting of occupational and/or work-related disease.	Yes	No	Yes	No	No	No	Yes	No	No	No	
S:	Be able to:										
	• Assess an individual patient's risk factors.	No	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Encourage participation in appropriate disease prevention or screening programmes.	No	No	Yes	No	No	No	Yes	No	No	No
	• Advise on lifestyle changes.	No	No	Yes	No	No	No	Yes	No	No	No
• Involve other health care workers, prevention and liaison services as appropriate.	No	No	Yes	No	No	No	Yes	No	No	No	
A:	• Encourage patients to access further information and support groups including appropriate workplace support e.g. employee assistance programmes. CL1	No	No	Yes	No	No	No	Yes	No	No	No
	• Act in a non-judgemental manner	No	No	No	No	No	Yes	Yes	No	No	No
	• Suggest patient support groups as appropriate	No	No	No	No	No	Yes	Yes	No	No	No
	• Respect patient choice.	No	No	No	No	No	Yes	Yes	No	No	No

(ii) Health promotion

Competency;

To assess the need for, organise, deliver and evaluate health promotion in a range of working environments.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Understand:										
	• Major health risks relevant to working populations.	Yes	No	Yes	No	No	No	Yes	No	No	No
	• Principles of health promotion and education.	Yes	No	Yes	No	No	No	Yes	No	No	No
	• Health promotion agencies and sources of information.	Yes	No	Yes	No	No	No	Yes	No	No	No
S:	Be able to:										
	• Assess needs for health promotion in a workforce.	No	No	Yes	No	No	No	Yes	No	No	No
	• Give advice on nutritional and other healthy lifestyle issues.	No	No	Yes	No	No	No	Yes	Yes	No	No
	• Organise, provide and evaluate health promotion programmes.	No	No	Yes	No	No	No	No	No	No	No
	• Participate in the delivery of health education in a range of settings.	No	No	Yes	No	No	No	No	No	No	No
	• Liaise with other health professionals.	No	No	Yes	No	No	No	No	No	No	No

(iii) Information Management.

Competency:

To demonstrate competence in the use and management of health information.

	Subject matter	Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:										
	• How to retrieve and use data recorded in clinical systems.	No	No	No	No	Yes	No	No	No	No	Yes
	• The main local and national projects and initiatives in information technology and its application.	Yes	No	Yes	No	No	No	Yes	No	No	No
	• The range of possible uses for clinical data and information and appreciate the dangers and benefits of aggregating clinical data.	Yes	No	No	No	No	No	Yes	No	No	No
S:	Be able to:										
	• Demonstrate competent use of database, spreadsheet & word processing programmes.	No	No	No	No	Yes	No	No	No	No	Yes
	• Undertake searches and access web sites and health related databases.	No	No	Yes	No	Yes	No	No	No	No	Yes
	Apply the principles of confidentiality and their implementation in terms of clinical practice in the context of information technology.	No	No	No	No	No	No	Yes	No	No	Yes
A:	• Demonstrate the acquisition of attitudes in patient consultations to make maximum use of information technology.	No	Yes	No	No	No	No	Yes	No	No	No
	• Demonstrate appropriate techniques to be able to share information on computer with the patient in a constructive manner.	No	No	No	No	No	No	Yes	No	Yes	No

1.4 General Principles of Assessment & Management of Occupational Hazards to Health

Competency: number of 'specialist' subsections e.g. Mental health, Ergonomics, HAVS, Toxicology, rheumatology, respiratory medicine, Dermatology

The HAVS competences could follow the FOM syllabus (but we have not revisited this subject in this context of the competencies remit), an example for Mental health is given below,

(i) .To correctly carry out specialist assessment and management of Occupational Hazards to Health in a range of working environments.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:										
	• Physical, chemical, biological, ergonomic, psychosocial and other hazards to health in the workplace, and the illnesses, which they cause.	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	• Sources of information on and methods of evaluating and controlling risk.	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	• Principles of toxicology, physical (including thermal, noise, vibration and radiation) hazards, occupational hygiene and ergonomics.	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	• Occupational health standards, biological monitoring and the principles of health surveillance.	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	• Clinical features and investigation of occupational diseases.	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
S:	• Emergency treatment of acute poisoning, physical and other injury at work.	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	• The principles of health risk management in the workplace	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	Be able to:										
	• Undertake assessments of working environment, recognise hazards and provide preliminary advice CL1	No	Yes	Yes	No	Yes	No	Yes	No	No	No
	• Undertake quantitative measurements, arrange and interpret more detailed measurements and advise on control measures.	No	Yes	Yes	No	Yes	No	Yes	No	No	No
• Recognise those situations where specialist assessment of the working environment is needed and be able to seek and evaluate advice.	No	No	Yes	No	No	No	Yes	No	No	No	
• Diagnose work related ill health and provide advice on prognosis, prevention and management. CL1	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	
• Carry out and evaluate health surveillance including biological monitoring for workers exposed to occupational hazards. CL1	No	Yes	Yes	No	No	No	Yes	No	No	No	

	<ul style="list-style-type: none"> Customise assessments to subgroups (such as pregnant women) and to individuals 	No	No	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Evaluate and advise on first aid facilities in the workplace. Describe & discuss, with examples, the implementation of health risk management in the workplace Negotiate effective occupational health interventions 	No	No	Yes	No	No	No	Yes	No	No	No
A:	<ul style="list-style-type: none"> A commitment to liaison with safety representatives, safety officers, occupational hygienists, ergonomists and other specialists in the assessment of working environments. 	No	No	Yes	No	No	No	No	No	Yes	No

Competency:

(ii). To be able to assess mental health and evaluate fitness for work. Potentially any health problem might have to be assessed, but those seen more commonly in occupational health practice relate to **Mental Health, Ergonomics, HAVS (Hand-Arm Vibration Syndrome), Toxicology, Rheumatology, Respiratory Medicine, Dermatology, Cardiology and ENT**

An example for mental health is given below

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:										
	<ul style="list-style-type: none"> The spectrum of mental health disorders and presenting symptoms CL1 	Yes	No	No	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The range of appropriate interventions to assist those with mental health problems 	Yes	No	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The changing nature of work CL1 	Yes	No	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> How good management practice can help to reduce work-related health issues 	Yes	No	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The key components of a mental health policy 	Yes	No	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The Role of the Occupational physician in mental health issues at work 	Yes	No	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The importance of a multidisciplinary approach to mental health issues at work 	Yes	No	No	No	No	Yes	Yes	No	Yes	No
	<ul style="list-style-type: none"> Individual susceptibility and coping strategies 	Yes	No	No	No	No	Yes	Yes	No	No	No
	<ul style="list-style-type: none"> Mental health issues and the law 	Yes	No	No	No	No	Yes	Yes	No	No	No

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
S:	Be able to:										
	• Identify relevant symptoms of mental illness in the workplace CL1	Yes	Yes	No	Yes	No	No	Yes	No	No	No
	• Assist others in identifying relevant symptoms CL1	No	No	Yes	No	No	Yes	Yes	No	No	No
	• Access appropriate support for employees via counselling, EAP or other support services	No	No	Yes	No	No	Yes	Yes	Yes	No	No
	• Draft a policy on mental health and the workplace	No	No	Yes	No	No	No	No	No	No	No
	• Advise others on relevant legislation	No	No	Yes	No	No	Yes	Yes	Yes	No	No
• Assist in the implementation of appropriate workplace interventions and rehabilitation CL1	No	No	Yes	No	No	Yes	Yes	Yes	No	No	
A:	• Work in conjunction with professional colleagues and other advisors. CL1	No	No	No	No	No	Yes	No	Yes	Yes	No
	• Have a non-judgemental attitude CL1	No	No	No	Yes	No	Yes	No	No	Yes	No
	• Provide a supportive environment	No	No	No	Yes	No	Yes	No	No	Yes	No
	• Be aware of relevant symptoms in oneself or colleagues and act appropriately	No	No	No	No	No	Yes	No	Yes	No	No

1.5 Assessment of Disability and Fitness for Work.

Competency:

To be able to assess functional capacity and evaluate fitness for work.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Principles of assessing fitness for work. CL1	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Statutory requirements of fitness for specific jobs.	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Principles and practice of rehabilitation and redeployment at work. CL1	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Principles and practice of ergonomics as applied to job task adjustment. CL1	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Individual and general factors affecting sickness absence. CL1	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Principles of social welfare and other disability benefits. CL1	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Ill health retirement and pension scheme functioning.	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
	• Impact, scope and application of Disability Legislation in the workplace. CL1	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
S:	Be able to:	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No
	• Perform clinical assessment of disability and fitness for work at pre-employment and post-illness/injury. (With special reference to cardio-respiratory, rheumatologic and mental health assessments, whilst recognising the importance of assessing all relevant systems)	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No
	• Assess capability for work in those with a disablement/impairment. CL1	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No
	• Manage cases suitable for rehabilitation and resettlement. CL1	No	Yes	Yes	Yes	Yes	No	Yes	No	No	No
	• Advise on impairment, disability, fitness for work, rehabilitation and redeployment. CL1	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
• Liaise with other health professionals in assessing capability for work. CL1	No	No	Yes	Yes	Yes	No	Yes	Yes	No	No	

	<ul style="list-style-type: none"> Advise on sickness absence and ill health retirement. CL1 	No	No	Yes	Yes	Yes	No	Yes	Yes	No	No
A:	<ul style="list-style-type: none"> Work in conjunction with professional colleagues and other advisors. CL1 	No	No	Yes	No	No	No	Yes	Yes	Yes	No

1.6 Environmental Issues Related to Work Practice.

Competency:

To be able to recognise and advise on health risks in the general environment arising from industrial activities.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be Able to Understand:										
	<ul style="list-style-type: none"> Physical, chemical and biological hazards to health arising in the environment from industrial activities. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Basic toxicology of environmental pollutants. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Methods for assessing and controlling environmental hazards and major industrial accidental hazards. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Principles of integrated pollution control and incident control. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The role of other professional groups with an interest in environmental health. 	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No
	<ul style="list-style-type: none"> Dangerous Substances (storage, packaging, labelling and conveyance). 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Relevant legislation to protect the environment from industrial pollution. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	Be able to:										
	<ul style="list-style-type: none"> Recognise and advise on the management of health risks from, and the control of hazardous exposure in the general environment arising from industrial activities. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
S:	<ul style="list-style-type: none"> liaise with other specialists responsible for environmental and community health, including public health physicians and environmental health officers. 	No	No	Yes	No	No	Yes	Yes	Yes	No	No
	<ul style="list-style-type: none"> Identify sources of information on environmental hazards and their control. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Liaise with emergency personnel in the event of an industrial incident. 	No	No	No	No	No	No	No	Yes	No	No

	<ul style="list-style-type: none"> Carry out an environmental impact assessment in so far as applicable to human health as directly determined by industrial activity, and to recognise and recruit other specialist input as appropriate 	No	No	Yes	No	No	No	Yes	No	No	No
A:	<ul style="list-style-type: none"> Cooperate and liaise with health professionals and other colleagues, and organisations. 	No	No	Yes	No	No	Yes	No	Yes	Yes	No
	<ul style="list-style-type: none"> Respect the integrity of the environment 	No	No	No	No	No	No	No	No	Yes	No

2 Maintaining Good Medical Practice

2.1 Learning

Competency:

To develop a commitment to the concept of life long learning.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand: <ul style="list-style-type: none"> Continuing professional development. 	No	No	Yes	No	No	No	No	No	No	No
S:	Be able to: <ul style="list-style-type: none"> Recognise and use learning opportunities and learning skills. 	No	No	Yes	No	No	No	Yes	No	Yes	Yes
	<ul style="list-style-type: none"> use the potential of study leave to keep oneself up to date 	No	No	No	No	No	No	No	No	Yes	No
A:	Be: <ul style="list-style-type: none"> Self-motivated. 	No	No	No	No	No	No	No	No	Yes	No
	<ul style="list-style-type: none"> Eager to learn. 	No	No	No	No	No	No	No	No	Yes	No
	Show: <ul style="list-style-type: none"> Willingness to learn from colleagues. 	No	No	No	No	No	Yes	No	No	Yes	No
	<ul style="list-style-type: none"> Willingness to accept criticism. 	No	No	No	No	No	Yes	No	No	Yes	No

2.2 Research

Competency:

To demonstrate an effective involvement with a research project and to undertake research and have a good knowledge of research methodology.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to Understand:	No	No	No	No	No	No	No	No	No	Yes
	• How to design a research study.	No	No	No	No	No	No	No	No	No	Yes
	• How to use appropriate statistical methods	Yes	Yes	No	No	No	No	No	No	No	Yes
	• The principles of research ethics.	Yes	Yes	No	No	No	No	No	No	No	Yes
	• How to write a scientific paper.	No	No	No	No	No	No	No	No	No	Yes
	• Sources of research funding.	No	No	No	No	No	No	No	No	No	In part
	• The principles and application of epidemiological methods in research and in problem solving	Yes	Yes	No	No	No	No	No	No	No	Yes
	• The application of medical statistics and the interpretation of statistical analysis methods in scientific research.	Yes	Yes	No	No	No	No	No	No	No	Yes
	• Computer based systems for data collection and analysis.	Yes	Yes	No	No	No	No	No	No	No	Yes
• Ethical considerations in research.	Yes	Yes	No	No	No	No	No	No	No	Yes	
S:	Be able to:	No	No	Yes	No	No	No	No	No	No	Yes
	• Define a problem in terms of needs for an evidence base	No	No	Yes	No	No	No	No	No	No	Yes
	• Undertake a systematic literature search	No	No	Yes	No	No	No	No	No	No	Yes
	• Undertake a systematic and critical appraisal and review of scientific literature.	No	No	Yes	No	No	No	No	No	No	Yes
	• Produce an evidence based digest of the literature [Franco 2005]	No	No	Yes	No	No	No	No	No	No	Yes
	• Frame questions to be answered by a research project.	No	No	Yes	No	No	No	No	No	No	Yes
	• Develop protocols and methods for research.	No	No	Yes	No	No	No	No	No	No	Yes
• Execute an appropriate study design. [Agius 2005]. Plan data collection for simple surveys including sample selection and methods of recording and storing data	No	No	Yes	No	No	No	No	No	No	Yes	

	<ul style="list-style-type: none"> Use databases. 	In part	In part	Yes	No	In part	No	No	No	No	Yes
	<ul style="list-style-type: none"> Accurately analyse data statistically 									No	Yes
	<ul style="list-style-type: none"> Demonstrate good written and verbal presentation skills. 									No	Yes
	<ul style="list-style-type: none"> Present investigations and results in the format of a research based report. 									No	Yes
	<ul style="list-style-type: none"> Write a scientific paper for peer-reviewed publication. 									No	Yes
A:	<ul style="list-style-type: none"> Demonstrate curiosity and a critical spirit of enquiry, and where appropriate a critical attitude towards current practice 	No	No	No	No	No	No	No	No	Yes	Yes
	<ul style="list-style-type: none"> Acceptance of the need for critical review and for research so as to found a solid base for good practice 	No	No	No	No	No	No	No	No	Yes	In part
	<ul style="list-style-type: none"> Ensure patient confidentiality. 	No	No	No	No	No	No	No	No	Yes	In part
	<ul style="list-style-type: none"> Demonstrate knowledge of the importance of ethical approval and patient consent for clinical research. 	No	No	No	No	No	No	No	No	No	Yes
	<ul style="list-style-type: none"> Respect individual confidentiality when presenting data. 	No	No	No	No	No	No	No	No	No	Yes
	<ul style="list-style-type: none"> Disposition to cooperation and liaison with statisticians and other research colleagues 	No	No	No	No	No	No	No	No	No	Yes

2.3 Clinical Governance

Competency:

To demonstrate an understanding of the context, the meaning and the implementation of Clinical Governance.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand: The key strands of Clinical Governance.	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The working of the National Health Service. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Relevant Health & Safety policy. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The concept of risk assessment, measurement of risk, and risk perception. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> The principles of evidence based medicine. 	Yes	Yes	Yes	No	No	No	Yes	No	No	No

	• Methods of determining best practice.	Yes	Yes	Yes	No	No	No	Yes	No	No	No
S:	Be able to:									No	No
	• Critically appraise medical data research.	No	Yes	Yes	No	No	No	No	No	No	No
	• Practise evidence based medicine.	No	No	Yes	No	No	No	No	No	Yes	No
	• Be able to handle and deal with complaints in a focused and constructive manner.	No	No	Yes	No	No	Yes	Yes	Yes	No	No
	• Develop and institute clinical guidelines and integrated care pathways. Be aware of advantages and disadvantages of guidelines.	No	No	Yes	No	No	No	Yes	No	No	No
	• Report and investigate critical incidents.	No	No	Yes	No	No	No	No	No	No	No
	• Take appropriate action if you suspect you or a colleague may not be fit to practice.	No	No	No	No	No	No	No	No	No	No
	• Confidentially and authoritatively discuss risks with patients to obtain informed consent.	No	No	No	No	No	In part	No	No	Yes	No
	• Be able to balance risk and benefits with patients	No	No	No	No	No	Yes	No	No	No	No
	• Be an active participant in clinical governance.	No	No	Yes	No	No	No	No	No	Yes	No
A:											
	• Be actively involved in audit cycles.	No	No	Yes	No	No	No	No	No	Yes	No
	• Respect patient's privacy, dignity & confidentiality	No	No	Yes	No	No	No	No	No	Yes	No
	• Be prepared to learn from experience, errors and complaints.	No	No	No	No	No	In part	No	No	Yes	No
	• Share best practice with others.	No	No	No	No	No	In part	No	No	Yes	No
	• Willingness to use guidelines as appropriate.	No	No	No	No	No	In part	No	No	Yes	No

2.4 Role specific competencies

Competency:

To demonstrate the capacity to apply specialist competencies in Occupational Medicine to a particular workplace.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	<p>Be able to understand:</p> <ul style="list-style-type: none"> The determinants of role specific competency, especially: type of industry, type of jobs and hence 'exposures', demography of workforce, culture within the society, sector, employers and employees 	No	No	Yes	No	No	No	Yes	No	No	No
S:	<p>Be able to:</p> <ul style="list-style-type: none"> Identify the knowledge and skills gaps pertaining to specific roles in particular workplaces at different levels: society, the professional specialty, the occupational health service and the individual specialist 	No	No	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Identify steps necessary to fill those gaps 	No	No	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Implement an exemplar activity to fill a role-specific knowledge gap (critical literature search and review and/or original research, to contribute to the evidence base) 	No	No	Yes	No	No	No	No	No	No	No
	<ul style="list-style-type: none"> Devise an occupational health service level agreement and personal specification applicable to the specific role 	No	No	Yes	No	No	No	No	No	No	No
A:	<ul style="list-style-type: none"> To accept that specialist competencies have to be transferred to specific roles in the light of the underlying context 	No	No	No	No	No	In part	No	No	Yes	No
	<ul style="list-style-type: none"> To accept the need for further personal development in order to fulfil specific roles 	No	No	No	No	No	In part	No	No	Yes	No

2.5 Occupational health in a global market

Competency:

To be able to determine the impact of the broader socio-political and cultural influence on occupational health practice.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:	Yes	Yes	No	No	No	No	Yes	No	No	No
	• The role of the EU in shaping OH practice in the UK	Yes	Yes	No	No	No	No	Yes	No	No	No
	• Organisation of occupational health services across the EU	Yes	Yes	No	No	No	No	Yes	No	No	No
	• How legislation and practice in the UK are influenced by global developments	Yes	Yes	No	No	No	No	Yes	No	No	No
	• Changes in the pattern of occupational disease	Yes	Yes	No	No	No	No	Yes	No	No	No
	• The implications for health of global travel	Yes	Yes	No	No	No	No	Yes	No	No	No
	• The role of WHO, ILO and other similar bodies	Yes	Yes	No	No	No	No	Yes	No	No	No
	• The implications of biological, chemical, nuclear terrorism and emerging risks to health and safety of employees	Yes	No	No	No	No	No	Yes	No	No	No
• The importance of Fair Trade initiatives to health and well being of other communities	Yes	No	No	No	No	No	Yes	No	No	No	
S:	Be able to:	No	Yes	Yes	No	No	No	Yes	Yes	No	No
	• Advise managers and others of their legal obligations under EU directives	No	Yes	Yes	No	No	No	Yes	Yes	No	No
	• Ensure professional practice is compliant with relevant health and safety and employment law.	No	Yes	Yes	No	No	No	Yes	Yes	No	No
	• Identify relevant symptoms of disease from employees returning from foreign travel	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
• Provide appropriate advice to travellers on health and safety	Yes	Yes	Yes	No	No	No	Yes	Yes	No	No	
A:	• Respond appropriately to cultural differences in health promotion and disease management	No	No	No	No	No	No	No	No	No	No
	• Keep updated on government guidance on health impacts related to global threats to health and safety	No	No	No	No	No	No	No	No	Yes	No
	• Enthusiasm to develop new skills relevant to the changing needs of occupational health	No	No	No	No	No	No	No	No	Yes	No

2.6 Teaching & Educational Supervision

Competency:

To demonstrate the knowledge, skills and attitudes to provide appropriate teaching, learning and assessment.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:	No	No	Yes	No	No	No	No	No	Yes	No
	• Adult learning needs and styles	No	No	Yes	No	No	No	No	No	No	No
	• The range and structure of teaching strategies.	No	No	Yes	No	No	No	No	No	No	No
	• The principles of evaluation.	No	No	Yes	No	No	No	No	No	No	No
	• The principles of assessment.	No	No	Yes	No	No	No	No	No	Yes	No
	• Formative and summative assessment methods.	No	No	Yes	No	No	No	No	No	Yes	No
S:	• The principles and structure of appraisal	No	No	Yes	No	No	No	No	No	Yes	No
	Be able to:	No	No	Yes	No	No	No	No	No	Yes	No
	• Identify learning outcomes.	No	No	Yes	No	No	No	No	No	Yes	No
	• Construct educational objectives.	No	No	Yes	No	No	No	No	No	Yes	No
	• Design and deliver an effective teaching event or short course	No	No	Yes	No	No	No	No	No	No	No
	• Teach large and small groups effectively.	No	No	Yes	No	No	Yes	No	No	Yes	No
	• Select and use appropriate teaching resources.	No	No	Yes	No	No	Yes	No	No	Yes	No
	• Give constructive effective feedback.	No	No	Yes	No	No	Yes	No	No	Yes	No
	• Evaluate programmes and events.	No	No	Yes	No	No	Yes	No	No	No	No
• Use appropriate assessment methods.	No	No	Yes	No	No	Yes	No	No	No	No	
A:	• Conduct effective appraisals	No	No	No	No	No	Yes	No	No	No	No
	• Demonstrate a professional attitude towards teaching.	No	No	No	No	No	No	No	No	Yes	No
	• Show commitment to teach.	No	No	No	No	No	No	No	No	Yes	No
	• Demonstrate a learner-centred approach to teaching.	No	No	No	No	No	No	No	No	Yes	No
	• Be honest and objective when assessing performance.	No	No	No	No	No	No	No	No	Yes	No
• Show respect for the person being assessed.	No	No	No	No	No	No	No	No	Yes	No	

3 Relationships with patients and communication

3.1 Ethical/legal issues

Competency:

To ensure that knowledge and skills are used to cope with ethical and legal issues which occur in occupational health practice in a range of workplace settings.

		Written Exam	OSPE	Portfolio	Mini CEX	360°	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	To have read and understood the 'Guidance on Ethics' publication from the Faculty of Occupational Medicine Be able to understand:	No	Yes	No	No	No	No	Yes	No	No	In part
	<ul style="list-style-type: none"> The process for gaining informed consent for clinical and research activities Strategies to ensure privacy & confidentiality. Responsibilities relating to data protection 	No	Yes	Yes	No	No	No	Yes	Yes	No	No
	<ul style="list-style-type: none"> the legal responsibilities for completing medical reports & certificates. Responsibilities in serious criminal matters. 	No	Yes	Yes	No	No	No	Yes	No	No	No
S:	Be able to:	No	Yes	No	No	No	No	Yes	Yes	No	No
	<ul style="list-style-type: none"> Give appropriate information in a manner patients understand and gain informed consent from patients and allow disclosure when appropriate. 	No	Yes	Yes	No	No	No	Yes		No	No
	<ul style="list-style-type: none"> Make appropriate use of written and verbal material i.e. communicating with patients & others. Obtain suitable evidence or know whom to consult if in doubt. 	No	Yes	Yes	No	No	No	Yes	No	No	No
A:	<ul style="list-style-type: none"> Consider the patient's needs as an individual. 	No	No	No	No	Yes	Yes	No	Yes	No	No
	<ul style="list-style-type: none"> Respect the patient's right to confidentiality. 	No	No	No	No	Yes	Yes	No	Yes	No	No

3.2 Maintaining Trust

(I) Professional behaviour

Competency: *To ensure that the knowledge, skills and attitudes are used to act in a professional manner at all times.*

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation	
K:	Be able to understand:	No	No	Yes	No	No	No	Yes	No	Yes	No	
	• The relevance of continuity of care.	No	No	Yes	No	No	No	Yes	No	Yes	No	
	• All aspects of a professional relationship.	No	No	Yes	No	No	No	Yes	No	Yes	No	
	• The importance of boundaries in professional relationships	No	No	Yes	No	No	No	Yes	No	Yes	No	
	• How to deal with challenging behaviour CL1	No	No	Yes	No	No	No	Yes	No	Yes	No	
	• The extent of one's own limitations and when and from whom to seek advice in matters of personal actions, competence, health and fitness. CL1	No	No	No	No	No	No	Yes	No	Yes	No	
	• The importance of personal wellbeing in relation to physical and psychological health, and the potential impact of substance misuse. CL1	No	No	No	No	No	No	Yes	No	Yes	No	
	• The support facilities for doctors and other health professionals. CL1	No	No	No	No	No	No	Yes	No	No	No	
	• The role and relevance to professional and regulatory bodies CL1	Yes	No	No	No	No	No	Yes	No	No	No	
• One's responsibilities to the public. CL1	Yes	Yes	No	No	No	No	Yes	No	No	No		
S:	Be able to:	No	No	Yes	No	No	No	No	No	Yes	No	
	• Reflect on own practice by participation in an appraisal and audit process	No	No	Yes	No	No	No	No	No	Yes	No	
	• Recognise the situations when appropriate to involve regulatory and professional bodies CL1	No	No	No	No	No	No	Yes	No	No	No	
	• Recognise when personal health takes priority over work pressures and be able to take the necessary time off. CL1	No	No	No	No	No	No	No	No	(Yes)	No	
	• Ensure satisfactory completion of reasonable tasks with appropriate handover including documentation CL1	No	No	No	No	No	No	No	No	Yes	No	
	• Develop appropriate relationships that facilitate solutions to patients' problems. CL1	No	No	No	No	No	No	No	No	Yes	No	
• Deal appropriately with behaviour falling outside the boundary of the agreed or ethical doctor-patient relationship. CL1	No	No	No	No	No	No	Yes	No	No	No		

A:	• Be willing to admit mistakes and limitations and to consult and seek advice. CL1	No	No	No	No	No	No	No	No	Yes	No
	• Recognise personal health as an important issue.	No	No	No	No	No	No	No	No	(Yes)	No
	• Be willing to seek advice from other relevant health professionals on personal health issues CL1	No	No	No	No	No	No	No	No	(Yes)	No
	• Accept professional regulation. CL1	No	No	No	No	No	No	No	No	Yes	No
	Recognise the importance of:										
	• Adopting a non-discriminatory attitude to all patients and recognise their needs as individuals. CL1	No	In part	No	No	No	No	No	No	Yes	No
	• Seeking to identify the health care belief of the patient. CL1	No	No	No	Yes	No	No	No	No	Yes	No
	• Acknowledging patient rights to accept or reject advice. CL1	No	No	No	No	No	No	No	No	Yes	No
• Securing equity of access to health care resources for all, especially minority groups	No	No	No	No	No	No	No	No	Yes	No	

3.3 Communication Skills

Competency:

To be able to communicate effectively with patients, employers, employees' representatives and professional colleagues in a range of working environments.

		Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFORM dissertation
K:	Be able to understand:										
	• How to structure the interview to identify the patient's: - concerns - expectations - understanding - acceptance CL1	No	Yes	No	Yes	No	No	No	No	No	No
	• The importance of informed consent CL1	No	Yes	No	No	No	No	Yes	No	No	No
	• The need to share information openly with others, but within ethical, professional and legal constraints of confidentiality CL1	No	Yes	No	No	No	No	Yes	No	No	No
	• The local complaints procedures.	No	Yes	No	No	No	No	Yes	No	No	No
• Systems of independent review	No	Yes	No	No	No	No	Yes	No	No	No	

	<ul style="list-style-type: none"> Organisation of occupational health services and the health service in UK and the role of the Health and Safety Executive and other statutory authorities. CL1 	Yes	Yes	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Organisation and role of other health and safety professionals and disciplines. CL1 	Yes	Yes	No	No	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Ethical guidelines for communications between occupational physicians, doctors, managers and others. CL1 	Yes	Yes	No	No	No	No	Yes	No	No	No
S:	Be able to:	No	No	No	Yes	No	No	No	No	No	No
	<ul style="list-style-type: none"> Listen to patients and other stakeholders. CL1 	No	Yes	No	Yes	No	No	No	No	No	No
	<ul style="list-style-type: none"> Use open questions followed by appropriate closed questions. CL1 	No	No	No	Yes	No	No	No	Yes	No	No
	<ul style="list-style-type: none"> communicate both orally and in writing to patients and others in a manner that they understand, avoiding jargon. CL1 	No	No	No	Yes	No	No	Yes	Yes	No	No
	<ul style="list-style-type: none"> Give clear information and feedback to patients and share information with employers when appropriate. CL1 	No	No	No	Yes	No	No	Yes	No	No	No
	<ul style="list-style-type: none"> Provide appropriate information on impact and prognosis. CL1 	No	No	No	No	No	No	Yes	No	Yes	No
	<ul style="list-style-type: none"> Manage dissatisfied patients/ relatives. CL1 	No	No	No	No	No	No	Yes	No	Yes	No
	<ul style="list-style-type: none"> Anticipate potential problems. CL1 	No	No	No	No	No	No	Yes	No	Yes	No
	<ul style="list-style-type: none"> Prepare written reports on a range of topics for a range of groups including managers, unions (e.g. for safety representatives) and health professionals. 	No	No	Yes	No	No	No	No	No	Yes	No
	<ul style="list-style-type: none"> Participate effectively in Committees and to act as a chairperson. 	No	No	No	No	No	No	No	No	Yes	No
	<ul style="list-style-type: none"> Make clear oral presentations to a range of audiences using audiovisual equipment. 	No	No	No	No	No	Yes	No	No	Yes	No
	<ul style="list-style-type: none"> Apply ethical principles when communicating with others about individuals. CL1 	No	No	No	No	No	No	No	Yes	No	No
A:	<ul style="list-style-type: none"> Act with empathy, honesty fairness and sensitivity. 	No	No	No	No	No	Yes	No	No	No	No
	<ul style="list-style-type: none"> Act in a timely and professional manner recognising your role in the organisation 	No	No	No	No	No	Yes	No	No	Yes	No
	<ul style="list-style-type: none"> Be impartial when providing advice to managers/employers 	No	No	No	No	No	Yes	No	No	Yes	No

4 Working with Colleagues

4.1 Team Working & Leadership Skills

Competency: *To demonstrate the ability to respect others, work in multidisciplinary teams and within a management structure, as well as to have the necessary leadership skills.*

	Subject matter	Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be Able to understand:										
	• Roles and responsibilities of team members and other relevant specialisms.	No	Yes	No	No	No	No	Yes	No	Yes	No
	• How a team works effectively.	No	No	No	No	No	No	Yes	No	Yes	No
S:	• Own professional status and specialist competence.	No	No	No	No	No	No	Yes	No	No	No
	Be able to:										
	• Respect skills and contribution of colleagues to be conscientious and work constructively.	No	No	No	No	No	No	No	No	Yes	No
	• Demonstrate the ability for objective setting; lateral thinking; planning; motivating; organising; setting example; influencing and negotiation skills.	No	No	No	No	No	No	No	No	Yes	No
	• Delegate, show leadership and supervise safely.	No	No	No	No	No	No	No	No	Yes	No
	• Recognise when input from another specialty is required for individual patients.	No	No	No	No	No	No	Yes	No	Yes	No
	• Prioritise activity and review progress	No	No	No	No	No	No	No	No	Yes	No
• Be an effective team player	No	No	No	No	No	Yes	No	No	Yes	No	
A:	• Recognise own limitations.	No	No	No	No	No	Yes	No	No	Yes	No
	• Demonstrate enthusiasm; integrity; courage of convictions, imagination, determination, energy; and professional credibility.	No	No	No	No	No	No	No	No	Yes	No
	• Respect colleagues, including non medical professionals, and recognise good advice.	No	No	No	No	No	No	No	No	Yes	No
	• Accept that ethical standards and professional good practice take precedence over financial or other conflicts of interest.	No	No	No	No	No	No	Yes	No	Yes	No

4.2 Management

Competency:

To have sufficient knowledge of the principles and practices of management and industrial relations to be an effective occupational physician in a range of occupational settings.

	Subject matter	Written Exam	OSPE	Portfolio	Mini CEX	DOPS	MSF	CBD	SAIL	Trainer's report	MFOM dissertation
K:	Be able to understand:	No	No	Yes	No	No	No	Yes	No	No	No
	• Principles and practice of management.	No	No	Yes	No	No	No	Yes	No	No	No
	• Industrial relations and the role of employers, unions and others.	No	No	Yes	No	No	No	Yes	No	No	No
	• Basic financial arrangements for business including budgets.	No	No	Yes	No	No	No	Yes	No	No	No
	• Techniques for needs assessments and marketing of occupational health services.	No	No	Yes	No	No	No	Yes	No	No	No
	• Management structures in different organisations.	No	No	Yes	No	No	No	Yes	No	No	No
	• Principles of audit in a business and professional healthcare context.	No	No	Yes	No	No	No	Yes	No	No	No
	• How to Design a training course.	No	No	Yes	No	No	No	Yes	No	No	No
	• Staff management, team-working and appraisal of performance.	No	No	Yes	No	No	No	Yes	No	No	No
• Excellence in service delivery and the concept of quality.	No	No	Yes	No	No	No	Yes	No	No	No	
• Record management systems	No	No	Yes	No	No	No	Yes	No	No	No	
S:	Be able to:	No	No	No	No	No	Yes	No	No	Yes	No
	• Demonstrate personal responsibility for aspects of management within a department of occupational medicine or equivalent in an independent practice.	No	No	No	No	No	Yes	No	No	Yes	No
	• Strategically plan and set objectives for delivering an occupational health service including negotiating and managing a budget.	No	No	No	No	No	No	No	No	Yes	No
	• Evaluate the effectiveness and quality of an occupational health service.	No	No	Yes	No	No	No	No	No	No	No
• Work with managers, supervisors, employees and employees' representatives.	No	No	No	No	No	No	Yes	No	No	No	No

	<ul style="list-style-type: none"> Participate in audit relevant to the needs of the business. 	No	No	Yes	No	No	No	No	No	No	No
	<ul style="list-style-type: none"> Participate in selection, appointment, supervision and appraisal of staff. 	No	No	Yes	No	No	No	No	No	No	No
	<ul style="list-style-type: none"> Be able to market an occupational health service. 	No	No	Yes	No	No	No	No	No	No	No
	<ul style="list-style-type: none"> Define the roles of staff in providing an occupational health service and formulate job descriptions. 	No	No	Yes	No	No	No	No	No	Yes	No
	<ul style="list-style-type: none"> Collect and use information in the management of health and safety at work. 	No	No	Yes	No	No	No	No	No	No	No
A:	<ul style="list-style-type: none"> Be impartial when providing advice to managers/employers. 	No	No	No	No	No	No	No	No	Yes	No