**Recommended evidence for CESR applications
in Occupational Medicine**

**🗆 CV**
Set out in GMC approved style as per GMC website.

**🗆 Reports to management/HR**
At least eight in generally approved style and format, covering a range of medical conditions and situations e.g. short and long term absence, disability, redeployment, rehabilitation, possible ill health retirement. Consent processes must be mentioned in reports, or there must be inclusion of evidence of processes used to obtain it. Referral documents also to be included. (Summaries of cases are also acceptable).

**🗆 Referrals**At least three letters from the applicant to GPs or Consultants regarding patients or clients.

**🗆 Workplace based assessments/Supervised learning events**
In the same numbers per year as are required for specialty trainees, using FOM proformas and following FOM processes for using them.

**🗆 Workplace visit reports**At least two, clearly describing the applicant’s own work, in a suitable format, covering a range of hazards and giving clear recommendations.

**🗆 Diaries/Clinic lists**
To show volume and variety of work done e.g. a few samples, each covering one month’s work or separate weeks.

**🗆 Health surveillance**Evidence of applicant’s own involvement e.g. HSE Appointed Doctor returns, documents showing a review of outcomes and actions from HS (including that carried out by others), evaluation or audits of the same.

**🗆 Health promotion**Any evidence that the applicant is involved in this e.g. mention of it in management reports, documents demonstrating the applicant’s involvement in health promotion programmes, activities or events which they or others have organised, teaching on relevant subjects, evaluation of a programme.

**🗆 Audit**Evidence of at least two which the applicant carried out, including formatted reports covering all stages of the audit cycle.

**🗆 Teaching**At least two examples, to include a brief outline of what the applicant taught, to whom (can include groups of workers as an alternative to health professionals) and evaluations of it by those attending.

**🗆 Research**As for specialty trainees e.g. dissertation written for purpose (can include one done for MSc) or FOM approved alternatives (see FOM Regulations). Abstracts or short papers and not full dissertations should be included in a CESR application.

**🗆 Safety**
Evidence of applicant’s understanding of and advice relating to safety matters and legislation e.g. mentions in reports to management, workplace visit reports, teaching, minutes of health and safety committees attended, reports of incidents the applicant was associated with, relevant policies or procedures written or reviewed by the applicant.

**🗆 Clinical governance**
As well as demonstrating this via other topics listed, Quality procedures written or revised by the applicant, evidence of complying with these, involvement in workplace meetings considering such matters, evidence of understanding of risk assessment and management and of practice of evidence-based medicine.

**🗆 Appraisal**Summaries of recent annual appraisals and personal development plans.

**🗆 CPD**
Can include recent FOM annual returns, evidence of relevant (to OM work) courses or conferences attended e.g. programme sheets, certificates or relevant e-learning. Reflection on what has been learned should be included.

**🗆 Management and Leadership**
Evidence of learning or practice e.g. management courses attended - can include outline of programme or curriculum (which should cover people and finance management and marketing), also minutes of meetings or committees chaired or significant participation, evidence from 360/MSF surveys. (Referees may also provide evidence).

**🗆 MSF/360**
Both colleague and ‘patient’ surveys.

**🗆 RITA/ARCP**
Outcome documents, if any specialty training has been completed.

**🗆 Complaints**
Outline of any received and the applicant’s response and reflection.

**🗆 Compliments**Including thank you notes or letters from colleagues and/or clients.

**🗆 Reflection**
Notes or diaries should be submitted

**General comments:**

* Evidence should mostly relate to the last five years
* Please ensure documents are redacted where necessary
* The vast majority of the evidence mentioned above will need to be verified in keeping with GMC procedures
* Please note that the above is not an exhaustive list – mentors, GMC and FOM can advise on what should be included and the OM Specialty Specific Guidance (on FOM and GMC websites) should be followed
* GMC will in any case also require a number of generic documents e.g. qualifications, evidence of employment