

Evidence to be submitted to your LETB/Deanery to support an application for entry to the
Combined Programme Route

Evidence	Notes
An up to date curriculum vitae.	
ARCP forms covering general practice training or other specialty training.	<p>If you have an ARCP form covering general practice training, please print and submit it.</p> <p>If you would like training in another specialty, post 2007, to be considered towards your programme, please submit the ARCP forms you received.</p>
VTR/2 or RITA forms for approved hospital posts completed in the UK before August 2007.	<p>VTR/2 forms and RITA forms were issued in the past to confirm satisfactory completion of an approved training post in hospital in the UK.</p> <p>VTR/2 and RITA forms must be:</p> <ul style="list-style-type: none"> • completed in full • signed by the supervising consultant • stamped by the medical staffing department.
Job or post description.	<p>This should be the job description in place at the time you were in post. It must be provided on headed notepaper. Where appropriate, it should include details of approval by a training provider, a Royal College or an education authority.</p>
The curriculum, syllabus, learning plan or educational objectives for the post.	<p>If a formal learning plan is not available, you may ask your clinical supervisor to provide a list of learning objectives in a letter bearing his/her original signature on hospital or clinic headed notepaper.</p>
Assessments undertaken in the post.	<p>Examples might include COT and DOPS.</p> <p>Where appropriate, you should provide details of examinations passed and diplomas gained.</p>
Appraisal documentation.	<p>You may provide documentation of other kinds of review of performance.</p>
End of post or end of term reports.	<p>You may also provide references written by your supervisor.</p>

<p>Personal reflection on the learning achieved and the general practice competences gained.</p>	<p>A detailed account of your learning in the post and the skills you obtained. You may include case studies to illustrate a particular point.</p>
<p>For posts outside the UK only:</p> <p>In addition to the items listed above, a letter or statement on headed notepaper, signed by the clinical supervisor either in hospital or general practice.</p>	<p>The letter must state:</p> <ul style="list-style-type: none"> • your grade and specialty • the precise dates that you were in post (day/month/year) • whether employed whole or part time • that you completed the training successfully. <p>The letter must be in English or accompanied by an approved translation.</p> <p>If you were enrolled in a formal programme, please provide a letter with these details from the training provider.</p>

Notes for applicants

If you cannot provide every item on the checklist, don't worry. Some items may not exist.

Try to provide as many of the listed items as you can for the posts to be considered. This applies to posts completed in the UK and overseas.

You may add additional items which you feel are relevant and demonstrate a particular competence.

All documents should be provided in the original. In the case of job descriptions, letters and statements, they must be on hospital or clinic headed notepaper. Letters and statements must bear original signatures.

If you prefer to send photocopies, they will need to be countersigned with an original signature by your clinical or educational supervisor for that post.

It is helpful to include the name, contact details and email address of your clinical or educational supervisor for the post(s) you want to be considered. It may be necessary to contact them for more information.

It is also helpful to include a list, naming each item of evidence with any comments you may wish to add.