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**Check list for PCF Application Portfolio** 25/04/2017

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| **Domain** | **Essential** | **Desirable** | **Evidence** |
| **Details of PCF training required**Training must sit outside OMFS & TIG curriculaA specific outline of the area of practice targeted by the PCF and specific training needed.Detail and thoroughness in this area will be one of the most important components of the application. | Yes |  | The applicant should use nomenclature used in OMFS curriculum and detail levels of competence/mastery targeted. |
| **Membership Status in BAOMS**Applicant must be a Fellow or Fellow-in-Training  | Yes |  |  |
| **CCT Status**Meet all the requirements for CCT or is on UK OMFS specialist list | Yes |  | Evidence on ISCP – note from LMOn GMC List |
| **Support from Fellow /Fellow-in-Training’s (future) UK based employer**Written confirmation of support for fellowship from employer.If currently without a post, written confirmation from a UK based hospital to which the trainee has been appointed that they will support the surgeon practicing in the area defined in the fellowship and will support the consultant in this role. The employer must be UK based to receive BAOMS Funding as the support must be compatible with our charitable objectives. | Yes |  | Copy of letter in portfolio |
| **Evidence of sub-specialty interest***Objective – independent practice*Has more than the minimum pre-CCT experience (indicative numbers) in the area of the curriculum specified in the fellowship. *Objective – mastery*Significant experience in the area concerned with clear evidence of advanced skills, knowledge and experience in the area of the fellowship. | Yes |  | Logbook summaryPublished papers |
| **Supporting Structured References**If recently completed CCT from TPD and trainers in the chosen area of practice.If currently in consultant practice, from colleagues who have seen the surgeon practicing in this area. | Yes |  | Structured references |

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| **Domain** | **Essential** | **Desirable** | **Evidence** |
| **Funding***Trainee*If Fellow is a trainee approaching the end of training, confirmation of support from a UK based Training Programme that they will permit the ST to work their notice period and/or 6 months period of grace in the Fellowship and from the Employing Unit where they have been appointed that they will support this area of practice.*Consultant*Confirmation of Support from PCCTF’s UK based Employing Unit that they will support the Fellowship in principle if not financially.Financial support could be:full payment of salary during the trainingpartial payment during ‘sabbatical’Payment of study leave element of PCFSupport with travelling expensesContributions to superannuation |  | Yes | Letter e.g. from employing UK Based hospital providing details of support or training programme that they will allow trainee to work their grace period in this postLetter e.g. from employing UK Based Trust providing details of support if any. |
| **Support From Industry** |  | Yes | Letter detailing the nature of this support |
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