

**>>>** Please note that **hand-written applications** will not be accepted

>>> Please do **not** complete this template in **CAPITALS**

**CV Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** | **Surname:** | | **GMC No:** |
| **Gender:** | **Date of Birth:** | | |
| **Primary Secondary**  **Qualification :**  **Month & Year:** | | **Post-Graduation Qualifications:**  **Qualification:      Date:**  **Qualification:      Date:** | |

**Full Employment History**

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| --- | --- | --- |
| **Dates (MM/YYYY)** | **Hospital Name & Address** | **Job Title** |
| **Start with most recent** |  |  |
| **Position 1** |  |  |
| *Please provide details of any gap (dates & brief explanation):* | | |
| **Position 2** |  |  |
| *Please provide details of any gap (dates & brief explanation):* | |  |
| **Position 3** |  |  |
| *Please provide details of any gap (dates & brief explanation):* | |  |
| **Position 4** |  |  |
| *Please provide details of any gap (dates & brief explanation):* | |  |
| **Position 5** |  |  |
| *Please provide details of any gap (dates & brief explanation):* | |  |
| **Position 6** |  |  |
| *Please provide details of any gap (dates & brief explanation):* | |  |

**Please list any additional positions on a blank page**

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| **Position 1 Dates:**       **Hospital Name:**       **Job Title:** |
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| Please ensure you detail one speciality as your main role which you are most dedicated to. If your experience is **concurrent,** please write (as part of duties) in the relevant sections. Please estimate how many months were spent in each department so that it totals the amount of months spent in this position – please do **not** put the total amount of months in several boxes, as this would not add up.   |  |  |  |  | | --- | --- | --- | --- | | **Surgery** | Months | **Medicine** | Months | | **Paediatrics** | Months | **Anaesthetics** | Months | | **ICU** | Months | **HDU** | Months | | **Emergency / A&E** | Months | **Psychiatry** | Months | | **Obs & Gynae** | Months | **Other** | Months | |
| The       hospital has       beds and       theatres. The main specialities are (please list all)      . The hospital is a       (primary / secondary / tertiary) set up and serves a population of      . On average I am responsible for       patients and work       hours per week and       on call duties per week.  Please add any other relevant information about your hospital: |
| **Tick** the departments you work / worked in during this position: |
| **Surgery**  **Orthopaedics**  **Trauma**  **Medicine**  **A&E**  **ICU**  **HDU**  **Anaesthetics**  **Psychiatry** |
| Please **also use the space below** to describe in detail your daily duties in each of the departments you have ticked, ensure that you include **case mix** of patients you treated, the **procedures you performed**, if you **assisted in theatre** (include type of operations) and if you were **supervised or unsupervised**:  SURGERY:  MEDICINE:  TRAUMA & ORTHOPAEDICS:  ANAESTHETICS:  ICU:  HDU:  A&E:  PSYCHIATRY:  OBS & GYNAE:  OTHER:  Please add below the number of procedures you have undertaken per week:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Blood taking | per week: | NG tubes | per week: | Performing ABGs | per week: | | Cannulations | per week: | Prescribing medication | per week: | Manage the analgesia | per week: | | IVs drugs | per week: | Syringe Drivers | per week: | Arterial lines placed | per week: | | Catheterisations | per week: | Conduct / Interpret ECGs | per week: | Central lines placed | per week: | | Electroconvulsive Treatment (ECT) | per week: | Antidepressants | per week: | Antipsychotics | per week: |   Please add any other procedures or clinical skill you undertook on a regular basis:  Please describe **in detail** your **Paediatric** duties, including the **types** of patients (medical or surgical / inpatient or outpatient), their **age range**, did you provide **pre/post-op care** & the **procedures** you performed on them:  Please give a brief description of your involvement in **Oncology** in this position: |

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| **Position 2 Dates:**       **Hospital Name:**       **Job Title:** |
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**Please put the maximum amount of times that you have completed the procedures below (approx)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | |  |  |  | |
| **Practical experience** |  | | | |  | **Paediatrics:** | **Number** | |
|  |  | | | |  | A |  | |
| ***Please write the total number of times you have carried out each procedure throughout your career*** |  | | | |  | Resuscitation of Newborn |  |  |
|  | | | | |  | Acute Respiratory Distress |  |  |
| *Eg. IV Cannulations* | *750* | | | |  |  |  | |
|  |  | | | |  | Pneumonia |  |  |
|  |  | | |  |  |  |  | |
| **General Experience:** | **Number** | | | |  | Post Tonsillectomy Bleeds |  |  |
|  |  | | | |  | Resuscitation of shock/ dehydration |  |  |
| Cardio-Pulmonary/Resuscitations (Team Leader) |  | |  | |  |  |  | |
|  |  | | | |  | Lumbar Punctures |  |  |
| Endotracheal/Laryngeal Mask Intubations |  | |  | |  |  |  | |
|  |  | | | |  | Age range of Paediatrics worked with (eg 2 yrs +) |  |  |
| Conducting/Interpreting/Responding to ECGs |  | |  | |  |  |  | |
| Cardioversion and Sedation |  | | | |  | **Accident and Emergency:** | **Number** | |
|  |  | |  | |  |  |  | |
| IV Cannulations |  | |  | |  | Major Injuries |  | |
|  |  | | | |  |  |  | |
| Blood taking |  | |  | |  | Allergic Reactions |  |  |
|  |  | | | |  |  |  | |
| Arterial Blood Gas Sampling (ABG) |  | |  | |  | Myocardial Infarctions |  |  |
|  |  | | | |  |  |  | |
| Urethral Catheterisation |  | |  | |  | Arrhythmia |  |  |
|  |  | | | |  |  |  | |
| Suturing wounds |  | |  | |  | Acute Psychosis |  |  |
|  |  | | | |  |  |  | |
| Insertion of naso-gastric tubes |  | |  | |  | Major Bone Fractures |  |  |
|  |  | | | |  |  |  | |
| Thrombolytic Therapy administered |  | |  | |  | Acute Bowel Obstruction |  |  |
|  |  | |  | |  |  |  |  |
| Dermatology |  | |  | |  | Suturing |  |  |
|  |  | | | |  |  |  | |
| **General Surgery:** | **Number** | | | |  | Drug Overdose |  |  |
|  |  | | | |  |  |  | |
| Haemorrhoidectomies |  | | | |  | Intercostal Drain Insertion |  |  |
|  |  | |  | |  |  |  | |
|  |  | | | |  |  |  |  |
| Skin Graft |  | | | |  | **Internal Medicine:** | **Number** | |
| Laparotomies |  | |  | |  | Adult Respiratory Distress Syndrome |  | |
|  |  | | | |  |  |  |  |
| Incision and Drainage of Abscesses |  | |  | |  | Multiple Organ Failure |  | |
|  |  | | | |  |  |  | |
| Bladder washouts |  | |  | |  | Cardiac Failure |  |  |
|  |  | | | |  |  |  | |
| Debridement of wound |  | |  | |  | Pneumonia, Respiratoty Failure and COAD |  |  |
|  |  | | | |  |  |  | |
| Laparoscopic Surgery |  | |  | |  | Diabetic Keto-Acidosis |  |  |
|  |  | | | |  |  |  | |
| **Anaesthetics and ICU:** |  | | **Number** | |  | Anemia |  |  |
|  |  | | | |  |  |  | |
| General anaesthetics performed |  | |  | |  | Blood Transfusions |  |  |
|  |  | | | |  |  |  | |
| Local anaesthesia and blocks performed |  | | | |  | Infusion Pumps  S |  |  |
|  |  |  | | |  |  |  |  |
| Epidural and Spinal anaesthesia performed |  |  | | |  | Stress ECG’s |  |  |
| Lumbar Puncture performed |  | |  | |  | **Orthopaedics:** | **Number** | |
|  |  | | | |  |  |  | |
| Ventilated Patients in ICU | **Number** | |  | |  | Arthroscopy |  |  |
|  |  | | | |  |  |  | |
| CVP Lines |  | |  | |  | Hip Replacement |  |  |
|  |  | |  | |  |  |  |  |
| Inotropes used in ICU |  | |  | |  | Knee Replacement |  |  |
|  |  | |  | |  |  |  |  |
| Patients cared for in HDU |  | |  | |  | Spinal Surgery |  |  |
|  |  | |  | |  |  |  |  |
| Arterial Lines |  | |  | |  | Trauma Cases |  |  |
|  |  | |  | |  |  |  |  |
| **Psychiatry:** |  | | **Number** | |  | POP |  |  |
|  |  | |  | |  |  |  |  |
| Electroconvulsive Treatment (ECT)  Total number of Patients encountered |  | |  | |  | Fractures  **Oncology:**  Chemotherapy Administered |  | **Number** |

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| **Self Declaration Procedures Checklist**  **Regular Procedures Competent**    Blood taking  Peripheral IV Cannulation  Prescribing analgesics, antibiotics and common drugs  as described in the BNF  Introduction to Programming/Management of drug  Infusion pumps (PCAs)  Bladder catheterisation (male and female)  Conducting, interpreting and responding to ECGs  Adult resuscitation including defibrillation  Paediatric resuscitation including defibrillation |
| **Desirable Procedures Competent Exposed**  Performing lumbar puncture and epidural  Chemotherapy administration  Intubation with endotracheal tube    Laryngeal mask insertion    Obtaining arterial blood for blood gas analysis  Placing of central venous lines  Venous pacemaker placement  Intercostal drain insertion/ Chest drains    TIVA Anaesthesia  Topping up Epidurals  Electroconvulsive Treatment (ECT) |

**Consolidated Summary of Experience**

**\*These must add up to the same amount of months in each of your detailed positions\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | | Months | **Comments** |
| **Surgery** | **General** |  |  |
| **Orthopaedic** |  |  |
| Cardiothoracic |  |  |
| **Obs & Gynae** |  |  |
| **Other** *(please state)* |  |  |
| **Medicine** | **General** |  |  |
| **Cardiology** |  |  |
| **Neurology** |  |  |
| **Respiratory** |  |  |
| **Psychiatry** |  |  |
| **Other** *(please state)* |  |  |
| Paediatrics | **Dedicated Rotation** |  |  |
| **Concurrent / as part of duties** |  |  |
| **Anaesthetics** | |  |  |
| **ICU** | |  |  |
| **HDU** | |  |  |
| **Emergency / A+E** | |  |  |
| **Oncology** | |  | Chemotherapy Administered: Yes No |
| **Other** *(please state)* | |  |  |

As well as being dedicated to your needs, we are also committed to security. Any personal information you give us is kept secure and can only be accessed by NES. If you are looking for employment we will only divulge your personal information to a prospective employer or other third party with your permission and if we deem it necessary.