

INTERCOLLEGIATE DO-HNS APPLICATION FORM - PART 2 (OSCE)

Intercollegiate Diploma in Otolaryngology – Head and Neck Surgery

The examination fee and all relevant information must be included with the application. Please write in capital letters.

Give details of any username or personal ID issued to you by the College to which you are applying to sit the examination:

FOR OFFICE USE ONLY

Acknowledgement sent:

Fee paid:

Comments on Application:

Last name in full: _____

Write your name exactly as it appears on your primary medical degree certificate.

Other names in full: _____

Gender: ☐ Female ☐ Male

Date of birth: ____/____/____
Day/ Month/ Year

Address:

(For examination notices, results and correspondence)

Postcode: _____

Telephone numbers:

Contact number: _____ Mobile: _____

Fax: _____ Email: _____

Reasonable Adjustment Requests

☐

I am requesting a reasonable adjustment under the Reasonable Adjustments Policy and I enclose the required documentary evidence.

Please note that you must send the required documentary evidence to the examinations department of the College to which you are applying within one week of application, or it may not be possible to accommodate the request.

SECTION 1 – APPLICATION

I am applying for the Part 2 OSCE Examination leading to:

☐ Diploma in Otolaryngology – Head and Neck Surgery [DO-HNS]

AND/OR

☐ MRCS (ENT)

Date of Examination: ____/____/____
Day/ Month/ Year

College to which you are applying:

☐ Edinburgh

☐ England

☐ Glasgow

☐ Ireland

I enclose the required fee of _____ as shown in the current College examinations calendar.
Note: the fee must be submitted in £ sterling (for Edinburgh, England or Glasgow) or in Euro for Ireland.

Candidates are permitted a maximum of 4 attempts in a combination of the Intercollegiate MRCS Part B (OSCE) and Intercollegiate MRCS Part B (OCC). Candidates are permitted 4 attempts at the Part 2 DOHNS for the purposes of obtaining MRCS (ENT).

Please list the College(s) and date(s) of any previous attempts

Date of sitting: ____/____/____ Centre: _____ Exam: _____
Day Month Year

Date of sitting: ____/____/____ Centre: _____ Exam: _____
Day Month Year

Date of sitting: ____/____/____ Centre: _____ Exam: _____
Day Month Year

Notes:

1. You can enter the examination through any College but may only enter with one College at each sitting.
2. If you enter an examination with more than one of the four Colleges at the same sitting, you will forfeit the fees for each additional application.
3. Candidates are allowed up to four attempts at the DO-HNS Part 2.

SECTION 2 - ACADEMIC RECORD

Primary medical qualification: _____ Date conferred: ____/____/____
Day Month Year

Qualifying university (UK only):

- | | | |
|---|--|--|
| ☐ 0001 Aberdeen | ☐ 0012 Edinburgh | ☐ 0023 Manchester |
| ☐ 0002 Belfast - Queen's University | ☐ 0013 Hull, York | ☐ 0024 Newcastle upon Tyne |
| ☐ 0003 Birmingham | ☐ 0014 Keele | ☐ 0025 Norwich – UEA |
| ☐ 0004 Brighton and Sussex | ☐ 0015 Leeds | ☐ 0026 Nottingham |
| ☐ 0005 Bristol | ☐ 0016 Leicester | ☐ 0027 Oxford |
| ☐ 0006 Cambridge | ☐ 0017 Liverpool | ☐ 0028 Peninsula Medical School |
| ☐ 0007 Cardiff - University of Wales | ☐ 0018 London - Barts and The London | ☐ 0029 Sheffield |
| ☐ 0008 Derby | ☐ 0019 London – GKT | ☐ 0030 Southampton |
| ☐ 0009 Dundee | ☐ 0020 London - Imperial College | ☐ 0031 St Andrews |
| ☐ 0010 Durham – Stockton | ☐ 0021 London - Royal Free and University College | ☐ 0032 Swansea |
| ☐ 0011 Glasgow | ☐ 0022 London - St George's | ☐ 0033 Warwick |

University at which degree obtained (if not from UK): _____

Country: _____ GMC / IMC Number (if held): _____

If your name does not appear on the Medical Register of the General Medical Council of the UK or the Medical Register of Ireland your qualification must be acceptable to one of the Councils of the Colleges; in this case, you MUST submit your original degree certificate or a certified copy for scrutiny.

THE ROYAL COLLEGE OF SURGEONS IN IRELAND CANDIDATES ONLY – If you are registered for the General Medical Council or Irish Medical Council, you MUST submit your original registration certificate or certified copy.

SECTION 3 – ELIGIBILITY

In order to apply for DO-HNS Part 2 (OSCE) to obtain MRCS (ENT) you must provide evidence of having passed either Part A or Parts 1 and 2 of the Intercollegiate MRCS examination. A certified copy of your pass letter for Intercollegiate MRCS Part A or Parts 1 and 2 should be included with this application, unless you are applying for DO-HNS Part 2 (OSCE) at the same College at which you passed Intercollegiate MRCS Part A or Parts 1 and 2.

Please indicate at which College you have passed Intercollegiate MRCS Part A or Parts 1 and 2:

- | | |
|-----------|--------------------------|
| Edinburgh | ☐ |
| England | ☐ |
| Glasgow | ☐ |
| Ireland | ☐ |

Date of passing Part A: ____/____/____
Day/ Month/ Year

Date of passing Part 1 and Part 2: ____/____/____
Day/ Month/ Year

First attempt at Part 2: ____/____/____
Day/ Month/ Year

SECTION 4 – LEVEL OF TRAINING AND DEANERY AT THE TIME OF APPLICATION
[TO BE COMPLETED BY UK TRAINEES ONLY]

The Colleges are required to collect the following information by the General Medical Council. Please note: completion of this section is mandatory for UK candidates. Incomplete applications will be returned to candidates.

4.1 Please indicate the level of your training by ticking the appropriate box:

☐ FY1 ☐ FY2 ☐ CT1/ST1 ☐ CT2/ST2 ☐ CT3 ☐ FTST ☐ Other:.....

4.2 Please indicate the LETB or Deanery to which you are appointed by ticking the appropriate box:

- | | |
|---|--|
| ☐ Not applicable | ☐ Health Education Kent, Surrey and Sussex |
| ☐ Health Education East Midlands | ☐ Health Education North East |
| ☐ Health Education Yorkshire and Humber | ☐ Health Education North West |
| ☐ Health Education East of England | ☐ Health Education West Midlands |
| ☐ Health Education Wessex | ☐ Health Education South West |
| ☐ Health Education Thames Valley | ☐ NHS Education for Scotland |
| ☐ Health Education North West London | ☐ Northern Ireland Medical and Dental Training Agency |
| ☐ Health Education South London | ☐ Wales Deanery |
| ☐ Health Education North Central and East London | |

SECTION 5 – CHECKLIST

Is your application form complete? Have you included the following?

Yes No

- | | | |
|---|--------------------------|--------------------------|
| ➤ Complete and up-to-date contact information | ☐ | ☐ |
| ➤ Examination fee | ☐ | ☐ |
| ➤ Paperwork relating to a Reasonable Adjustment request (as required) | ☐ | ☐ |
| ➤ Complete details of your primary medical qualification, including university and date of completion | ☐ | ☐ |
| ➤ If your name does not appear on the GMC or IMC Register, a certified copy of your primary medical degree certificate | ☐ | ☐ |
| ➤ Original copy of GMC or IMC registration Certificate – RCSI Candidates only | ☐ | ☐ |
| ➤ Date of examination | ☐ | ☐ |
| ➤ Examination centre | ☐ | ☐ |
| ➤ Signed and dated declaration confirming that you have read and understood the <i>Regulations for the Intercollegiate Membership Examination (ENT) of the Surgical Royal Colleges of Great Britain</i> currently in force. | ☐ | ☐ |

Copies of original documentation must be verified by a public notary or solicitor/lawyer and have an official stamp accompanying the signature. Official English translations will be required for stamps or certificates sent that are not in English.

SECTION 6 - RELEASE OF RESULTS AND CANDIDATE DATA

Privacy Notice:

If you are registered or anticipate being registered with the GMC then your personal data, including data about your exam results, will be passed to the GMC for quality assurance and research purposes and to facilitate the awarding of certificates of completion of training (CCTs). In addition, for the purposes of checking eligibility, results data is shared between the four Surgical Royal Colleges of Great Britain and Ireland via the ICBSE.

Explanatory Note for Information:

It is a requirement that candidate demographic and results information is routinely made available to the GMC for statistical purposes. Candidate information will not be handled by or be visible to any other third parties, individuals or organisations, except for research purposes as approved by procedures laid down by the GMC Ethics Committee.

REQUEST FOR SPECIAL ARRANGEMENTS

It is the responsibility of the candidate to notify the examinations section or department of any special requirements at the time of application to the examinations section and submit appropriate supporting evidence as specified in the Regulations.

Applications for special arrangements on medical or compassionate grounds must be supported with medical or appropriate certification at the time of application.

SECTION 7 - DECLARATION (To be signed by the candidate)

I have read and understood the *Regulations for the Intercollegiate Diploma in Otolaryngology – Head and Neck Surgery* (and, if applicable, the *Regulations for the Intercollegiate Membership Examination of the Surgical Royal Colleges of Great Britain (ENT)*) that are currently in force. I understand that in order to be eligible to apply for DO-HNS Part 2 (OSCE) or obtain MRCS (ENT) I must conform to the requirements specified in these Regulations. I understand that if I have become out of time in the Collegiate or Intercollegiate MRCS, or have exceeded the permitted number of attempts, I am not permitted to apply for the Diploma in Otolaryngology/MRCS (ENT). I declare that to the best of my knowledge all the information given on this form is a true statement. Any false statement will invalidate my entry.

I understand that seeking to gain, or provide, an unfair advantage in the examination by removing or sharing confidential examination content is strictly prohibited and the Colleges reserve the right to contact the individual's regulatory body and take legal action where appropriate. In particular, sharing of examination content, whether verbally, electronically or by any other means represents a breach of conditions of entry and will be dealt with accordingly.

Signature of candidate: _____ Date: ____/____/____
Day/ Month/ Year

All personal information held by the four Surgical Royal Colleges of Great Britain and Ireland will be held in accordance with the General Data Protection Regulation. Any data collected may be exchanged between the four Surgical Royal Colleges via ICBSE but will not be released elsewhere without your permission. Your information will be held in line with the retention schedule of the College you applied to and information relating to the retention schedule can be supplied on request.

In the unlikely event that the Surgical Royal Colleges of Great Britain and in Ireland have to cancel the examination, the examination fee shall be reimbursed, but the Surgical Royal Colleges of Great Britain and in Ireland shall incur no further liability.

SECTION 8 - PAYMENT

- None of the Surgical Royal Colleges accept American Express.
- Please note that payment to The Royal College of Surgeons in Ireland can only be made by Bank Draft or Postal Order made payable to The Royal College of Surgeons in Ireland.

Name of candidate (BLOCK CAPITALS): _____

Payment must be made in full by: ☐ Bank draft ☐ Cheque ☐ Credit/debit card
(Tick as appropriate)

Cheques should be made payable to the College at which you wish to take the examination. Print your name on the back of the cheque.

Cheque number: _____

CREDIT CARD/DEBIT CARD

I wish to pay by
(Tick as appropriate)

☐ VISA ☐ MASTERCARD ☐ DELTA ☐ VISA DEBIT ☐ MAESTRO

Card Number:

Valid from date: ____/____/____ **Expiry date:** ____/____/____ **Three-digit security number:** _____
MM YYYY MM YYYY (found on the reverse of your card)

Issue Number (if applicable) _____

Amount authorised to be withdrawn: _____
For details of current examination fees, please refer to the examinations calendar.

Name of cardholder: _____

Address of cardholder _____

Email address of cardholder _____

Signature of cardholder: _____ **Date:** ____/____/____
Day/ Month/ Year

The Royal College of Surgeons of Edinburgh

Nicolson Street
Edinburgh
EH8 9DW
Tel no: 0131 527 1600
Fax no: 0131 668 9231
Charity No. SC028302
E-mail address:
examinations@rcsed.ac.uk

The Royal College of Surgeons of England

Examinations Department
35-43 Lincoln's Inn Fields
London WC2A 3PE
Tel no: 020 7405 3474
Fax no: 020 7869 6290
Charity No. 212808
E-mail address:
exams@rcseng.ac.uk

The Royal College of Physicians and Surgeons of Glasgow

232-242 St Vincent Street
Glasgow G2 5RJ
Tel no: 0141 221 6072
Fax no: 0141 241 6222
Charity No. SC000847
E-mail address:
dohns@rcpsg.ac.uk

The Royal College of Surgeons in Ireland

123 St Stephens Green
Dublin 2
Ireland
Tel no: 00 353 1402 2221
Fax no: 00 353 1402 2470
Charity No. CHY 1277
E-mail address:
ssgsara@rcsi.ie

EQUAL OPPORTUNITIES MONITORING

The four Surgical Royal Colleges of Great Britain and Ireland aim to ensure fair treatment in relation to admission and assessment of examination candidates. Completing this form will allow us to monitor our statistics and ensure that we are delivering a fair examination to all candidates.

In line with UK and Irish legislation and good practice guidelines, we are asking all applicants to complete this section. You are not obliged to provide any of the information in this section, and a 'prefer not to say' option is provided, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

This information will be held in accordance with the General Data Protection Regulation and held in line with the retention schedule of the College you applied to. Information relating to the retention schedule can be supplied on request. Your information will be used only for monitoring our business practices.

Gender

- ☐ Female
- ☐ Male
- ☐ Transgender
- ☐ Prefer not to say

Ethnicity

Choose one selection from the list below to indicate your ethnic group or background.

a) White

- ☐ English/Welsh/Scottish/Northern Irish/British
 - ☐ Irish
 - ☐ Gypsy or Irish Traveller
 - ☐ Any other White background (write in)
-

b) Mixed / Multiple Ethnic Groups

- ☐ White and Black Caribbean
 - ☐ White and Black African
 - ☐ White and Asian
 - ☐ Any other mixed background (write in)
-

c) Asian or Asian British

- ☐ Bangladeshi
 - ☐ Chinese
 - ☐ Indian
 - ☐ Pakistani
 - ☐ Any other Asian background (write in)
-

d) Black / African / Caribbean / Black British

- ☐ African
 - ☐ Caribbean
 - ☐ Any other Black / African / Caribbean / Black British (write in)
-

f) Other Ethnic Group

- ☐ Arab
 - ☐ Any other ethnic background (write in)
-

☐ **Prefer not to say**

Do you consider your first language to be English?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Do you have a disability under the terms of the Equality Act 2010? (The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities).

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

What is your sexual orientation?

- ☐ Bisexual
- ☐ Heterosexual
- ☐ Lesbian or Gay
- ☐ Prefer not to say

Marital Status

- ☐ Single
- ☐ Married
- ☐ Cohabiting
- ☐ Civil partnership
- ☐ Separated/divorced
- ☐ Widowed
- ☐ Prefer not to say

What is your religion or belief?

- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Other religion/belief
- ☐ No religion
- ☐ Prefer not to say