

Applicants applying for ST3 and ST4 posts in Paediatrics may use this certificate to demonstrate successful, satisfactory completion of Level 1 Paediatric capabilities, as defined in the [RCPCH Progress Level 1 Paediatrics and Child Health curriculum](#)

Additional guidance to help judge the standard required for Level 1 is found in this document:
https://www.rcpch.ac.uk/sites/default/files/2018-06/judging_achievement_of_learning_outcomes_to_support_arcp_progression_decisions_2018.pdf

You will be required to provide a fully completed Certificate of Completion of Paediatric Level 1 Capabilities; if you DO NOT meet the following:

- A) Are currently in a UK approved Level 1 Paediatric training programme and are on track to obtain a satisfactory ARCP outcome (you will be required to provide evidence of this prior to commencing an ST3 or ST4 post).
- B) Have completed Level 1 training in an approved UK training programme and have evidence of satisfactory ARCP outcome.¹

A fully completed Certificate of Completion of Paediatric Level 1 Capabilities must be provided at the time of application. Failure to do so will result in your application being rejected.

Please note: *Certificate of Completion of Paediatric Level 1 Competency 2016 v1.0* or other forms of evidence will not be considered.

Instructions to applicants:

1. This certificate can only be signed by a consultant or equivalent².
2. Consultants should only sign this certificate if they have worked with you for a minimum of three months whole-time equivalent prior to the start date of the post you are applying for.
3. You will not be eligible to be considered further for ST3 or ST4 Paediatric training in this recruitment round if the form is incomplete, or if the person signing it fails to complete the section about themselves fully.
4. You must be rated as follows³:
 - In order to be eligible for ST3 entry: **at least** "Sufficient evidence for ST3" for every Key Capability listed on this certificate.
 - In order to be eligible for ST4 entry: "Sufficient evidence for ST4" for every Key Capability listed on this certificate.
5. Before you pass the form to the signatory, for them to complete, please fill and sign the 'Applicant declaration' below.
6. It is recommended that you check the form after it has been fully completed by your signatory.
7. You must then scan, upload and attach to your application form on the final page of the application before submission⁴.

¹ If you have been previously released or removed from a UK approved Paediatric training post, you will be required to provide a fully completed certificate of Level 1 competency in addition to the *Support for Reapplication to Specialty Training Programme* form signed by the Head of School/Training Programme Director and Postgraduate Dean for the Local Office/Deanery from which you were released/removed.

² For the purposes of the completion of this form, it will also be permissible to obtain confirmation from an Associate Specialist.

³ If you cannot demonstrate that you have achieved all your capabilities from one clinical post, you may submit additional Certificates to demonstrate the full set of capabilities. If you cannot demonstrate every Key Capability as described in point 4 above, you will not be considered eligible for ST3 or ST4 Paediatric training.

⁴ Please ensure that the form has been successfully attached, before submitting your application – applications without the full set of required documents attached will not be accepted.

Applicant to complete this section and sign declaration:	
I confirm that I have worked for the consultant (or equivalent) who has completed this certificate for a minimum of three months (<i>whole time equivalent</i>) prior to the start date of the post I am applying for.	
Applicant Name	
Applicant GMC No	
Signature	
Level being applied to:	
Applicants making an application to both ST3 & ST4 will be required to have successfully completed all the capabilities to be acceptable for entry at both levels. If it is not possible to tick "Sufficient evidence for ST4 (Y/N)" for every key capability listed on this form, an ST4 application will not be progressed.	
ST3	
ST4	

Instructions to those completing and signing the certificate:

The person who has asked you to fill in this form is applying for entry into ST3 and/or ST4 Paediatric training in the United Kingdom. In order to process their application, we need to know that they have achieved the key capabilities listed in this certificate to the standard expected in accordance with completion of RCPCH Progress Level 1 curriculum for postgraduate Paediatric training. Before filling in this certificate please ensure you are familiar with the standards expected [here](#).

Please note that you must only confirm that the applicant has the capabilities listed below if you KNOW they are competent. This may be from your own observations and from the evaluations and confirmations of other practitioners who are sufficiently experienced (e.g. Consultants, Associate Specialists, Paediatric Specialty trainees at ST6+, or experienced Advanced Nurse Practitioners) who you know have witnessed the applicant.

Please also note that failure to complete the section about yourself fully will render the applicant ineligible to be considered further for specialty training in this recruitment round.

About the person signing the certificate:	
Your name:	
Professional status:	
Current post:	
Address for correspondence:	
Email address:	
Your UK GMC Number:	

If you are not registered with the UK GMC please give:	
Name of your registering body:	
Your Registration Number:	
Web site address where this information can be verified:	www.
Alternatively, you may attach a photocopy of your professional status to this certificate, as evidence	

About how you know the applicant and their work: Please give details of the post this applicant held at the time when you observed their work. <i>3 months (whole time equivalent) of this post MUST have been completed by the time of the application submission deadline.</i>	
Specialty and level	
Dates post held	From: To:
Name and address of Hospital	
Country	

To assist you with your judgements on the applicant's suitability for the Level they are applying to, please consider the following guideline:

A UK ST4 trainee will be acting as a Paediatric registrar from the onset of the post, on the tier 2 "middle grade" rota, responsible for the supervision of junior trainees on the tier 1 rota. Although ST3 trainees are more junior than ST4 trainees, some ST3 trainees will be working on the tier 2 rota in smaller Paediatric units from the onset and all will need to develop the full capability of an ST4 doctor within 12 months of training.

N.B. a tick is sufficient to denote "Sufficient evidence for ST4", "Sufficient evidence for ST3" or "Insufficient evidence for either level", as necessary.

Please refer to the RCPCH progress curriculum that can be found [here](#).

Certificate of Completion of Level 1 Paediatric Capabilities

Domain:			
1. Professional values and behaviours			
Learning Outcome:			
<p>In addition to the professional values and behaviours required of all doctors (Good Medical Practice), a Paediatric trainee maintains confidentiality, but judges when disclosure may be required in relation to safeguarding, taking into account the differing legislation and health services between the four countries.</p>			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Follows the principles of law with regard to consent, the right to refuse treatment; confidentiality; and the death of a child or young person.			
2. Demonstrates the professional behaviours and attitudes required of doctors (and outlined in Good Medical Practice) within the scope of knowledge, skills and performance, safety and quality, communication, partnership and teamwork, and the maintenance of trust			
3. Demonstrates compassion, empathy and respect for Children & Young People (CYP) and their families.			
<p>Referring to the illustrations in the Level 1 generic syllabus, please state below, how the applicant has demonstrated the capabilities above, during their time working with you:</p>			

Domain:			
2. Professional Skills and Knowledge: Communication			
Learning Outcome:			
Develops effective relationships with children, families and colleagues, demonstrating effective listening skills, cultural awareness and sensitivity. Communicates effectively in the written form by means of clear, legible, and accurate written and digital records.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4(Y/N)	Insufficient evidence for either level
1. Demonstrates excellent communication and interpersonal skills to enable effective collaboration with patients and their families, and colleagues in multi-professional and MDTs. This includes demonstrating courtesy and respect for different cultures and those with protected characteristics (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, sexual orientation).			
2. Demonstrates both spoken and written communications (including electronic notes) with patients, families and colleagues that are presented in clear, straightforward English, avoiding jargon where appropriate.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
3. Professional Skills and Knowledge: Clinical Procedures			
Learning Outcome:			
Adapts clinical examinations to meet the needs of the child and family or carers, undertaking basic Paediatric clinical procedures. Recognises emergency situations, knowing when and how to escalate appropriately; initiates basic life support and carries out advanced life support with guidance.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Performs appropriate clinical examinations of a baby, child and young person.			
2. Demonstrates that they have achieved both basic and advanced life support skills.			
3. Undertakes key procedures including the following: <ul style="list-style-type: none"> • Peripheral venous cannula. • Lumbar puncture. • Advanced airway support, including tracheal intubation. • Umbilical venous cannulation. 			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
4. Professional Skills and Knowledge: Patient Management			
Learning Outcome:			
Conducts an assessment, makes a differential diagnosis, plans appropriate investigations and initiates a treatment plan.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Recognises the life-threatening nature of some acute situations in CYP and knows when to call for help or seek personal support.			
2. Carries out an assessment, makes a differential diagnosis, plans appropriate investigations and initiates a treatment plan in accordance with national and local policies.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
5. Capabilities in Health Promotion and Illness Prevention			
Learning Outcome:			
Advises on and promotes healthy behaviour from early years to adulthood.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Understands the factors which contribute to child health inequalities and the consequences of those inequalities in terms of disability, life expectancy and health economics.			
2. Understands the effects of the environmental, economic and cultural contexts of health and healthcare on illness prevention.			
3. Understands the factors involved in global health.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
6. Capabilities in Leadership and Team Working			
Learning Outcome:			
Recognises why leadership and team working are important in the Paediatric clinical environment; works constructively within a team, valuing the contributions of others and developing personal leadership skills.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Supports appropriate decisions made within a team and communicates these effectively.			
2. Participates in local clinical governance processes.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
7. Patient Safety, including Safe Prescribing			
Learning Outcome:			
Establishes the importance of safe prescribing and prescribes commonly used medications in an appropriate manner; recognises when a patient has been exposed to risk and escalates care in accordance with local procedures.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Adhere to the local process following a medication error.			
2. Prescribes commonly used medications safely.			
3. Follows the local processes for reporting serious incidents and risks.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
8. Capabilities in Quality Improvement			
Learning Outcome:			
Applies quality improvement methods (e.g. audit and quality improvement projects) under guidance.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Demonstrates the ability to follow the local and national clinical guidelines and protocols.			
2. Undertakes a quality improvement project under guidance.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
9. Capabilities in Safeguarding Vulnerable Groups			
Learning Outcome:			
Promotes the professional responsibility of safeguarding children and young people (CYP), documents accurately and raises concerns to senior staff in a professional manner.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Recognises features in presentation, where safeguarding may be an issue.			
2. Applies knowledge of local interagency procedures for children in need of safeguarding support.			
3. Applies knowledge of how to act in cases of suspected abuse or disclosure, and how to escalate a safe response.			
4. Applies knowledge that any communication relating to possible safeguarding issues must be documented clearly and accurately, using body charts to record the examination results of a child or young person.			
5. Applies knowledge of what is required when asked to provide oral or written reports for strategy meetings and case conferences, and produces, under supervision, a written report for the police or social services.			
6. Recognises the long-term impact of adverse childhood experiences, including maltreatment and the system of adoption and fostering.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
10. Capabilities in Education and Training			
Learning Outcome:			
Conducts planned teaching and learning events under guidance.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Plans and delivers small group teaching sessions (e.g. case presentation/journal club/academic review session).			
2. Provides evidence of obtaining feedback on teaching delivered and being able to reflect on and learn from this.			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

Domain:			
11. Research and Scholarship			
Learning Outcome:			
Adopts an evidence-based approach to Paediatric health practice and critically appraises existing published research.			
Key Capability	Sufficient evidence for ST3 (Y/N)	Sufficient evidence for ST4 (Y/N)	Insufficient evidence for either level
1. Carries out a simple literature review, evaluating evidence and demonstrating the ability to identify strengths and weaknesses in all evidence sources.			
2. Interprets research results and explains the findings to parents, Children & Young People (CYP) and the Multi-Disciplinary Team (MDT).			
Referring to the illustrations in the Level 1 generic syllabus , please state below, how the applicant has demonstrated the capabilities above, during their time working with you:			

SIGNATORY DECLARATION:	
APPLICANTS' FULL NAME:	
A. I confirm I have reviewed the standards expected for completion of Level 1 Paediatric training at https://www.rcpch.ac.uk/education-careers/training/progress	<input type="checkbox"/>
B. I confirm that the doctor named above has worked for me for a minimum of three months (whole time equivalent) in the Paediatric post indicated on this declaration form	<input type="checkbox"/>
C. I can confirm I have observed the named doctor demonstrate all of the above capabilities that I have assessed as "able to demonstrate" – or where I have not personally observed them, I have received evidence that I know to be reliable	<input type="checkbox"/>
N.B. This form is invalid unless all three boxes above are checked	
SIGNATURE: (of person completing the certificate)	
PRINT NAME:	
DATE:	
HOSPITAL STAMP: (if unavailable please submit a note on compliment slip or letter headed paper)	
E-MAIL ADDRESS FOR YOUR INSTITUTION:	