

## **GUIDANCE NOTES FOR CANDIDATES 2010**

### ***Orals held in JUNE and NOVEMBER***

The Examination comprises two Modules. Before sitting the Examination, the candidate should submit a summary of the intended dissertation that will make up Module 1. This is reviewed by the examination board and if approved the candidate proceeds to prepare the dissertation.

**Module 1:** *This module comprises:*

- preparation of a dissertation (4,000-6,000 words) relevant to the field of intensive care medicine
- an oral examination of the dissertation.

Candidates awarded a higher degree in a subject relevant to intensive care medicine may, at the discretion of the Examiners, be excused from the dissertation oral. Initially, such candidates must provide a summary of the degree thesis, on the same lines as a dissertation summary, for consideration by the Examiners. The thesis itself must also be made available to the examiners.

**Module 2:** *This module comprises:*

A series of oral examinations based on case scenarios and the expanded case summaries, which are a required component of IBTICM training programmes [following the submission of the 10 expanded case summaries required for completion of Intermediate/Step 1 training for the CCT programme in ICM], and structured questions.

Application to the examination commences with the formal submission of the dissertation.

**Please note:** The dissertation, dissertation summary, and expanded case summaries **MUST be submitted electronically. Do NOT send hard copies.** They should be sent to [ibticm@rcoa.ac.uk](mailto:ibticm@rcoa.ac.uk)

### **THE DIPLOMA IS AWARDED ON SUCCESSFUL COMPLETION OF BOTH MODULES**

***This guidance comprises:***

Examination programme description  
Guidance on preparation of the dissertation summary  
Guidance on preparation of the dissertation  
Guidance on selection of a dissertation supervisor  
Notes on dissertation marking  
Guidance for candidates relying on a higher degree thesis  
Guidance on the use of the expanded case summaries from the Educational Training Record (ETR)

## ENTRY REQUIREMENTS for the Diploma are:

- i) Possession of a postgraduate qualification in the specialty of primary appointment:  
MRCP  
FRCA  
FRCS  
FCEM  
an equivalent qualification
- ii) For UK trainees, registration with the Intercollegiate Board for Training in Intensive Care Medicine (IBTICM), for any training programme – Intermediate, Advanced, or the CCT programme in ICM.  
  
*If a registration form has not been completed, copies are held by Regional Advisors in ICM, or are available on the Intercollegiate Board website ([www.ibticm.org](http://www.ibticm.org)).*
- iii) Satisfactory completion of the Intermediate programme of training in ICM (or Step 1 training, and complementary specialty training, for the joint CCT in ICM programme), or other training acceptable to the Intercollegiate Board.

### Information:

Reference copies of the Examination Regulations and Information, Examination Syllabus, and Representation and Appeals documents are held by Regional Advisors in Intensive Care Medicine. Documents on the competency based programme of training in intensive care medicine, and its assessment, are published on the Intercollegiate Board's website ([www.ibticm.org](http://www.ibticm.org)).

Intercollegiate Board Tutors and Regional Advisors in Intensive Care Medicine (RAs in ICM) will be able to give appropriate advice to candidates regarding the patterns of training in each region and the experience necessary. Intercollegiate Board Tutors will certify that any candidate has received the appropriate experience outlined above, or advise on the acceptability of other training. Tutors will also advise on subjects for the dissertation required for the examination.

### Involvement of Regional Advisors in ICM:

Candidates will appreciate from these notes and following guidance that the Regional Advisors in Intensive Care Medicine should be closely involved with their applications. The RAs receive feedback routinely on the performance on their candidates, and have priority in the allocation of places for observing the Examinations. **Intending candidates must make very early contact with their Regional Advisor in ICM**, who will have received copies of all documentation.

### Overseas Trainees:

Intending candidates from outside the United Kingdom should seek guidance from the administrative office of the Intercollegiate Board (via [ibticm@rcoa.ac.uk](mailto:ibticm@rcoa.ac.uk)), and an appropriate senior trainer. UK candidates are expected to seek supervision from a nominated supervisor – it would be appropriate for overseas candidates to do likewise. As noted above for UK candidates, overseas trainees should similarly discuss their intention to enter the Examination with an appropriate senior trainer.

## EXAMINATION FORMAT: Applications to be based on a Dissertation

For sittings held in 2009 and following years, the first stage will be the submission of a summary of the intended dissertation.

At any time from 1 September 2008 candidates may submit a dissertation summary (**prepared strictly in accordance with the Board's guidance**) for consideration by the Board of Examiners. A decision will be reported back to candidates within six weeks; those whose summaries are approved will be invited to continue with their applications. **The approval of that summary will be effective for the following four sittings of the Examination (at the rate of two sittings per year).**

A candidate will then make formal application to sit the examination when the dissertation is submitted, covered by the application form and with the required fee.

The full Examination will comprise two Modules, to be undertaken at the same examination sitting:

- **Module 1:** Dissertation and oral examination, the COMBINED dissertation AND ORAL, to be marked on the day of the sitting;
- **Module 2:** Expanded case summaries, AND oral examinations based on the case summaries and on a series of case scenarios, AND structured questions.

Award of the Diploma in Intensive will be made to candidates who are passed by the Examiners in both Modules, subject to the final approval of the Intercollegiate Board.

Candidates will undertake Module 1 and Module 2 at the same exam sitting. If one of the Modules is failed, the candidate may retain their pass in the Module in which they were successful, but must reapply to sit the Module which they have failed. The Diploma is awarded only upon successful completion of both Modules.

**A pass in either Module will be allowed to stand for the subsequent four sittings of the Examination (at the rate of two sittings per year).**

The timetable for applications will run as follows:

Month of sitting:	Final date for receipt of Dissertation and expanded case summaries:
June	April (at least two full calendar months before published sitting date)
November	September (at least two full calendar months before published sitting date)

Candidates will therefore need to estimate the appropriate timing for submission of the dissertation summary, allowing for the six weeks for the Examiners consideration of the summary, and then a sufficient period of time for preparation of the full dissertation.

**Approval of the dissertation/thesis summary will allow a candidate to apply to attend any of the following four sittings for his or her oral examination. Application then must include electronic copies of the dissertation/thesis and the 10 expanded case summaries, and a signed hard copy of the DICM application form, along with the full examination fee as published.**

Re-sit applications for a single module will require payment of half the full fee.

## **EXAMINATION FORMAT: Applications to be based on a higher degree thesis**

Candidates who have already been awarded a higher degree in a subject relevant to intensive care medicine may, at the discretion of the Examiners, be excused from the dissertation oral.

The initial stage of the Examination will be submission of a summary of the higher degree thesis for consideration by the Board of Examiners (**on the lines for a dissertation summary set out by the Board**).

A decision will be reported back to candidates within six weeks; those whose summaries are approved will be invited to continue with their applications, and that approval will be effective for the following four sittings of the Examination.

The procedural instructions and timetable for candidates preparing a dissertation for examination will apply to candidates basing their application on a higher degree thesis, except that Module 1 will comprise only the assessment of the thesis for relevance to the field of ICM.

If the thesis is accepted in those terms, the Examiners will not presume to re-examine the candidate on work that has resulted in the award of a higher degree, provided satisfactory evidence of award of the degree is presented. Acceptance of the thesis for the purpose of the Diploma in ICM will stand for the consequent four sittings; Module 2 must be passed in that time for completion of the examination and to allow to award of the Diploma in ICM.

As there will be no oral examination for Module 1, the fee for candidates applying with a higher degree thesis are restricted to the **£60** for the assessment of the thesis summary, and **£300** for the examination fee (comprising the fee for Module 2, as there will be no oral examination required for Module 1).

# INTERCOLLEGIATE DIPLOMA IN INTENSIVE CARE MEDICINE

## CALENDAR FOR 2010 (Sittings in June and November)

Submission of dissertation summaries:	Can be submitted at any point throughout the year.
Fee for handling and consideration of dissertation or thesis summary:	<b>£60</b>
<b>CLOSING DATE for submission of:</b>  Application form Examination fee <b>Module 1:</b> Dissertation, or thesis and confirmation of award of higher degree <b>Module 2:</b> 10 expanded case summaries	JUNE SITTING:  <b>8<sup>th</sup> April 2010</b>
	NOVEMBER SITTING:  <b>9<sup>th</sup> September 2010</b>
Date(s) of Dissertation Orals, Orals on Case Summaries and Data Interpretation, and Structured Orals:	JUNE SITTING:  <b>8<sup>th</sup> June 2010</b> (and <b>9<sup>th</sup> June</b> if required)
	NOVEMBER SITTING:  <b>9<sup>th</sup> November 2010</b> (and <b>10<sup>th</sup> November</b> if required)
<b>Examination fee:</b>  Module 1 and 2  <i>Both Modules must be undertaken at same sitting</i>	<b>£600</b> (£300 if Module 1 based on thesis)
Administrative charge to candidates withdrawing before the closing date:  Single Module applications	<b>£35</b>  <b>£300</b>
<i>For candidates who have passed Module 1 or Module 2 within the last 4 exam sittings</i>	

Examinations Directorate  
 The Royal College of Anaesthetists  
 on behalf of  
 The Intercollegiate Board for Training in Intensive Care Medicine  
  
**Churchill House, 35 Red Lion Square, London WC1R 4SG**

RCoA Examinations:	020 7092 1522
IBTICM Tel. number:	020 7092 1651
IBTICM Fax number:	020 7092 1730
IBTICM Email:	<a href="mailto:ibticm@rcoa.ac.uk">ibticm@rcoa.ac.uk</a>

Application forms for the examination will be available on the Intercollegiate Board website ([www.ibticm.org](http://www.ibticm.org)) or from the IBTICM office (e-mail address as above).

Intending candidates whose qualifications and/or existing training need to be assessed against those specified in the *Examination Regulations Information and Syllabus* must discuss their position with the Regional Advisor in ICM. The Intercollegiate Board will consider eligibility for the examination if details of *relevant* training, a full CV, and a covering letter from the Regional Advisor in ICM are submitted formally to the Administrative Office of the Board. **Intending overseas candidates should contact the IBTICM administrative office for guidance.**

## FORMAL APPLICATION

Candidates whose dissertation or thesis summary is approved by the Examiners will be allowed to decide which of the subsequent four sittings they wish to apply for, and which Module; **if this is their first time attempting the exam then they must sit both Module 1 and Module 2 simultaneously.** If they have passed either of the Modules at a previous sitting, then they may apply to re-sit only the Module which they previously failed, at the reduced fee. All applications should observe the dates shown in the table above.

- **For Module 1:** The dissertation or thesis (with confirmation of award of the higher degree). Should be submitted electronically via email to [ibticm@rcoa.ac.uk](mailto:ibticm@rcoa.ac.uk).
- **For Module 2:** The set of 10 case summaries from the Educational Training Record will be required. The appropriate fee must accompany the covering application form.

With effect from February 2001 the Educational Training Record (ETR) was incorporated (as Part II) into *The CCT in Intensive Care* curriculum, available on the Intercollegiate Board Website ([www.ibticm.org](http://www.ibticm.org)). The ETR requires the preparation of 10 expanded case summaries for satisfactory completion of intermediate training (or Step 1 of training leading to the award of the CCT in ICM with a main specialty CCT). Copies for trainees' use can be reproduced locally, and suitable existing records may be inserted.

Overseas trainees may use existing case records for reference for the purpose of the examination, but will be required to prepare 10 expanded case summaries for the purpose of the examination. An example case summary is set out in the ETR, along with an additional example at [www.ibticm.org](http://www.ibticm.org) and further examples on the trainee division of the ICS website, [www.ics.ac.uk](http://www.ics.ac.uk).

### Candidates are asked to note the following:

- a). Candidates should ensure that they are eligible to enter the Diploma examination **before** submitting the initial summary of the proposed dissertation. The entry requirements are possession of a postgraduate qualification in the primary specialty and completion of the intermediate programme of training in Intensive Care Medicine (or Step 1 of the CCT in ICM programme), or other training *acceptable to the Intercollegiate Board (SEE ABOVE)*. The summary must be submitted electronically.
- b). The Examination is conducted on behalf of the Intercollegiate Board by the Examinations Directorate of the Royal College of Anaesthetists.

The following documents must be submitted via [ibticm@rcoa.ac.uk](mailto:ibticm@rcoa.ac.uk) no later than 5.00 pm on the appropriate dates shown on the calendar:

- Dissertation/thesis summary and appropriate fee
- Dissertation/ thesis
- Case summaries

Along with the following in hard copy (to the address given above):

- Application form
- Appropriate fee

- c). The College **will only** accept cheques drawn on a UK clearing bank, sterling drafts or postal orders. Cheques must be made payable to the “**Royal College of Anaesthetists**” and crossed. Cheques will be cashed **on receipt**.
- d). Acknowledgement cards are sent to candidates on receipt of their application forms. Success or failure in the dissertation will be notified about four weeks before the commencement of the oral sections. Summons forms for the oral sections will be despatched about ten days beforehand.
- e). Candidates who withdraw **before** the closing date will be issued a refund, minus £35 (retained for administrative expenses associated with the processing of the application).
- f). Refunds to candidates who withdraw **after** the closing date may only be considered on medical grounds if supported by appropriate documentation (medical certificate and supporting letter from the Intercollegiate Board Tutor).

## **NOTIFICATION OF RESULT**

Candidates will be informed of their result by letter immediately after the examination. Award of the Diploma will however be subject to confirmation by the Intercollegiate Board at its next appropriate meeting. In some cases the award of the Diploma will be conditional on the re-submission of the dissertation after prescribed amendment.