

Section D: Candidate status (1)

Please tick all the boxes which apply to you. I am:

- A SpR, StR, LAT or FTSTA trainee in anaesthesia: Sponsored under IP and employed in an NHS post for six months immediately prior to the exam applied for
[see Info Sheet (4)]:
- A flexible trainee in anaesthesia:

If you ticked one or more of the boxes go to Section F. If you ticked no boxes go to Section E.

Section E: Candidate status (2)

Please tick all the boxes which apply to you. I am:

- A former trainee in an approved UK training post who left training less than five years ago: Non-UK anaesthetic doctor who has been employed (continuously) in the NHS (UK) for 12 months immediately prior to the date of the exam applied for:
- A former trainee in an approved Irish training post who left training less than five years ago: An SAS grade or Specialty Doctor who has formerly been in an approved UK training post:
- A former trainee in an approved UK training post who left training more than five years ago who has been employed (continuously) in the NHS for 12 months immediately prior to the date of the exam applied for: A trainee in an approved Irish training post:

Non-UK anaesthetic doctors and former UK trainees (more than five years) require a letter to prove length of employment in NHS (Info Sheet).

Former UK and Irish trainees require a letter to prove their last date in training. SAS or Specialty Doctors who have been out of training for more than five years.

If you ticked one or more of the boxes go to Section F. If you ticked no boxes you are ineligible to sit the examination.

Section F: Primary FRCA Examination

I passed the Primary FRCA Examination: CARCSI Primary Examination:* on:

M	M	Y	Y	Y	Y
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or the following exempting qualification as recognised in paragraph 19 of the current Examination Regulations.

Qualification: _____ Date:

M	M	Y	Y	Y	Y
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Next go to Section G.

Section G: Certificate of Competency

Non-UK applicants in an NHS anaesthetic post must provide a copy of their satisfactory NHS appraisal [see Info Sheet (9)].

I obtained the UK Basic Level Training Certificate* or equivalent or the CARCSI Certificate of Completion of Basic Specialist Training* or I have been in a BJA (IP) approved post for 6 months or more and received a satisfactory report equivalent to an ARCP on: [see Info Sheet (9)]

D	D	M	M	Y	Y	Y	Y
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I have never been in a UK training post but have worked in the NHS for at least 12 continuous months on the date of the exam and provide a copy of my NHS appraisal signed by my Supervising Consultant on:

D	D	M	M	Y	Y	Y	Y
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or

I have not been in a UK/Irish training post in the last 5 years. However I have worked in the NHS for at least 12 months and therefore I enclose a copy of my NHS appraisal signed by my Supervisory Consultant anaesthetist on:

D	D	M	M	Y	Y	Y	Y
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***Delete as appropriate. Now complete Section G.**

Section H: Previous attempts at the Final SOE FRCA Examination

Please list the dates of all previous attempts at the Final SOE FRCA Examination (new regulations) plus any attempt at the Final exam under old regulations. Please note that an AET FORM1 must be submitted at least three months before a sixth attempt can be taken.

M	M	Y	Y	Y	Y
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M	M	Y	Y	Y	Y
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M	M	Y	Y	Y	Y
---	---	---	---	---	---

M	M	Y	Y	Y	Y
---	---	---	---	---	---

M	M	Y	Y	Y	Y
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If you ticked a box in Section D go to Sections I and J. If you ticked a box in Section E go to Section I and K.

Section I: Current Details (to be completed by all applicants – please print all details)

Grade or title of post	Specialty	Name and address of current hospital	Dates of commencement and expected completion in current post (DD/MM/YY–DD/MM/YY)

Name of College Tutor or supervising consultant:

Section J: Declaration by candidates who are currently in an approved training post in the UK or hold an IP sponsored post in accordance with the regulations

I certify that:

- I am registered with the College as a trainee or I have joined the voluntary register (IP sponsored post holders only) [see Info Sheet (4)].
- I have passed the Primary FRCA Examination or an exempting qualification.
- I have obtained the UK Basic Level Training Certificate (UK trainees), or a competency report from the College Tutor [Applicants sponsored under MTI (IP)]. [see Info Sheet (9ii) or (9iv) as applicable].
- My details in Section H are a true record of my current details.
- I have read the Information Sheet and agree to abide by the College Examination Regulations.
- **I am adequately prepared** for and eligible in all respects and I have my CT's support [see Info Sheet (12) and (13)].
- I agree to the processing and disclosure of my personal data as described including data to the GMC [see Info Sheet (8)].

Signature of candidate: _____ Date: _____

Now complete Sections L and M before returning the form to The Royal College of Anaesthetists.

Section K: Declaration by candidates who are not in approved UK training posts

Medical Qualification: _____ Awarding body and country: _____ Year awarded:

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(e.g. MB, BS)

I certify that:

- I am fully registered with the GMC/Medical Council of Ireland.
- The statements in this application are true.
- I have passed the Primary FRCA Examination or an exempting qualification.
- I have obtained the UK Basic Level Training Certificate, an equivalent or my NHS appraisal as described in Section G (a copy of BLTC was supplied at the written stage) [see Info Sheet (9ii)]. (Copies of the most recent NHS appraisal and Irish Certificate of CBS to be supplied with all applications).
- I have read the information sheet and agree to abide by the College Examination Regulations [see Info Sheet (3)].
- I am fully prepared and eligible in all respects to enter this examination [see Info Sheet (13)].
- I agree to the processing and disclosure of my personal data as described in Info Sheet (8).

I enclose the following proof of my eligibility:

1. Evidence of having held a training post in Ireland within the past five years and a copy of the Irish Certificate of Completion of Basic Specialty or
2. Evidence of working in the NHS as an anaesthetist (continuously) for one year to the date of the exam applied for training [Info Sheet (9iii)] and a copy of a satisfactory NHS appraisal signed by supervising consultant [Info Sheet (9v)].

Plus

If eligible by virtue of an exempting qualification listed at paragraph 19 of the Exam Regs, a copy of the letter or certificate provided by the awarding body [see Info Sheet (9i)].

All photocopied documents have been countersigned as true copies of the originals by a consultant anaesthetist in my current hospital. Documents of proof of training have been obtained from the hospital where I carried out that training and have been signed by a consultant.

Signature of candidate: _____ Date: _____

Now complete Section M before returning the form to The Royal College of Anaesthetists.

Section L (UK trainees only)

I obtained my Primary Medical Qualification in area:

(1 = UK, 2 = European Community, 3 = Rest of world).

I am training in the following Deanery:

I am currently training within the following School of Anaesthesia (please tick as appropriate)

School of Anaesthesia	Tick
Barts and The London	
Birmingham	
Bristol	
Central London	
East of England Postgraduate	
East Midlands Healthcare Workforce	
Hull/York	
Imperial	
Mersey	
North and East Coast Scotland	
Northern	
Northern Ireland	
North West	
Nottingham and East Midlands (NEMSA)	
Oxford	

School of Anaesthesia	Tick
KSS	
Leeds and Bradford	
Military Services	
Sheffield and South Yorkshire	
South East Scotland	
South East (SESA)	
South West	
St George's	
Stoke-on-Trent	
Tayside	
Warwickshire	
Welsh	
Wessex	
West of Scotland	

Section M: Equal Opportunities Monitoring Form

To ensure compliance with the Equality Act 2010 and as part of the College's Equal Opportunities Policy, the College monitors exam results in relation to the candidate population.

This information will only be used to assist in the provision of equal opportunities for all. You are requested to complete the form below, although this is not mandatory. Whatever your decision, it will have no effect on your exam results.

All information will be held in the strictest confidence and in accordance with the Data Protection Act 1998. It will not be available to anyone involved in examining you or those involved in processing your results. This information will be recorded on the College database. However, any use made of this data will not allow any individual to identify you.

Your ethnic group:

The ethnic groups are based on the Census 2011 categories.

Asian or Asian British

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Other

Black or Black British

- African
- Caribbean
- Other

Mixed

- White and Black African
- White and Black Caribbean
- White and Asian
- Other

White

- British
- English
- Gypsy or Irish Traveller
- Irish

- Northern Irish
- Other
- Scottish
- Welsh

Other Ethnic Group

- Arab
- Any other Ethnic Group
- Prefer not to say

Is English your first language?

- Yes
- No
- Prefer not to say

Your gender:

- Female
- Male
- Prefer not to say

Your religion or belief (please select the group you most identify with):

- Buddhist
- Jewish
- Any other religion or belief
- Christian
- Muslim
- No religion or belief
- Hindu
- Sikh
- Prefer not to say

Your sexual orientation:

- Bisexual
- Heterosexual/straight
- Gay man
- Other
- Gay woman/lesbian
- Prefer not to say

Do you consider yourself to have a disability according to the terms given in the Equality Act 2010?

- Yes
- No
- Prefer not to say

The College is committed to ensure that all candidates have equal opportunity to demonstrate their ability in all FRCA exams in accordance with the Equality Act 2010. To this aim the College will make 'Reasonable adjustment' to examination arrangements as appropriate for individual disabled candidates. The College Disability policy in regard to all FRCA examinations is set out at Appendix 9 of the Royal College of Anaesthetists Primary and Final FRCA Examination Regulations.

Please do not attach this sheet to your application form
THE ROYAL COLLEGE OF ANAESTHETISTS – FINAL SOE EXAMINATION
APPLICATION FORM – INFORMATION SHEET

- 1 **The top of the form:** All applicants will need to be registered with the College in a membership category (not affiliated) and enter their College Reference Number (CRN) at the top of the form. **With the exception** of current and former (less than five years) Irish anaesthetic trainees, who will be issued with a temporary CRN by the College on receipt of their application form, temporary CRNs are valid for the period of the examination only. ACCS and Foundation trainees are not eligible for Final exams. UK Trainees should enter their National Training Number (NTN), if issued. Applicants not issued with an NTN may leave this blank. All applicants must enter their GMC or Irish Medical Council number.
- 2 **The address:** The address you put on the application form will be used for all correspondence relating to that examination. Applicants outside the UK will be contacted by email with letter correspondence being sent as pdf and by post. Receipt of application forms will be confirmed by email.
- 3 **Eligibility:** The detailed rules for eligibility can be found in the College's [Examination Regulations](#). Applicants must read the regulations before completing the application form. A pass in the Primary FRCA exam and Exemption qualifications listed at paragraph 19 of the Examination Regulations must have been within the last seven years. A pass in the Final Written within the last three years, is required to be eligible for this exam.
- 4 **MTI (IP)** Those sponsored under MTI (IP) must have joined the College voluntary register and been in their NHS sponsored post for six months. They will need to supply a satisfactory supervisor's report (see note (9 iv))
- 5 **Day preferences:** The exam normally runs from Monday to Friday from the date indicated on the current exams calendar. However, the College reserves the right to shorten or extend this period as necessary. Days are allocated to candidates shortly after the closing date. An applicant's choice cannot be guaranteed. You must give preference for all five days. **Failure to supply more than one choice could result in receiving a non-preference day.**
- 6 **Examination centres:** The Final SOE exam is only held in the Royal College of Anaesthetists.
- 7 **Number of attempts/validity:** The number of attempts allowed at the Final SOE exam is limited to six. (An AET FORM1 must be submitted prior to taking a sixth attempt). A pass in the Final Written will be valid for three years as part eligibility towards the Final SOEs.
- 8 **Disclosure of Information:** Under the Data Protection Act 1998, the information provided on this form and your examination result may be processed and passed to examiners, your College Tutor, Postgraduate Dean, employer, etc. for legitimate purposes connected with your training. 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).
- 9 **Supporting documents:**
 - i. If claiming eligibility by virtue of an exempting qualification then you must provide a copy of your certificate or a letter from the awarding body with every application. **Proof of passing the FRCA Primary is not required.**
 - ii. All current UK anaesthetic trainee applicants and former trainees (less than five years) must have been awarded the Basic Level Training Certificate in anaesthesia. **If you provided this for your Final written then you do not need to provide a copy for this exam.**
 - iii. Current and former Irish Trainees (less than five years) must provide the Irish Certificate of Completion of Basic Specialist Training and provide proof of Irish training with every application.
 - iv. Those sponsored under IP must provide a satisfactory supervisor's report with every application
 - v. All other eligible candidates (never been in a UK training post/Formal trainees and Specialty/Staff grades (out of UK training more than five years)) should provide a current satisfactory NHS appraisal and a letter proving they have worked as an anaesthetist in the NHS for at least 12 months continuously with every application. Do not send originals. Photocopies must be signed by the College Tutor or a supervising anaesthetic consultant and annotated as 'a true copy of the original' and should be sent along with the application form.
- 10 **Working through the form:** The correct contact information is important, so that we are able to contact you at anytime during the examination process. Ensure you tick all boxes that are appropriate to you. All applicants are requested to complete the Racial Monitoring and Equal Opportunities policy section.
- 11 **Your signature:** Ensure you have signed and dated the appropriate declaration section I for trainees and MTI (IP) or section J for those not in approved UK training posts. By signing the form you are confirming that you have the support of your CT or anaesthetic consultant to sit the exam you are applying for. See note 12.
- 12 **Your College Tutor or Consultant's signature is not required:** However Trainees/MTI (IP) applicants will need to have discussed their application with their College Tutor and have their full support to sit this exam. Non- trainees are required to obtain the support of their supervising anaesthetic consultant. You will now declare that you have done this when you sign the form at Section I or J as appropriate.
- 13 **Adequately prepared for this exam:** Applications received by the College will be accepted as an indication that you are adequately prepared for the examination applied for. An AET FORM1 must be in place at least three months before applying for the sixth attempt at this exam.

Please turn over for information about checking and sending your application form.

Checking and submitting your form:

- 14 **Check it:** Start at the front and check through your form again. Have you signed and dated it? Have you informed your College Tutor or Anaesthetic consultant, about you sitting this exam and have they given you their approval? If you have not sat this exam before have you included a copy of your Initial Assessment of Competency as described in note 8. Remember we only need a copy of your IAC or equivalent once. Have you included the fee? Is your cheque correctly completed, signed and dated?
- 15 **Examination fee:** The examination fee is set out on the examinations calendar. The cost of the Final SOE examination is £555 for academic year 2015–2016. Currently, for paper applications only cheques drawn on a UK clearing bank, sterling bank draft or postal orders are accepted. Cheques should be made payable to '**The Royal College of Anaesthetists**'. Please ensure you have sufficient funds in your account. If your cheque bounces the bank will take around four days to inform the College. If payment issues are not resolved by the closing date then the application concerned will be rejected. Applicants applying online are required to pay via PayPal.
- 16 **When to send your form:** Early application saves stress and allows the exams team to contact you should there be a problem with your application. No application will be accepted after 5pm on the published closing date. You should only send applications during the active application window period which is set out in the exam calendars. If we receive it before the opening date, then it will be held in a pending tray until the appropriate date.
- 17 **How to send it:** The College does not accept any responsibility for the application form until it reaches the College, so it is up to you to get it to the College before 5pm on the closing date, proof of postage is not proof of delivery. First class postage delivery time vary enormously. If the closing date is one week or less, consider Royal Mail Registered/Special Delivery. Registered (now called Special Delivery) is a secure service guaranteed for next day by either 9am or 1pm. Prices start at around £6. Mail is kept separate from ordinary mail and signed for on delivery. Special delivery can be tracked and traced via the Royal Mail website. Another option is the DHL Service Point scheme which is available from most branches of WH Smiths, Ryman or Staples, an A4 letter costs around £6 and again guarantees next day delivery. Finally, if you live/work near the College then bring it in by hand. The College is open from 8am to 6pm, Monday to Friday. Outside these hours then use the post box to the left of the glass doors.
- 18 **Confirming receipt:** You will receive an email to notify you when your application has been booked on to the exam, this should be sent to you around two days after being received in the College. If you have not heard from us within five working days of you sending your application or the closing date is getting close and you are anxious about your form being received by us, then call the College and speak to a member of the exams team (020 7092 1524/1525). Always ensure you have received confirmation by 5pm on the closing date.
- 19 **Waiting lists:** Subject to eligibility there is no waiting list system for UK anaesthetic trainees, those sponsored under IP and Specialty/SAS grade doctors who have previously been in a UK training programme. However, former UK anaesthetic trainees, current and former Irish trainees and all other eligible categories not mentioned above, will only be examined if the College has the capacity to do so. This can only be confirmed after the closing date of the exam applied for. If waiting list candidates are not given a place on the exam then validity dates will be extended accordingly. Fees and applications will be returned.

Withdrawals

- 20 **Before the closing date:** You can withdraw before the closing date and receive a refund less a small admin charge. You must advise the examination dept of your intention to withdraw via email to exams@rcoa.ac.uk. After the closing date: You can withdraw after the closing date. This will not count as an attempt. Refunds are not normally given after the closing date unless it is a reason beyond your control such as illness or family bereavement. If this is the case then you must contact the exams dept exams@rcoa.ac.uk give the reason and ask your College Tutor to confirm that they support your withdrawal, again by email. Refunds are not given for lack of preparation.

Receiving advice/documentation from the College about your exam entry and results:

- 21 **Day allocations:** Once day preferences have been scheduled they will be published on the College website, this usually happens around 5 working days after the closing date.
- 22 **Admission notice:** You should receive an email from the College which confirms you are booked onto the exam; your Admission notice, around five working days after the closing date. This will state your 'candidate number' a three figure number that is unique to you for this exam only, the timing of your exam, and the address of your exam venue. Please bring your Admission notice with you when you attend the exam. You will be directed to your exam desk by the use of your 'candidate number'.
- 23 **Results:** Final SOE exam results are placed on a notice board within the College at the end of the examining day. This is followed by an official ceremony for successful candidates.

A few days after the pass/fail list is published the College will send you your results letter which will confirm your result and provide your MTF raw score, your SBA raw score, your overall raw score and your overall percentage score. No further break down is available.
- 24 **Guidance:** Guidance interviews are no longer mandatory except at the sixth attempt. A candidate who has failed the OSCE and/or SOE more than once can request a guidance interview, subject to limitation. Paragraph 34 of the exam regulations refer.