**Guidance notes on completing the application for the EBHS diploma exam.**

1. **Guidelines for Advanced Hand Surgery Training Requirements:**
	1. The goals of advanced training are to gain continued knowledge and experience in the following areas:
		1. normal and pathological anatomy, aetiology, epidemiology, pathogenesis and prognosis of injuries, diseases and malformations of the hand,
		2. in clinical, radiological and operative diagnosis of injuries, diseases and malformations of the hand, including arthroscopy and imaging techniques (standard X-rays, CT and MRI),
		3. indications, planning and management of conservative and operative treatment of injuries, diseases and malformations of the hand, including microsurgical procedures,
		4. postoperative management and programmes of rehabilitation, as well as indications for therapeutic exercises, occupational therapy and physiotherapy, and the use of splints and protheses for the hand,
		5. disability evaluations of patients following an injury (minimum of 5 evaluations).
	2. Training in Hand Surgery consists of a minimum of one to two years’ training in an accredited centre and the performance of the suggested number of operations listed in the Consolidation Sheets.
2. **Guidelines for completing the application form.**
	1. These guidelines are designed to minimise the amount of work required for you to complete the application for the EBHS Diploma exam.
	2. Please may I suggest that you read them carefully before starting.
	3. In particular I do not wish you to have to fill out in triplicate information that is clearly in your CV already. You are all busy people.
	4. Please note that we shall not write to chase you for documents that have not been uploaded. If your application is not complete it will be rejected. Of course if there is something that we are not clear about we shall write to you.
	5. Please pay especial attention to the consolidation sheet discussed in paragraph 5 below.
	6. Please let the exam committee know if you have any questions.
3. **CV**
	1. This can be a copy of your usual CV.
	2. It should include details of your current position and your training posts.
4. **Log book.**
	1. This can be your paper or electronic logbook.
	2. Please send only hand surgery cases and not details of unrelated surgery such as facial skin cancer surgery or intramedullary nailing of the femur.
	3. Please indicate the patient’s initials, hospital number and the capacity in which you have performed the surgery (P=performed independently; PA=performed with assistance of an experienced Hand Surgeon; A=operations at which you aided as first assistant.)
	4. The logbook should be signed by your supervisor.
	5. If the surgery is complex you may record each part independently.
5. **Consolidation sheet**
	1. The only acceptable consolidation sheet is the official sheet. Copies of the electronic logbook are not acceptable.
	2. If you have done many more of one of the indicative operations than is requested you do not need to count all the way back to your first training post. Eg if you have done 2,000 carpal tunnel decompressions you do not need to list them all.
	3. The recommended numbers for each category of operations shown on the cumulative sheets should not be regarded as absolute requirements but more as guidelines. Moreover because of the differences in the availability of surgical procedures performed at any given hand surgical institution, it will be possible to compensate for a deficiency in the number of operations in one group by performing an increased number of operations in another group of equal value, eg. microvascular for congenital malformations.
6. **Training post log**
	1. Please include in this sheet ONLY the posts on which you rely to demonstrate that you have completed a training post that is full time in hand surgery. If a post does not strictly comply with this please give detailed notes on why you believe this should be accepted.
	2. Please complete this even if your list of previous employments is in your CV. This will allow us to tell which of your psots may be considered for the purposes of applying for the exam.
7. **Academic records**
	1. This section should include:
		1. Any special instructional courses attended.
		2. Research undertaken
		3. Presentations at scientific meetings.
		4. Published work – all candidates will be expected to have published at least one paper and to have made presentations at various categories of scientific meetings.
	2. If this information is already in your CV you do not need to complete this section.