

Specialist readiness checklist

	Preparation for specialist grade role		Things to consider
1	Prepare presentation on subject provided (if applicable).	☐	• Have you answered the question in full? • Are you able to link to your own experience? • Have you showcased your level of knowledge and expertise • Have you provided a conclusion?
2	Evidence how you meet the person spec and relevant experience.	☐	• Evidence mandatory training and CPD. • Describe your qualifications, your experience. • Describe your experience to date and how this sets you apart to make you an ideal specialist candidate. • Describe your continuous improvements, your career aspirations and goals. • How you align to trust values.
3	Evidence participation in teaching, training and supervision.	☐	• Describe the subject of teaching, how it went, how you supported, your approach, feedback received, personal reflection. • Described how you trained peers, what you provided training for, how it went, the success rate, your approach, feedback received, personal reflection. • Describe how you supervised peers, how it went, your approach to supervision, feedback received, personal reflection
4	Evidence success.	☐	• Publications you have participated in. • Any awards you have received. • What you are most proud of?
5	Evidence of participation in research.	☐	Describe any publications you have participated in, the purpose, how you contributed, what it entailed, feedback received, collaborative working.
6	Examples and evidence of DCC.	☐	• Provide different examples of when you have delivered exceptional DCC and taken responsibility for a range of patients within your area of practise. Give

			details on the case, any obstacles, things to consider, the result. If there is a scenario given, use your own experience to give details on a case you worked on, any obstacles that occurred, things you had to consider, any difficulties faced, support you requested, the result and how you got there.
7	Evidence competencies.	☐	Evidence your skill set relevant to the Specialist role within the area of practice; your strengths, your work ethic, your lived experience, how you see yourself as a medical professional, how you see yourself as a colleague, how you colleagues would describe you, how you align to the trust's values.
8	Evidence job planning.	☐	Describe your current job plan arrangement, how you participate in job planning, things to consider, how this has helped in preparation for the specialist role.
9	Evidence peer feedback.	☐	Examples include; feedback on previous projects, colleagues who have assisted you or been involved in clinical care you have provided. Personal feedback: showcase how all of this makes you an ideal candidate for the specialist role.
10	Evidence of autonomous working.	☐	Provide examples of when you may have worked autonomously. Describe the DCC you delivered, SPA, what you worked on, the care you provided, personal reflections.

This is a guide only. Not all elements are necessarily covered in the checklist as it will vary with each specialty.