**GUIDANCE FOR APPLICANTS**

**Guidance on submitting your FPC Application**

Thank you for considering applying to become an Affiliate or Member of the Faculty of Perioperative Care. Fellowship of the Faculty is currently by invitation only.

**About the Faculty**

Membership of the FPC is available at three levels: Affiliate, Member and Fellow.

Members and Fellows of the Faculty will be awarded the post-nominals MFPCEd and FFPCEd respectively.

**How to join**

Membership of the Faculty of Perioperative Care is open to all perioperative practitioners in the UK in extended and/or advanced roles, including Surgical Care Practitioners (SCPs) and Surgical First Assistants (SFAs), and those with similar roles, e.g. Advanced Scrub Practitioners, Physician Assistants, Physician Associates, Transplant Co-ordinators. Trainees who meet the entry requirements are also welcome to apply. It is a condition of joining the Faculty that you are in good standing with your regulatory authority.

To apply to join, please complete the relevant parts of the FPC application form and return it, along with a letter of support and short CV (Affiliate level only), to fpc@rcsed.ac.uk or Faculty of Perioperative Care, The Royal College of Surgeons of Edinburgh, Nicolson Street, Edinburgh EH8 9DW.

**Affiliate**

To become an Affiliate of the Faculty of Perioperative Care you must be a perioperative practitioner in the UK (This includes Surgical Care Practitioners (SCPs) and Surgical First Assistants (SFAs), and those with similar roles, e.g. formerly Advanced Scrub Practitioners, Physician Assistants and Physician Associates and Trainees in Perioperative Care).

Complete the application form and submit with a letter/email of support from your employing organisation or educational establishment and a short CV.

Please complete the relevant parts of the FPC application form and return it, along with a letter of support and short CV, to fpc@rcsed.ac.uk or Faculty of Perioperative Care, The Royal College of Surgeons of Edinburgh, Nicolson Street, Edinburgh EH8 9DW.

**Member**

This is aimed primarily at Surgical Care Practitioners (or equivalent), however, it is open to all perioperative practitioners in the UK who can satisfy the evidence requirements.

Complete the application form and submit with a letter/email of support from your employing organisation and evidence to satisfy the Knowledge, Technical Skills, Non-Technical Skills, Leadership and Audit/Research domains in the Professional Experience Section of the application form.

Examples for this section are:

Knowledge - PG diploma in Perioperative Care (e.g. MSc Surgical Care Practice, Cardiac diploma RCSEd). Alternatively evidence of education or training role for established practitioners would also be considered.

Technical – Evidence of completion of a recognised surgical skills course (e.g. Basic Surgical Skills – BSS or a specialty based surgical skills course) completed within the last five years. Logbook of operative activity.

Non-Technical skills – Evidence of completion of an appropriate one day Non-Technical Skills course, completed within the last five years.

Leadership/Development – Evidence of completion of an appropriate Leadership course or evidence of a leadership role in the workplace.

Research/Audit - Evidence of either participation in an audit project which has resulted in a change in working practice **OR** involvement in a research project relating to perioperative care.

Suggested evidence for courses is a copy of a certificate of attendance/completion and a programme/outline of course content.

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**About the Assessment Process**

An Assessment Panel, comprising Members of the Faculty Executive Committee, convenes approximately every three months depending on the number of applications received. The Panel will make one of the following recommendations:

* No award recommended
* Further information requested from applicant
* Affiliate award recommended
* Membership award recommended
* Invitation to Fellowship recommended

Affiliates will be notified shortly after the Assessment Panel meeting.

Recommendations for Membership will be ratified by College Council. Membership awards are normally conferred at one of the College Diploma ceremonies. Successful applicants for Membership will be notified shortly after ratification by College Council. This can be a lengthy process.

**Tips for the application process**

A successful application depends on you providing the evidence on which your application is assessed. This can almost been seen as a self-assessment exercise of your experience in perioperative care. The Assessors will refer to the Application form and supporting evidence to judge if you have attained the appropriate standard for Affiliate or Membership of the Faculty.