



**Regulations relating to the Joint Specialty
Fellowship Examination in Otolaryngology – FRCSEd (ORL)**

2000
Revised October 2009
Revised July 2015

**ALL APPLICANTS MUST BE AWARE THAT THE REGULATIONS ARE UNDER CONTINUAL
REVIEW AND IT IS THEIR RESPONSIBILITY TO CHECK THE CURRENT POSITION WITH
THE EXAMINATIONS SECTION.**

1. The Diploma of the Joint Specialty Fellowship Examination in Otolaryngology may be granted to those who possess a qualification which is acceptable to the Council of the College and must have been qualified for between five and seven years depending on the relevant training requirements.
2. Candidates must hold a Fellowship in Otolaryngology, Associate Fellowship or Membership of one of the Royal Surgical Colleges of Great Britain and Ireland or a qualification acceptable to the Royal College of Surgeons of Edinburgh and the respective overseas training committees.
3. Candidates must have completed their clinical training in a recognised Higher Surgical Training Programme in Otolaryngology. (This experience must have been gained in recognised higher surgical training posts either in the candidates' own country or in the United Kingdom or Ireland).

All candidates must provide certified evidence of satisfactory completion of the various posts in their higher surgical rotation and must provide certification that their performance in the posts has been satisfactory.

4. The dates of the examinations and the fees payable for admission are set out in the online examinations calendar which is obtainable from College website at www.rcsed.ac.uk.
5. Every candidate shall give notice of their intention to present themselves for examination by the closing date indicated in the examinations calendar.
6. Applications for admission to an examination must be accompanied by the required documentation and the full amount of the fee payable for the examination.
7. Notification of Pregnancy and Deferral

A candidate applying for an examination who is pregnant at the time of application must inform the Registrar of her condition and her Estimated Week of Confinement (EWC).

Any candidate who becomes pregnant after applying and before sitting the examination must inform the Examination Section of her EWC as soon as pregnancy is confirmed.

A deferral may be permitted to candidates supplying an appropriate medical report which satisfies the College indicating:

- i) the candidate has any pregnancy related problems or illness;
- ii) the candidate's confinement is due shortly before or around the date of the Examination;
- iii) the candidate has sufficient discomfort for her to consider that it will have a detrimental effect on her performance.

In such circumstances, should any such candidate be unable to sit for the Examination, a deferral will be permitted and no further fee will be required. Any candidate who does not inform the College of her pregnancy and submits her application fee and

application to sit for any Examination will not normally be allowed to defer this Examination without submission of another fee.

8. Candidates withdrawing from an examination must do so in writing. The entrance fee may be returned, less 20% administrative charge, or transferred to the NEXT examination where written notice is received by the College prior to the closing date for receipt of applications. Half of the entrance fee may be returned or transferred to the NEXT examination where written notice is received not less than 21 days before the commencement of the examination. After that date no refund or transfer of entrance fee will normally be made to candidates who withdraw from examinations or fail to attend for any reason whatsoever, except under the circumstances specified at paragraph 7 relating to pregnancy. NO ALLOWANCE WILL BE MADE FOR POSTAL OR OTHER DELAYS. Candidates who submit an application form but are subsequently found to be ineligible to enter for the examination will have their fees returned less 20% administrative charges.

9. Appeals and complaints

No candidate may appeal on the basis of the results of the examination, however they may complain regarding the conduct of the examination. Candidates must submit a complaint within thirty days of the examination to the Convener of the Examinations Committee. A copy of the procedural document may be obtained from the Examinations Section.

10. Successful candidates shall lodge with the Secretary to the College a Petition that their name be placed before the Council of the College for election as a Fellow together with the appropriate election fee. Any successful candidate who is already a Fellow, Associate Fellow or Member of the College shall pay an administration fee only. All Fellows shall pay each year an annual subscription as determined by the Council of the College.
11. Petitions of candidates who have passed the examination shall be laid before the Council of the College and be voted on at the appropriate meeting. The Petitions shall include the name and qualifications of each candidate, and the dates the latter were obtained.
12. Those who by virtue of election to Joint Specialty Fellowship in Otolaryngology, become Fellows of the Royal College of Surgeons of Edinburgh for the first time will ordinarily take their seat in the College at one of the Ceremonies for the Presentation of Diplomas. These are held in Edinburgh approximately six times a year and out with the United Kingdom approximately twice per year. Fellows unable to attend a Ceremony may either receive their diploma by post or take their seat at any Annual Meeting of the College and shall intimate in writing to the Ceremonial Administrator their intention of so doing and comply with the necessary formalities for introduction to the Meeting.

13. Successful candidates other than those already Fellows of the Royal College of Surgeons of Edinburgh shall sign the following Declaration of Intrans::

“I hereby promise faithfully to maintain and defend all the rights, liberties and privileges of the Royal College of Surgeons of Edinburgh, and to promote the interest thereof to the utmost of my power. I also promise faithfully to obey all the Laws of the said Royal College.”

14. Every successful candidate shall then receive a Diploma bearing the Seal of the College and the Diploma shall state that such Fellow has been admitted after examination to the Joint Specialty Fellowship in Otolaryngology of the College. The form of the Diploma is as follows:

“The President and Fellows of the Royal College of Surgeons of Edinburgh hereby admit to the Fellowship of the College in the Specialty of Otolaryngology _____ who has completed the required form of training and passed the necessary examination in _____. He/she is hereby entitled to share all the honours and privileges enjoyed by the Fellows of said College.”

The format of the examination will be as follows:

1. An oral of 30 minutes’ duration on Head and Neck
2. An oral of 30 minutes’ duration on Otology Neurotology and Audiology.
3. An oral of 30 minutes’ duration on Rhinology with Facial Plastics.
4. An oral of 30 minutes’ duration on Paediatric Otolaryngology.
5. A practical examination of 40 minutes’ duration.
6. A Clinical Examination of 40 minutes’ duration comprising a series of short cases.

SCOPE OF THE EXAMINATION

- (a) Otology, including neurotology
- (b) Audiology
- (c) Head and neck surgery
- (d) Rhinology and facial plastics
- (e) Paediatric otolaryngology

Pertinent to which, candidates should have knowledge of:

- (i) Basic Sciences
- (ii) Clinical presentation and progression of disease processes
- (iii) Investigative procedures
- (iv) Management policy of disease processes
- (v) Operative techniques, including reconstructive techniques in plastic and aesthetic surgery