



# **Standard Operational Procedures (SOPs)**

## **ESGO CERTIFICATION of European Gynaecological Oncologists**

### **1. Application for certified training**

- 1.1. Trainees interested in certified European training in gynaecological oncology are asked to contact ESGO accredited training centres directly.
- 1.2. Training centres can provide certified training only up to the number of trainees confirmed in the visiting report.
- 1.3. Information about fellows under European training should be provided to ESGO administrative office.
- 1.4. A special regime applies for subspecialty training in countries with a national accreditation system (currently the UK and The Netherlands): ESGO recognises the local subspecialty training of RCOG (UK) and NVOG (NL) as a full equivalent of the ESGO accredited training.
- 1.5. Fellows training in centres from countries with a national, ESGO-recognised accreditation system will be eligible to participate in the ESGO Gynaecological Oncology certification process under certain conditions. In any case, ESGO will respect the autonomy of the individual countries that have set rules to govern the quality and quantity of training. In order to avoid a situation in which ESGO certifies a fellow who would be otherwise ineligible for a national certificate, fellows having spent (part of) their training period in countries with a national ESGO-recognised certification system will only be issued an ESGO certificate if:
  - a) they have obtained the national certificate and also passed the ESGO exam
  - or
  - b) they have undertaken training 12 months of subspecialty training in a nationally recognized training centre plus one of the following three options:
    - The fellow undertakes 12 months of additional subspecialty training in an ESGO accredited gynaecological oncology centre.

- The fellow undertakes additional 12 months of subspecialty training in a nationally recognized gynaecological oncology training centre.
- The fellow may undertake a combination of subspecialty training in a nationally recognized training centre and/or an ESGO recognized centre in a country without a national training programme for a total of at least one year and the remainder of the time in a non-European nationally recognized centre.

In any case, in order to obtain ESGO certification, the fellow who has (partly) undertaken training under a national training programme should in addition to any national requirement:

- a) Register his/her training plan/programme with ESGO prior to the start of training
- b) Complete the ESGO logbook (with exception of those that have fully completed their training and obtained a diploma within the nationally recognized programme)
- c) Pass the ESGO exam

## 2. Duration of training

- 1.1. Two (2) years of training is a minimum period of training.
- 1.2. **The training programme should have been completed for the whole period in an** ESGO accredited centre or at least a period of one year in an ESGO accredited centre and the remainder in an non-European nationally recognized centre in the countries where training in Gynaecologic Oncology is recognized and the curriculum is equivalent to ESGO curriculum. In case that the 2<sup>nd</sup> centre is not accredited by ESGO, it must be approved by the Fellowship and Observership Working group of the Educational Committee.

## 3. Process

- 3.1 **Before the start of his/her training**, the fellow should send the Application form to the ESGO office together with a copy of the Training Programme. This Application form must accordingly be endorsed by the head of the GO department of the ESGO accredited training centre and will be used for follow-up and evaluation.
- 3.2 After successfully fulfilling his/her training, the fellow may apply for the **ESGO Certificate of European Gynaecological Oncologist**. Application Part II endorsed by the supervisor should be submitted to the ESGO administrative office within a year after completion of the fellowship and passing ESGO exam.
- 3.3. Prospective completion of the **ESGO Portfolio** (available at the ESGO website) and the **candidate's CV** is a basic prerequisite for being considered for certification. The completed Portfolio, CV and **certificate of the ESGO exam** are sent by the fellow after completion of his/her training to the ESGO administrative office (electronically).

**Quantitative criteria**

- At least three (3) formative assessments (e.g., OSATS) for each of the procedures defined in the modules.
  - Surgical volume, i.e., procedures performed as primary surgeon:
    - Ten (10) radical hysterectomies or parametrectomies.
    - 30 pelvic lymph node dissections (including sentinel lymph node procedures).
    - Ten (10) para-aortic lymph node dissection.
    - Five (5) local radical vulvar excisions.
    - Five (5) inguino-femoral lymph node evaluations and dissections.
    - At least 20 cytoreductive surgeries, including either bowel resection or upper abdominal procedures or bulky lymph node resection.
    - 30 minimally invasive procedures (excluding simple laparoscopies).
- 3.4. The ESGO chair of the WG Fellowship and Observership of the Educational Committee will revise, comment, and may ask for additional information or clarification before taking the final decision. Final decision will be taken by the WG.
- 3.5. In case of training and certification in and by a recognized centre outside Europe, a gynaecological-oncologist fellow may apply to also be granted the ESGO Certificate, provided that he/she can provide, together with the non-European Certificate, the documents equivalent to the ESGO requirements, including one year training in an ESGO accredited centre, Logbook and Exam, as regular European fellows.

In case of the successful approval of the applicant, a Diploma of ESGO certification as a European Gynaecological Oncologist and an official recognition letter is provided.



*APPLICATION FORM*  
*Certification of European Gynaecological Oncologist*

**PART I**  
**Application Form**

To be filled in before the start of accredited training

**1. Fellow:**

Name of Fellow		
Date of Birth (dd/mm/yy)		
Date of medical degree		
Date of recognition as an Ob/Gyn specialist		
Private telephone:		E-mail:

**2. Institution I:**

Institution/Hospital		
Department of training		
Full address institution:		
Website of the institution:		
Nr of ESGO accredited training positions in the department:		
National accreditation:		
Telephone institution:		E-mail

<b>Head of the Department (name):</b>		
<b>Telephone</b>		<b>E-mail</b>
<b>Training Programme Director:</b>		
<b>Telephone</b>		<b>E-mail</b>
<b>Educational Supervisor</b>		
<b>Telephone</b>		<b>E-mail</b>

**Institution II (if applicable):**

<b>Institution/Hospital</b>		
<b>Department of training</b>		
<b>Full address institution:</b>		
<b>Website of the institution:</b>		
<b>Nr of ESGO accredited training positions in the department:</b>		
<b>National accreditation:</b>		
<b>Telephone institution:</b>		<b>E-mail</b>
<b>Head of the Department (name):</b>		
<b>Telephone</b>		<b>E-mail</b>
<b>Training Programme Director:</b>		
<b>Telephone</b>		<b>E-mail</b>
<b>Educational Supervisor</b>		
<b>Telephone</b>		<b>E-mail</b>

**Intended period of fellowship:**

<b>From:</b>	<b>To:</b>
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Declaration that the fellow will follow the proposed training programme (to be attached!):

Place:

Date:

Place:

Date:

\_\_\_\_\_  
Signature of fellow

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Signature of supervisor

## PART II

### Fellow's report and Application for recognition

To be filled after completing the accredited training

#### Period of fellowship:

<b>From:</b>	<b>To:</b>
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#### List any changes in the original programme:

*Please separately include a copy of the Log Book.*

Declaration that the fellow has fully attended the fellowship programme:

Place:

Date:

Place:

Date:

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