

#### ISSUE № 32

December 2015

### **Editorial**

Welcome to this edition of the HIV Trainees Club Newsletter.

We hope that those of you who were able to attend the September workshop, 'Crossing the finishing line' found it enjoyable and thought provoking. The workshop included topics such as 'Future health challenges, the role of the Government Chief Scientific Advisor in influencing political health agendas' and 'Mixing a clinical career with NHS management'. The CV themed talk is summarised in this newsletter. Most of the presentations are available on our website http://www.hivtc.org.uk.

On that note our website has been improved and updated recently. We hope you all agree that it has benefited from the changes. (password: hivtc2015abc)

Hopefully by the time you read this many of you will have been able to attend the November workshop, 'Sexual and reproductive healthcare in HIV' which promises to cover some interesting and relevant topics surrounding women's health.

Thanks as always to our sponsors who continue to support the HIVTC activities: Viiv, Janssen and Gilead.

Have a wonderful festive season and we look forward to seeing you at the pre BHIVA workshop in Manchester in April 2016.

Rebecca Gilson

Registrar in Genito-urinary Medicine

Please note with effect from 11 December 2015 the HIVTC office address and telephone/fax number will change to:

11 Aldeney Close, Dudley, West Midlands DY1 4AJ

Tel/Fax 01384 381662

## **MEETINGS CALENDAR**

Tuesday 19 April 2016

Updates for HIV Trainees (Manchester)

26 September 2016

Chronic HIV and ageing related issues (London)

**17 November 2016** 

Management and public health for HIV trainees (London)

#### Further details from:

**HIVTC Secretariat** 

Email: secretariat@hivtc.org.uk

Web: www.hivtc.org.uk

Twitter: @hivtc

### Writing the perfect CV

Dr Andy Williams, GUM/HIV Consultant Barts Health NHS Trust

As part of this informative presentation, which also included 'Making the most of your training' and 'Working as a GUM/HIV consultant with a specialist interest in education', Dr Williams also touched on a topic which I believe most of us feel we could do with a bit more direction: writing the perfect CV.

Ultimately it takes time and a good many hours of tweaking, improving and proof reading to achieve a 'perfect' CV but Dr Williams nonetheless provided us with some useful tips.

The lecture started by highlighting the fact that the key to a good CV is reading and understanding the job description, job plan, and person specification.

The job description and person specification are usually available to download with the online job application – make sure you take time to get to grips with them and fully grasp what is needed from the job. You can then make the most of showcasing any skills and attributes that may be relevant to that particular post.

The job plan will be available too – understanding this will mean that you know what duties you will be expected to perform in a post (and that you won't get any unpleasant surprises if you are ultimately successful at interview!).

One CV may not necessarily be appropriate for all job applications and may have to be modified accordingly. Remember to fully check that you are referring to the right job each time! Dr Williams suggested putting the job reference (available if the job is advertised on NHS jobs website) in the header of each page of the CV. Although most applications now are online based, much of the information will be taken directly from a CV, so it is worth investing time in this – and starting early, not waiting until ST6! You are also likely to need to take copies of your CV to any interview.

In order to fully understand what is required from a job it is also essential to visit a department, walk around and get a feel for what they are looking for. Get as much insider information as possible and this can then be reflected in your application form and CV and shows your interest in the post. For consultant posts you are expected to meet, or at least attempt to speak to, all the members of the panel in advance.

Application forms online often follow a standard format. All the usual areas are covered (personal information, qualifications etc) but make sure you have good examples for the supporting information - practical experience, teaching, management of change, research, publications, presentations, management and leadership experience, team working and, importantly, supporting information relevant to the person specification – make sure you have read and understand what they want.

In terms of structure, make sure there is a logical flow married to the job description. Applications will usually be dictated by an online format, but the following is suggested as a structure for a CV:

- Cover page
- Personal details, education, prizes
- Medical employment
- Clinical skills detail, detail, detail; specifics to HIV/GUM
   others depending on the job description
- Publications, posters, orals
- Research
- Clinical Governance audit, guideline development,
   quality improvement projects etc
- Management
- Teaching undergraduate, postgraduate and multidisciplinary
- Computer skills find out the local IT system
- Courses/meetings attended (keep it relevant)
- Conferences attended
- Personal statement
- Referees usually 2 medical (to include your educational supervisor) and 1 non-medical

Some final words of advice were regarding formatting 'check, check and check again' and the presentation concluded with 2 Golden rules:

- Sell yourself, no one else will
- Avoid "I am involved in"

It is also worth mentioning that it is never too early to start writing your CV – you can keep adding to it throughout training so ST3/4s don't ignore this advice!

I think all that remains to say is best of luck and happy CV writing!

Rebecca Gilson

## **Appointments**

Name	Hospital	S'ty	Date
Dr A Bennett MRCP (UK)	Ashford & St Peter's Hospitals NHS Foundation Trust	GUM	4/02/2015
Dr T W Corrah MRCP (UK) MRCP (London)	London North West Healthcare NHS Trust	ID	16/01/2015
Dr S Y Chan MRCP(UK) MRCP (London)	Ashford & St Peter's Hospitals NHS Foundation Trust	GUM	4/02/2015
Dr H Hettiarachchi MRCP (UK)	Buryfields Sexual Health Clinic	GUM	24/02/2015
Dr C M Theodore MRCP(UK) MRCP (London)	Barking, Havering & Redbridge Hospitals NHS Trust	GUM	27/02/2015

Please send any comments/view to: HIV Trainees Club Secretariat

Mobile: 07702 012347 Tel/Fax: 01384 381662

Email:secretariat@hivtc.org.uk

Twitter:@hivtc

# Steering Committee Members

#### Sarah Flew (Chairman)

Midlands

Email: sarahflew@doctors.org.uk

#### **Alison Barbour**

London/S.East

Email: abarbour@nhs.net

#### **Johnny Boylan**

ST3: Wales, South West Peninsular & Severn

Email: johnnyboylan@gmail.com

#### **Rebecca Gilson**

Scotland/N. Ireland

Email: rgilson@doctors.org.uk

#### **Isobel Hawkins**

**East of England** 

Email: isobel.hawkins@doctors.org.uk

#### **Megan Jenkins**

ID: Wales/South West

Email: megan.jenkins@uhbristol.nhs.uk

#### **Sally Jewsbury**

N. West

Email: sally.jewsbury@doctors.org.uk

#### **Seema Malik**

ID: Wessex/Thames Valley

Email: drseemamalik@yahoo.co.uk

#### **Daisy Ogbonmwan**

North East

Email: d.ogbonmwan@doctors.net.uk

#### **Rebecca Simons**

London/KSS

Email: rebecca.simons@gstt.nhs.uk

#### **Sian Warren**

Year 1 & Wales/South West

Email: sianjennetwarren@btinternet.com

## **HIV**Hub

An online educational resource for UK healthcare professionals working in HIV

Visit www.janssen-hivhub.co.uk to access:





EXPERT VIDEOS











PHGB/MEDed/0715/0019c Date of preparation: October 2015

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