

Part I Written Examination Sequence of Requirements For Applications With Deficiencies (Resubmission of New Cases)

CHECKLIST		
Cover page TITLE: “Requirements for Diplomate Part I” (Resubmission No. ____) Name of Applicant Date of Submission		
General Table of Contents List of the sequence in which the requirements are arranged in the compilation; PAGE NUMBER is required on ALL pages.		
*PBOG Letter to the Applicant	Stating the demerits or infractions and the recommendations on how to correct these, including the replacement cases the applicant has to submit.	
*Previous Application Form	Photocopy of the previously submitted Application Form Re-submission must be WITHIN ONE (1) YEAR from previous application. (2 years in pandemic)	
Certificates	Jurat Notarization (this is a CORE requirement).	
	Certificate of Good Standing from PMA or its component society.	
	Photocopy of updated valid PRC ID (at the time of application)	
	Certification from the Department Chair <u>AND</u> the Hospital/Medical Director, attesting to the authenticity of the cases/procedures submitted (that the cases/procedures were admitted and performed by applicant)	
	All other documents specified in the PBOG letter	

Cases	<p>Replacement cases as specified in the PBOG letter.</p> <p>Cases should be done within FIVE (5) years from the time of application (cases done during deployment, Fellowship or as MO-4 in government service are accepted) and have not been previously submitted.</p>	
	<p>TABULATION OF CASES/PROCEDURES with seven columns (in ARIAL font 12 pt, landscape view)</p> <ul style="list-style-type: none"> • Tally number, Patient's age and OB score, Date admitted, Date discharged, Hospital where procedure was done, Own or Private Case (PC) • Admitting Diagnosis • Pre-operative Diagnosis • Management, Operation/Procedure done, Anesthesia done, Date done • Indication for Surgery/Procedures (INCLUDE Justification if there is deviation from standard of care) * DO NOT leave this column blank. DO NOT copy pre-operative diagnosis. • Final Diagnosis • Patient/Maternal/Fetal Outcome or Histopathology result <p>SUPPORTING DOCUMENTS – arranged following the sequence in “Tabulation of Cases/Procedures” and correctly labelled with the Tally Number stated in the tabulation (OB1, OB2, OB3, GYN1, GYN2 ...)</p> <ul style="list-style-type: none"> • Operative Record – applicant types the EXACT contents of the Operative Record, but omits patient identifiers. (Typewritten in Arial font 12 pt, portrait view) The type of anesthesia used and duration of surgery must be stated. • Operative Technique • Friedman's Curve or Partogram (for all dystocia and failed induction cases) • Histopathology Report, if applicable - applicant types the EXACT contents of the histopathology report, with gross and microscopic descriptions but 	

	<p>omits patient identifiers. (Typewritten in Arial font 12 pt, portrait view and stamped Certified True Copy by the Records Section, Pathologist or Pathology Department)</p> <p>Applicant to follow DATA PRIVACY POLICY: Typewritten copies of OR Technique (with findings) and Histopathology Report (if applicable in case/s) are submitted WITHOUT PATIENT IDENTIFIERS such as Name and Case number (anonymized data).</p>	
<p>*IMPORTANT: The original and previously submitted book-bound documents must be <u>resubmitted</u> for <i>reference purposes</i>. All of the above requirements must be submitted book-bound with soft cover (total of two identical book-bound copies, one for the PBOG and one receiving copy for the applicant). Use A4-size paper with 2-inch margin on the left or the binding side.</p>		