



The Society of Apothecaries of London

Diploma in HIV Medicine (Dip HIV Med)

Administrative Guidance for Candidates

Admin Guide

July 2024

EXAMINATION TIMETABLE 2024

Including the examination timetable and fees.

Please note that the application deadline is 4 weeks before the written paper.

	September/October 2024
Deadline for receipt of Application and fee	Tuesday 27 August 2024
Best of Five Written Paper	Tuesday 24 September 2024
OSCE (see para 2 below)	Tuesday 8 October 2024

APPLICATIONS

1. To avoid disappointment, candidates are advised to apply for the examination well in advance of the closing date for entries, and to ensure that their application is complete by the published deadline. The deadline is the **final** date / time that a completed application can be considered for entry to the examination **but there is no guarantee that places will still be available at this date.**

Please find below the link which will take you to the DHIV Diploma page, by selecting the application link, you will be led to make payment for entry and directed to our learner platform Brightspace, to create an account and complete your application.

<https://www.apothecaries.org/diploma-in-hiv-medicine/>

WAITING LIST

2. The Society operates a waiting list system once all places for the examination have been filled. Candidates will be notified in writing as soon as a place becomes available, and given a short period in which to respond. Please note that should candidates not respond within this time, the place will be offered to the next person on the waiting list.

EXAMINATION FEE

3. First time entry fee **£1,080 NET** Re-entry Best of Five exam fee **£430 NET** Re-entry OSCE exam fee **£650 NET**

*To re-enter for the WHOLE exam, you should make a full £1,080 payment by direct transfer and select both the Bo5 AND OSCE re-entry options from our online Web shop.

N.B. This is the amount payable to the Society; any transaction charges must borne by the candidate. Candidates who withdraw from the examination after the closing date will trigger a forfeit fee as detailed below.

OSCE

4. The OSCE session allocated will be confirmed on the admission document, issued via email after the application deadline.

THE EXAMINATION

5. The examination is mapped to the **Specialty Training Curriculum for Genitourinary Medicine 2022** issued by the Joint Royal College of Physicians Training Board.
6. All equipment is provided, both for the written paper and the OSCE.

WITHDRAWING FROM THE EXAMINATION

7. Candidates who wish to withdraw from the examination must notify the Society in writing. The following withdrawal penalties will be applied:

If the date of receipt of notification of withdrawal falls-	The penalty incurred will be...
1 week after the application deadline (10% of full fee) Or 10% of BO5 re-entry fee 10% of OSCE re-entry fee	£108 £43 £65
3 weeks before the examination (20% of full fee) Or 20% of BO5 re-entry fee 20% of OSCE re-entry fee	£216 £86 £130
2 weeks or less before the examination	Full Fee

SAMPLE QUESTIONS

8. Sample Best of 5 and OSCE questions are available to download.

PAYMENTS

9. Payments are made via:

The Society's website: <https://catalogue.apothecaries.org/>