

## CONFERD-HP Checklist



Section/topic	Item	Checklist item	Location where item is reported
<b>Title and abstract</b>			
Title	<b>1a</b>	Identification as a competency framework in the title.	
	<b>1b</b>	Identification of intended profession and level of practice/stage of training in title.	
Structured abstract/summary	<b>2</b>	Structured summary that includes intended user(s) and use(s) of the framework, the purpose of the framework, the development process and methods used.	
Definition(s)	<b>3</b>	Defined or referenced definitions for competence, competency and other key terms used to promote understanding of the framework.	
<b>Framework development</b>			
Rationale and justification	<b>4</b>	Description of rationale and justification for the development of the framework including supportive references where possible.	
Purpose and use	<b>5a</b>	Description of the purpose of the framework.	
	<b>5b</b>	Description of the intended use(s) of the framework.	
	<b>5c</b>	Description of the intended user(s) of the framework.	
Developer group	<b>6</b>	Description of the qualifications and expertise of those leading the development of the framework.	
Oversight/governance group	<b>7</b>	Description of the group that had oversight of the framework, the purpose and expertise of the group members, how they reviewed the work and/or contributed to the development.	
Theoretical/conceptual approach(es)	<b>8</b>	Description of theoretical/conceptual approach(es) used to develop the framework including references and rationale for their use.	
<b>Development process</b>			
Process and methods	<b>9a</b>	Description of each step of the development process.	
	<b>9b</b>	Description of how existing literature was gathered and used to inform the competency framework development. Provide a list of references used.	
	<b>9c</b>	Description of all methods used throughout the development process including associated reference(s) and details of any modifications.	
End-user contributions	<b>10</b>	Description of all stakeholders, including end users of both the framework (e.g., the professional group consulted) and the services (e.g., patients/consumers and other healthcare professionals) who contributed to the development process, how they were selected (with considerations of equity, diversity and inclusion), and how they participated.	
Ethics	<b>11</b>	Description of ethical considerations and approvals obtained where applicable.	
<b>Evaluation and implementation</b>			
Evaluation	<b>12</b>	Description of the approach for evaluating the draft competency framework, including how feedback from stakeholders was gathered and used.	
Implementation	<b>13</b>	Suggestion for how the framework should be implemented and in what settings.	
<b>Funding and COI</b>			
Funding	<b>14</b>	Description of all funding sources and other support received for the development of the framework and the role of the funder(s).	
Conflict of interest	<b>15</b>	Description of how conflicts of interest were considered and managed in the development process.	

Adapted from: Batt A, Tavares W, Horsley T, Rich J, Williams B, and the CONFERD-HP Collaborators. 'CONFERD-HP: Recommendations for Reporting COmpeteNcy FramEwoRk Development in Health Professions'. British Journal of Surgery, 22 November 2022, znac394. <https://doi.org/10.1093/bjs/znac394>. For more information visit [conferd-guideline.org](https://conferd-guideline.org). v221125