

Medical Specialty Training (England)

Applicant Guide

for application and recruitment to medical specialty training in England in 2012

Issue 1
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See also www.mmc.nhs.uk

This applicant guide can be downloaded in PDF format from www.mmc.nhs.uk

This guide is relevant for specialty training in England in 2012. If you are interested in finding out more about the UK Foundation Programme, Academic Clinical Fellowships, GP training or about training in the other three UK countries, please visit the relevant websites:

Foundation Training: www.foundationprogramme.nhs.uk

GP Training: www.gprecruitment.org.uk

Recruitment for Academic Clinical Fellowships in Medicine and Dentistry in England: <http://www.nihrtcc.nhs.uk/>

Recruitment to medical specialty training in Scotland: <http://www.mmc.scot.nhs.uk/>

Recruitment to medical specialty training in Wales: <http://specialty.walesdeanery.org/>

Recruitment to medical specialty training in Northern Ireland: <http://www.nimdtg.gov.uk/>

You may also like to refer to the following publications available from www.mmc.nhs.uk

Quick Guide to recruitment in 2012

Published 8th October 2011 by the Department of Health Medical Education and Training Programme team, developed and designed in partnership with specialty trainees and trainers. The Quick Guide is a short version of the main applicant guide. As an interactive PDF, it offers instant access to essential information on the recruitment process.

A Reference Guide for Postgraduate Specialty Training in the UK (The Gold Guide Fourth Edition)

Published June 2010 by the four UK Health Departments. The Gold Guide provides detailed information about the postgraduate specialty and GP training programmes since August 2007.

For details on the approval of training programmes, please refer to the General Medical Council (GMC) website www.gmc.org.uk

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1. Welcome to recruitment to specialty training 2012

This applicant guide is intended to help you make the best possible applications, starting with your specialty choices and continuing through the application process to its outcome.

The Medical Education and Training Programme team at the Department of Health works to continually improve each year the recruitment and selection processes. If you are applying for specialty training in 2012 you will benefit from some of these improvements. This year all the UK health departments have agreed to issue offers to all applicants across the UK, to an agreed timetable.

All UK job offers in general practice and specialty training will be issued UK-wide, with all first offers issued by 9 March 2012 for core training or specialty training year 1 (CT/ST1) posts and 23 May 2012 for CT2/ST3 posts. As in previous years, applicants will need to make a decision on an offer within 48 hours of receiving one, but you can hold an offer from any specialty in the UK while waiting for other offers. More on this in section 5: Interviews and offers.

Three of our national co-ordinated specialties will be using the NHS Education for Scotland (NES) recruitment system this year for making offers. The website that will issue offers to applicants is called UK Offers System for Medical Specialty Training. For further information refer to section 5.6 Accepting, Holding and rejecting an offer.

Given the high level of competition for many specialties, you may face some difficult decisions. The section on competition offers some useful information to help you. In addition, your local deanery and the colleges and deaneries to which you may be applying are ready to help you. You will find more information on this in section 6: Support to applicants.

Good luck with your applications.

1.1 Overview of specialty training in England in 2012

There are two types of training programmes in specialty training:

- **“Run-through” training**, where your progression to the next level of training is automatic (so long as you satisfy all the competency requirements); and
- **“Uncoupled” training programmes**, where there are two years of core training (three in some specialties), followed by open competition for higher training posts and progression to completion of training (provided you satisfy all the competency requirements).

All specialty training programmes lead eventually to a Certificate of Completion of Training (CCT) or other certificates which qualify you for entry to the Specialist or GP Register held by the General Medical Council (GMC), subject to the successful attainment of required competences. See the Gold Guide glossary section for details of various certificates.

There are other job opportunities and points of entry, such as one-year training posts, known as Fixed Term Specialty Training Appointments (FTSTAs) and ad hoc vacancies at different stages of training. FTSTAs are only available in run-through specialties. They offer an opportunity to gain more experience before applying for a longer term position.

Certificate of Eligibility for Specialist Registration (CESR)

CESR is an alternative qualification to the CCT for those who have undertaken a non-standard training pathway. It is awarded after an applicant has successfully applied to have their training, qualifications and experience assessed against the requirements for the CCT in which they have undertaken training (as this is a guide for those in UK training reference has not been made to those applying in a non CCT specialty, for details of this evaluation please refer to the GMC website). The majority of trainees on standard training programmes will apply for a CCT.

CESR(CP) CEGPR(CP) Certificate of Eligibility for Specialist or General Practice Registration

This is an application process for the award of the CESR or CEGPR through the Combined Programme route. It is for trainees who have a combination of training in a GMC approved programme to successful completion and training and/or experience in posts prior to appointment which were not GMC approved. See GMC website for further information.

The table below shows which English specialties in 2012 are offering run-through training and which are offering core training followed by open competition.

Offer of run-through training in 2012 (Specialty training years are referred to as ST1, ST2, ST3 etc.)	Offer with uncoupling in 2012 (Core training years are referred to as CT1, CT2, CT3 etc. and higher training years are referred to as ST3, ST4, ST5 etc.)
Obstetrics and Gynaecology	Anaesthesia
Ophthalmology	Core Medical Training, leading to competitive entry to medical specialties
Paediatrics and Child Health	Core Surgical Training, leading to competitive entry to surgical specialties
General Practice	Emergency Medicine (three years of core training)
Public Health	Core Psychiatry Training (three years of core training), leading to competitive entry to psychiatry specialties
Neurosurgery	
Histopathology	
Chemical Pathology	
Medical Microbiology/Virology	
Clinical Radiology	
Academic Clinical Fellowship (ACF)	

See section 3.1 for a complete list of specialties.

Core training and higher specialty training programmes will be open to all eligible applicants¹ (including those working in non-training posts or otherwise not on core training programmes).

Fixed Term Specialty Training Appointments, FTSTA1 and FTSTA2 (FTSTA3 in Paediatrics and Neurosurgery), will continue in run-through specialties to add to the opportunities for doctors to develop their training experience and improve their chances of entering later to specialty training.

Academic Clinical Fellowships (ACFs) offer run-through training in specialties that are normally uncoupled. For further information visit <http://www.nihrtcc.nhs.uk/intetacatrain>

Notes:

1. Acute Care Common Stem (ACCS) core training is a two year programme plus a further specialty specific year for all themes:
 - a. For Anaesthesia, a further specialty specific CT2 will be linked to the Anaesthetic themed ACCS
 - b. For Acute Medicine a further year of core medical training CT2 (CMT) will be linked to the Acute Medicine themed ACCS
 - c. For Emergency Medicine a further specialty specific CT3 will be linked to the Emergency Medicine themed ACCS.
2. Clinical Radiology level ST1 welcomes applicants from ST1, 2, 3 and CT 1, 2, 3 in acute care clinical specialties, such as medicine, surgery and paediatrics. It is also possible to apply direct from Foundation training.

1.2 Flexibility in training – less than full-time training

If you are trying to enter specialty training but are unable to train full time, you may apply for less than full-time training, provided you can show that training on a full-time basis would not be practical for you for well-founded reasons. Well-founded reasons would include, for example, disability, ill health, carer's responsibilities, religious commitments and unique opportunities for personal or professional development.

Less than full-time training must meet the same requirements in specialty and general practice training as full-time training, except that there will be fewer hours of work per week.

For further information on less than full time training please see Sections 6.47-6.57 of the *Gold Guide*, the Reference Guide for Postgraduate Specialty Training in the UK, available from www.mmc.nhs.uk

¹ Applicants who meet the stipulated requirements, and are legally qualified, as outlined on the requisite person specification, to apply to medical specialty training

1.3 Overview of recruitment in 2012

Most recruitment is organised nationally by one of the English Royal Colleges or by a lead deanery on behalf of all the English deaneries. This means that you complete one online application and state your deanery preferences, rather than submitting multiple applications.

The following tables show which specialties are recruiting through a national recruiting office in 2012.

Applications via Royal College and other websites in 2012

Royal College	Level	Specialty
National Institute for Health Research Trainees Coordinating Centre (NIHRTCC) www.nihrtcc.nhs.uk	All	Academic Clinical Fellowship (ACF)
National Recruitment Office for General Practice Training www.gprecruitment.org.uk/	ST1	General Practice
Royal College of Obstetricians and Gynaecologists https://obsjobs.rcog.org.uk/	All ACF	Obstetrics and Gynaecology
Royal College of Paediatrics and Child Health http://www.rcpch.ac.uk/	All	Paediatrics and Child Health
Royal College of Physicians http://www.cmtrecruitment.org.uk/	CT1 CT1	ACCS Acute Medicine Core Medical Training
Royal College of Physicians http://www.st3recruitment.org.uk/	ST3	Acute Medicine Cardiology Clinical Pharmacology and Therapeutics (CPT) Dermatology (tbc) Endocrinology and Diabetes Gastroenterology Geriatric Medicine GU Medicine Haematology Infectious Disease Neurology Palliative Medicine Rehabilitation Medicine Renal Medicine Respiratory Medicine
Royal College of Psychiatrists www.rcpsych.ac.uk/training/nationalrecruitment.aspx	CT1 and ST4	Psychiatry

Applications via lead deanery websites in 2012

Lead deanery	Level	Specialty
East Midlands Healthcare Workforce Deanery http://www.eastmidlandsdeanery.nhs.uk/	ST1 ST3 ST3	Public Health Metabolic Medicine Sports and Exercise Medicine
Postgraduate Deanery for Kent, Surrey and Sussex www.kssdeanery.org/prospectus	CT1/ACF ST3	Core Surgical Training Clinical and Medical Oncology
London Deanery www.londondeanery.ac.uk/	CT1 ST1 ST3/ACF ST1 ST3 ST3 ST3	ACCS Emergency Medicine Clinical Radiology General Surgery Histopathology Plastic Surgery Allergy and Immunology Nuclear Medicine
Severn Deanery www.severndeanery.nhs.uk/	ST1 ST3	Ophthalmology Oral and Maxillo Facial Surgery (OMFS) Rheumatology
Wessex Deanery www.wessexdeanery.nhs.uk/	ST3 ST4	Cardiothoracic Surgery Paediatric Cardiology
West Midlands www.westmidlandsdeanery.nhs.uk	ST3	Clinical Genetics
	CT1	Acute Care Common Stem (ACCS) Anaesthesia
	All	Anaesthesia
Yorkshire and the Humber www.yorksandhumberdeanery.nhs.uk/	ST4	Emergency Medicine
	All	Neurosurgery
	ST3	Clinical Neurophysiology Otolaryngology (ENT) Paediatric Surgery Trauma and Orthopaedic Surgery Urology

Medical Microbiology and other training programmes not listed above will be recruited by local deaneries.

Each recruiting office is responsible for:

- advertising vacancies
- providing helpful information on the recruitment process
- receiving online applications
- shortlisting based on set criteria and scoring systems (using nationally agreed person specifications)
- interviewing and selecting successful applicants
- making offers and receiving acceptances.

If you are applying through a national process to one of the specialties listed above, the following should be consistent whichever college or deanery you apply to:

- Information on the application process and how to complete the application form
- Information on interview and assessment methods
- Assessment forms to be completed at the interview
- Information on the consideration of disability or other impediments that may impact on shortlisting, arrangements for interviews and selection at interview
- Communications such as emails inviting you to interview or informing you of the outcome of various stages.

Key dates for recruitment to medical specialty training in 2012

Academic clinical fellowship recruitment (ACF)

- Opens 17 October 2011
- Deadline² for applications 14 November 2011
- Interviews completed and offers issued by 27 January 2012

The ACF recruitment process is run by the National Institute for Health Research Trainees Coordinating Centre. For details, please visit the NIHR Trainees Coordinating Centre website www.nihrtcc.nhs.uk

CT/ST1 recruitment to specialty training posts—ST years 1 to 4, CT years 1 and 2 (and year 3 for emergency medicine and psychiatry)

- Applications open from 25 November 2011
- Deadline for applications is no later than noon 19 December 2011

Recruitment to general practice

- Applications open 14 November 2011
- Deadline for applications is no later than noon 9 December 2011
- General practice machine marked test from 14 January 2012
- General practice selection centres from 20 February 2012

This recruitment process is run by the National Recruitment Office for General Practice Training. For details, please visit the National Recruitment Office website www.gprecruitment.org.uk/. *See summary of key dates during the recruitment process in the table on the next page.*

CT/ST1 interviews and offers

- Interviews from January to March 2012
- All first offers issued by 9 March 2012
- Final date for holding an offer 19 March 2012

Recruitment to higher specialty training posts ST3/4 (and Anaesthesia CT2 posts)

- Opens 2 February 2012
- Interviews from April 2012
- All first offers issued by 23 May 2012

² Closing times for ACF Recruitment vary please see individual deanery websites for deadlines for applications

Additional recruitment

- Further vacancies advertised from February 2012
- Interviews from April 2012
- Additional offers issued by the agreed timeline as with the earlier recruitment.

For a full timeline on the recruitment process, see the *Quick Guide to Recruitment 2012* on the Medical Specialty Training (England) website (www.mmc.nhs.uk).

See summary of key dates during the recruitment process in the table on the following page.

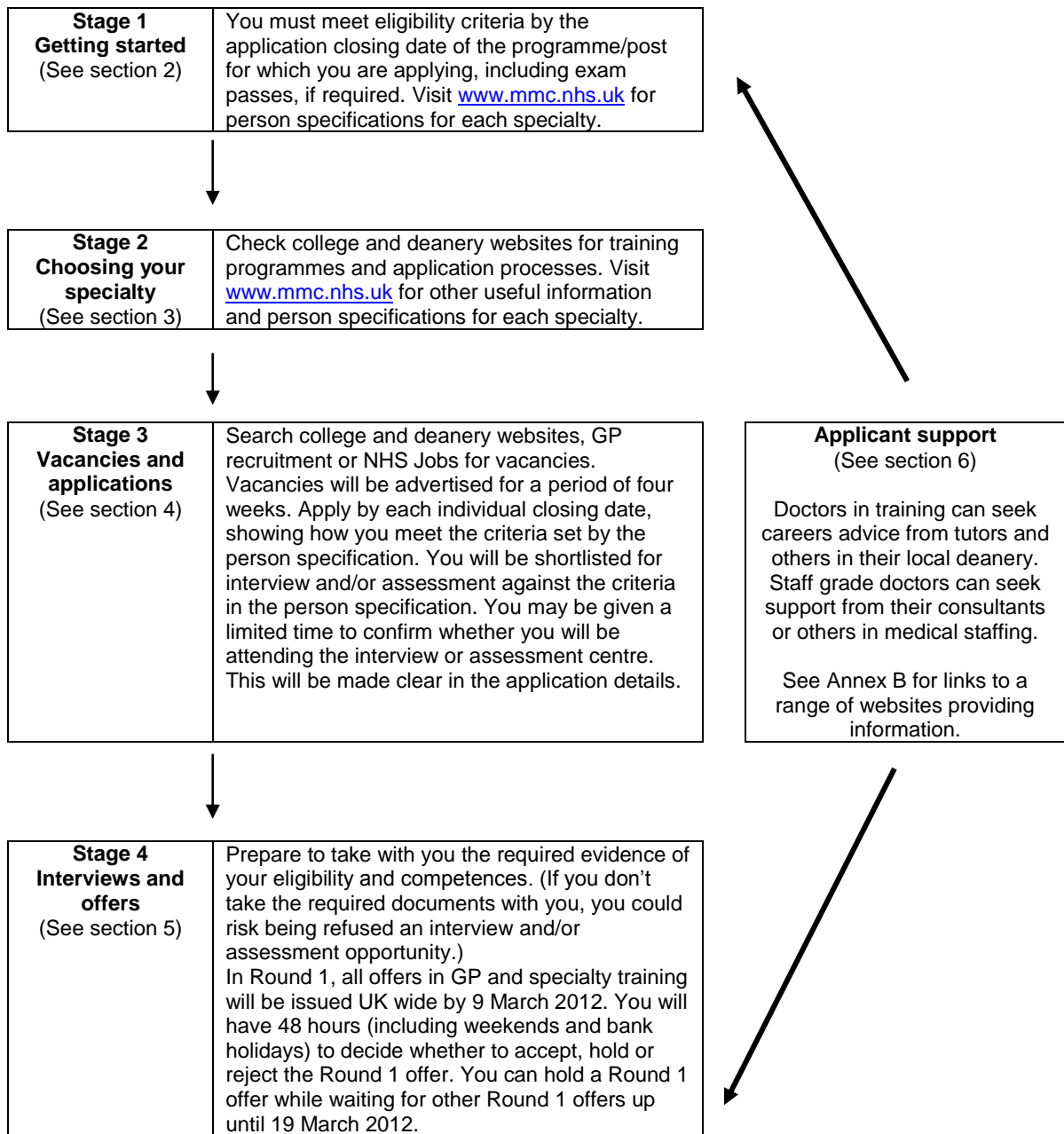
Key dates in 2012

2011			2012		
October	November	December	January	February	March
Early October Check recruitment offices for information	12 November Adverts in NHS Jobs, and on college and deanery websites 25 November Start of specialty recruitment in the UK	From 9 December – No later than 19 December (12 noon) Closing date for specialty applications in the UK	December - January Eligibility checks and shortlisting for specialty. Email with log-in details from the UK Offer System website. Interview invitations for specialty	From 3 February All CT2 and uncoupled ST3 posts advertised and open for application. Any CT/ST1 re-advertised posts open for application	By 9 March CT/ST1 interviews complete for specialty and all first offers issued. 19 March Final date for holding an offer. 23 March End of upgrade option
	14 November Start of GP recruitment, including GP Academic Clinical Fellowships (ACFs)	9 December Closing date for applications to GP specialty	14 January Bookings for GP machine marked tests.	20 February GP assessment centres	By 9 March GP first offers issued
17 October Specialty Academic Clinical Fellowships (ACF) recruitment starts	14 November Closing date for ACF applications. Shortlisting and interviews start.		By 27 January Interviews complete and offers issued for ACFs.		

What you should be doing

October	November	December	January	February	March
Conduct research, gather evidence and review sample application	Register with any online recruitment systems and submit applications	Submit applications. For those applying to: <ul style="list-style-type: none"> ○ West Midlands (Anaesthesia, ACCS Anaesthesia) ○ Yorkshire and the Humber (Neurosurgery) ○ East Midlands (Public Health) You will need to note your log-in and check your contact details on the UK Offers System website	Prepare for and attend interviews Attend GP machine marked tests.	Attend interviews. Accept, hold or reject offers. Accept GP assessment centre. For those applying to: <ul style="list-style-type: none"> ○ West Midlands (Anaesthesia, ACCS Anaesthesia) ○ Yorkshire and the Humber (Neurosurgery) ○ East Midlands (Public Health) You will need to check UK Offers System website for your offers and ranking scores.	Accept, hold or reject offers. For those applying to: <ul style="list-style-type: none"> ○ West Midlands (Anaesthesia, ACCS Anaesthesia) ○ Yorkshire and the Humber (Neurosurgery) ○ East Midlands (Public Health) You will need to check UK Offers System website for your offers and ranking scores.

1.4 At-a-glance view of the recruitment process in England



Please note: This summary and the following information in this Applicant Guide describes recruitment to medical specialty training in England. There are different recruitment processes for GP training, Academic Clinical Fellowships and recruitment in other UK countries.

For further information on these areas of recruitment, please visit the relevant websites listed on page 2 of this Applicant Guide.

1.5 The competition

The medical specialty training website www.mmc.nhs.uk provides direct links to:

- indicative competition figures (from recruitment in 2011) for specialties and deaneries

When deciding which posts and specialties to apply for, we urge all applicants to consider carefully the likely levels of competition involved and to be prepared to be flexible about your choices.

You should also think about the way that healthcare is developing in the future, as well as the competition involved in your chosen specialty and/or the deanery to which you are applying. For example, changes in demography (especially an increasingly elderly population) and patient expectations are creating a rapid trend towards more healthcare being delivered in the community and primary care settings in the next five years. Around half of the training posts in the next few years will be in General Practice, whereas the number of posts in surgical specialties is decreasing.

High levels of competition for ST3 posts in 2012

Trainees in run-through programmes will proceed to the next level of training in 2012, provided they pass the appropriate assessments.

In “uncoupled” training programmes, there are high levels of competition for higher specialty training posts particularly in the surgical specialties. In addition to those who are currently in their final year of core training, there will be applicants in non-training posts who will also be applying for higher specialty training.

Colleges and deaneries start recruitment to uncoupled ST3 (ST4) posts from 3rd February 2012. Any CT2 posts not previously advertised will be advertised from 3rd February 2012 onwards e.g. Anaesthesia.

You are advised to plan your applications carefully and to prepare to be flexible in the event that you may be unsuccessful in getting a place in your first choice specialty and/or deanery.

Considering your options in the light of the competition

Given the level of competition, you should think very carefully about the specialties and locations to which you apply.

The medical specialty training website www.mmc.nhs.uk has information on the competition in 2011 that shows, for example, the number of applications in Round 1, the number of jobs and the number of people shortlisted.

These figures do not claim to show what will happen in 2012, but offer a broad indication of which were the most and least subscribed specialties and areas in the previous recruitment year.

There is an important point to note for those considering applying for FTSTA1 posts in those specialties that offer run-through training. If you are successful in obtaining an FTSTA1 in those specialties, your chances of obtaining a run-through post at ST2 in 2012 will be relatively low, as there will be very few available.

1.6 Considering the longer term

In addition to looking at the short term influences on your career choice, it is important to consider the longer term and the changing pattern of career opportunities as a result of the changing needs of patients.

Such trends include, for example:

- A continuing shift towards care in primary and community settings, rather than in hospital
- Continued centralisation in specialised care and further developments in sub-specialisation
- A growing emphasis on improving health that will create more demand for public health expertise
- Greater involvement of clinicians in policy and planning, innovation and change. From medical school onwards, doctors will be supported to develop managerial as well as clinical skills.

2. Stage 1 – Getting started

Choose your specialty	Section 3.1 shows a complete list of specialty training posts available in 2012. Royal College websites provide information about the specialty and what's involved. You can also visit www.medicalcareers.nhs.uk to explore career options.
Check the application process	Section 1.1 shows which specialties are recruiting through a nationally coordinated process and gives website addresses for these recruiting offices. Other specialties are offered by each local deanery. See Annex B for a list of deaneries and their website addresses.
Plan your time	See section 1.3 for key dates
Review person specifications	All of the up to date person specifications are available on www.mmc.nhs.uk The person specification will guide you in preparing your portfolio of evidence of your achievements and competences, ready to show at interview.
Register for online applications	All specialties use an online application process that requires you to register first. It's best to do this early to avoid any technical difficulties when it comes to submitting your application.

If you are interested in applying for those specialties recruiting by means of a national process, you will be able to apply for your preferred posts in a single application. For full details on each specialty, you should visit the relevant websites as listed in section 1.1.

See Annex B for links to further information

2.1 Eligibility

See also Annex C – Guidance for overseas nationals

Eligibility to apply for specialty training in England in 2012

There are strict rules about eligibility to apply for specialty training in England. If you are submitting an application in 2012, you will need to make sure that you meet all the eligibility criteria by the application closing date or job starting date where stated. These requirements are explained in your application details and on the national person specifications (see section 3.1).

Full details will be available from the recruiting office advertising the post you are interested in. Application forms will ask for information to show that you satisfy the criteria and you may be asked to provide further written evidence at interview.

In preparing for this, we would recommend you use the following eligibility checklist.

Eligibility checklist

- **Confirmed registration with the General Medical Council (GMC) or General Dental Council (GDC)**
You will need to hold full GMC registration status and a current licence to practice (GDC registration status is also required for OMFS) by the time of appointment³ to the post (unless you are applying to Public Health training and you are from a background other than medicine). You will need to confirm this when you apply. For further information see www.gmc-uk.org/doctors/before_you_apply/registration_factsheet.asp

- **Trainees released or removed from training post or programme**
Specialty training posts and programmes are not normally available to any doctor who has previously relinquished or been released/removed from a training post/programme. When applying for a post the declaration section of the application form will ask if you have previously relinquished or been released or removed from a training programme. If your answer is yes to this question you will need to provide full details of the release/removal from a training programme to the deanery by email marked confidential. You will be advised to seek further advice from the postgraduate Dean at the deanery that you are applying to if you wish to discuss this requirement further.

- **Right to work in the UK**
UK and EEA nationals and doctors whose immigration status entitles them to work as a doctor in training in the UK are eligible to apply for specialty training. Evidence of immigration status would be a biometric residence card, date stamped passport and/or identity card, together with an accompanying letter from the Home Office detailing which type of visa has been granted. All of these documents need to be dated as at or prior to the application closing date.

Other non-UK or non-EEA nationals with limited leave to remain in the UK, whose employment will require a Tier 2 visa, are subject to the resident labour market test. This would include, for example, doctors on student visas or Tier 1 Points-Based System who are restricted from taking employment as a doctor in training. The labour market test means that you would only be considered if there were no suitable UK or EEA national (settled status) candidate for the post.

You will be asked to bring your passport and proof of your immigration status to any interviews or assessments you attend. *See Annex C: Guidance for overseas nationals for more information.*

- **English language skills**
All applicants will need to provide evidence of their English language skills at any interview attended.

If your undergraduate training was not in English, you will need to provide written evidence of English language skills e.g. your English Language Testing System (IELTS) results showing the score of 7 in all domains (speaking, listening, reading and writing), to be achieved in a single sitting and within 24 months of the time of application; or a letter from a UK medical

³ Time of appointment refers to the date at which the post commences

supervisor or employer attesting to your competence in English at the appropriate level.

If your undergraduate training was in English, but not in the UK, you will need to provide written evidence of this. Suitable evidence would include an original letter or certificate from the institution where you qualified confirming that the language of instruction and examination was English.

- **College exams**

If college exams are a requirement for entry at the level to which you are applying, you must have received notification of having sat and passed the exam by the closing date of your application. If college exams are a requirement for exit, you will need to have passed by the time of your appointment.

In 2012 applicants to medical speciality ST3 posts will now only be required to have passed their part 2 written examination, but do not need to have passed the PACES exam to receive an offer of an ST3 post. Candidates will, however, need to have full CMT competences, which includes all parts of the MRCP(UK) including PACES, to be able to actually take up their ST3 appointments. This means that candidates who have not passed PACES at the time they receive their ST3 offer will need to have done so by the time the ST3 post starts, otherwise the offer will be withdrawn.

- **Match to person specification**

Each specialty has a nationally agreed person specification that lists the required competences for that specialty. You will need to provide evidence to prove that you have achieved the specified competences. See section 3.1 about the national person specifications.

- **Match to specialty level**

The following shows the possible levels of entry to specialty training and a general guide to the required competences. You should refer to the appropriate person specification for details.

It is important that you study the person specification for each entry level for the specialties to which you are considering applying. The person specifications clearly state the entry requirements for each level and this will help you decide which is the most appropriate for you. Applying to the most appropriate level will optimise your chances of success.

Specialty training year 1 and core training year 1 (ST1/CT1)

If you are applying straight from the UK Foundation Programme, you will need to show, through your portfolio, that you will have achieved the Foundation Programme competences by the end of July 2012. You must have achieved the competences or equivalent within three years prior to your application.

If your training was with a different programme, you will need to provide written evidence that you have achieved the equivalent competences. (See further details in section below on evidence of achievement of Foundation competences.)

To enter at ST1 and CT1 you cannot have already held a post or posts for more than 18 months (by the time you take up the new post) in the specialty to which you are applying. The exceptions to this are the following specialties:

- Chemical Pathology
- Histopathology
- Medical Microbiology/Virology
- Public Health

Specialty training year 2 and core training year 2 (ST2/CT2)

Typically, you will have achieved the competences or equivalent from the first year of specialty training (ST1) or will be on track to do so by end July 2012. For further information, see the specialty training curriculum available from the relevant royal college website.

There is no upper limit on experience for eligibility for selection to ST2/CT2.

Specialty training year 3 (ST3)

Typically, you will have achieved the competences or equivalent from the first two years of specialty training (ST1 and 2). For further information, see the specialty training curriculum available from the relevant royal college website.

There is no upper limit on experience for eligibility for selection to ST3.

Specialty training year 4 (ST4)

Typically, you will have achieved the competences or equivalent from the first three years of specialty training (ST1, 2 and 3), or you will have the entry requirements for former higher specialty training programmes (i.e. Specialist Registrar (SpR) programmes). For further information, see the specialty training curriculum available from the relevant royal college website.

There is no upper limit on experience for eligibility for selection to ST4.

Evidence of achievement of Foundation or equivalent competences

The 2012 person specification for entry to all specialty training programmes (including FTSTA posts) includes "Evidence of achievement of Foundation competences between 1st August 2009 and 31st July 2012 in line with GMC standards/Good Medical Practice including:

- Make the care of your patient your first concern
- Protect and promote the health of patients and of the public
- Provide a good standard of practice and care
- Treat patients as individuals and respect their dignity
- Work in partnership with patients
- Be honest and open and act with integrity

All applicants to Core or Specialty training at CT1, ST1 or FTSTA level must demonstrate all the competences without exception using the prescribed evidence as outlined below.

Possession of foundation competences is essential for successful applicants to cope with, and progress through specialty training. Demonstrating foundation competences also ensures that doctors can practise safely in line with GMC standards. To achieve this, it is crucial that this submitted evidence is current. It is not

sufficient to have achieved each competence once. Competences must be achieved, maintained and demonstrated.

The acceptable methods for demonstrating foundation competences are listed below. No other evidence will be accepted as previous experience has shown it to be unreliable. For example, specialist qualifications do not demonstrate the breadth of foundation competences and candidates are not typically ready able to cope with the first year of core or specialty training. Candidates who did achieve foundation competences in the past but since then focused their career in a small specialised area would also find it difficult to cope in the first year of core or specialty training. The broad spectrum of foundation competences must be demonstrated to qualify the candidate for entry to year one of core or specialty training. It is the candidate's responsibility to satisfactorily demonstrate that this criterion has been fulfilled

Demonstrating Achievement of Foundation Competences

There are a 3 ways you can demonstrate your achievement of foundation competency. The application form will ask you a series of questions to help you determine the most appropriate form of evidence. Your answers to these questions will also allow us to assess your eligibility to apply for a specialty training programme and you will be expected to provide standardised documentation to verify your answers. This guidance is provided to help you to prepare your 2012 application.

1. If you are currently undertaking a recognised foundation programme in the UK which is due to finish in July 2012, we will ask you to confirm the name of your Foundation School. You do not need to do anything else. Any offer of a programme will be conditional upon you successfully completing this programme and being awarded an FACD 5.2 before August 2012. If you are undertaking a "stand alone" FY2 post that is NOT part of a recognised foundation programme attached to a UK foundation school, then you must answer NO to this question on the application form (*Are you currently on a UK Foundation Year 2 Programme?*) and you will be required to submit alternative evidence as detailed below.
2. If you have completed a UK foundation programme within the last 3 years (since 1st August 2009), we will ask you to confirm that you have been awarded an FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. You will be expected to provide the original certificate at a later date.
3. If you have not undertaken a UK foundation programme within the last 3 years, you will be able to submit alternative evidence by asking a consultant who has supervised you for at least 3 months since 1st August 2009 to attest to your achievement of foundation competences. There are two "Alternative Certificates" available for download; one for specialties WITH acute medical responsibilities and one for specialties WITHOUT acute medical responsibilities. A list of specialties with acute medical responsibilities is available see [Certificates A and B for F2 competences](#). You may submit more than one Alternative Certificate from different posts in order to show evidence of achievement of all competences but all certificates must relate to posts undertaken for at least 3 months since August 2009. You MUST attach scanned copies of the certificates to your application form.

4. We expect ALL doctors applying to a specialty training programme to have had a least 24 months experience in certain posts, either in the UK or overseas, since gaining their primary medical qualification and before commencing a specialty training programme. You will be asked to confirm that you have:

12 months satisfactory completion of either a pre-registration, internship or FY1 post AND 12 months full time satisfactory completion in posts approved for the purposes of medical education by the relevant authority.

OR

12 months satisfactory completion of either a pre-registration, internship or FY1 post AND 12 months full time experience at a publicly funded hospital in at least two specialties

OR

12 months satisfactory completion of either a pre-registration, internship or FY1 post AND a 12 month full time FY2 post

With regard to the Alternative Certificates, please note that:

- The signatory does not necessarily have to personally witness the demonstration of every competence, but he or she must be able to judge whether the evidence they have seen/had presented to them demonstrates competence. The deanery/specialty have no discretion in this regard.
- The post the certificate refers to must be of at least 3 months duration (whole time equivalent), has to have been completed by the time of the submission deadline and undertaken within the 3 years before the post starts.
- Clinical attachments do not count as experience
- If you are unable to provide any of the above because, for example, you have not worked since 1st August 2009 then you are advised to secure a second year UK foundation programme post before applying for a specialty training programme. Alternatively, you could secure a post that will enable you to demonstrate foundation competency to a consultant who could then provide you with an "Alternative Certificate", eg. A locum or Trust post.
- We understand that refugee doctors may have less access to standardised documentation and in rare cases may not be able to obtain an "Alternative Certificate". If you are unable to provide any of the above because of your refugee status, you should contact your first choice postgraduate deanery for advice before submitting your application form. Refugee doctors will be required to provide an Alternative Certificate wherever possible.

Please Note:

- Applications for August 2012 must use the 2012 Alternative Certificates. Previous documentation from 2011 will not be accepted.
- Evidence of higher professional exams in other disciplines is not accepted as evidence of Foundation competency.
- Evidence in a non-standard format is not accepted

3. Stage 2 – Choosing your specialty

3.1 Person specifications for jobs in England

Each specialty (and the level at which you would be entering training) has a nationally agreed person specification that lists the required competences for that specialty. In making an application, you will need to provide evidence to prove that you have achieved the specified competences.

Each person specification is available from the medical specialty training website www.mmc.nhs.uk. Requirements will also be included in the application details for each post.

Academic Clinical Fellowships

If you are applying for an Academic Clinical Fellowship (ACF), you will need to meet the criteria in both the clinical person specification for your chosen specialty and level and the ACF person specification.

Themed core specialties	Person specifications available			
Acute care common stem				
(ACCS) Acute medicine	CT1	CT2	CT2 CMT	
(ACCS) Anaesthesia	CT1	CT2	CT2 Anaes	
(ACCS) Emergency medicine	CT1	CT2	CT3 EM	
Emergency medicine (EM)				ST4
Anaesthesia (Anaes) Core training programmes up to and including CT2	CT1	CT2	ST3	
Intensive Care Medicine			ST3	

Recruitment to ACCS will be by separate streams, dependent on intended specialty of final career path. The first two years of ACCS share a common curriculum, and competences completed are transferable. However it should be noted that it is not possible to move between specialty career paths without a further competitive selection process. Applicants are therefore advised to select the specialty of choice carefully.

Surgical specialties	Person specifications available	
Core surgical Training Themed, core programmes within the surgery specialty group	CT1	
	CT2 (For ACF and LAT recruitment only)	
Cardiothoracic surgery	Individual specialties that are part of the surgery specialty group.	ST3
General surgery		ST3
Oral & Maxillofacial surgery (OMFS)		ST3
Otolaryngology (ENT)		ST3
Paediatric surgery		ST3
Plastic surgery		ST3
Trauma & orthopaedic surgery		ST3
Urology		ST3

Psychiatry	Person specifications available		
Core psychiatry training Core training programmes up to and including CT3	CT1	CT2	CT3
Child & adolescent psychiatry	Individual specialties that are part of the psychiatry specialty group.		ST4
General adult psychiatry			ST4
Psychiatry of learning disability			ST4
Old age psychiatry			ST4
Forensic psychiatry			ST4
Psychotherapy			ST4

Medical specialties	Person specifications available			
Core medical training Core training programmes up to and including CT2	CT1	CT2		
Acute medicine	Individual specialties that are part of the medicine specialty group		ST3	
Allergy			ST3	
Audiological medicine			ST3	
Cardiology			ST3	
Clinical genetics			ST3	
Clinical neurophysiology			ST3	
Clinical oncology			ST3	
Clinical pharmacology & therapeutics			ST3	
Dermatology			ST3	
Endocrinology & diabetes			ST3	
Gastroenterology			ST3	
Genito-urinary medicine			ST3	
Geriatric medicine			ST3	
Haematology			ST3	
Immunology			ST3	
Infectious diseases			ST3	
Infectious diseases & medical microbiology			ST3	
Infectious diseases & virology			ST3	
Medical oncology			ST3	
Medical ophthalmology			ST3	
Metabolic Medicine			ST3	
Neurology			ST3	
Nuclear medicine			ST3	
Occupational medicine			ST3	
Palliative medicine			ST3	
Paediatric cardiology				ST4
Rehabilitation medicine			ST3	
Renal medicine			ST3	
Respiratory medicine			ST3	
Rheumatology			ST3	
Sport & exercise medicine			ST3	
Stroke medicine			ST3	
Tropical medicine	ST3			

Run through Specialties	Person specifications available			
Chemical pathology	ST1/ FTSTA	ST2/ FTSTA		
Chemical pathology – Metabolic Medicine			ST3	
Clinical radiology **	ST1			
Community Sexual and Reproductive Health	ST1	ST2	ST3	ST4
General practice	ST1			
Histopathology	ST1			
Medical microbiology/virology – microbiology	ST1/ FTSTA	ST2/ FTSTA		
Medical microbiology/virology – virology	ST1/ FTSTA	ST2/ FTSTA		
Neurosurgery	ST1/ FTSTA	ST2/ FTSTA	ST3/ FTSTA	
Obstetrics & Gynaecology	ST1/ FTSTA	ST2/ FTSTA	ST3/ LAT	
Ophthalmology	ST1/ FTSTA	ST2/ FTSTA	ST3	
Paediatrics	ST1/ FTSTA	ST2/ FTSTA	ST3/ FTSTA	ST4
Public Health	ST1			

Notes

If you are offered core training in a specialty, this does not guarantee progression through to Certificate of Completion of Training (CCT). There will be another round of open competition at the end of core training CT2 (CT3 for psychiatry and emergency medicine).

Acute care common stem (ACCS) core training is a two-year programme plus a further specialty specific year for all themes:

- For Anaesthesia, a further specialty specific CT2 will be linked to the Anaesthetic themed ACCS
- For Acute Medicine, a further year of core medical training CT2 will be linked to the Acute Medicine themed ACCS
- For Emergency Medicine, a further specialty specific CT3 will be linked to the Emergency Medicine themed ACCS

** Clinical radiology level ST1 welcomes applicants from ST1, 2, 3 and CT 1, 2, 3 in acute care clinical specialties, such as medicine, surgery and paediatrics. It is also possible to apply direct from Foundation training.

4. Stage 3 – Vacancies and applications

4.1 English job adverts and where to find them

The first and main recruitment round for specialty training in England in 2012 opens on 12th November 2011 (when advertisements appear). It will be for deaneries and organisations that are running a national recruitment process to determine their own timetable for specialty recruitment.

Specialties can continue to recruit up until the end of October 2012 in order to fill any vacancies that may remain after 30 March 2012, including any posts advertised for the first time in Round 2 and any new vacancies that may arise later in the year. See section 5 for more information on opportunities to apply later in the year.

Each recruiting office will advertise vacancies at different times within the national timetable. They will publish in advance on their website, the timetable they are working to, including when applications open and close and interview dates – so that you can plan your applications.

As a minimum:

- All posts will be advertised on each recruiting office website
- Posts will be advertised for a minimum of four calendar weeks.

To find out about vacancies, you should check NHS Jobs and college and deanery websites on a regular basis. Deaneries will post job vacancies on a rolling basis from October 2011.

4.2 Planning your application choices

You can make as many applications as you wish to different specialties, provided you meet all the eligibility criteria and required competences of the post for which you are applying.

Visit www.mmc.nhs.uk for summary information on each national recruiting office and local deanery.

A risk to consider is that if, at the start of the recruitment process, you apply only for posts that are highly competitive, and you are unsuccessful in securing a post, you could find that by the time you start applying for posts in Round 2 with lower competition ratios, those posts may already have been filled.

We recommend that you consider the high level of competition for some specialties and geographies, along with other factors that are important to you. You can get an indication of the most and least popular specialties and areas from the competition information on the medical specialty training website www.mmc.nhs.uk.

It is a good idea to consult with senior colleagues and mentors about where you are most likely to be successful.

4.3 The application form

All applications are in an electronic format to be completed online or submitted by email.

You should make sure that you are using an email account that you can access at any time and will not be blocked by your employer's IT security system. If you are uncertain about this, you should check with your IT department at work.

Many specialties are recruiting by means of a national process handled by a Royal College or lead deanery on behalf of all deaneries. In these specialties, you will be able to make a single application where you state on the application form your order of preference between deanery locations. See section 1.1 for the list of specialties using a national recruitment process and links to further information.

To ensure a fair, legal and equitable process, the people doing the shortlisting will not see your personal details when they consider your application.

The next section offers some general advice to help you complete the best possible application form.

Planning and presentation

Most of the advice that follows is common sense, but you would be surprised by the number of applications that are disadvantaged by a lack of attention to basic details.

Before you write anything

1. Read all supporting documentation.

Your application form is your personal marketing tool – use all documentation provided to help you tailor your responses. Pay particular attention to:

- a) The job description and programme details
- b) The person specification and the application form, so that you understand what is required from you
- c) Familiarise yourself with any other material, including any deanery guidance for applicants
- d) Any other documentation required to be submitted. Deaneries will not chase you for information. You need to make sure you have submitted everything that is required or you could risk your chances of being selected.

2. Gather your evidence.

Ensure that you have gathered all the dates and titles of qualifications, publications, research, audits, presentations etc. Every statement that you make on the form should be able to be backed up by evidence (either on the application form or at interview) to prove that you do indeed meet the person specification.

For many specialties, there will be questions about your skills and competences where you will need to describe real-life experience, either from your medical work and/or extra-curricula activities.

- What examples do you have? Do they actually address what is asked?
- In what way are they unique? Can you provide examples that might stand out from the crowd?
- What exactly was your part in the example you describe? For example, if you are using an extra-curricula activity, what was your role – chair, secretary, captain etc?
- You will need to use different examples for each question posed.

NB Your portfolio **MUST NOT** contain patient identifiable data and should only include your own original work.

3. Do your career research.

Make sure that you really know why you are applying for a particular specialty and what you can bring to it in terms of skills and personal attributes.

4. Plan your time.

Work out how long it will take realistically to work on and complete the form, including getting feedback from colleagues. You know the way you work best, but manage any risks that could lead to errors or a product that is less than your best.

5. Ensure you submit your application in time

Your application will take you some time to complete so ensure that you allow yourself enough time to complete and submit your application ahead of the deadline set. **Each year there a several hundred applications received after the closing date which cannot be accepted. Plan ahead to avoid this risk.**

6. Referees

Contact them at the earliest opportunity to check that they will be happy to support your application, and they will be available to do so within the application timeframe.

You will need to provide details, including up to date email addresses, of three referees who have supervised your clinical training within the past three years. If you are applying to more than one specialty, you may opt to nominate different referees for each specialty. If you have recently had a career break and cannot nominate referees from the past three years, then your referees must include your two most recent supervisors.

If you are offered, and accept a training programme, your employer will not be able to issue a contract without references.

7. Key content of application forms

Your application form will need to pass the first stage eligibility check before it is considered for shortlisting and/or interview. Deaneries' administrative teams will check that you meet the eligibility criteria in terms of:

- Immigration status
- GMC (and GDC registration, if required)
- English language skills as per the eligibility criteria
- Any examination or experience requirements in line with the post

It is important to note that by allowing applicants to progress to the shortlisting and/ or interview stage, deaneries and colleges have not accepted or confirmed that applicants meet eligibility requirements. This includes immigration status, evidence of achievement of Foundation / Core competences or equivalent and requisite length of time in training as per the relevant national person specification. This list is not exhaustive and is applicable to all eligibility criteria. Applicants may still be withdrawn from the application process at any stage, including after the interviews have taken place, if the evidence pertaining to an eligibility criterion is found by the recruiting deanery and/ or Royal College to be unsatisfactory.

See section 2.1 on Eligibility.

In response to the CV-based questions, all previous experience in the particular specialty or specialty group must be declared. This includes experience outside the UK and all experience in the UK, whether within educationally approved posts or not.

You should also give the reasons for any time you have spent out of work, such as maternity leave or relocation to the UK, so that there are no unexplained career gaps on your application form.

It is best to avoid upper case as most people find it too difficult to read.

Build in time to get feedback and make amendments to your completed application form with a mix of medical and non-medical colleagues.

Tackling the competency questions

You may already have developed a technique that will help you answer successfully any competence-based questions. Some people find it helpful to use a structure based on “situation, action, result” as an effective way of getting your answer across logically and efficiently:

- **Situation/Task** - gives the reader the context, but don't overdo it on description
- **Action** - this is where you demonstrate and highlight the skills and personal attributes that the question is testing. Explain what, how and why you did what you did. Talk about you, not everyone else.
- **Result** - explain the outcome of your action. Describe what you accomplished. What did you learn?

5. Stage 4 – Interviews and offers

The majority of interviews in 2012 for specialty training in England will be arranged locally by deaneries. In some areas, NHS Trusts may lead recruitment for particular specialties.

Scoring systems for shortlisting and interviews may be determined nationally for coordinated specialties or locally for locally managed specialties. The college or deanery to which you are applying should make available information about the shortlisting scoring scheme usually by publishing this on recruitment websites

Most specialties recruit by means of a national process handled by a lead deanery, or College on behalf of all deaneries and these processes may vary in arrangements. The GP recruitment and selection process, for example includes an initial assessment and selection centre.

See section 1.1 for the list of specialties using a national recruitment process and links to further information.

You will be notified about the times, dates and venues of interviews by the relevant deanery either by email or by letter. Ideally you will be given at least five working days' notice of any interview, however notice may be less if late gaps arise due to other applicants dropping out. You will be informed of the reason for the late notice if this occurs.

Deaneries will publicise all their assessment centre / interview dates and you must consider this when applying for posts, as deaneries will be limited as to how much they can accommodate trainees who are invited to an assessment centre / interview by two separate deaneries for the same specialty (where this is not nationally coordinated).

You should be aware that there may only be a short time during which you will be expected to confirm whether you will be attending the interview. If you subsequently accept another offer, please let the deanery know so that you may be withdrawn from the interview.

Check the deanery's policies on equality and diversity, for example, there may be a Guaranteed Interview Scheme for applicants with a declared disability who meet the person specification criteria. Recruiters will ensure that reasonable adjustments are made at interview to meet the needs of applicants with disabilities.

You will be asked to show on your application form if you consider yourself disabled as set out in the Equality Act and whether you wish to be considered under the Guaranteed Interview Scheme. This information will not be available to short-listing panels. For further information visit:

<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/index.htm>

5.1 Shortlisting

Short-listing

In short-listing, applications are scored according to their content, ie applicants' experience, achievements, qualifications, etc. The scoring systems used are based upon the nationally agreed person specification.

However, not all specialty recruitment processes use short-listing because:

- Applicants are invited to a selection centre based on their score at an assessment centre, e.g. Public Health, GP or
- Interview capacity is sufficient that all eligible applicants can be invited to a selection centre.

Where applicable, details of the selection scoring scheme should be made available to you on request.

Where shortlisting takes place those which pass the long listing stage will go ahead to be scored (eligibility to apply for that post, see section 2.1). The top-scoring applicants will be invited to interview or assessment. Typically, the deanery will invite more people to interview than there are posts available, as this makes it more likely that they will be able to make an offer that will be accepted.

Due to the large volume of applicants, deaneries will only contact you if you are being invited to interview. If you have not heard by the interview date you can assume you have not been shortlisted.

If you are not successful at the shortlisting stage, you can request feedback from the deanery. If you feel your application has not been managed correctly and have evidence of a failure in the process, there is a complaints procedure in each deanery.

GP shortlisting

Your application is assessed only against the essential eligibility requirements. It is not scored. GP use the Stage 2 assessment (computer delivered test) to shortlist applicants and allocate them to a deanery for Selection Centre. Please read the information in the GP Applicants Guide on www.gprecruitment.org.uk.

5.2 How interview panels run

Interviews typically last for a minimum of 30 minutes. The interview panel's main aim is to find out whether you meet the requirements of the person specification for the post for which you are applying, and to make sure that only the best candidates are selected in this highly competitive process.

The structure and content of interviews will vary across deaneries, specialties and levels. The interview could include a scenario where you are asked to respond to a clinical professional situation. This could be through oral questions or through a written exercise before you meet the interview panel. In some instances, you may be asked to demonstrate a practical skill. The invitation to interview will explain what will be required from you at the interview.

Prior to the interview, members of the panel will have had access to your (anonymised) application form. However, they will not have access to the equal opportunities or personal data section of your application form.

Panel members will complete a score sheet for each candidate and make any comments. The aggregate score given by all the panel members will be the final score of the interview.

5.3 What to prepare and take with you

The deanery will give you clear information about what will be required from you at interview. As a minimum, expect to take the following documents and you may be required to take several copies:

- Original proof of identity (e.g. passport or other photo-ID)
- Original and photocopy of your GMC certificate
- Original and photocopies of all qualifications listed on your application form (translated if necessary)
- Verified evidence of competences cited on your application form – your professional portfolio²
- Evidence of educationally approved posts cited on your application form
- Evidence of nationality / immigration status
- Evidence of skills in written and spoken English

This is not an exhaustive list. You will need to check the deanery's requirements.

If you are shortlisted, you will need to consider ways to provide evidence of having met Foundation and other required competences. You will be asked to bring your professional portfolios² to the interview.

Relevant evidence may include:

- Trainers' reports
- Log book of clinical activity
- Audits
- Written workplace assessments, e.g. min-PAT, mini-CEX, CbD, DOPS.

These are just some examples and should not be taken as an exhaustive list. Be prepared to answer questions on which parts of your professional portfolio link to statements made in your application form. You should be prepared to provide evidence for any and every statement made on your form.

NB Your portfolio MUST NOT contain patient identifiable data and must only include your own original work. In previous years there have been examples where some applicants have presented work which is not their own. If this happens evidence will be taken and the person concerned reported to the GMC.

² Please ensure that you do not include any Patient Identifiable Data (PID) in your professional portfolios. This is in breach of the Confidentiality Guidance (2009) and is a fitness to practice matter which could be reported to the General Medical Council (GMC)

5.4 Planning your approach to the interview

Most of the advice that follows is common sense, but you would be surprised by the number of applicants that run into problems because of lack of planning.

Strategic health authorities and deaneries will publish in advance the timetable they are working to, including opening, closing and interview dates.

- You should inform your current employer of potential leave requirements for attending interviews in anticipation of being short-listed, and co-ordinate with colleagues wherever possible.
- You may find it helpful to discuss with your clinical tutor or local consultants within the specialty for which you have applied about the type of areas the interviewers might seek to address.
- Arrive at your interview in plenty of time – aim to arrive half an hour before your interview is due to start.
- If you are driving, make sure you know where you are going to park – not all interview locations will have parking available.
- If you have to be somewhere after the interview, for example you are scheduled to be on call, you should alert the interview co-ordinator as soon as possible, as interview schedules often unavoidably run behind time.
- You may be eligible to apply for travel expenses for the interview. You should ask about this prior to attending an assessment centre. It should not be assumed that all costs would be reimbursed.

5.5 Training offers

Appointments to training programmes or posts will be offered to the people who ranked the highest in interviews and who gave the programme the highest ranking.

Not all candidates deemed eligible for appointment by their interview panel would be offered a post. This is because there could be several eligible applicants for a particular post, in which case, the post will be offered to the person with the highest score who gave the programme the highest ranking.

Following your interview and/or assessment, the relevant college or deanery will email or text you with news of an offer. If you are unsuccessful, you will receive a message to let you know this.

For 2012 recruitment to GP and specialty training, all first offers will be issued UK wide by 9 March 2012.

If you are deemed eligible for appointment but ranked below the number of vacancies available, you could receive an offer after 9 March if initial offers are rejected by higher-scoring applicants.

CT/ST1 core and run-through training

All first offers will be issued UK-wide no later than Friday 9th March. If you receive an offer you will have 48 hours (including weekends and bank holidays) to decide whether to accept it, reject it or hold; you can only hold one offer at a time. You can hold an offer up until noon on Monday 19th March 2012. If you do not accept the held offer by this time it will be deemed to have been rejected. Offers made after this date can only be accepted or rejected. You can only accept one offer.

CT2/ST3 higher specialty training

All first offers will be issued UK-wide by Wednesday 23 May 2012. You will have 48 hours (including weekends and bank holidays) to accept, reject or hold an offer; you can only hold one offer at a time. You can hold an offer up until noon on Thursday 31st May 2012. If you do not accept the held offer by this time it will be deemed to have been rejected. Offers made after this date can only be accepted or rejected.

NB If you are sure that a particular offer is the best for you, you should accept/hold it as soon as possible and reject any others.

Deaneries do need an answer to any training offer as soon as possible so that any post you reject can be offered to other applicants deemed eligible for appointment at interview.

Undertaking

Offers are made on the condition that you have not accepted other offers and that you withdraw from other applications within the recruitment round. You will be expected to give an undertaking when accepting a post that you have not accepted another post and that you will withdraw from further recruitment. If you do not agree to this undertaking, then the offer will be withdrawn.

There are a few exceptions to this rule, as listed below.

Academic Clinical Fellowships

If you have accepted a run through training post, you are eligible to apply for an Academic Clinical Fellowship post.

One-year training programmes

If you have accepted a final year core training post (CT2 or CT3 in emergency medicine and psychiatry) or a fixed-term specialty training appointment (FTSTA) in a run-through specialty, you may continue to compete for run-through training posts or for uncoupled training programmes that offer two years or more of core training. You may not apply for other FTSTAs or other posts that only offer one year of training.

Examples:

If you have accepted a CT2 post (or CT3 in emergency medicine or psychiatry), you can continue to compete for run-through training posts.

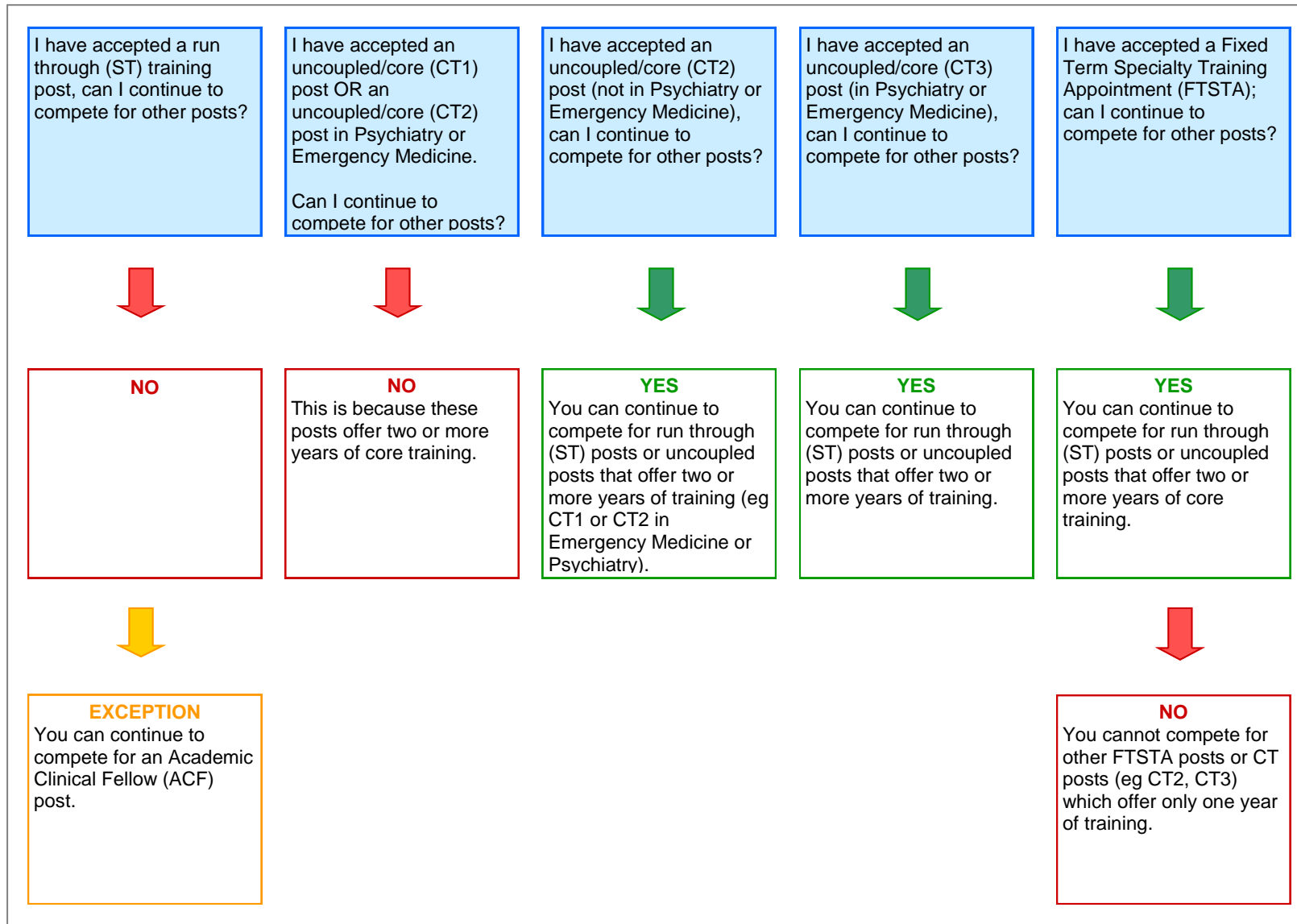
If you have accepted an FTSTA2, you could still apply for CT2 in emergency medicine or psychiatry because these programmes would run for two years, CT2 and CT3. You could not apply for CT2 in general surgery, because this would only offer one year of training CT2 before the next competition to higher specialty training.

If you have accepted a CT1 post (or CT2 in emergency medicine or psychiatry), you may not continue to compete for other posts, including run-through programmes.

Please note: if you do want to change from having a one-year training programme, such as an FTSTA, to one that offers two or more years of training, you may still be required to work out your notice. This will be at the discretion of your employer. For example, if you accept a CT1 post in core medical training on 10 July 2012, you could reasonably be expected to start your CT1 on 1 August 2012 and work out your notice period from the date you resigned. The notice period starts from the date you notified the deanery or employer (not from the start date of the post).

See over the page for a diagram illustrating exceptions.

Diagram illustrating exceptions:



After you have accepted a position

Any offers made are conditional upon the necessary pre-employment checks being carried out successfully.

Once you have confirmed your acceptance of a training place, the deanery will match you to a specific programme / post. This will take into account the training and educational needs of you and others in the programme, the workforce needs of the local NHS and your personal preferences.

Once this information has been confirmed, you will receive an offer of employment from your employer (subject to pre-employment checks – see [Code of Practice](#)). This will include the following information about your potential employment:

- Contact details for further information
- Your place of work
- Duration of the post
- Working hours, pattern of work and duty hours, including out of hours rota
- Basic pay as described by national salary scales
- Any specific pay supplement
- London weighting or recruitment incentive
- Pension arrangements
- Annual leave entitlement and statutory days
- Sick pay arrangements with reference to national terms and conditions
- Notice period
- Study leave arrangements
- Local employer's policy on expenses
- Requirements of pre-employment procedures and checks
- Professional registration requirements
- Local policies on health and safety
- Proposed salary deductions (e.g. mess fees)
- Details of educational supervisor and clinical supervisor
- Accommodation details
- Induction arrangements for new starters.

The offer of employment is distinct from your training agreement with the deanery. You may change employers several times during your training period.

The first employer will need to complete pre-employment checks before you can begin working for them. Pre-employment checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients. You will be asked to make declarations on your application form relating to your honesty and probity.

Checks will include verification of references, fitness to practice updates from the General Medical Council (GMC), occupational health clearance, Criminal Records Bureau (CRB) disclosures and immigration status checks. They may also include validation of the evidence you presented at the interview, such as English language proficiency.

Once pre-employment checks have been completed successfully, the employer will confirm new starter details with you.

You should receive your contract within two months of starting in post, as per NHS Employers' guidance. If your appointment is late in Round 2, you will not receive your contract before you start, in which case you will receive it no later than eight weeks after you start.

You are expected to take up any employment you have formally accepted and to work your contracted notice period in line with GMC's *Good Medical Practice* 2006, paragraph 49. Agreed terms, such as the notice period, will apply even if you have not yet received your contract.

You have a responsibility for patients and services. As the GMC's *Good Medical Practice* points out, patient care may be compromised if there is insufficient medical cover. The better approach would be to make sure your employer has a reasonable time to make other arrangements (as a minimum, the contractual notice period).

Failure to arrive for work on the start date previously notified by your employer could affect patient services and their care, and may have an adverse impact on the working conditions of medical colleagues. You may be in breach of contract if you do not comply with the minimum contractual notice.

For further information on offers of employment please see Sections 6.4-6.7 of the *Gold Guide*, the Reference Guide for Postgraduate Specialty Training in the UK, available from the Specialty Training section of the medical specialty training website www.mmc.nhs.uk

5.7 Requesting feedback

In the first instance, please check your on-line recruitment account as this may provide you with information on your application status, shortlisting score, interview score and overall rank.

In the event such information is not available or you require further information, you have the right to request feedback from the deanery, regardless of whether your application is successful or unsuccessful. Information about where to send your request for feedback will be available on the deanery's website. Your written or emailed request should state your full name, GMC number, specialty and level applied for.

Shortlisting feedback

If you contact the deanery for your shortlisting scores you should receive a copy of the following information:

- Rank and/or score
- Total number of applicants
- Rank and/or score required to gain an interview

If you choose to write or phone for more specific feedback on your application form, you will be asked to meet with either your Educational Supervisor in the first instance or, if not readily available, someone who has previously and recently been involved in recruitment and selection for the specialty, who will be able to go through your form with you.

GP Shortlisting feedback

All applicants are automatically sent their Stage 2 assessment result via the GP recruitment system.

Interview feedback

For interviews, you can write or email requesting feedback from the relevant deanery. You should be sent a copy of the following information within 40 days of your request in line with the Data Protection Act:

- Your rank and/or score
- Rank required to receive an offer
- Total number of applicants interviewed

You can also write or email to request copies of your interview score sheets, which will be anonymised. Any requests for further details other than those outlined above will be dealt with by deaneries under the Data Protection Act.

GP Interview feedback

Standard feedback from Selection Centre is available to all unsuccessful GP applicants. The assessing deanery may be able to provide more detailed feedback upon written request.

5.8 Deferring the start of a specialty training programme

You can defer the start of your training programme on grounds such as ill health or maternity leave. You can no longer defer your start date for reasons such as research.

For further information on deferrals please see paragraph 6.20 of the *Gold Guide*, the Reference Guide for Postgraduate Specialty Training in the UK, available from the Specialty Training section of the medical specialty training website www.mmc.nhs.uk

5.9 Avoiding problems

- Make sure that you provide a reliable email address for all communications. It is essential that you do not share an email address with another applicant.
- Let the appropriate people at the recruiting office know about any reason that may cause you to be non-contactable, for example, if you are going on holiday, or are going to be on call. Most deaneries will consider this, but you must tell them this in advance and make alternative arrangements with them.

- Some applicants experience problems with the email accounts they use. Make sure that correspondence from deaneries isn't automatically filtered to your spam/junk email folder by adding deanery contacts to your safe senders list. Also, make sure that you check your emails regularly.

5.10 About the different rounds of recruitment to specialty training

The first and main recruitment round for specialty training programmes in 2012 starts on 25 November 2011 for CT1/ST1 programmes and other training levels in some specialties. A second round of recruitment will run from 3 February 2012 including all posts that remain unfilled, together with any posts being advertised for the first time at CT2, CT3 and ST3 levels. Interviews will be held from April 2012.

If you have been unsuccessful in your first application of recruitment to specialty training, this gives you another opportunity to secure a training place with an August 2012 start date, where possible.

Applicants who are still waiting for offers following interviews, should not be alarmed to see the same specialties advertised again at the beginning of the year. No offers will be made until clearing has closed. Deaneries are advertising based on the knowledge that there will still be opportunities available. This does not in any way disadvantage your application in the first round of recruitment.

Please note, if you have accepted a Round 1 post and decide to apply again in Round 2, you will need to give the required period of notice before you can take up the new post.

5.11 Non UK/EAA applicants

During the second round of recruitment, competition will be open to non-UK/EEA applicants. All eligible applicants will be interviewed in accordance with UK immigration rules. Priority will be given to UK/EAA applicants and posts will only be offered to non-UK/EEA applicants if they cannot be filled by UK/EEA applicants.

For more information, please see Annex C for guidance for overseas nationals applying for specialty training.

5.12 Applying in Round 2 when you have already accepted an offer in Round 1

You can still apply for vacancies in the next advertisement for 2012 recruitment, even if you have already accepted a post in the first application of 2012.

If you have already received and accepted an offer of employment, you must make it known to the deanery to which you are applying that you have already secured a post in the first round and you will also need to notify the deanery where you had originally accepted the training offer. You need to do this at the time of applying and at your interview. This will not prejudice your application. This is purely for the benefit of the organisations that are providing patient care, so that they can manage services and maintain standards.

You will also be required to give notice before you can take up the new post. Even though you may not have received your written contract, you should discuss the notice required with your employing organisation.

You have a responsibility for patients and services. As the GMC's *Good Medical Practice* points out, patient care may be compromised if there is insufficient medical cover. The better approach would be to make sure your employer has a reasonable time to make other arrangements (as a minimum, the contractual notice period).

Failure to arrive for work on the start date previously notified by your employer could affect patient services and their care, and may have an adverse impact on the working conditions of medical colleagues. You may be in breach of contract if you do not comply with the minimum contractual notice.

If you accept a post in this second recruitment round, you will be required to give an undertaking when accepting a post that you have not accepted another post and will withdraw from further recruitment. The exemptions to this are the same as those in the first round.

5.13 Options available to you if you do not gain a training post

As in previous years, deaneries will continue to advertise training vacancies as they arise throughout the year (up to end of October 2012). These will be for training posts that will commence after the August intake. If you do not gain a training post in the first or second round of recruitment, you will be able to continue to apply during this later phase.

A number of other options are available.

There may be LAT or LAS locum posts available. Time spent in a LAT (Locum Appointment for Training) post can be counted towards the total time required for a CCT, whereas time spent in a LAS (Locum Appointment for Service) does not. LATs can only be appointed by a formally-defined appointments panel, whereas the appointment to a LAS may be less formal and carried out at by a local hospital. Both types of locum can offer good and worthwhile experiences and may help in gaining specific clinical skills.

Some doctors may choose to take non-training jobs available (e.g. Trust Grade) or jobs in research or abroad. These jobs may be taken as a permanent career move, or may be considered as a stepping-stone to a future training post.

Your Educational Supervisor may be able to offer individual careers advice and suggest options to you. You may also be able to speak to the Clinical Tutor or Director of Medical Education in your local hospital. Many of the Colleges have general advice on their websites for doctors considering a career in their specialty. Some of the Colleges and specialty organisations also offer a counseling/advisory service for individuals with career difficulties. The BMA offer a careers guidance service. For a list of useful links, see Annex B.

6. Support to applicants

6.1 Support from your local deanery

As an applicant, you may need support, career information and guidance to help you make the best choices in entering the next round of recruitment.

The deanery in which you are currently working should be able to offer careers advice, in addition to the advice you can get from your existing senior colleagues and mentors. Trust consultants, clinical tutors and others should be well informed by deaneries with up to date process details.

If you are not sure about your local arrangements, check your deanery website or ask for information about how to get confidential advice and support. This information should include for example, contact details for your local Occupational Health Department, employment assistance programmes and other organisations. The British Medical Association's Doctors for Doctors Unit, for example, gives doctors in distress or difficulty the choice of speaking in confidence to another doctor about a wide variety of issues including the pressures and stresses of work and of the application process.

In summary, the best ways for you to receive support at the application or interview stage are as follows.

Current doctors in training:

- contact your educational supervisor or postgraduate clinical tutor
- contact your Trust careers lead
- contact the Trust Director of Medical Education
- contact the deanery careers advisor/support team
- contact college tutors

Doctors in service posts in the UK:

- contact your Clinical Supervisor
- contact the Trust Director of Medical Education
- contact the deanery careers support centre
- contact college tutors

Doctors from outside the UK or not in current medical employment who are considering applying for specialty training should contact the deanery they are applying to, and/or relevant Royal College for advice.

6.2 Support from the deanery to which you are applying

You should expect to receive helpful information from the deanery to which you are applying.

National guidance for Strategic Health Authorities (SHAs) and deaneries recommends the following basic elements of applicant support throughout the recruitment process.

Deanery websites will provide clear guidance to applicants including:

- Up to date information on all recruitment activity; details of posts on offer and application requirements; shortlisting and interview timeframes.
- Information about posts in the rotation (where possible)
- An updated Frequently Asked Questions section.
- Information about shortlisting criteria and weightings, and any scoring scheme used.

Email helpdesk services will be available in each deanery. The email address will be advertised on the deanery websites.

- Helpdesks will respond via email to applicants' queries within two working days. (Queries received within 48 hours of the relevant application deadline will be prioritised.)
- Applicants will receive an automated response to any emails sent to the deanery, so they know their email has been received.
- If resources allow there should also be a dedicated recruitment telephone helpline, details will be advertised on deanery websites.

Contact details and helpdesks for each English deanery are available from the medical specialty training website www.mmc.nhs.uk.

Detailed information about what you should expect from the deanery at each specific stage of recruitment is provided in the relevant section of this guide.

6.3 Other sources of information and advice

There are many sources of information and advice, such as the Royal Colleges, British Medical Association, BMJ Careers, GMC and NHS Employers.

See Annex B for useful links to further information.

6.4 Medical specialty training helpdesk

The Department of Health Medical Education and Training Programme (England) provides a national support helpdesk for all England applicants during the 2012 recruitment to specialty training. Contact medicalspecialtysupport@dh.gsi.gov.uk

We will reply to all emails within 48 hours or sooner (not including weekends and bank holidays). Where a query requires some investigation, we will respond within five working days.

The medical specialty training (England) Helpdesk helps applicants regarding matters of national rules and policy. If your query is about the 2012 recruitment process to specialty training, your best source of information will be your local deanery or the college or deanery to which you are applying. For example, questions about application forms or deadlines should normally be directed to the specific recruiting office.

6.5 Fair, legal and equitable

All recruitment processes must meet legal requirements. Patient care and safety are the priority concern.

The minimum standards shown below are part of a short set of national rules for strategic health authorities and employer organisations. Any variation from the national rules would have to be a reasonable and proportionate response to local circumstances and not lead to conspicuously unfair results.

- As a minimum, all posts must be advertised on each deanery website.
- All posts must be advertised for a minimum of four calendar weeks.
- Advertisements, information for applicants and application forms must be clearly structured so that they are accessible to applicants with disabilities and so that applicants can easily find relevant details when carrying out a search.
- All applications should be made electronically.
- Application forms and the interview processes must map to the national person specifications.
- The nationally agreed application form should be used except where specific agreement has been given not to.
- Applicants will be able to apply for as many training programmes as they wish.
- Random recruitment and selection processes should not be used.
- All applications submitted before the deadline will be considered, provided they meet eligibility requirements as outlined in the relevant person specification.
- Shortlisters and interviewers* must get a full copy of the application form, but must not have access to the equal opportunities information or personal data.
- Interviewers* will take account of applicants' portfolios, their structured CV and the summary of their portfolio of evidence.
- Applicants should be asked to bring their portfolios to the interview.

*Please note that there is a different process for GP recruitment. Please refer to the guidance provided by the National Recruitment Office for General Practice Training (see Annex B for links to further information)

Complaints procedure

Recruitment offices and deaneries have processes for handling complaints about recruitment. You should contact the recruitment office to which you applied if you have any concerns about your application, or you would like to know more about the complaints procedure.

Annex A: Standard national parts of the England application form

In order to save time and work for applicants, the first part of any application form is standard. The second part of the application form is specific to the deanery (for locally managed recruitment) or to the specialty (for nationally coordinated recruitment).

You can see sample forms for part 1 and part 2 on the medical specialty training website at http://www.mmc.nhs.uk/National_Applications.aspx

On this page you can download the following documents. Please note that these documents are samples only for your information. They are not the actual application forms.

- Sample application for employment: Part one
- Sample application for employment: Part two
 - Part two for CT1/ST1 applications
 - Part two for CT2/ST2 applications
 - Part two for CT3 applications
 - Part two for ST3 applications
 - Part two for ST4 applications
- Sample equality and diversity monitoring form
- National reference form
- Alternative Certificates for Foundation competences Form A and Form B

Annex B: Links to further information

Deaneries

East Midlands Healthcare Workforce Deanery

<http://www.eastmidlandsdeanery.nhs.uk/>

East of England Multi-Professional Deanery

<https://www.eoedeanery.nhs.uk/>

Kent, Surrey and Sussex Deanery

<http://www.kssdeanery.org/>

London Deanery

<http://www.londondeanery.ac.uk/>

Mersey Deanery

<http://www.merseydeanery.nhs.uk/>

Northern Deanery

<http://mypimd.ncl.ac.uk/PIMDDev>

North Western Deanery

<https://www.nwpgmd.nhs.uk/>

Oxford Deanery

<http://www.oxforddeanery.nhs.uk/>

South West Peninsula Deanery

<http://www.peninsuladeanery.nhs.uk/>

Severn Deanery

<http://www.severndeianery.nhs.uk/>

Wessex Deanery

<http://www.wessexdeanery.nhs.uk/>

West Midlands Deanery

<http://www.westmidlands.nhs.uk/>

Yorkshire and the Humber Deanery

<http://www.yorksandhumberdeanery.nhs.uk/>

Royal Colleges

The Royal College of Anaesthetists

<http://www.rcoa.ac.uk/>

College of Emergency Medicine

<http://www.collemergencymed.ac.uk/default.asp>

The Royal College of General Practitioners

<http://www.rcgp.org.uk/>

The Royal College of Nursing

<http://www.rcn.org.uk/>

The Royal College of Obstetricians and Gynaecologists

<http://www.rcog.org.uk/>

The Royal College of Ophthalmologists

<http://www.rcophth.ac.uk/>

The Royal College of Paediatrics and Child Health

<http://www.rcpch.ac.uk/>

The Royal College of Pathologists

<http://www.rcpath.org/>

The Royal College of Physicians in Edinburgh

<http://www.rcpe.ac.uk/>

The Royal College of Physicians in London

<http://www.rcplondon.ac.uk/>

The Royal College of Physicians and Surgeons of Glasgow

<http://www.rcpsg.ac.uk/>

The Royal College of Psychiatrists

<http://www.rcpsych.ac.uk/>

The Royal College of Radiologists

<http://www.rcr.ac.uk/>

The Royal College of Surgeons of Edinburgh

<http://www.rcsed.ac.uk/site/0/default.aspx>

The Royal College of Surgeons in Ireland

<http://www.rcsi.ie/>

The Royal College of Surgeons of England

<http://www.rcseng.ac.uk/>

The Royal Society of Medicine

<http://www.rsm.ac.uk/>

Academy of Medical Royal Colleges

<http://www.aomrc.org.uk/>

Academy of Medical Sciences

<http://www.acmedsci.ac.uk/>

Faculty of Occupational Medicine (of the Royal College of Physicians)

<http://www.facocmed.ac.uk/>

Faculty of Pharmaceutical Medicine (of the Royal Colleges of Physicians of the United Kingdom)

<http://www.fpm.org.uk/>

Faculty of Public Health

<http://www.fph.org.uk/>

Other Links

British Medical Association

<http://www.bma.org.uk/ap.nsf/content/home>

British Medical Association's Doctors for Doctors Unit

Tel 08459 200 169 or info.d4d@bma.org.uk

Committee of General Practice Education Directors (COGPED)

<http://www.cogped.org.uk>

Conference of Postgraduate Dental Deans & Directors (COPDenD)

<http://www.copdend.org.uk>

Conference of Postgraduate Medical Education Deans of the UK (COPMeD)

<http://www.copmed.org.uk>

Medical Schools Council

<http://www.medschools.ac.uk>

Department of Health

<http://www.dh.gov.uk/en/index.htm>

e-learning for Healthcare

www.e-lfh.org.uk

Foundation Programme

<http://www.foundationprogramme.nhs.uk/pages/home>

General Medical Council (GMC)

<http://www.gmc-uk.org/>

MMC Inquiry led by Professor Sir John Tooke

<http://www.mmcinquiry.org.uk/index.htm>

MMC in Northern Ireland

<http://www.nimdta.gov.uk/careers/mmc/>

MMC in Scotland

<http://www.mmc.scot.nhs.uk/>

MMC in Wales

<http://specialty.walesdeanery.org>

Medical Research Council

<http://www.mrc.ac.uk/index.htm>

National Association of Clinical Tutors (NACT)

<http://www.nact.org.uk/>

National Association of Medical Personnel Specialists (NAMPS)

<http://www.namaps.org.uk/>

National Institute for Health Research Trainees Coordinating Centre

<http://www.nihrtcc.nhs.uk/>

NHS Careers

<http://www.nhscareers.nhs.uk/>

NHS Confederation

<http://www.nhsconfed.org/>

NHS Employers

<http://www.nhsemployers.org/>

NHS Institute for Innovation and Improvement

<http://www.institute.nhs.uk/>

NHS Jobs

<http://www.jobs.nhs.uk/>

National Medical Careers Fair

<http://careersfair.bmj.com/>

National Recruitment Office for GP training

<http://www.gprecruitment.org.uk/>

ROSE (website for refugee doctors)

<http://www.rose.nhs.uk/Pages/Home.aspx>

Skills for Health

<http://www.skillsforhealth.org.uk/>

Annex C: Guidance for overseas nationals

If you are subject to immigration control, you will be required to provide evidence of your immigration status as at the closing date of the post to which you are applying.

If you have limited leave to remain, you will be considered for the post as long as your immigration category allows you to take up a training programme and is valid on the closing date of the post to which you are applying.

If your Entry Clearance vignette or your Biometric Residence Permit is endorsed “no employment as a doctor or dentist in training”, you will only be able to take up a training post under Tier 2 of the Points-Based System. This appointment is subject to meeting the requirements of the Resident Labour Market Test, with the exception of applicants for ST4 Paediatrics – this is currently a shortage specialty. Shortage occupations are regularly reviewed by the Migration Advisory Committee – <http://www.ukba.homeoffice.gov.uk/aboutus/workingwithus/indbodies/mac/aboutthemac/>

The table on Page 50 sets out the main categories of limited leave to remain and eligibility to take up specialty training programmes.

IMMIGRATION STATEMENT

In April 2012 the UK Border Agency will close the Tier 1 (Post Study Work) immigration route. This route has previously been used by non-UK and non-EEA doctors who have graduated from a UK medical or dental school and have successfully completed their Foundation Programme.

The following advice on when to apply for specialty training will therefore apply for doctors applying for entry to programmes starting after 1 April 2012:

You are eligible to be considered for specialty training (including GP) in both Round 1 and Round 2 if:

- You are a UK or EEA national
- You are a non-UK or non-EEA national and your immigration status allows you to work without restriction in the UK. For example if you have Tier 1 or dependant status, and no restriction against working as a doctor or dentist in training.
- You are a non-UK or non-EEA national, you graduated from a UK medical or dental school, your immigration status currently entitles you to work in the Foundation Programme and where you would have previously been eligible for Tier 1 (PSW). You will need to apply for Tier 2 sponsorship, but you will be exempt from the Resident Labour Market Test (RLMT) in this instance.

You are eligible to apply for core and specialty training in Round 2 if:

- You are a non-UK or non-EEA national who has limited leave to remain in the UK and do not fall into one of the above categories. You will require Tier 2 sponsorship and will be subject to the RLMT.

Applicants who are subject to the RLMT may only be considered if there is no suitable UK or EEA national candidate for the post. As the RLMT will not have been satisfied in Round 1 of the recruitment to specialty training, you should consider applying during Round 2 if the RLMT applies to you.

Evidence of immigration status should normally consist of a biometric residence card, date stamped passport and/or identity card, together with an accompanying letter from the Home Office detailing which type of visa has been granted. These documents would need to be dated as at or prior to the job application closing date. Applicants should visit <http://www.ukba.homeoffice.gov.uk/> for more information.

Visa Status	Eligibility
Refugee status awarded by UK, and partner/civil partner or spouse	Can take up a training programme
Partner/civil partner or spouse of a UK citizen	Can take up a training programme
Partner/civil partner or spouse of a UK citizen on a probationary period	Can take up a training programme
HSMP or partner/civil partner or spouse of HSMP (no restriction placed on you to prevent you working as a 'doctor or dentist in training'). ¹	Can take up a training programme
Postgraduate Doctor or Dentist or partner/civil partner or spouse	Can take up a training programme
Tier 4 students on a recognised UKFPO affiliated Foundation Programme	Can take up a training programme
Medical graduates of Scottish medical schools on a 'Fresh Talent: Working in Scotland' visa	Can take up a training programme, provided you are currently on the Foundation Programme or in Specialty training.
Tier 1 clearance or partner/civil partner or spouse of Tier 1 (no restrictions placed on you to prevent you working as a 'doctor or dentist in training').	Can take up a training programme
UK Ancestry or partner/civil partner or spouse	Can take up a training programme
Partner/civil partner or spouse of work permit holders	Can take up a training programme
Partner/civil partner or spouse of students with initial grant of more than 12 months with no restriction placed on you to prevent you working as a "doctor or dentist in training"	Can take up a training programme
Citizens of other EEA country / Switzerland – except for Bulgarian and Romanian nationals – see next box	Can take up a training programme
Bulgarian and Romanian nationals – with 12 months continuous employment in the UK	Can take up a training programme
Bulgarian and Romanian nationals – with less than 12 months continuous employment in the UK	Cannot apply in Round 1 as they will need to satisfy the Resident Labour Market Test and have a work permit
Tier 2 – Shortage Occupation – currently ST4 Paediatrics only	Can take up an ST4 Paediatric training programme
Non medical students at MA / PhD level applying for Public Health	Can take up a training programme
Residents of other EEA countries (with only indefinite leave to remain in other EEA country)	Cannot take up a training programme

Non EEA partners of EEA nationals	Cannot normally take up a training programme unless have been granted leave to enter the UK as the partner of an EEA national
HSMP or partner/civil partner or spouse (restriction placed on you to prevent you taking specialty training posts – your endorsement will read ‘no employment as a doctor or dentist in training’). ¹	Cannot take up a training programme on this visa status, but can switch into Tier 2, if the Resident Labour Market Test is satisfied. New Entry Clearance may need to be sought from outside the UK.
Tier 1 clearance (restriction placed on you to prevent you taking specialty training posts – your endorsement will read ‘no employment as a doctor in training’). See above	Cannot take up a training programme on this visa status, but can switch into Tier 2, if the Resident Labour Market Test is satisfied.
Clinical attachment visa	Cannot take up a training programme
Partner/civil partner or spouse of students with initial grants of less than 12 months	Cannot take up a training programme
Working Holiday Makers	Cannot take up a training programme
Visitors	Cannot take up a training programme
Non EEA nationals with leave to remain in other EEA countries (including those with refugee status in other countries)	Cannot take up a training programme
PBS Tier 2 sponsored workers	A new Certificate of Sponsorship can be issued in respect of the training post, if the Resident Labour Market Test is satisfied.
Partner / civil partner or spouse of a PBS Tier 2 worker with a visa endorsement which reads “no employment as a doctor in training” ²	A new Certificate of Sponsorship can be issued in respect of the training post, if the Resident Labour Market Test is satisfied. New Entry Clearance must be sought from outside the UK and employer will have to apply for a restricted CoS
PBS Tier 5 sponsored workers	Cannot apply for a training programme.
Partner / civil partner or spouse of a PBS Tier 5 worker with a visa endorsement which reads “no employment as a doctor in training” ²	Cannot take up a training programme on this visa status, but can switch into Tier 2, if the Resident Labour Market Test is satisfied. New Entry Clearance must be sought from outside the UK

² The immigration rules were changed on 27 November 2008. From that date, new applicants for Tier 2 or Tier 5 sponsorship (and their partners) will not be able to take employment as ‘doctors in training’ unless the Resident Labour Market Test has been satisfied.

Annex D: FAQs UK Offers System

1. Who do I make my specialty application to?

There has been no change. 2012 applications are to be made to the same Colleges or Deanery recruitment systems. For more detailed information please visit the following pages on the www.mmc.nhs.uk website.

- Specialty profile page www.mmc.nhs.uk/specialtyprofiles
- The home page of the www.mmc.nhs.uk for the Applicant Guide for application and recruitment to medical specialty training in England 2012

2. Who will deliver my post offer/rejection?

As in previous years the recruitment team within each deanery will be responsible for making offers. However, in 2012 the deaneries and specialties listed below will be using the UK Offers System and will make all offers through the UK Offers System

- West Midlands Deanery Anaesthesia and ACCS Anaesthesia
- Yorkshire and the Humber Neurosurgery
- East Midlands Public Health

3. Will I be able to upgrade my offer this year?

This year if you receive your offer through the UK Offers System (from any of the above deaneries/specialties using the UK Offers System) you will be able to upgrade your offer. This means if you hold or accept an offer that is a lower preference (from your original choices) than your first choice, you will have the option to either hold the post you have been allocated or accept the offer with upgrades. If you choose to accept with upgrades, you may still receive a better offer (a higher preference) from the same specialty if one becomes available. The upgrade option is only applicable to specialties using the UK Offer System.

Upgrading will continue until 23rd March 2012 for CT/ST1 core and run-through training posts and until Thursday 31st May 2012 for CT2/ST3 higher specialty training posts and re-advertised CT/ST1 posts.

4. Can I hold my offer?

Applicants can hold one offer at a time. The option to hold finishes on the 19th March after this point you can only accept or reject an offer. It is possible that you may change the post you are holding because you have received a better offer but you can only hold one offer at a time.

CT/ST1 core and run-through training

All first offers will be issued UK-wide by no later than Friday 9th March. If you receive an offer you have 48 hours (including weekends and bank holidays) to decide whether to accept it, reject it or hold; you can only hold one offer at a time. You can hold an offer until noon on Monday 19th March 2012. If you do not accept the held offer by this time, it will be deemed to have been rejected. Offers

made after this date can only be accepted or rejected. You can only accept one offer.

CT2/ST3 higher specialty training

All first offers will be issued UK-wide by Wednesday 23 May 2012. If you receive an offer you have 48 hours (including weekends and bank holidays) to decide whether to accept it, reject it or hold; you can only hold one offer at a time. You can hold an offer up noon on Thursday 31st May 2012. If you do not accept the held offer by this time it will be deemed to have been rejected. Offers made after this date can only be accepted or rejected. You can only accept one offer.

NB If you are sure that a particular offer is the best for you, you should accept/hold it as soon as possible and reject any others.

5. Why is there a test of the Offers System, I thought it was going ahead this year?

Implementing the UK Offers System is a complex process and we want to ensure it's working 100% before using it.

We are now in a position where some deaneries and specialties (those listed in the answer to Q2) are ready to commence using the UK Offers System in 2012.

6. If there is a test of the UK Offers System, is there any risk for my application?

No. It will be used only to test the system and will not impact on live applications

7. If I have problems, who do I ask for help?

If your query is technical with regards to the UK Offers System there is dedicated support and online help available. If your query is about your application and processing of it then you will need to contact the College/Deanery recruitment team for where you are applying who will be best placed to assist you.

8. Where can I go for further information?

The latest update will be on the MMC website and Applicant guide 2012 which can be found on the home page of www.mmc.nhs.uk

9. Will this delay hearing about my offers if successful?

No, all first offers have to be made by 9th March and iterations of offers will be made once applicants accept, reject or hold their offers.

10. Where is my data stored during the test and is it secure?

For the purpose of the test application data will be uploaded onto the UK Offers system via a secure web service which has been tested. The transfer of data is by industry standard practice (Insert statement on HTTPS security – see ES files)

HTTPS stands for HyperText Transfer Protocol over SSL (Secure Socket Layer) and is the industry standard secure system used by websites that collect sensitive personal data such as banking information or purchasing information.

SSL stands for secure sockets layer. It is a security protocol to enable websites to pass sensitive information securely in an encrypted format.

11. If I'm unsuccessful, could the data submitted and used in the test system effect any future applications?

No. It will have no impact on future applications. Scorers and Interviewers will not be involved in the testing of the UK Offers System therefore will not have access to your previous application.

12. Will different specialities know if I apply to multiple specialities?

Through monitoring of recruitment each year we know that applicants may make multiple applications and specialties become more informed on the cross over between other specialties.

Examples:

- 70% of applicants to Obstetrics & Gynaecology only apply to the specialty, however 30% of applicants apply to other specialties as well as Obstetrics and Gynaecology
- 50% of Core Medical applicants training apply to GP

Each speciality lead (i.e. a local deanery or College) will have access to the UK Offers System when fully implemented in 2013. This will allow them to review statistics available to them such as the fill rate for specialties. It will be evident from the information that applicants are applying elsewhere which is to be expected. Providing an applicant is eligible they may make applications to several specialties to achieve their chosen career path and are encouraged to have a back up plan.

Trainees will benefit from the UK Offers System as it will provide a single portal for receiving their offers thus saving them time. The system will also help trainees in their decision making process as it will provide them with ranking information so will be able to see if they are likely to receive an offer. It will help to secure the best offer available to you through the upgrade offer facility.

Once the applicant decides to accept a specialty training offer on the UK Offers System in their chosen speciality then no further offers will be made to them.