



Quick Guide to recruitment in 2010

Developed and designed in partnership with specialty trainees and trainers

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Welcome to the Quick Guide to recruitment to medical specialty training in England in 2010. This resource will help guide you through all the essentials of the recruitment process and tells you:

- what to expect
- what is involved
- how the recruitment process works
- where to find out more.

The main Applicant Guide has all the application process details in full and includes eligibility criteria, a full list of specialties, information on competition and tips on preparing for interviews and considering and accepting offers. Find the main Applicant Guide at: www.mmc.nhs.uk

"It would be great to have a short guide. Large document files on websites are factual but too big and impersonal."

Junior doctor feedback

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Here are some of the things that you should be thinking about before you apply.

If you are in a foundation programme, this means at the end of F1 or the very start of F2. If you are applying from outside a programme, it means September or October.

Doing your research now will help you to plan your application well in advance. That means reviewing job applications and working on your portfolio.

The pages that follow provide you with an explanation of how to manage this process, and cover:

- person specifications
- your portfolio
- dates for applications
- where to get more information.

You should also consider whether you want specialist or generalist training and whether an academic or clinical programme is right for you.



"You really need to plan ahead. It's no good being a last-minute kind of person and finding you should have started months ago."

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Check out the 'person specifications' for the programmes you're applying to

You can find person specifications for specialty posts for 2009 and 2010 on the MMC website. The latter will be available from November onwards after they have been reviewed. They can help you to focus your information in your CV, portfolio and application.

There may be many applicants for each post, so make sure your application is well structured and meets the required specification.

You can review all specialty training career options at www.medicalcareers.nhs.uk and take a look at the links to College websites to find out the details of the specialty training you are applying to.

"It's really useful to find out what skills each programme needs, so you can focus on your key experience when you apply."

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Revise your portfolio

The selection process will ask for evidence of your achievements and competences. Having an up-to-date portfolio organised into clear sections will make filling in the application forms much easier.

If there is a clear rationale and plan in your portfolio that points towards the specialty you're applying for, then this will also help. As part of a structured interview process interviewers may look for this rationale, so good presentation is vital. Remember, information contained in your e-portfolio can be printed out and taken to an interview.



TOP TIP: Get help with your portfolio at www.medicalcareers.nhs.uk

"Getting your portfolio sorted doesn't take long and really helps with the application process. It's important for consultants to know that they are interviewing people who have a real interest in working for them."

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Register for online applications

Many specialties use an online application process that requires you to register first. Do this early, so you ensure that there are no technical difficulties when submitting your application. Check dates at www.mmc.nhs.uk for when you can start to register online. You will find links to all the deaneries and national recruitment websites there.

Deciding exactly what to write on your application form can take weeks, so start thinking about it early. A sample application form will be available on the MMC website. This will give you an idea of the information you should be gathering.

[Click here to see application dates.](#)

TOP TIP: Carefully choose an email address as your contact point so that you don't miss any important messages.

"I made sure I registered early. I didn't want to be tripped up by anything when I was making my application – I had enough to think about!"

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Competition for posts

All specialties are highly competitive and some more than others. You will need to consider carefully your options; not only the type of specialty, but also the location and the changing trends in healthcare. For example, nearly half the posts available will be in General Practice specialty training. See the tables here for broad competition ratios over the last two years. More detailed information on competition ratios and fill rates from previous years is available at www.mmc.nhs.uk

There are two main recruitment rounds each year. The main recruitment round, Round 1, starts in December 2009 and Round 2 starts in April 2010. You may have to review your options of specialty and location in the second round.

Competition Ratios 2009

14,000 applicants, 44,000 applications, 8,500 posts

Competition ratio overall	nearly 2:1
Cardiothoracic Surgery	around 14:1
Trauma and Orthopaedics	around 41:1
Core Medical Training	around 3:1

Competition Ratios 2008

20,000 applicants, 81,000 applications, 9,300 posts

Competition ratio overall	around 2:1
Cardiothoracic Surgery	around 12:1
Trauma and Orthopaedics	around 54:1
Core Medical Training	around 9:1

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Registration for the online applications can take over half an hour. Then there's the online application form to fill in: it can take at least an hour to get right, even if you have prepared your draft in Word in advance.

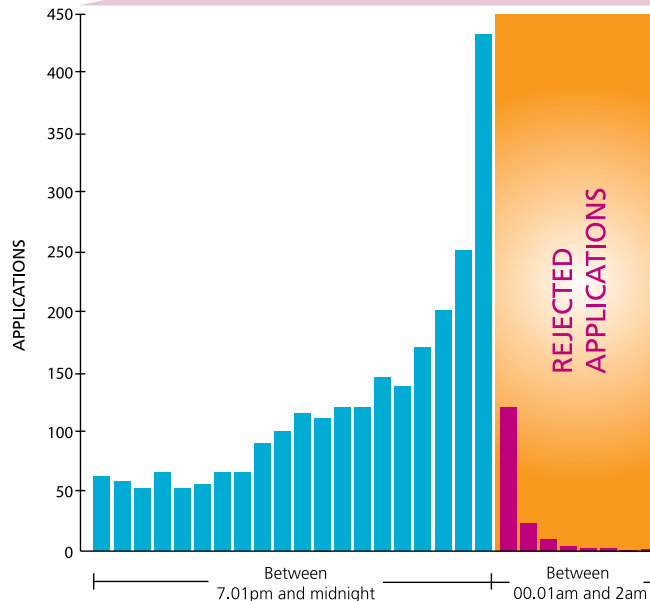
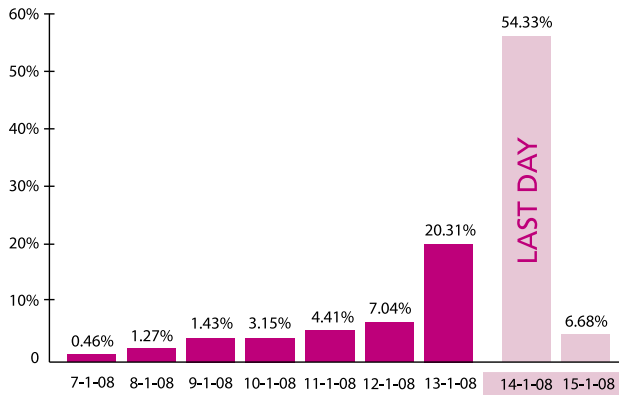
In 2008, a high number of applicants lost their chance of a specialty training post by leaving things to the last minute and getting their applications in five minutes late.

Some doctors apply very close to the deadline, according to 2008 data from one deanery. In this deanery, over 400 doctors failed to get shortlisted due to poor planning and organisation.

The deadline is very strict, and late applications will not be considered, no matter how much work you have put in or its importance to you.

If you are late, you will lose your chance to compete in that round of applications.

Percentage of applications on each day of recruitment



Adapted from graph and data supplied by North Western Deanery

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TOP TIP: Get your application in early.

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2009			2010			
October	November	December	January	February	March	April
Mid October Communications and information from recruitment offices.	Mid November Advertisements in <i>NHS Jobs</i> and the <i>BMJ</i> . All vacancies available on MMC website.	December 4th Round 1 speciality recruitment in England, Scotland and Wales opens. GP recruitment runs from 7th to the 20th December.	Mid January onwards Interviews and offers made in England, Scotland and Wales.	February 6th GP Machine Marked Test (MMT).	March 1st–15th GP stage 3 assessment centres.	April 6th Round 2 speciality recruitment opens in England. GP will advertise on this date if Round 2 needed.
	November 2nd Academic Clinical Fellowship (ACF) recruitment starts.	December to February Long-listing and short-listing in England, Scotland and Wales.			March 22nd GP offers out.	Round 2: offers are made by June 14th where possible. To allow for pre-employment checks etc. for August start.
		December 18th Closing date for speciality recruitment applications in England, Scotland and Wales.	January 29th ACF shortlisting and interviews continue. All offers made by January 29th.	February 15th All CT2/ST3 (uncoupled) posts advertised and open for application for 4 weeks.	March 24th End of Round 1 with applicants accepting/rejecting all offers by 12 noon, March 26th.	
		December 4th ACF application deadline for shortlisting and interviews.			End of March Adverts for any vacant Round 1 posts.	

What you should be doing

October	November	December	January	February	March	April
Conduct research, gather evidence and review sample application.	Register with any online recruitment systems.	Submit applications.	Prepare for and attend interviews.	Attend GP MMT and/or interviews.	Attend interviews/ make decisions/ consider next steps.	Consider Round 2 options.

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Check the career structure for your chosen specialty

Some specialties operate 'run through' or 'coupled' training schemes, where progression to the next level of training is automatic so long as you satisfy all the competency requirements.

Other specialties are split into 'core' and 'higher' training. These 'uncoupled' specialties offer two or three years of core training, after which you'll need to apply again through open competition for higher training.

Academic clinical fellowships offer a route into a coupled training programme in specialties that may normally be uncoupled.

Visit www.mmc.nhs.uk for more details on the career structure of specialties.

Visit www.medicalcareers.nhs.uk and review the career planning area.

Interested in research? Have you considered an Academic Clinical Fellowship?

Visit www.nccrcd.nhs.uk

Uncoupled CT1/2, ST3/4/5 etc	Run Through ST1/2/3/4 etc
Core medical training, leading to competitive entry to 28 medical specialties	Paediatrics
Core surgical training, leading to competitive entry to nine surgical specialties	Obstetrics and gynaecology
Psychiatry	General practice
Anaesthetics	Public health
Emergency Medicine	Histopathology
	Clinical radiology
	Ophthalmology
	Chemical pathology
	Neurosurgery
	Medical microbiology/virology
Trauma and Orthopaedics	Trauma and Orthopaedics – <i>Run Through posts are available in four deaneries.</i>

TOP TIP: For a full list, see the person specifications on the MMC website.

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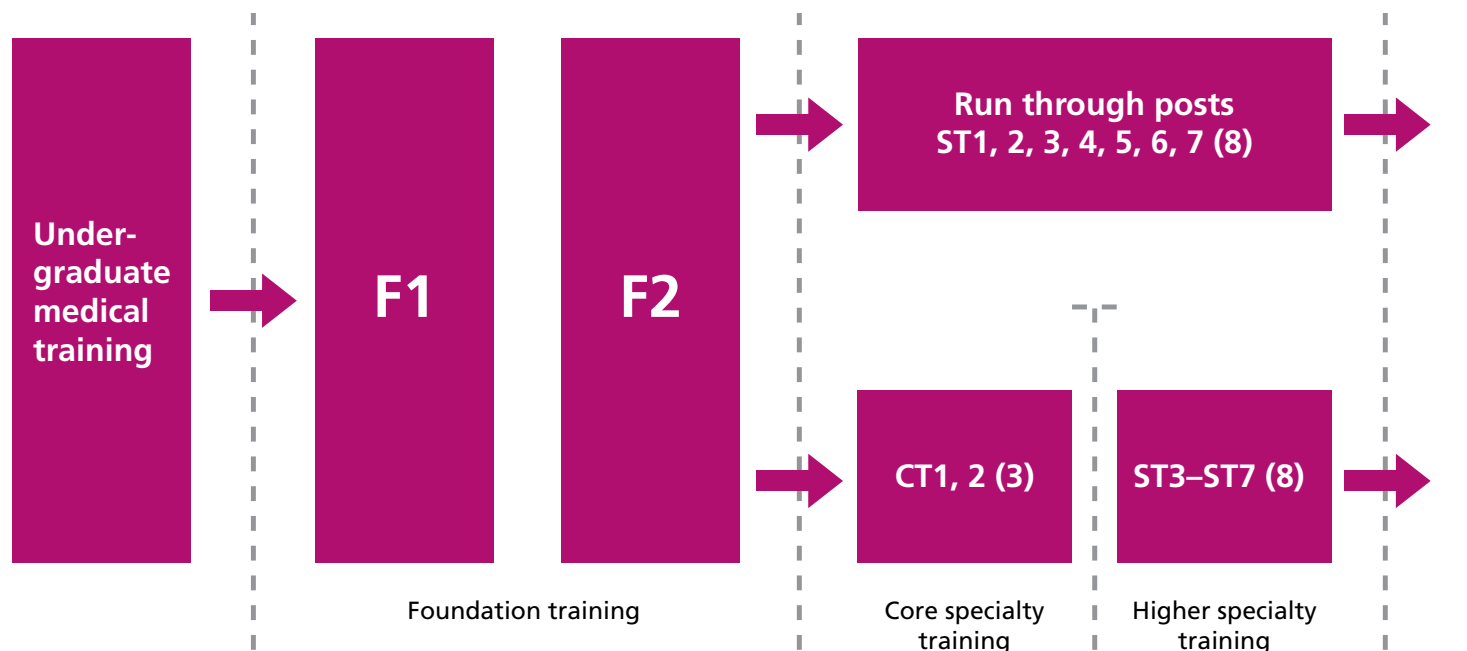
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Check the career structure for your chosen specialty

Career structure for foundation and specialty training

The flowchart below outlines the career structure for foundation and specialty training. This is an overview only. There may be other

points of entry which aren't shown here, depending on which vacancies are available at different stages of training.



Competition for STI/CTI post (all specialties)

Competition for higher specialty training (uncoupled)

Certificate for completion of training (CCT)

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Getting help

All deaneries have a recruitment helpdesk and experienced staff who can help you with queries at any stage of the process.

Please check College and Deanery websites for their contact details, but remember that if your query is about completing your application form, then contact them in good time before the deadline.

Your consultant or tutor can not only provide information on your suitability for the training post you are applying for, he/she can also be an invaluable source of advice throughout the application process.

If you experience any problems, contact the helpdesk at either the College or Deanery, or get in touch with the MMC Helpdesk.

To find out which College or Deanery is leading on which specialty for national recruitment, visit www.mmc.nhs.uk



"Applying for training posts can be stressful. People need guidance on what they can do as they go along with specialty applications."

Junior doctor feedback

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If you are interested in finding out more about specialty training, medical careers, academic clinical fellowships, GP training or public health training or about Modernising Medical Careers in the other three UK countries, please visit the relevant websites:

Modernising Medical Careers England:

www.mmc.nhs.uk

Medical Careers:

www.medicalcareers.nhs.uk

GP training:

www.gprecruitment.org.uk

Public health training:

<https://phrecruitment.konetic.net/cac/home.aspx>

Recruitment for academic clinical fellowships in medicine and dentistry in England:

www.nihrtcc.nhs.uk/

Modernising Medical Careers Scotland:

www.mmc.scot.nhs.uk

Modernising Medical Careers Wales:

www.mmcwales.org

Modernising Medical Careers Northern Ireland:

www.nimdtg.gov.uk

Useful documents on www.mmc.nhs.uk

- The main Applicant Guide to specialty training recruitment 2010 (available from November)
- A Guide to Postgraduate Specialty Training in the UK 2009/10 (The Gold Guide)

Training approvals

For details on the approval of training programmes, please refer to the Postgraduate Medical Education and Training Board (PMETB) website

www.pmetb.org.uk

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