

Quick Guide to recruitment in 2012

Developed and designed in partnership with specialty trainees and trainers

1st edition

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(England)

Introduction



Welcome to the Quick Guide to recruitment to medical specialty training in England for 2012. This resource will help to 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

NOTE: Throughout this guide we refer to specialty training programmes according to the level of specialty training you may be applying for. CT1 and CT2, for example, mean core training year one and core training year two. Higher specialty training programmes are referred to as ST3, ST4 etc. Some 'run-through' specialties offer ST1 and ST2 training programmes. More on this later in the guide.

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

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."

Junior doctor feedback

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First steps



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

You can find person specifications for specialty posts on the Medical Specialty Training (England) website. The 2012 specifications will be available from October onwards after they have been reviewed. They can help you to focus the information in your CV, portfolio and application.

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

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

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

Junior doctor feedback

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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, 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 your interview.

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



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."

Junior doctor feedback

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Finding a post



Applications to most specialty training programmes are handled at the start by either a 'lead deanery' or one of the Royal Colleges on behalf of all the English deaneries. The list of organisations, which specialties they handle and at what level is shown on pages 8 and 9.

These nationally co-ordinated application processes mean that you only need to submit one application per specialty, giving your preferences about where (that is, in which deanery or deaneries) you would like to train.

For specialty training programmes that are not listed, you will need to apply directly to the deanery or deaneries of your choice.

Full details on how to apply for each specialty can be found on the websites of each organisation.

"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!"

Junior doctor feedback

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

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Register for online applications

All 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. Make sure that you use the same email address throughout the application process; it will make things much easier.

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



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Applications via Royal College, lead deanery and other websites

Organisation	Levels of training	Specialty
Royal College of Obstetricians and Gynaecologists https://obsjobs.rcog.org.uk/	All ACF	Obstetrics and Gynaecology
Royal College of Paediatrics and Child Health https://paedjobs.rcpch.ac.uk/	All	Paediatrics and Child Health
Royal College of Physicians www.cmtrecruitment.org.uk www.st3recruitment.org.uk/	CT1 CT1 ST3	ACCS Acute Medicine Core Medical Training (18 medical specialties)
Royal College of Psychiatrists www.rcpsych.ac.uk/training/nationalrecruitment.aspx	CT1 ST4	Psychiatry
The National Recruitment Office for General Practice Training www.gprecruitment.org.uk/	ST1	General Practice
East Midlands Healthcare Deanery www.eastmidlandsdeanery.nhs.uk/	ST3 ST1 ST3	Metabolic Medicine Public Health Sport and Exercise Medicine
Kent, Surrey and Sussex Deanery www.surgeryrecruitment.nhs.uk www.oncologyrecruitment.nhs.uk	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

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Organisation	Levels of training	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
Severn Deanery www.severn deanery.nhs.uk	ST1 ST3	Ophthalmology Oral and Maxillofacial Surgery (OMFS)
Wessex Deanery www.wessex deanery.nhs.uk	ST3 ST4	Cardiothoracic Surgery Paediatric Cardiology
NHS West Midlands Workforce Deanery www.westmidlands deanery.nhs.uk	CT1 All ST3 ST3	ACCS Anaesthesia Anaesthesia Clinical Genetics Intensive Care Medicine
Yorkshire and the Humber Deanery www.yorks and humber deanery.nhs.uk	ST4 ST3 ST3 All ST3 ST3 ST3	Emergency Medicine Ear, Nose and Throat (ENT) Neurophysiology Neurosurgery Trauma and Orthopaedics Paediatric Surgery Urology

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Receiving offers

The UK health departments have been working together to put in place an offers process allowing applicants to receive all their training offers electronically. The offers process will co-ordinate all first offers so that applicants can accept, reject or hold an offer.

The website that will issue offers to applicants is called UK Offer System for Medical Specialty Training. It is managed by NHS Education Scotland's recruitment system, which has successfully operated a co-ordinated offers process in Scotland for the last three years.

The UK Offers System will be implemented in two stages. Stage one will involve partial implementation and testing in 2012. Stage two will see full implementation in 2013.

UK Offers System 2012

As in previous years applications are to be made to College or Deanery recruitment systems and offers made by each recruitment team. However, this year three of our national co-ordinated specialties will be using the UK Offers System for making offers. Those applying to the following specialties listed below will benefit from using the UK Offers System.

Specialty	Managed by
CT1 Anaesthesia and ACCS Anaesthesia	West Midlands
ST1/ST3 Neurosurgery	Yorkshire and the Humber
ST1 Public Health	East Midlands

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Registering with the UK Offers System website

Applicants applying to the specialties listed on the previous page will be required to register with the UK Offers website. You will receive an email from the UK Offers System website asking you to login, verify your details and check your contact details. **You will need to do this within 14 days of receiving the email.** Make sure that you give your correct email address for this and all further communications.

When you receive an offer you will have 48 hours (including weekends and bank holidays) to decide whether to accept, reject or hold it. You can hold an offer until all offers have been issued.

Upgrading

This year if you receive your offer through 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 an option to 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 from the same specialty if one becomes available.

The upgrade option is only applicable to specialties using the UK Offers System with the exception of Core Surgery and ACF General Surgery (England). For all other specialties you will need to check with the recruitment team within each Deanery or College to find out whether upgrades are available in the specialty that you are applying to.

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

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Receiving offers

CT/ST1 core and run-through training

All first offers will be issued UK-wide no later than Friday 9 March 2012. 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 19 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.

CT2/ST3 higher specialty training

All first offers will be issued UK-wide by Wednesday 23 May 2012. You will have 48 hours 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 31 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.

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Time management

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 previous recruitment years, 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.

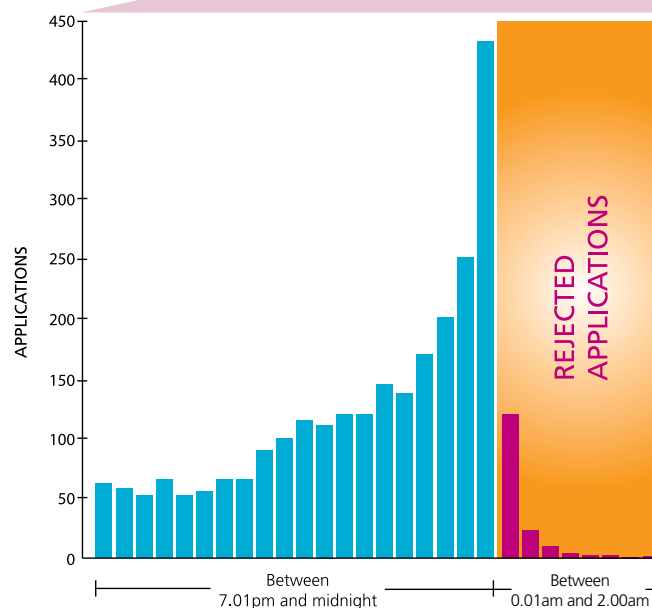
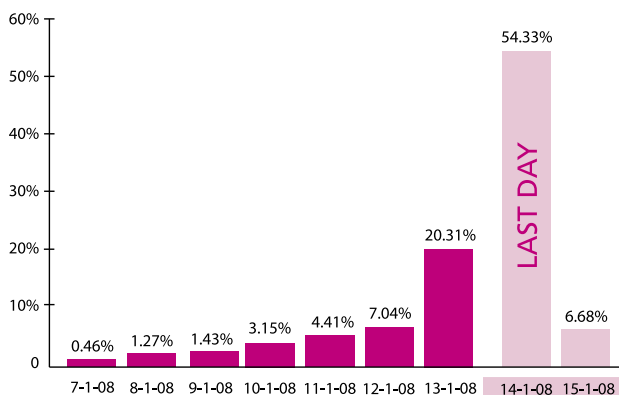
Some doctors apply very close to the deadline. According to 2008 data from one deanery, over 400 doctors failed to get shortlisted due to poor planning and organisation.

The deadline this year is 12 noon on 19 December 2011. 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.

TOP TIP: Get your application in early.

Percentage of applications on each day of recruitment



Adapted from graph and data supplied by North Western Deanery

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	2011			2012		
	October	November	December	January	February	March
Specialty training	Early October Check recruitment offices for information.	From 12 November Adverts in <i>NHS Jobs</i> , and on college and deanery websites. 25 November Start of specialty recruitment in the UK.	From 9 December – No later than 19 December (up to 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 readvertised 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.
GP recruitment		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.
ACF	17 October Specialty Academic Clinical Fellowships (ACF) recruitment starts.	14 November Closing date for ACF applications. Shortlisting and interviews start.		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. Note your log-in and check your contact details on the UK Offer System website.	Prepare for and attend interviews. Attend GP Machine Marked Tests.	Attend interviews. Check UK Offer System website for your offers and ranking scores. Accept, hold or reject offers. Attend GP assessment centre.	Check UK Offer System website for your offers and ranking scores. Accept, hold or reject offers.

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Check the career structure for your chosen specialty

Some specialties operate 'run-through' training schemes, where progression to the next level of training is automatic as 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 'run-through' 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.nihrtcc.nhs.uk/intetacatrain

Uncoupled CT1/2, ST3/4/5 etc	Run-through ST1/2/3/4 etc
Core medical training, leading to competitive entry to medical specialties	Paediatrics and Child Health
Core surgical training, leading to competitive entry to surgical specialties	Obstetrics and Gynaecology
Core psychiatry training, leading to competitive entry to psychiatry specialties	General Practice
Anaesthesia	Public Health
Emergency Medicine	Histopathology
	Clinical Radiology
	Ophthalmology
	Chemical Pathology
	Neurosurgery
	Medical Microbiology/Virology
	Academic Clinical Fellowship (ACF)

TOP TIP: For a full list, see the person specifications at www.mmc.nhs.uk

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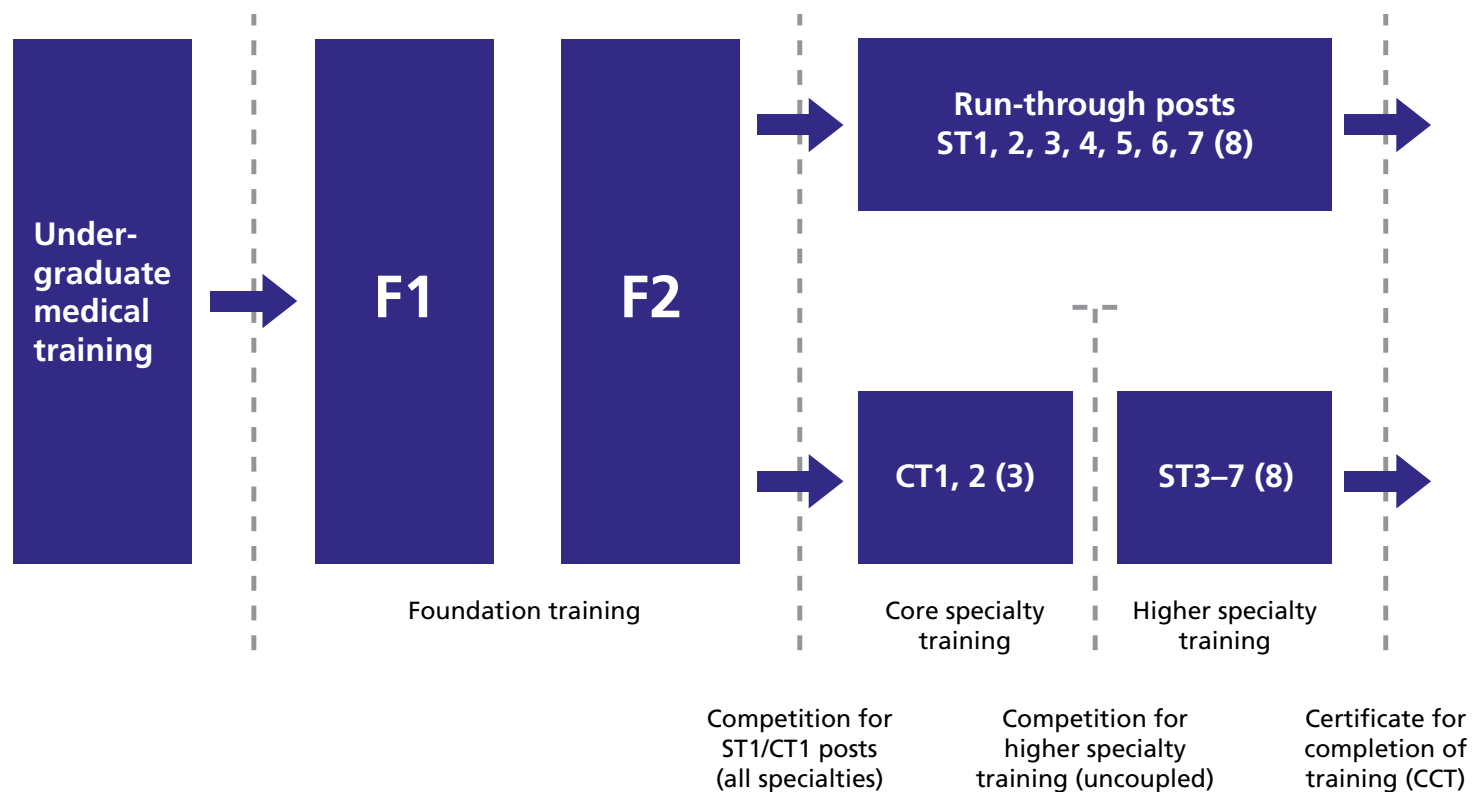
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Check the career structure for your chosen specialty

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



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Medical Specialty Training (England):
www.mmc.nhs.uk

Medical Careers:
www.medicalcareers.nhs.uk

GP training:
www.gprecruitment.org.uk

**Recruitment for Academic Clinical Fellowships
in medicine and dentistry in England:**
www.nihrtcc.nhs.uk/intetacatrain

Scottish Medical Training:
www.mmc.scot.nhs.uk

Specialty Training in Wales:
<http://specialty.walesdeanery.org>

**Northern Ireland Medical and Dental
Training Agency:**
www.nimdta.gov.uk

Useful documents on www.mmc.nhs.uk

- The main Applicant Guide to specialty training recruitment 2012 (available from October)
- A Reference Guide for Postgraduate Specialty Training in the UK (The Gold Guide, Fourth Edition, June 2010)

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