



Quick Guide to recruitment in 2011

Developed and designed in partnership with specialty trainees and trainers

2nd edition

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(England)

Introduction



Welcome to the Quick Guide to recruitment to medical specialty training in England for 2011. 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

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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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 2011 specifications will be available from November 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 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.



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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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 coordinated 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 direct 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 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	Specialty
Royal College of Obstetricians and Gynaecologists http://obsjobs.rcog.org.uk	All	Obstetrics and gynaecology
Royal College of Paediatrics and Child Health http://paedjobs.rcpch.ac.uk	All	Paediatrics and child health
Royal College of Physicians www.cmtrecruitment.org.uk www.st3recruitment.org.uk	CT1 ST3	Core medical training (12 medical specialties)
Royal College of Psychiatrists www.rcpsych.ac.uk/training/nationalrecruitment.aspx	CT1 ST4	Psychiatry
East Midlands Healthcare Workforce Deanery http://www.fph.org.uk/public_health_careers www.eastmidlandsdeanery.nhs.uk	ST1 ST3	Public health Sport and exercise medicine
Postgraduate Deanery for Kent, Surrey and Sussex http://www.surgeryrecruitment.nhs.uk http://www.oncologyrecruitment.nhs.uk	CT1 ST3	Core surgical training Clinical and medical oncology
London Deanery www.londondeanery.ac.uk	ST1 ST3 ST1 ST3 ST3 ST3 ST3 ST3	Clinical radiology General surgery Histopathology Plastic surgery Audiological medicine Allergy Immunology Nuclear medicine

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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.severndeanery.nhs.uk	ST3 ST3 ST3	Oral and maxillofacial surgery (OMFS) Rehabilitation medicine Rheumatology
Wessex Deanery www.wessexdeanery.nhs.uk	ST3	Cardiothoracic surgery
West Midlands Workforce Deanery www.westmidlandsdeanery.nhs.uk	ST3 CT1 All	Clinical genetics Acute care common stem (ACCS) (all themes) Anaesthesia
Yorkshire and the Humber Postgraduate Deanery www.yorksandhumberdeanery.nhs.uk	ST4 ST3 ST3 ST1 and ST3 ST3 ST3 ST3	Emergency medicine Ear, nose and throat (ENT) Clinical neurophysiology Neurosurgery Trauma and orthopaedics Paediatric surgery Urology

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Receiving offers

This year, the UK health departments, Royal Colleges and deaneries have worked together to coordinate all first offers in Round 1 so that applicants can accept, reject or hold a Round 1 offer until after all Round 1 first offers have been issued.

All first offers in Round 1 will be issued UK wide by 11 March 2011. If you receive a Round 1 offer, you will have 48 hours (including weekends and bank holidays) to decide whether to accept it, reject it or hold. You can hold a Round 1 offer up until noon on 25 March 2011, but you can only hold one offer at a time. You will need to make a decision by noon on 25 March, otherwise the offer will be deemed to have been rejected.

For offers made in Round 2, you will have a minimum of 48 hours to accept or reject an offer.

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.

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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.

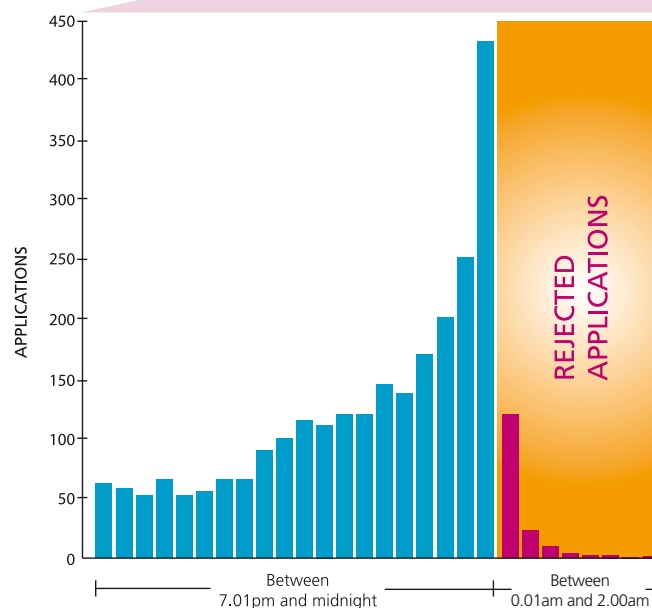
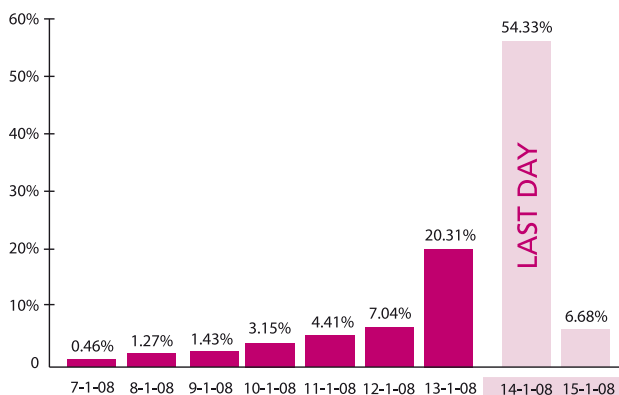
Some doctors apply very close to the deadline. According to 2008 data from one deanery, over 400 doctors failed to get shortlisted due to poor planning and organisation.

The deadline this year is 12 noon on 20 December 2010. 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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2010			2011		
October	November	December	January	February	March
Mid-October Check recruitment offices for information.	From mid-November Adverts in <i>NHS Jobs</i> and on Royal College and deanery websites.	3 December Start of Round 1 specialty recruitment in the UK. 20 December (12 noon) Closing date for specialty applications in the UK.	December/January Eligibility checks and shortlisting for specialty. Interview invitations for specialty.	7 February Some CT2 and uncoupled ST3/4 posts advertised and open for application. Round 2 specialty recruitment opens.	By 11 March Round 1 interviews complete for specialty and all first offers issued. 25 March Final date for holding a Round 1 offer.
	22 November Start of GP recruitment, including GP Academic Clinical Fellowship (ACF).	19 December Closing date for applications to GP specialty.	4 January Bookings for GP Machine Marked Tests. 17 January Start of week of GP Machine Marked Tests.	21 February GP assessment centres.	4 March End of GP assessment centres. By 11 March GP first offers issued.
	1 November Specialty Academic Clinical Fellowship (ACF) recruitment starts.	3 December Closing date for ACF applications. Shortlisting and interviews start.	By 28 January Interviews complete and offers issued for ACF.		

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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.	Prepare for and attend interviews. Attend GP Machine Marked Tests.	Attend interviews. Accept, hold or reject offers. Attend GP assessment centre.	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
Acute Care Common Stem (ACCS)	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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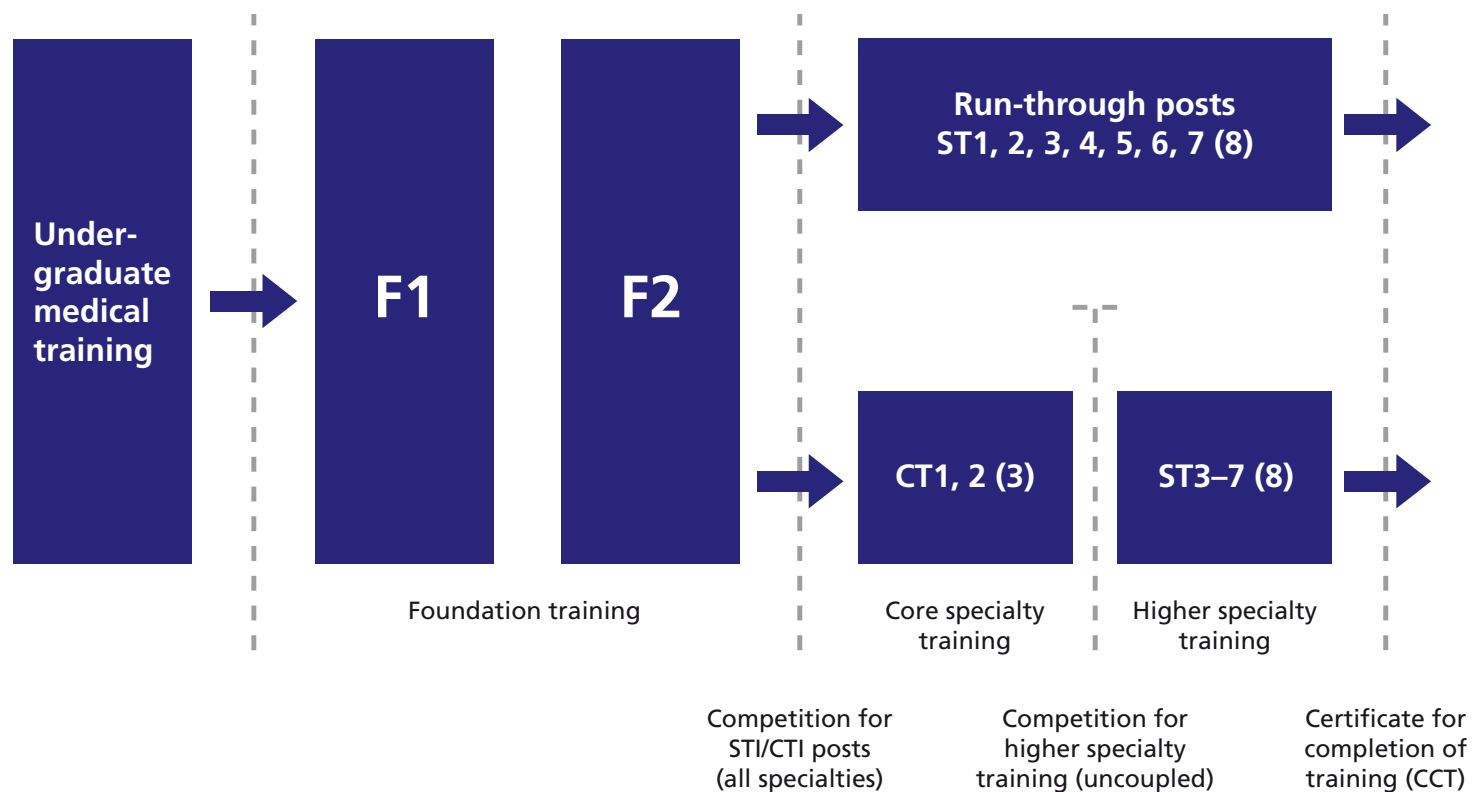
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Check the career structure for your chosen specialty

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:
www.mmcwales.org

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

Useful documents on www.mmc.nhs.uk

- The main Applicant Guide to specialty training recruitment 2011 (available from December)
- A Reference Guide for Postgraduate Specialty Training in the UK (The Gold Guide, Fourth Edition, June 2010)

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