

# **Specialty Recruitment Applicant Handbook 2014**

Issue 1  
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See also <http://specialtytraining.nhs.uk>

## Useful Information

This applicant handbook can be downloaded in PDF format from <http://specialtytraining.hee.nhs.uk>

This guide is relevant for specialty training in the UK for 2013/14.  
Foundation Training: [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)

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

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

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

You may also like to refer to the following publication available from:  
<http://specialtytraining.hee.nhs.uk>

### ***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.

*Please note that the Gold Guide is currently being updated and will be published in Autumn 2013.*

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

### **Version Control**

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V1.5		
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# National Applicant Handbook 2014

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## **1 Welcome to recruitment for specialty training 2014**

This applicant handbook is intended to help you make the best possible applications, starting with your specialty choices and continuing through the application process to its outcome. We advise that in addition to reading this handbook that you read individual specialty guidance to which you are considering making an application; section 1.3 has details for each specialty.

The Medical Education and Training team at Health Education England works to continually improve recruitment and selection processes each year. If you are applying for specialty training in 2014 you will benefit from these improvements.

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, the recruiters to which you may be applying are ready to help you. You will find more information on this in section 5: Support to applicants.

Please note that for 2014 the following new specialty training programmes – Oral & Maxillofacial Surgery (OMFS) pilot (ST1), (ST1), Emergency Medicine pilot (ST1), Medical Microbiology and Virology will be offered. Community Sexual & Reproductive Health (ST1) will be nationally co-ordinated from 2014.

In addition, a specialty selection test (SST) pilot will take place for those applicants applying to CT1/ST1 specialties. The test will take place from the 13<sup>th</sup> until the 24<sup>th</sup> of January. Further information on the SST can be found in Annex C.

Good luck with your application!

## 1.1 Overview of specialty training in the UK in 2014

There are two types of specialty training programmes:

- **“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.

### 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 handbook 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 specialties in 2014 are offering run-through training and which are offering core training followed by open competition.

<b>Offer of run-through training in 2014</b> (Specialty training years are referred to as ST1, ST2, ST3 etc.)	<b>Offer with uncoupling in 2014</b> (Core training years are referred to as CT1, CT2, CT3 etc. and higher training years are referred to as ST3, ST4, ST5 etc.)
Academic Clinical Fellowship (ACF)	ACCS Emergency Medicine (three years of core training)
Broad Based Training (two years of core training), leading to entry to the run-through training programme for GP or Paediatrics at ST2 or to CT2 medical speciality or CT2 psychiatry speciality.	ACCS Anaesthetics
Cardiothoracic Surgery (Pilot)	ACCS Acute Medicine
Chemical Pathology	Anaesthetics
Clinical Radiology	Broad Based Training (two years of core training), leading to entry to CT2 medical

	speciality or CT2 psychiatry speciality or enter the run-through training programme for GP or Paediatrics at ST2.
Community sexual and reproductive health	Core Medical Training, leading to competitive entry to medical specialties
Emergency Medicine (Pilot)	Core Psychiatry Training (three years of core training), leading to competitive entry to psychiatry specialties
General Practice	Core Surgical Training, leading to competitive entry to surgical specialties
Histopathology	
Medical Microbiology/Virology	
Neurosurgery	
Obstetrics and Gynaecology	
Ophthalmology	
Oral and Maxillofacial Surgery (Pilot)	
Paediatrics and Child Health	
Public Health	

See section 1.3 for a complete list of specialties.

Core training and higher specialty training programmes will be open to all eligible applicants<sup>1</sup> (including those working in non-training posts or otherwise not on core training programmes).

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 three year programme:
  - a. For Anaesthetics, 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 CT1, 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 (LTFT), 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.

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

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.

Please note that you will need to secure a full time post in open competition before you may work LTFT, although you may apply for eligibility only in a LETB/Deanery ahead of this.

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 <http://specialtytraining.hee.nhs.uk>

### 1.3 Overview of 2013/2014 Recruitment

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

The following tables show which specialties are recruiting through a national recruiting office in 2014.

#### Applications via Royal College and other websites in 2014

Royal College	Level	Specialty
National Institute for Health Research Trainees Coordinating Centre (NIHRTCC) <a href="http://www.nihrtcc.nhs.uk">www.nihrtcc.nhs.uk</a>	All	Academic Clinical Fellowship (ACF)
National Recruitment Office for General Practice Training <a href="http://gprecruitment.hee.nhs.uk/">http://gprecruitment.hee.nhs.uk/</a>	ST1	General Practice
Royal College of Obstetricians and Gynaecologists <a href="https://obsjobs.rcog.org.uk/">https://obsjobs.rcog.org.uk/</a>	ST1	Obstetrics and Gynaecology
Royal College of Paediatrics and Child Health <a href="http://www.rcpch.ac.uk/">http://www.rcpch.ac.uk/</a>	All	Paediatrics and Child Health
Royal College of Physicians <a href="http://www.ct1recruitment.org.uk/">http://www.ct1recruitment.org.uk/</a>	CT1 CT1	ACCS Acute Medicine Core Medical Training
Royal College of Physicians <a href="http://www.st3recruitment.org.uk/">http://www.st3recruitment.org.uk/</a>	ST3	Acute Medicine Allergy Cardiology Clinical Pharmacology and Therapeutics (CPT) Dermatology Endocrinology and Diabetes Gastroenterology Geriatric Medicine Genito-urinary Medicine Haematology Immunology Infectious Diseases Neurology Palliative Medicine Rehabilitation Medicine Renal Medicine Respiratory Medicine Rheumatology

## Applications via lead LETB websites in 2014

Lead LETB	Level	Specialty
Health Education Midlands <a href="http://em.hee.nhs.uk">http://em.hee.nhs.uk</a>	ST1 ST3 ST3	Public Health Metabolic Medicine Sport and Exercise Medicine
Health Education East of England <a href="http://eoe.hee.nhs.uk">http://eoe.hee.nhs.uk</a>	ST1	Community Sexual and Reproductive Health
Health Education Kent, Surrey and Sussex <a href="http://kss.hee.nhs.uk">http://kss.hee.nhs.uk</a> <a href="http://www.surgeryrecruitment.nhs.uk">www.surgeryrecruitment.nhs.uk</a> <a href="http://www.oncologyrecruitment.nhs.uk">www.oncologyrecruitment.nhs.uk</a>	CT1 ST3 ST3	Core Surgical Training Clinical Oncology Medical Oncology
London Shared Services <a href="http://www.londondeanery.ac.uk/">www.londondeanery.ac.uk/</a>	CT1 ST1 ST3/ACF ST1 ST3 ST3 ST3	ACCS Emergency Medicine Clinical Radiology General Surgery Histopathology Plastic Surgery Nuclear Medicine Vascular Surgery
Health Education South West <a href="http://southwest.hee.nhs.uk">http://southwest.hee.nhs.uk</a>	ST1/ST3 ST3 and ST1 (pilot)	Ophthalmology Oral and Maxillofacial Surgery (OMFS)
Health Education Wessex <a href="http://wessex.hee.nhs.uk">http://wessex.hee.nhs.uk</a>	ST1 & ST3 ST4	Cardiothoracic Surgery Paediatric Cardiology
Health Education West Midlands <a href="http://wm.hee.nhs.uk">http://wm.hee.nhs.uk</a>	ST3 CT1 CT1 and ST3 ST3	Clinical Genetics Acute Care Common Stem (ACCS) Anaesthetics Anaesthetics Intensive Care Medicine
Health Education Yorkshire and the Humber <a href="http://yh.hee.nhs.uk">http://yh.hee.nhs.uk</a>	ST4 & ST1 (pilot) All ST3 ST3 ST3 ST3 ST3	Emergency Medicine  Neurosurgery Clinical Neurophysiology Otolaryngology (ENT) Paediatric Surgery Trauma and Orthopaedic Surgery Urology
Health Education North West <a href="http://nw.hee.nhs.uk">http://nw.hee.nhs.uk</a>	CT1 CT1 & ST4	Broad Based Training Psychiatry
NHS Education for Scotland <a href="http://www.nes.scot.nhs.uk">http://www.nes.scot.nhs.uk</a>	ST1 ST1	Medical Microbiology Medical Virology

Training programmes not listed above will be recruited by local LETBs/Deaneries.

Each recruiting office is responsible for some or all of the following:

- 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 via the UK Offers system 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 LETB/Deanery you apply to (please note that for some specialties these processes will be delivered by a combination of the LETBs/Deaneries and Royal Colleges as appropriate):

- 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 (dependent on specialty)
- Information on the consideration of disability or other additional requirements 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.

## 1.4 Oriel – A New Recruitment System

Oriel is the new portal and recruitment solution that is being developed and piloted with specialty stakeholder groups across the UK. It is being piloted across 22 ST3 specialties (see table below) when applications open for national ST3 recruitment in February 2014.

<b>Acute Internal Medicine</b>	<b>Gastroenterology</b>	<b>Neurology</b>
<b>Allergy</b>	<b>Genitourinary medicine</b>	<b>Otolaryngology (ENT)</b>
<b>Anaesthetics</b>	<b>Geriatric medicine</b>	<b>Palliative medicine</b>
<b>Cardiology</b>	<b>Haematology</b>	<b>Rehabilitation medicine</b>
<b>Clinical pharmacology &amp; therapeutics</b>	<b>Immunology</b>	<b>Renal medicine</b>
<b>Clinical Oncology</b>	<b>Infectious diseases</b>	<b>Respiratory medicine</b>
<b>Dermatology</b>	<b>Medical Oncology</b>	<b>Rheumatology</b>
<b>Endocrinology &amp; diabetes mellitus</b>		

### What this means for you

With the introduction of Oriel you will through a single site be able to register, view vacancies, apply, book and manage interviews. You will still manage your offers through the UK Offers website this year.

You will be able to access Oriel via the Specialty Training website or via your local LETB/Deanery website when applications open for ST3 recruitment in February 2014. You will only be able to manage your applications within Oriel if you are applying to one or more of the above specialties. If you are applying to a different specialty, go to your local LETB/Deanery website to find out more information on the application process.

After the pilot we aim to further enhance a consistent experience throughout the specialty recruitment process for all medical, dental, academic, public health and sub-specialties, by ensuring all relevant specialty training information can be sourced, and your application can be managed (including offers), within the one location.

## 1.5 Key dates for recruitment to medical specialty training in 2014

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

### ACF Timetable

Applications open	14 <sup>th</sup> October 2013
Applications close	11 <sup>th</sup> November 2013
/Interview window	12 <sup>th</sup> November 2013 to 10 <sup>th</sup> January 2014
Initial Offers out from	13 <sup>th</sup> January 2014
Hold deadline	at 5pm 1 <sup>st</sup> February 2014

ACF posts in General Practice (Primary Care) are recruited to using the timetable for standard ST1 General Practice specialty training applications. See <http://gprecruitment.hee.nhs.uk/academic.html> for more information.

### Round 1 - CT1/ST1 and Run Through (For August - December 2014 start)

Adverts	Early November
Applications Open	At 10am, Tuesday 12 <sup>th</sup> November 2013
Applications Close	At 5pm, Thursday 5 <sup>th</sup> December 2013
Interview Window	Thursday 2 <sup>nd</sup> January – Tuesday 4 <sup>th</sup> March 2014
Initial Offers out	By 5pm, Wednesday 5 <sup>th</sup> March 2014
Hold deadline	At 1pm, Wednesday 12 <sup>th</sup> March 2014
Upgrade deadline	At 5pm, Wednesday 19 <sup>th</sup> March 2014
Hierarchical deadline	At 5pm, Wednesday 26 <sup>th</sup> March 2014
Paperwork deadline	By Wednesday 2 <sup>nd</sup> April 2014

### Round 1- CT1/ST1 Re-adverts (For August – December 2014 start)

Adverts	Week commencing 3 <sup>rd</sup> March 2014
Applications Open	At 10am, Tuesday 18 <sup>th</sup> March 2014
Applications Close	At 5pm, Thursday 3 <sup>rd</sup> April 2014
Interview Window	Tuesday 15 <sup>th</sup> April – Thursday 15 <sup>th</sup> May 2014
Initial Offers out	By 5pm, Friday 16 <sup>th</sup> May 2014
Hold deadline	At 1pm, Wednesday 21 <sup>st</sup> May 2014
Upgrade deadline	At 5pm, Friday 23 <sup>rd</sup> May 2014
Paperwork deadline	Friday 30 <sup>th</sup> May 2014

### Round 2 - ST3/ST4+ Recruitment (For August - December 2014 start)

Adverts	12 <sup>th</sup> February 2014
Applications Open	At 10am, Wednesday, 12 <sup>th</sup> February 2014
Applications Close	At 5pm, Wednesday, 12 <sup>th</sup> March 2014
Interview Window	Monday 24 March – Thursday 15 <sup>th</sup> May 2014
Initial Offers out	By 5pm Friday 16 <sup>th</sup> May 2014
Hold deadline	At 1pm Wednesday 21 <sup>st</sup> May 2014
Upgrade deadline	At 5pm Friday 23 <sup>rd</sup> May 2014
Hierarchal deadline	Wednesday 28 <sup>th</sup> May 2014
Paperwork deadline	Friday 30 <sup>th</sup> May 2014

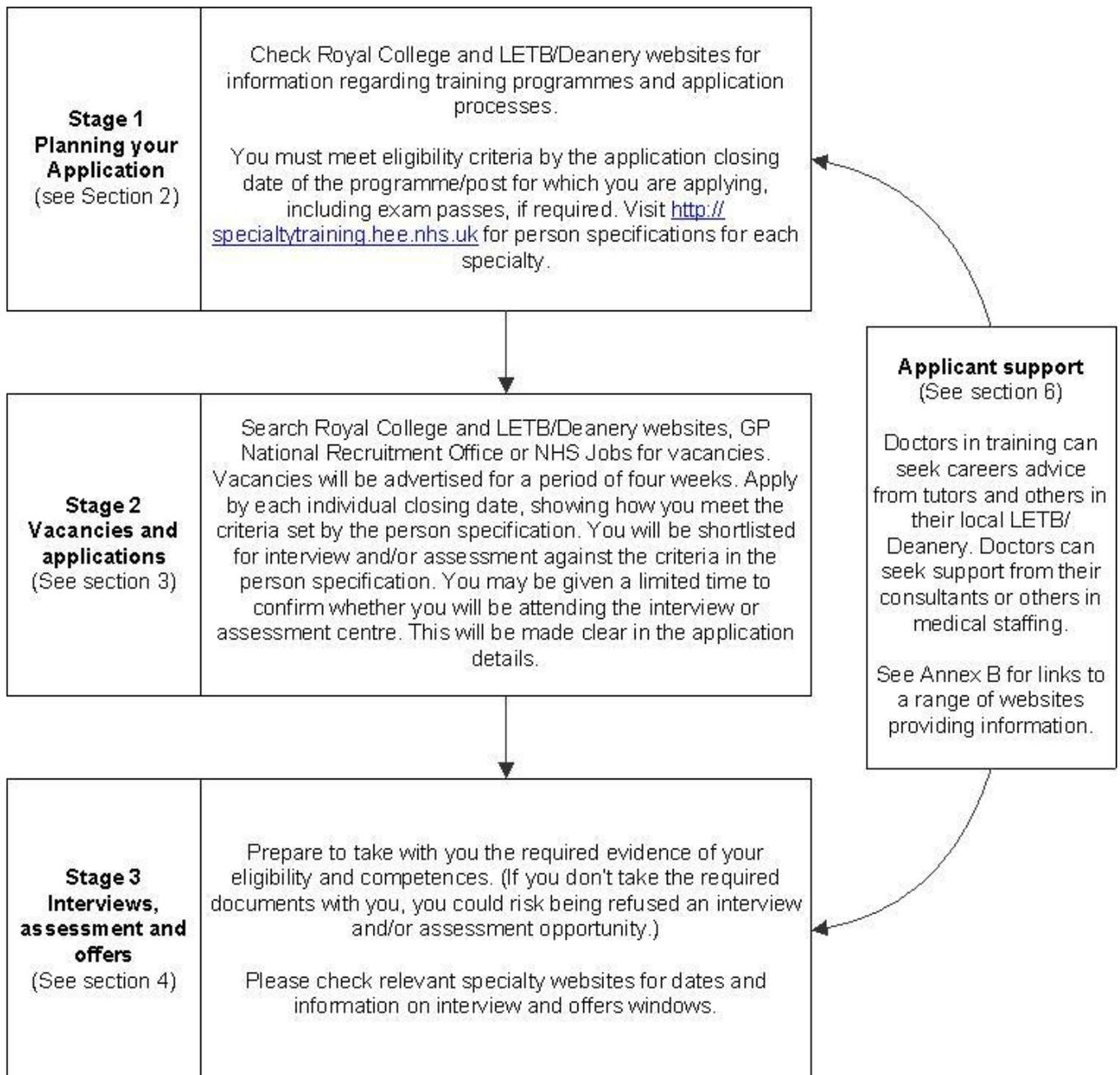
*See summary of key dates during the recruitment process in the table on the following page.*

## Key dates in 2013/2014

**Please note:** The application dates are a window and therefore there can be variability between specialties within the window. For precise specialty dates please see individual specialty websites

Specialty Training	2013			2014				
	October	November	December	January	February	March	April	May
<b>ACF</b>	<b>14<sup>th</sup> October</b> Start of application period for ACF recruitment in the UK	<b>11<sup>th</sup> November</b> Closing date for ACF applications in the UK		<b>10<sup>th</sup> January</b> Interview window for ACF recruitment closes <b>13<sup>th</sup> January</b> All initial offers issued	<b>1<sup>st</sup> February</b> Final date for holding an offer			
<b>Round one</b>		<b>Early November</b> Check recruitment offices for information <b>12<sup>th</sup> November</b> Start of application period for specialty recruitment in the UK.	<b>5<sup>th</sup> December</b> Closing date for specialty recruitment applications in the UK.	<b>2<sup>nd</sup> January</b> Interview window for specialty recruitment opens.		<b>4<sup>th</sup> March</b> Interview window for specialty recruitment closes. <b>5<sup>th</sup> March</b> All initial offers issued <b>12<sup>th</sup> March</b> Final date for holding an offer <b>19<sup>th</sup> March</b> Final date for upgrading an offer		
<b>Round one (re-advertised)</b>						<b>3<sup>rd</sup> March</b> Check recruitment offices for information <b>18<sup>th</sup> March</b> Start of application period for CT/ST1 posts re-advertised.	<b>3<sup>rd</sup> April</b> Closing date for CT/ST1 applications for posts re-advertised. <b>15<sup>th</sup> April</b> Interview window for CT/ST1 posts opens.	<b>15<sup>th</sup> May</b> Interview window closes. <b>16<sup>th</sup> May</b> All offers for round one posts re-advertised issued. <b>21<sup>st</sup> May</b> Final date for holding an offer <b>23<sup>rd</sup> May</b> Final date for upgrading an offer.
<b>Round Two</b>					<b>12<sup>th</sup> February</b> Start of application period for round two specialty recruitment.	<b>12<sup>th</sup> March</b> Closing date for round two specialty recruitment applications. <b>24<sup>th</sup> March</b> Interview window for round two specialty training opens.		<b>15<sup>th</sup> May</b> Interview window closes. <b>16<sup>th</sup> May</b> All offers for round two posts issued. <b>21<sup>st</sup> May</b> Final date for holding an offer. <b>23<sup>rd</sup> May</b> Final date for upgrading an offer.

## 1.6 At-a-glance view of the specialty recruitment process



## **1.7 The competition**

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.

The medical specialty training website <http://specialtytraining.hee.nhs.uk> provides direct links to:

- Indicative competition figures (from recruitment in 2013) for specialties and deaneries. 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 2014, but offer a broad indication of which were the most and least subscribed specialties and areas in the previous recruitment year.

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 2014**

Trainees in run-through programmes will proceed to the next level of training in 2014, 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 ST3 (ST4) posts from 12 February 2014

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.

## **1.8 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 – Planning your Application**

Once you have decided which specialty or specialties you wish to apply for it is essential that you first ensure that you are eligible to make an application.

In addition you should familiarise yourself with the application period, find out where and how you access the application form and make sure you read all of the guidance information prepared by that particular specialty.

We advise that you do this as soon as possible to ensure that any queries you have can be resolved in good time, ahead of you beginning your application.

All specialties at CT1/ST1 are recruited to through a national process. This means that 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 1.3.

*See Annex A for links to further information*

### **2.1 Eligibility**

*See also Annex B – Information for overseas nationals*

#### **Eligibility to apply for specialty training in 2014**

There are strict eligibility requirements when applying for specialty training. If you are submitting an application in 2014, you will need to make sure that you meet all the eligibility criteria by the application closing date (or date of appointment if specifically stated). Eligibility requirements are those requirements listed as “Essential” in the person specification for the post you are applying for. Some requirements, such as those relating to primary medical qualifications, GMC registration and Right to Work in the UK are essential for all specialties. However there are some requirements, such as maximum length of experience in a specialty, that do vary so if you are applying to more than one specialty make sure you read the person specification for each one you are applying to.

In addition to the person specifications, you can get further information 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 appointment<sup>2</sup> 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](http://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 in that specialty. 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 LETB/Deanery by email marked confidential. Those wishing to discuss these requirements further should seek further advice from the lead recruiting office and from the Postgraduate Dean in the LETB/Deanery which they worked. Please see section 1.3 for further information on lead recruitment offices.

Please note this may slightly vary in different specialties; please seek advice from the lead recruiting office if you are unsure as to whether this rule affects you.

### **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. 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 of the 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) candidates for the post.

You will be asked to bring your passport and proof of your immigration status to any interviews or assessments you attend.

### **Immigration Statement**

The following advice on when to apply for specialty training applies for doctors applying for entry to programmes:

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

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<sup>2</sup> Time of appointment refers to the date at which the post commences

have Tier 1 or dependant status, and no restriction against working as a doctor or dentist in training.

- You are already on Tier 2 and will be applying to continue training with the same sponsor and/or with the same training number.
- You are applying for a speciality in a shortage occupation (currently only ST3-6 level trainees in Paediatrics, in Scotland).
- You are a non-UK or non-EEA national, you graduated from a UK medical or dental school, and you currently have Tier 4 status to work in the Foundation Programme. You will need to apply for Tier 2 sponsorship, but you will be exempt from the Resident Labour Market Test (RLMT) if you have had continuous immigration status in the UK since you graduated.

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

- You are already on Tier 2 and will be applying for a different specialty and changing sponsor. You will require Tier 2 sponsorship and will be subject to the RLMT.
- 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 (Note: General Practice will consider and assess applications from non-UK/EEA applicants who are subject to the RLMT in Round 1 although offers will not be made until after all UK/EEA candidates have been exhausted following a second round).

Evidence of immigration status should normally consist of a biometric residence card and date stamped passport. Please visit <http://www.ukba.homeoffice.gov.uk> for more information.

*See Annex B: Information 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 taught in English, you will need to provide alternate, written evidence of English language skills. At the present time the following is accepted as evidence of English language skills

1. 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.
2. A letter from a UK medical supervisor or employer attesting to your competence in English at the appropriate level.

If your undergraduate training was taught 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**

Some specialties and levels require college examinations as an eligibility requirement. Some will require evidence of attainment at the time of application, some at interview and some at commencement of appointment. You are therefore advised to check the person specification to ensure you can demonstrate that you fulfil the requirement at the appropriate time. For further information please check the appropriate specialty-specific website (see section 1.3).

## **Attainment of competences**

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 further details.

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

If you are applying directly 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 2014. You must have achieved these competences within three years prior to your application. As part of your pre-employment checks for a specialty training post you will be required to provide evidence of your FACD 5.2.

If your training was undertaken outside of the UK Foundation programme you will need to provide written evidence that you have achieved competences equivalent to those gained by doctors on the UK Foundation Programme. (See further details in the section below on evidence of achievement of Foundation Competences.)

To enter at ST1/CT1 you cannot exceed 18 months (post-foundation or equivalent) experience in the specialty to which you have applied by the appointment date of that post. The exceptions to this are the following specialties:

- Chemical Pathology
- Histopathology
- Medical Microbiology/Virology
- Public Health
- ACCS Emergency Medicine
- Psychiatry
- General Practice

### Specialty training year 2 (ST2)

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 2014. For further information, see the specialty training curriculum available from the relevant Royal College websites.

There is no upper limit on experience for eligibility for selection to ST2, though some specialties may indicate a desirable upper limit.

### Specialty training year 3 (ST3)

Typically, you will have achieved the competences or equivalent from the first two years of specialty training (ST/CT1 and 2). For further information, see the specialty training curriculum available from the relevant Royal College websites.

There is no upper limit on experience for eligibility for selection to ST3, though some specialties may indicate a desirable upper limit.

### Specialty training year 4 (ST4)

Typically, you will have achieved the competences or equivalent from the first three years of specialty training (ST/CT1, 2 and 3) For further information, see the specialty training curriculum available from the relevant Royal College websites.

There is no upper limit on experience for eligibility for selection to ST4, though some specialties may indicate a desirable upper limit.

## **Evidence of Foundation Competence**

Person specifications for entry to all CT1/ST1 specialty training programmes (including FTSTA and LAT posts) requires applicants to provide evidence of achievement of Foundation Competence within the last 3 years in line with GMC standards/Good Medical Practice including:

- Good clinical care
- Maintaining good medical practice
- Good relationships and communication with patients
- Good working relationships with colleagues
- Good teaching and training
- Professional behaviour and probity
- Delivery of good acute clinical care

All applicants to specialty training at CT1/ST1 level must demonstrate all the competences described by the Foundation Curriculum, without exception, using the evidence as outlined below.

### **Why do I need to demonstrate that I have Foundation Competence?**

The possession of all the Foundation Competences is an essential criterion in CT1/ST1 person specifications because they are needed to help successful applicants cope with, and progress through the clinical experience that forms part of their specialty training. They are key attributes that ensure patient safety - in particular those relating to the recognition and management of the acutely ill patient, resuscitation and end of life care.

CT1 and ST1 posts are not configured to assess whether each new entrant possess these competences – a process which would take several weeks. Instead they have to assume that new starters possess them. This is true even of posts not directly involving acute medical care: often the only person on such units with recent experience of resuscitating a patient is the CT1/ST1 trainee. It is also crucial that the submitted evidence is current. It is not sufficient to have achieved each competence

once. Competences must be achieved, maintained and demonstrated if our patients are going to be safe in our hands.

### **What evidence can be used to demonstrate that I have Foundation Competence?**

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 the Foundation Competences and, however experienced, a candidate is in one specialty, and they are often not able to cope with the first year of core or specialty training without having recently practiced the broader skills.

N.B. it is the candidate's responsibility to satisfactorily demonstrate that they possess all the Foundation Competences, and the recruiting organisations are not allowed any discretion in this matter.

There are a 3 ways you can demonstrate that you possess Foundation Competence, and the application form will ask you a series of questions to help you determine the most appropriate form of evidence for you to submit.

#### **1. Currently on a Foundation Programme**

If you are undertaking a recognised foundation programme in the UK<sup>3</sup> which is due to finish in August 2014, we will ask you to confirm the name of your Foundation School. You do not need to do anything else. You do not need to submit any evidence. Any offer of a programme will be conditional upon you successfully completing the Foundation Programme and being awarded an FACD 5.2 before August 2014. This includes those applying for a delayed start date due to illness or maternity. If you are undertaking a "stand alone" FY2 post that is NOT part of a recognised foundation programme attached to a UK Foundation School and you do not expect to be awarded with an FACD 5.2 upon satisfactory completion, then you must answer NO to this question on the application form and you will be required to submit an Alternative Certificate as detailed below.

#### **2. Already completed a Foundation Programme**

If you have already completed a UK Foundation Programme within the last 3 years or 5 years for Public Health (since 1st August 2011), 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. Anybody who is not in 1 or 2 above**

If you have not undertaken a UK Foundation programme within the last 3 years, you will be able to submit an Alternative Certificate signed by a consultant who has supervised you for at least 3 months since 1st August 2011. This certificate attests to your achievement of Foundation Competence. For the purposes of this documentation, "consultant" includes General Practitioners, Clinical Directors, Medical Superintendents, Academic

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<sup>3</sup> UK Affiliated Foundation Programmes include those in Malta. The Maltese Foundation School awards FACD 5.2 to the same standards as other UK Foundation Schools and as such is considered equivalent.

Professors and anyone on the specialty register. 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 (whole time equivalent) since August 2011. You **MUST** attach scanned copies of the certificates to your application form. You will be expected to provide the original document(s) at a later date.

*The only exception to this is if you are a refugee. Refugees (as defined on the UKBA website: <http://www.ukba.homeoffice.gov.uk/asylum/>) are advised to contact the recruiting organisation for further guidance - but should submit an Alternative Certificate if it all possible.*

### **Is the three months post during which I demonstrate my Foundation Competence all I have to do post registration?**

No. The CT/ST1 Person Specifications state that you need to have had 12 months experience **after** full GMC registration **and** evidence of achievement of Foundation Competences.

We therefore expect ALL doctors applying to a specialty training programme to have had at least 24 months experience in appropriate posts, either in the UK or overseas, since gaining their primary medical qualification and before commencing a specialty training programme.

### **I have been working abroad, where there is no Foundation Programme. What are likely to be deemed appropriate posts?**

12 months satisfactory completion of a pre-registration, internship<sup>4</sup> or Foundation Year 1(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 with acute medical responsibilities.

OR

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

You will not be required to submit evidence of your previous experience at the application stage but the deanery may request you to provide it later during the recruitment process.

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<sup>4</sup> An internship is a period of pre-graduate or post-graduate clinical experience that provides an accepted foundation for future practice as a fully registered and licensed medical practitioner. Internships must be either a 12 month programme that includes a minimum of 3 months in surgery and 3 months in medicine OR a programme of at least 10 months duration that includes a minimum of 3 months in surgery and 3 months in medicine with an additional study period of up to 2 months OR the equivalent of 12 months full time post-qualification at a publicly funded hospital in at least two branches of medicine.

### **With regard to Alternative Certificates, please note that:**

- **The signatory** does not necessarily have to personally witness the demonstration of every competence. Instead, he or she *must* be in a position to judge whether the evidence they have seen or had presented to them demonstrates competence, and they *must* have worked with you for 3 months. The recruiting organisations have no discretion in this regard.
- **The post** the certificate refers to *must*:
  - Be of at least 3 months duration (whole time equivalent)
  - Have been completed by the time of the submission deadline
  - Have been undertaken within the 3 years before commencement of the post you are applying for.
- Clinical attachments do NOT count as experience.

### **What do I do if I cannot provide any of the above?**

If you are unable to provide any of the above because, for example, you have not worked within the last 3 years, 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 Competence to a consultant who could then provide you with an Alternative Certificate, e.g. 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 the recruiting organisation for advice before submitting your application form. Refugee doctors will be required to provide an Alternative Certificate wherever possible.

### **Can I use last year's Alternative Certificate?**

No. There is a new Alternative Certificate for applications for August 2014 that reflects the new [2012 Foundation Curriculum](#), and *only* this form can be used. Earlier documentation will NOT be accepted. In future years, forms from 2014 onwards will be accepted provided that they are not earlier than this version and that the post referred to on the form lies within the 3 years prior to the anticipated start date of the CT1/ST1 post.

### **How do I attach my certificates?**

You will have opportunity to attach the document to your application as a scanned file. If you have problems attaching the file, please read the guidance provided by the recruiting office or contact them for advice. You should aim to do this well in advance of the closing date to ensure you can submit your application in time.

Do NOT send your evidence to any other email address or send it by post to any recruiting organisation.

### **I started but did not complete a full Foundation Programme. Can I still apply?**

Not unless you can provide evidence of addressing your outstanding educational needs. Time simply served in other posts does not count. All CT1/ST1 Person Specifications have as one of their eligibility criteria: Not ever relinquished or been

released or removed from a UK Foundation Programme or a stand-alone Foundation year 2 post or its equivalent without subsequent evidence of completion/remediation.

### **Can I count locum posts as part of my Foundation Programme?**

No. Foundation posts that are not part of a full, designated Foundation Programme associated with a UK or UK Affiliated Foundation School are NOT accepted as they will not lead to the award of an FACD 5.2 on completion. You should make sure that you satisfy the above question and then submit an Alternative Certificate.

### **What happens if I accept an offer and then do not complete my Foundation Programme?**

Any offer made to a doctor currently on a UK Foundation Programme is made subject to them being awarded an FACD 5.2 before the training programme commences. If it transpires that you will not be awarded an FACD 5.2 by the start of the programme, the recruiting organisation *must* withdraw the offer. This includes those who do not complete the Foundation Programme because of maternity or sick leave. Offers for a delayed start date can only be made to candidates who cannot start on the intended date for statutory reasons (illness or maternity leave) if they have obtained their FACD 5.2 by the intended start date.

### **Do I need an Advanced Life Support (ALS) Certificate when I apply?**

No. All CT1/ST1 Person Specifications have as one of their eligibility criteria the possession of an ALS certificate – this is checked pre-employment, and any offer of a training programme will be conditional upon you presenting it to your first employer.

### **How is my documentation assessed?**

Recruiting organisations do not assess the evidence – the signatory to your FACD 5.2 or Alternative Certificate has the responsibility for doing that. Instead they verify the evidence provided by you. Submitted evidence is considered as applications are considered by the long-listing administration team.

### **What happens if I submit the wrong or incomplete evidence?**

Applicants who submit no evidence, incorrect documentation or unsatisfactory evidence will be asked to re-submit either an FACD 5.2 or an Alternative Certificate.

### **Do I have to demonstrate every Competence?**

Yes. Applicants must be rated “Demonstrated to F2 level” for each and every competence listed on this certificate. If you cannot demonstrate that you have achieved all the competences in one post, you may submit additional Alternative Certificates to demonstrate the full set of competences. If you cannot demonstrate each and every competence, you will not be eligible for Specialty Training at ST1 level. *There are NO exceptions to this rule.*

### **What do I do if my consultant has not witnessed me demonstrating all those Competences?**

The signatory signs that: “I can confirm that I have observed the doctor named above demonstrate all of the listed competences OR where I have not personally observed

them, I have received alternative evidence that I know to be reliable from a colleague working satisfactorily as a senior trainee (i.e. at ST5 or above).” For the acute care competencies they are then asked to name that colleague.

This means that, although the signatory has to have worked with you for three months, the evidence on which they are relying does not have to have come from a post of that length; and the signatory does not have to have witnessed you demonstrate all of the competences.

**My consultant is not a clinician. Does that matter?**

No. The signatory is tasked with knowing you and your work; and evaluating the evidence provided to them by a clinician. They are also asked to name whose evidence they are relying on. The rationale here is that the signatory is in a much better position to assess the worth of the evidence provided to them by someone locally than a distant recruiter. The recruiter has the duty to verify that evidence, so may contact the individuals named.

**What happens if I get it signed without such evidence?**

If at any stage investigation shows that the certificate has been fraudulently signed (by you or by the signatory), then instant dismissal and referral of you, the applicant and / or the signatory to the relevant Responsible Officer or GMC (or equivalent) will take place.

**I have limited opportunities to demonstrate competence. What should I do?**

If you have limited opportunities to demonstrate some of the competences (e.g. if you are undertaking a PhD or are on active service in non-acute specialties) you should arrange to undertake keeping in touch days, locums, etc. (but not pure clinical attachments where you only have observer status). This will provide evidence for the signatory (someone who has worked with you for 3 months within the last three years) to evaluate.

**My signatory is registered overseas. What should I do?**

It is *your* responsibility to ensure you supply adequate evidence of the signatory's standing with a regulatory authority, and if there is any doubt, enquires will be made with that authority. The default position is that where a signatory's status cannot be verified, the candidate does NOT progress.

## 2.2 Person specifications for jobs

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

Each person specification is available from the medical specialty training website <http://specialtytraining.hee.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		CT3 CMT	
(ACCS) Anaesthetics	CT1			
(ACCS) Emergency medicine	CT1	CT2	CT3 EM	
Emergency medicine (EM)				ST4
Anaesthetics (Anaes)	CT1		ST3	
Intensive care medicine			ST3	

Recruitment to ACCS will be by separate streams, dependent on intended specialty of final career path. Irrespective of stream undertaken, ACCS training has a common curriculum, based on transferrable competences. 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.

Specialty Training	Person Specification Available
Broad Based Training	CT1

Broad Based Training is a new, pilot, training programme running a second intake of trainees in 2014. To find out more information about the programme and progression routes visit the Health Education North West (formerly North Western Deanery) website <https://www.nwpgmd.nhs.uk/bbt>

<b>Surgical specialties</b>	<b>Person specifications available</b>		
<b>Core surgical Training</b> Core programmes within the surgery specialty group	CT1		
Cardiothoracic surgery	ST1 in Cardiothoracic surgery and OMFS pilot only	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

<b>Medical specialties</b>	<b>Person specifications available</b>			
<b>Core medical training</b>	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	

<b>Psychiatry</b>	<b>Person specifications available</b>		
<b>Core psychiatry training</b> 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
Medical psychotherapy			ST4

<b>Run through Specialties</b>	<b>Person specifications available</b>			
Chemical pathology	ST1	ST2		
Chemical pathology – Metabolic Medicine			ST3	
Clinical radiology **	ST1			
Community Sexual and Reproductive Health	ST1	ST2	ST3	ST4
Emergency Medicine pilot	ST1			
General practice	ST1			
Histopathology	ST1			
Medical Microbiology	ST1	ST2		
Virology	ST1	ST2		
Neurosurgery	ST1	ST2	ST3	
Obstetrics & Gynaecology	ST1	ST2 (ACF only)	ST3 (ACF only)	
Ophthalmology	ST1	ST2	ST3	
Paediatrics	ST1	ST2	ST3	ST4
Public Health	ST1			

## Notes

An offer of core training does not guarantee progression through to Certificate of Completion of Training (CCT).

Acute care common stem (ACCS) core training is a three-year programme:

- For Anaesthetics, 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.

## **3 Stage 2 – Vacancies and applications**

### **3.1 Job adverts and where to find them**

The first and main recruitment round for specialty training (excluding academic recruitment) for vacancies starting in 2014 opens on 12<sup>th</sup> November 2013 closes on 5<sup>th</sup> December 2013. This will largely be for CT1/ST1 posts, though some coupled specialties (e.g. Paediatrics) will also advertise vacancies at other levels. In the event any vacancies remain from this round, a further round will take place from March 2014 if required.

Vacancies for ST3/4 posts in ‘uncoupled’ specialties will be advertised in early February with applications being open from 12<sup>th</sup> February 2014 to 12<sup>th</sup> March 2014.

Further rounds of recruitment may happen in a number of specialties where vacancies arise later in the year.

**IMPORTANT:** All recruiting offices will work to the nationally coordinated advertisement and application windows. All recruiting offices will publish in advance on their website (see section 1.3 for details), the timetable they are working to, including when applications open and close and interview dates – so that you can plan your applications. It is not always possible to give exact numbers of vacancies, but organisations will provide the most up to date information as possible although you should be aware post numbers are indicative only and may be subject to change.

To find out about vacancies, you should check NHS Jobs, College and LETB/Deanery websites on a regular basis. LETBs/Deaneries will post job vacancies on a rolling basis from early October 2013.

### **3.2 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. Please ensure that you check each individual person specification for the role you wish to apply for (see section 2.2 for details)

Visit <http://specialtytraining.hee.nhs.uk> for summary information on each national recruiting office and local LETB/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 not be available having already been filled in Round 1.

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 <http://specialtytraining.hee.nhs.uk>.

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

### **3.3 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 LETB/Deanery on behalf of all others. In these specialties, you will be able to make a single application where you state on the application form your order of preference between LETB/Deanery locations. See section 1.3 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.

### **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 starting your application

##### **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 person specification and the application form (including any guidance notes and shortlisting criteria), so that you understand what is required from you
- b) Familiarise yourself with any other material, including any specialty guidance for applicants
- c) Any other documentation required to be submitted. Recruiters 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.
- d) You **MUST** also ensure that your work is your own. Any plagiarism in applications will be treated extremely seriously and will result in the taking of further action.

## 2. Gather your evidence.

Ensure that you have gathered all the dates and titles of qualifications, publications, research, audits, presentations etc. You will need to be able to provide evidence of such publications, presentations etc so make sure all that is available by the time you attend interview.

For many specialties, there will be questions about your skills and competences where you will need to describe examples whether from your medical work and/or extra-curricular activities.

- What examples do you have? Do they actually address what is asked?
- In what way are they unique? Can you demonstrate how you will use that experience in the specialty to which you are applying?
- What exactly was your role in the example you describe? For example, if you are using an extra-curricular activity were you a chair, secretary, captain etc?
- You should try to use different examples for each question posed.

**N.B.** 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. **Under no circumstances will late applications be considered.**

## 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. The appropriate administrative teams will check that you meet the eligibility criteria including;

- Immigration status and Right to Work in the UK
- GMC (and GDC) registration, if required
- English language skills as per the eligibility criteria
- Any examination/competency/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, LETBs/Deaneries and Royal Colleges have not accepted or confirmed that applicants meet eligibility requirements. This includes immigration status, evidence of achievement of foundation/core/specialty 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 LETB/Deanery and/or Royal College to be unsatisfactory.

*See section 2.1 on Eligibility.*

When completing the employment history section of the form 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.

### 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?

## 4 Stage 3 – Interviews and offers

Some interviews in 2014 for specialty training will be arranged locally by LETBs/Deaneries, however many specialties now arrange national centres. 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.

Most specialties recruit by means of a national process handled by a lead LETB/Deanery, or college on behalf of all LETBs/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 LETB/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.

LETBs/Deaneries will publicise all their assessment centre/interview dates and you must consider this when applying for posts.

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 LETB/Deanery know so that you may be withdrawn from the interview.

Check the LETB/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. You will be asked to show on your application form if you consider yourself disabled as set out in the Equality Act 2010 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>

Recruiters will ensure that reasonable adjustments are made at interview to meet the needs of applicants with disabilities. Applicants will need to ensure that they enter into an early dialogue with the recruiting organisation.

### 4.1 Short-listing

In short-listing, applications are scored according to their content, i.e. 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 scoring scheme should be made available to you on request.

Where shortlisting takes place those who pass the eligibility checks 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 LETB/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, some LETBs/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 LETB/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 LETB/Deanery.

*Please note not all specialties shortlist if they can guarantee all applicants an interview.*

## **GP Short-listing**

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 LETB/Deanery for Selection Centre. Please read the information in the GP Applicants Guide on [gprecruitment.hee.nhs.uk](http://gprecruitment.hee.nhs.uk).

## **4.2 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 LETBs/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.

## GP Selection Centre

The GP recruitment and selection process does not use interviews. Instead your application is assessed at Selection Centre where you will be required to undertake a number of different exercises and where you will be assessed against the competences outlined in the person specification. Assessors do not have access to your application form or your personal details before, during or after the Selection Centre. You are not required to provide a portfolio. More information about the GP process is available in the Applicants Guide at <http://gprecruitment.hee.nhs.uk>

### 4.3 What to prepare and take with you

The LETB/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 photocopies of all qualifications listed on your application form (translated if necessary)
- Verified evidence of competences cited on your application form – your professional portfolio<sup>2</sup>
- 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 LETB or 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 portfolios<sup>2</sup> 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; you should check for any specific guidance from the specialty or specialties to which you are applying.

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.**

<sup>2</sup> 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)

#### **4.4 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.

LETBs/Deaneries and Royal Colleges 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 the interview. It should not be assumed that all costs would be reimbursed.

#### **4.5 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 LETB/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 2014 recruitment to specialty training, all initial offers will be issued UK wide by 5 March 2014.

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

#### **4.6 Accepting, holding, upgrading and rejecting an offer**

The UK health departments have been working with trainee doctors and other stakeholders to put in place an offers process allowing applicants to receive all their training offers electronically. The process for making offers for specialty training posts will co-ordinate all first offers across all specialties so that applicants can accept, reject or hold an offer.

##### **Accessing the UK Offers System**

All LETB/deaneries and specialties will be using the UK Offers System and will make all training programme offers through this system. If you apply for a training post you will be sent a link to log in to the UK Offers System within 14 days of the closing date for applications asking you to log in, verify your identity and check your contact (email) details. **You will need to do this within 14 days of receiving the email.** Make sure that you confirm an e-mail address that you will have regular access to, as all offers will be made through the e-mail address you give.

If you have forgotten your password for the UK Offers System, you can ask for a password reminder through the UK Offers homepage.

##### **Selecting Preferences (LETB/Deanery or specific programmes within a LETB/Deanery)**

In the period between application and making initial offers, you will be asked to specify your preferences. Depending on the specialty you have applied to, a preference may mean a LETB/Deanery or it may refer to specific programmes available at a LETB/Deanery preferenced in your initial application.

You will have the facility, via your applicant home page, to view a table showing the different preferences that are available to you. Full instructions on how to select and confirm preferences will be available on the preference page.

Your preferences along with your final rank are used to determine which offer, if any, you receive. If you are deemed to be appointable after interview, then you may be made an offer of your highest available preference. The higher you are ranked at interview, the more likely you are to be offered your preference, although all offers are subject to eligibility and post availability.

***If you are not prepared to accept an offer of training in a certain LETB/Deanery, then you should not rank it.***

By ranking a preference (for a LETB/Deanery or specific programmes within a LETB/Deanery), you are stating that you would be prepared to undertake a training programme in that area, if none of your other preferences are available to you. It is important that you think carefully about this choice when applying for posts.

## Interview panels will not have access to your preferences.

Please read the programme descriptions carefully, paying close attention to the LETB/Deanery in which the post is actually located as this may not be within the LETB/Deanery that manages the recruitment to the post.

## Receiving an Offer on the UK Offers System

If you receive an offer through the UK Offers System, you will be able to accept, reject or hold (until a set date). In responding, this implies acceptance of certain conditions. You will have 48 hours from the time of your offer, **including weekends and bank holidays**, to decide whether to accept, reject or hold it.

**IF YOU DO NOT RESPOND TO YOUR OFFER WITHIN 48 HOURS, THE OFFER WILL EXPIRE AND IT WILL BE OFFERED TO ANOTHER APPLICANT.**

However if you intend to reject, please do so as soon as possible as this will allow the offer to be made to another applicant. If you were not offered a post in the initial release of offers, this does not mean you will not be offered one later on, as offers are recycled if other applicants reject them.

## Upgrading

If you receive an offer through the UK Offers System you will **automatically** receive upgrades if you accept or hold an offer AND opt in for upgrades. This means that should a higher ranked preference become available in a Unit of Application (LETB/Deanery) where you have held or accepted an offer, you will be automatically upgraded to this offer with no option to revert to your original offer.

You can opt out of upgrades at any point and this option is on your candidate home screen. If you chose to accept or hold your offer with upgrades, then you will be directed to an additional page, which shows you all your higher preferences. You will be able to edit your higher preferences at this point by opting out of ones you are no longer interested in.

Upgrading will continue until 19 March 2014 for CT/ST1 core and run-through training posts and 23 May 2014 for CT2/ST3 higher specialty training posts and re-advertised CT/ST1 posts.

Response	Conditions attached to response
<b>Accept</b>	<b>Accept</b> a) The applicant is excluded from any further offers from this and any other specialty within this round. b) Pre-employment processes commence. c) If the offer is for a LAT then the applicant may still receive CT/ST offers if awaiting the outcome of another specialty application.  <b>Accept with upgrades</b> Until 5.00 pm GMT 19 March 2014 applicants receiving offers which are not their first choice preference can chose the ' <b>Accept with upgrade</b> ' option. a) The applicant will have their offer <b>automatically</b> upgraded if a

	<p>higher ranked preference becomes available.</p> <p>b) This option ensures an applicant benefits from any preference upgrades available at the close of holding as other offers might become available.</p> <p>c) No offers will be received from any other specialty other than CT/ST offers if you have accepted a LAT.</p> <p>d) Upgrades will continue to be made until 5.00 pm GMT 19 March 2014.</p> <p><b>NOTE:</b> If an improved preference becomes available your current offer will automatically be upgraded. Applicants are notified of this upgrade by email. You can opt out of upgrades at any point by logging into your UK Offers System account and following the link from the applicant's home screen.</p>
<b>Hold</b>	<p>Only <b>ONE</b> offer can be held at any time.</p> <p><b>Until 1.00 pm GMT 12 March 2014 candidates may:</b></p> <p><b>Hold (without upgrades)</b></p> <p>a) The applicant is reserving the offer.</p> <p>b) No upgrades by preference will be made.</p> <p>c) Offers from other specialties can still be received.</p> <p>d) The held offer can be rejected or accepted at any time until holding deadline</p> <p><b>Hold (with upgrades)</b></p> <p>Applicants receiving offers which are not their first choice preference can select the '<b>Hold with upgrades</b>' option</p> <p>a) The candidate is reserving the offer</p> <p>b) The held offer preference will be automatically upgraded if preferred preferences become available. Offers from other specialties can still be received</p> <p>c) The held offer can be rejected or accepted at any time until holding deadline</p> <p><b>Close of Holding</b></p> <p>Before 1.00 pm 12 March 2014 offers must be confirmed as accept, accept with upgrades or reject – <b>if no action is taken the held offer will be deemed expired and will be REJECTED.</b></p> <p><b>Notes:</b></p> <p>Upgrades are <b>automatic</b> when opting to '<b>Hold with Upgrades</b>'. If an improved preference becomes available your current offer will <b>AUTOMATICALLY</b> be upgraded. Applicants are subsequently notified of this upgrade by email. You can opt out of upgrades at any point by logging into your UK Offers System account and following the link from the applicant's home screen.</p> <p>If a currently held offer is released as a result of moving the HOLD to another specialty's offer then the previously held offer is rejected.</p>
<b>Reject</b>	<p>An applicant choosing this option will have their offer removed and receives no further offers from this specialty within that round. Applicants will continue to receive offers from other specialties if available.</p> <p><b>NOTE: IF YOU DO NOT RESPOND TO YOUR OFFER WITHIN 48</b></p>

	HOURS, WE WILL INTERPRET THIS AS MEANING YOU HAVE REJECTED THE NEW OFFER AND IT WILL BE OFFERED TO ANOTHER APPLICANT.
<b>Withdraw</b>	An applicant may withdraw completely from the process at any point, and should do so from the system they submitted their application form to.

### **Allocation to Rotations & Pre-employment Checks**

If you accept an offer you will be contacted by the relevant LETB/Deanery's Training Programme Director (TPD) to discuss the details of your programme further, and to determine your first rotation. All offers are subject to satisfactory pre-employment checks.

Please note: depending on specialty rotation information may have been offered via the UK Offers System.

### **Round 2 (Further recruitment)**

The UK Offers System will also be used during round 2 recruitment. If you apply for posts in round 2 you will have the same opportunity to accept, hold or reject your offer. As with round 1, you may only hold one offer and selecting 'Accept' or 'Hold' on your offer will release any previous offers made to you.

Applicants will have until 21 May 2014 to decide whether to accept or reject their held offers.

**NOTE:** IF YOU ARE STILL HOLDING AN OFFER AT 1.00 PM (GMT) 21 MAY 2014 YOU WILL BE DEEMED TO HAVE REJECTED YOUR OFFER.

### **What Happens if I Don't Secure a Place on a Training Programme?**

#### **Clearing**

Depending upon the specialty and the number of posts left at the end of the offer process, a clearing process of matching remaining candidates to available posts will be undertaken. You will have the option to re-preference the remaining posts and the offers will then be made in rank order if you are eligible. The relevant college or LETB/Deanery will be in contact if you are eligible for clearing.

#### **Advice and support**

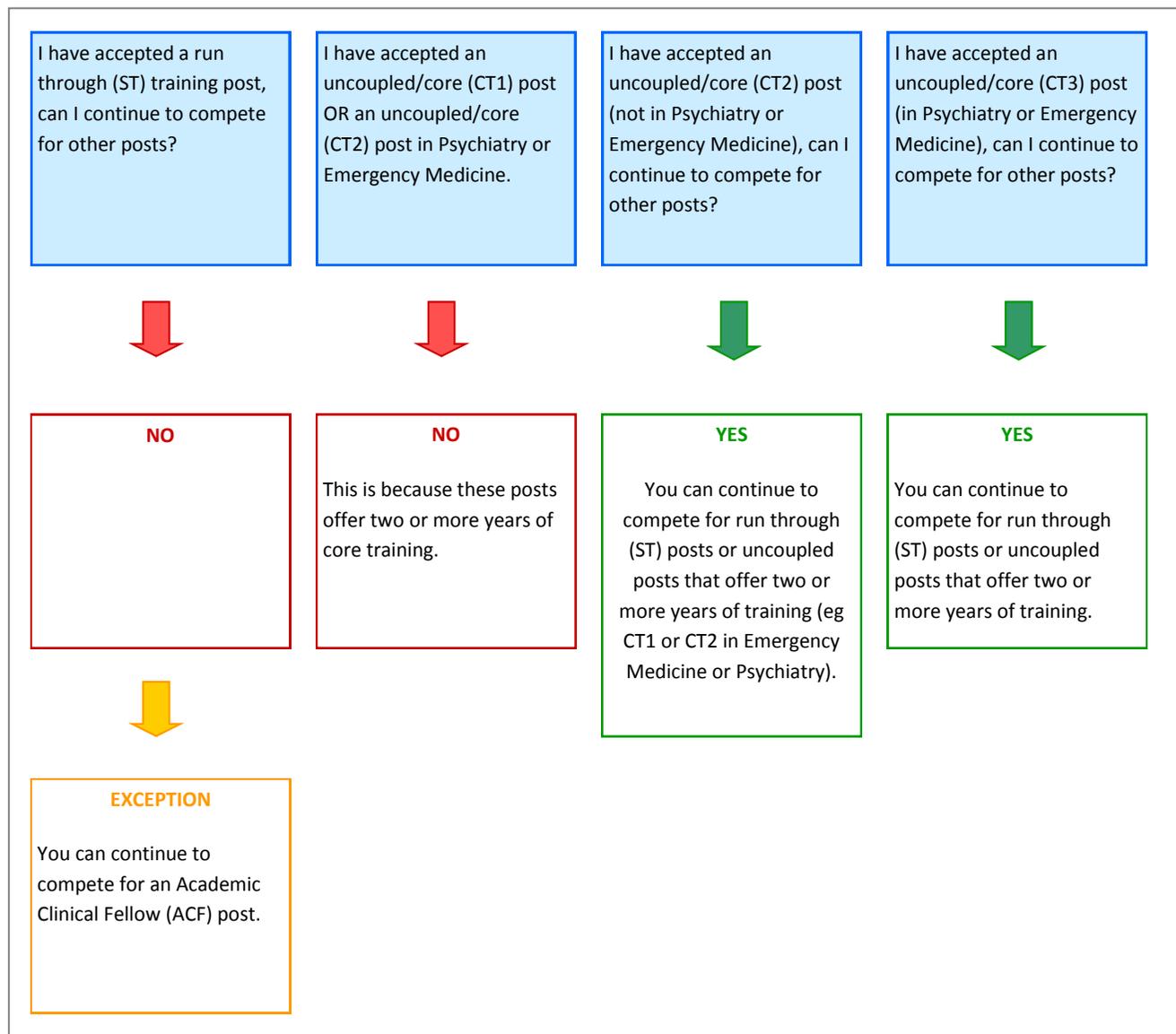
You can seek career advice and support from your postgraduate dean and clinical educational supervisor. There may also be further employment opportunities as the year progresses and as current trainees obtain their certificate of completion of training, go on maternity leave or out of programme for clinical/research experience.

Please contact the relevant LETB/Deanery or College for your application(s) if you have any issue with the UK Offers System.

### **Academic Clinical Fellowships**

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

**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 LETB/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 LETB/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 practise 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.

You are expected to take up any employment you have formally accepted and to work your contracted notice period. 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 <http://specialtytraining.hee.nhs.uk>.*

#### **4.7 Feedback**

All applicants will be given feedback on the following stages of recruitment:

- Longlisting
- Shortlisting (if applicable)
- Interview/selection centre

The will be given no later than 7 days after the national offer deadline. The feedback will include the following:

- Your score per station
- Your total score
- Maximum score available
- Your appointability and the minimum score required for appointability (as appropriate)
- Your ranking and the rank needed to obtain a post

#### **4.8 Deferring the start of a specialty training programme**

You can defer the start of your training programme on statutory 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 <http://specialtytraining.hee.nhs.uk>

#### **4.9 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 LETBs/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 LETB/Deanery contacts to your safe senders list. Also, make sure that you check your emails regularly.

#### **4.10 About the different rounds of recruitment to specialty training**

Candidates should note chapter 1.3 for a complete illustration of the duration of each phase of the recruitment process. 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 2014 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. LETBs/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 that 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.

#### **4.11 Applicants subject to the Resident Labour Market Test (RLMT)**

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

Non UK/EEA applicants who are subject to RLMT can apply for General Practice in Round 1. Applications will be assessed in Round 1, but offers cannot be made until the RLMT has been satisfied and all UK/EEA applicants have been exhausted following a second round.

For more information, please see Annex B for Information for Overseas Nationals.

#### **4.12 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 2014 recruitment, even if you have already accepted a post in the first application of 2014.

If you have already received and accepted an offer of employment, you must make it known to the LETB/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 LETB/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 the 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.

#### **4.13 Options available to you if you do not gain a training post**

There may be LAT (Locum Appointment for Training) or LAS (Locum Appointment for Service) locum posts available in some specialties. Time spent in a LAT post can be counted towards the total time required for a CCT, whereas time spent in a LAS 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 A.

## **5 Support for Applicants**

### **5.1 Support from your local LETB/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 LETB/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 LETBs/Deaneries with up to date process details.

If you are not sure about your local arrangements, check your LETB/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 LETB/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 LETB/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 LETB/Deanery they are applying to, and/or relevant Royal College for advice.

### **5.2 Support from the LETB/Deanery to which you are applying**

You should expect to receive helpful information from the LETB/Deanery to which you are applying.

National guidance for LETBs/Deaneries recommends the following basic elements of applicant support throughout the recruitment process.

LETB/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 LETB/Deanery. The email address will be advertised on the LETB/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 should receive an automated response to any emails sent to the LETB/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 LETB/Deanery websites.

Contact details and helpdesks for each LETBs/Deaneries are available from the medical specialty training website.

Detailed information about what you should expect from the LETB/Deanery at each specific stage of recruitment is provided in the relevant section of this handbook.

### **5.3 Other sources of information**

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

*See Annex B for useful links to further information.*

### **5.4 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 LETBs/Deaneries 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 LETB/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 multiple training programmes. The exact number may be dictated by the lead recruiter
- 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. Shortlisting is done via computer delivered test and assessors will not have access to applicant's portfolios or CVs. GP applicants do not need to bring portfolios to Selection Centre. Please refer to the guidance provided by the National Recruitment Office for General Practice Training (see Annex A for links to further information)

### **Complaints procedure**

Recruitment offices and LETBs/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: Links to further information

### Local Education and Training Boards (LETBs)

**Health Education East Midlands**

<http://em.hee.nhs.uk>

**Health Education East of England**

<http://eoe.hee.nhs.uk>

**Health Education Kent, Surrey and Sussex**

<http://kss.hee.nhs.uk>

**Health Education South London**

<http://southlondon.hee.nhs.uk>

**Health Education North Central and East London**

<http://ncel.hee.nhs.uk>

**Health Education North West London**

<http://nwl.hee.nhs.uk>

**Health Education North East**

<http://ne.hee.nhs.uk>

**Health Education North West**

<http://nw.hee.nhs.uk>

**Health Education Thames Valley**

<http://thamesvalley.hee.nhs.uk>

**Health Education South West**

<http://southwest.hee.nhs.uk>

**Health Education Wessex**

<http://wessex.hee.nhs.uk>

**Health Education West Midlands**

<http://wm.hee.nhs.uk>

**Health Education Yorkshire and the Humber**

<http://yh.hee.nhs.uk>

### Royal Colleges

**The Royal College of Anaesthetists**

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

**College of Emergency Medicine**

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

**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>

**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.fom.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://bma.org.uk>

**BMA Counselling and Doctor Advisor Service**

<http://bma.org.uk/practical-support-at-work/doctors-well-being>

**Committee of General Practice Education Directors (COGPED)**

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

**Committee of Postgraduate Dental Deans and Directors (COPDenD)**

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

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

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

**Core Surgery Recruitment**

[www.surgeryrecruitment.nhs.uk](http://www.surgeryrecruitment.nhs.uk)

**Department of Health**

<https://www.gov.uk/government/organisations/department-of-health>

**e-learning for Healthcare**

[www.e-lfh.org.uk](http://www.e-lfh.org.uk)

**Foundation Programme**

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

**General Medical Council (GMC)**

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

**Medical Schools Council**

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

**Medical Training Scotland**

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

**Medical Research Council**

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

**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>

**National Medical Careers Fair**

<http://careersfair.bmj.com>

**National Recruitment Office for GP training**

<http://gprecruitment.hee.nhs.uk>

**NHS Careers**

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

**NHS Confederation**

<http://www.nhsconfed.org>

**NHS Employers**

<http://www.nhsemployers.org>

**NHS Improving Quality**

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

**NHS Jobs**

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

**Northern Ireland Medical and Dental Training Agency**

<http://www.nimda.gov.uk>

**Oncology Recruitment**

<http://oncologyrecruitment.nhs.uk>

**ROSE (website for refugee doctors)**

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

**Skills for Health**

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

**Wales Deanery**

<http://walesdeanery.org>

## Annex B: Information 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.

Where an applicant needs to “switch” to another visa category the Resident Labour Market Test will be applied (unless the applicant is a graduate of a UK medical / dental school).

If you need to “switch” your visa category, you should check the UKBA website to see if you may switch within the UK - <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/> . If you do not fall within one of the categories cited, any sponsor will have to apply for a “restricted” CoS and you will have to return home and make an application out of country – the issue of a restricted CoS and / or a successful application for new entry clearance cannot be guaranteed.

Non UK / EEA nationals who have graduated from a UK medical or dental school will be exempt from the Resident Labour Market Test when moving from their Foundation Programme directly into specialty training. This is a one off exemption and trainees are advised to seek advice from an immigration agent - <http://www.ukba.homeoffice.gov.uk/visas-immigration/general-info/advice/> .

All applicants for specialty training must hold or be eligible to hold full registration with the GMC.

The tables below set out the main categories of limited leave to remain and eligibility to take up specialty training programmes.

### UK / EEA

Category	Status
UK national	Can apply to a training programme
Partner / civil partner or spouse of a UK national on a probationary period	Applicant will be given an initial grant of 5 years – then can apply for Indefinite Leave to Remain if the relationship is considered genuine by UKBA. Can apply to a training programme
Fiancé(e)s of a UK national	Cannot apply to a training programme
EEA nationals <sup>5</sup> (excluding Croatian nationals)	Can apply to a training programme
Croatian nationals	Can apply to a training programme, but if appointed will need a Tier 2 visa – those taking up their first appointment in the UK will require a restricted CoS (see above)
Partner / civil partner or spouse of an EEA national resident in the UK	Can apply to a training programme
Swiss nationals	Can apply to a training programme

### Tier 1 Visas

<sup>5</sup> Austria, Belgium, Bulgaria, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Republic of Ireland, Italy, Liechtenstein, Luxembourg, Malta, The Netherlands, Norway, Portugal, Romania, Spain, Sweden, United Kingdom

Entry into Tier 1 (General) visa category closed on 23 December 2010  
 Entry into Tier 1 (Post Study Work) visa category closed on 6 April 2012

<b>Category</b>	<b>Status</b>
Tier 1 (Post Study Work) no restriction on employment as a doctor or dentist in training – UK graduates only	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – but may be RLMT exempt – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Tier 1 (Post Study Work) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Tier 1 (General) – no restriction on employment as a doctor or dentist in training	Can apply to a training programme. Applicant will have to switch to Tier 2 visa or apply for Indefinite Leave to Remain – but may be RLMT exempt – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Tier 1 (General ) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Tier 1 (Entrepreneur) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Tier 1 (Investor) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Tier 1 (Exceptional Talent) with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Dependant of Tier 1 with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>

## Tier 2

<b>Category</b>	<b>Status</b>
PBS – Tier 2 (General) – UK graduates only – who have a LETB/Deanery training number	Can apply to a training programme. Applicant will have to switch to Tier 2 visa RLMT may apply if a change of sponsor is required
PBS – Tier 2 (General) – who do not hold	Can apply to a training programme.

a LETB/Deanery training number – applying from inside the UK	Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>
Dependant of a PBS – Tier 2 (General) – no endorsement about employment as a Doctor or Dentist in training	Can apply to a training programme
Dependant of PBS – Tier 2 (General) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>

#### Tier 4/Student Visa

Category	Status
Tier 4 / Student visa holder – graduates of UK medical / dental school – currently FY2	Can apply for a training programme. Applicant will have to switch to Tier 2 visa – but will be RLMT exempt
Dependant of Tier 4 / Student visa holder – no endorsement about employment as a Doctor or Dentist in Training	Can apply for a training programme – can retain current visa status as a dependant
Tier 4 (Adult Student) – not a graduate of a UK Medical / Dental School but who would have qualified for Tier 1 (PSW)	Can apply for a training programme. Applicant will have to switch to Tier 2 visa – but will be RLMT exempt
Dependant of Tier 4 (Adult Student) – with endorsement – “no employment as a Doctor or Dentist in Training	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/">http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/eligibility/</a>

#### Tier 5

Category	Status
PBS – Tier 5 (Government Authorised Exchange) – Medical Training Initiative	Cannot apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT. Restricted CoS will be required. Candidate can only apply from outside the UK.
Youth Mobility Scheme	Cannot apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT. Restricted CoS will be required. Candidate can only apply from outside the UK.

### Other immigration status

Category	Status
Indefinite Leave to Remain/Settled Status	Can apply for a training programme
Dependant of a person with Indefinite Leave to Remain/Settled Status	Can apply for a training programme
Can apply for a training programme British National (Overseas) with Right of Abode	Can apply for a training programme
British National (Overseas) with no Right of Abode	Cannot apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.
PLAB/Clinical Attachment/ Business Visa/Visitor	Cannot apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.
Refugee status awarded by UK, and partner/civil partner or spouse	Can apply for a training programme
UK Ancestry visa holder	Can take up a training programme
Dependant of UK Ancestry visa holder	Can take up a training programme

## **Annex C: Specialty Selection Test Pilot**

### **A Specialty Selection Test is being piloted for entry into Specialty Training**

A Specialty Selection Test (SST) is being piloted across a number of medical specialties from January 13-25 2014, for ST1/CT1 applicants across the United Kingdom. This pilot test includes a Clinical Problem Solving Test (CPS) and a Situational Judgement Test (SJT). Health Education England (HEE) is working with the devolved nations, the Work Psychology Group and academics in the University College of London Medical School to pilot the SST.

The purpose of the SST pilot is to evaluate whether these tests enhance the current methods of selection used for ST1/CT1 level recruitment. The results will enable a group of leading selection researchers to consider any advantages of introducing this test and how the results correlate with the current selection methods used. Results will be anonymised and we will continue to follow applicant progression for a number of years for a long-term evaluation. Ultimately, we are assessing whether the SST is a good predictor of a doctor's performance throughout their training and to ensure that the selection process is reliable, valid, fair and cost-effective.

Similar tests and pilots have been used before - currently 7,000 out of the 12,000 doctors applying for specialty training take a CPS and a SJT<sup>6</sup>. Compared to other selection methods, these tests have been shown to be the best predictor of performance in the work place and likelihood of successful completion of specialty training.

After you apply to your specialty you will be contacted via email and will be asked to take part in this voluntary pilot test. This will be managed separately to the online application process for recruitment into ST1/CT1 level. You will be asked to choose one of many Pearson VUE test centres, which are distributed widely across the UK, and a time that is most convenient to you during January 11-25 2014 to sit the test. These test centres are available on Saturdays, as well as during the week, and you will be notified of the available times when you receive an invitation to take part.

You will only need to sit the test once, irrespective of the number of specialties you apply to; this includes General Practice and Broad Based Training. All identifying information will be kept confidential. The results will not form part of the selection process, will not be made available to selectors and will not impact on your fitness to practise - it is a pilot only.

After completing the test, you will be able to tell us your views on this method of selection and how valuable you found the test. You will also receive feedback on how well you performed and will go into a draw to win one of five prizes to thank you for taking the time to sit the test.

Further information is available on the Specialty Training website: <http://specialtytraining.nhs.uk>.

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<sup>6</sup> General Practice (GP) and Public Health use a CPS and a SJT test for specialty selection. Specialty specific tests have also been piloted in surgery, acute specialties, medicine and other specialties. The test in GP was successfully implemented in 2007 and used to date as part of the selection process; constituting 30% of a trainee doctor's total recruitment score.