

**Specialty Recruitment
Applicant Handbook
2015**

Issue 1
First published

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 commencing from August 2015.

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.nimdta.gov.uk/>

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

Foundation Training: www.foundationprogramme.nhs.uk

Version Control

Version	Date	Changes
V1.0	17/07/14	Initial draft CK
V1.1	05/08/14	Updated after feedback from MR, YD, KC. Inclusion of ACF recruitment process and ATC
V1.2	06/10/2014	Updated following feedback from the Recruitment Sub Group
V1.3		
V1.4		
V1.5		
V1.6		

Specialty Recruitment Applicant Handbook 2015

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1. Introduction

This applicant guide is intended to help you make the best possible applications, starting with your specialty choices and continuing through the entire application process. In addition to reading this guide you must also ensure that you read the specialty specific guidance for the specialty/specialties to which you are considering making an application. Specialty specific applicant guidance will be available from the recruitment leads for the individual specialties.

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

Where you are struggling to make the difficult decisions, support is at hand. Section 5 offers advice on where this support is available from.

Good luck with your application!

1.1 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), providing you can show that training on a full-time basis would not be practical for you for well-founded reasons. Well-founded reasons may include, for example, disability, ill health, carer's responsibilities, religious commitments and unique opportunities for personal or professional development.

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

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

1.2 Overview of 2015 Recruitment

The majority of specialty recruitment is organised nationally by one of the Royal Colleges or by a lead LETB/Deanery on behalf of all 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 recruitment office in 2015

Applications via Royal College and other websites in 2015

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

Applications via lead LETB websites in 2015

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

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

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

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

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

1.3 Oriel – A New Recruitment System

Oriel is the new portal and recruitment solution that has already been piloted across 21 specialties in 2014. From September 2014 it will be rolled out across all remaining medical and dental training posts, at all levels, with the exception of medical foundation training.

With the introduction of Oriel you will be able to register, view vacancies, apply, book and manage your interviews and respond to offers, all in the one place.

1.4 Key dates for recruitment to medical specialty training in 2015

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	Monday 13 th October 2014
Applications close	Monday 10 th November 2014
Interview window	Tuesday 11 th November 2014 to Friday 9 th January 2015
Initial Offers out from	Monday 12 th January 2015
Hold deadline	Friday 30 th January 2015

ACF posts in General Practice (Primary Care) are recruited to using the timetable for standard ST1 General Practice specialty training applications.

Round 1 - CT1/ST1 and Run Through (For August - December 2015 start)

Adverts	Thursday 6 th November 2014
Applications Open	At 10am, Tuesday 11 th November 2014
Applications Close	At 4pm, Thursday 4 th December 2014
Interview Window	Monday 12 th January to Wednesday 11 th March 2015
Initial Offers out	By 5pm, Thursday 12 th March 2015
Hold deadline	At 1pm, Thursday 19 th March 2015
Upgrade deadline	At 4pm, Thursday 26 th March 2015
Hierarchical deadline	At 4pm, Tuesday 31 st March 2015

Please note: There will be a period of Oriel downtime on Thursday 13th November for planned maintenance. Oriel will be unavailable from 8am to 1pm on this date.

Round 1- CT1/ST1 Re-adverts (For August – December 2015 start)

Adverts	Thursday 12 th March 2015
Applications Open	At 10am, Tuesday 24 th March 2015
Applications Close	At 4pm, Thursday 9 th April 2015
Interview Window	Tuesday 21 st April to Wednesday 20 th May 2015
Initial Offers out	By 4pm, Thursday 21 st May 2015
Hold deadline	At 1pm, Wednesday 27 th May 2015
Upgrade deadline	At 4pm, Friday 29 th May 2015

Round 2 - ST3/ST4+ Recruitment (For August - December 2015 start)

Adverts	Wednesday 11 th February 2015
Applications Open	At 10am, Tuesday 17 th February 2015
Applications Close	At 4pm, Wednesday 11 th March 2015
Interview Window	Monday 23 rd March to Wednesday 13 th May 2015
Initial Offers out	By 5pm, Thursday 14 th May 2015
Hold deadline	At 1pm, Wednesday 20 th May 2015
Upgrade deadline	At 4pm, Friday 22 nd May 2015
Hierarchical deadline	Wednesday 27 th May 2015

1.5 Recruitment to Academic Clinical Fellow (ACF) posts

From the 2015 recruitment rounds, appointments to Academic Clinical Fellow posts will require applicants to reach appointability in a clinical interview for the specialty they are applying for.

Applicants who already hold a National Training Number (NTN) or Deanery Reference Number (DRN) in the specialty that they are applying for academic

training in will have already met the standard to be deemed appointable at a clinical interview and will therefore only be required to attend the ACF interview panel.

Applicants, who do not currently hold either a NTN or DRN in the specialty they are applying for academic training in, if shortlisted, will be required to attend an ACF interview. Applicants who are considered appointable at the ACF interview will be invited to attend a clinical interview for the same specialty. Any academic offers made will be conditional upon meeting the required appointability threshold at the clinical interview.

Applicants required to attend a clinical interview who fail to reach the appointability threshold in that interview will be ineligible for appointment to an ACF post in that recruitment round. Offers which are made conditional upon meeting the threshold of the clinical interview, will be withdrawn.

Please note that applicants can only be considered for appointment to the clinical specialty if they submit a separate application. Applicants who apply for academic training only in the specialty cannot be considered for appointment to a clinical training programme in the specialty, regardless of their performance at interview.

See Annex A for Frequently Asked Questions

1.5 Accreditation of Transferable Competences Framework

Many core competences are common across specialty curricula. When moving from one approved training programme to another, competences gained in core, specialty or general practice training should not have to be repeated if already achieved. The Academy of Medical Royal Colleges has developed the Accreditation of Transferable Competences Framework (ATCF) to assist trainee doctors in transferring competences achieved in one core, specialty or general practice training programme, where appropriate and valid, to another training programme.

Trainees who decide to change career path could transfer competences achieved in another training programme and reduce the length of their new training programme by a maximum of 2 years.

The ATCF applies only to those moving between periods of GMC approved training and is aimed at the early years of training. The time to be recognised within the ATCF will need to be reviewed at the trainee's first Annual Review of Competence Progression (ARCP), if appointed.

Applicants wishing to be considered for accreditation of transferable competences should indicate this on their application form.

Further information on the ATCF is available from the Academy of Medical Royal Colleges.

1.6 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 competition ratios from previous recruitment rounds.

These figures do not claim to show what will happen in 2015, 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 LETB/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 2015

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 these.

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 LETB/Deanery.

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. Person specifications are available from www.specialtytraining.nhs.uk

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.

See Annex B for links to further information

2.1 Eligibility

See also Annex C – Information for overseas nationals

Eligibility to apply for specialty training in 2015

There are strict eligibility requirements when applying for specialty training. These are those requirements listed as “Essential” in the person specification for the post you are applying for. If you are applying to more than one specialty make sure you read the person specification for each specialty/level you are applying to.

You can also get further information from the recruitment 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 during longlisting or 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 (or be eligible to hold) full GMC registration status and a current licence to practice (GDC registration status is also required for OMFS) by the time of appointment¹ to the post (unless you are applying to Public Health training and you are from a background other than medicine). You will need to confirm this when you apply. For further information see www.gmc-uk.org/doctors/before_you_apply/registration_factsheet.asp

Trainees released or removed from training post or programme

Specialty training posts and programmes are not normally available to anyone who has previously relinquished or been released/removed from a training post/programme in that specialty. When applying for a post you will be asked if you have previously relinquished or been released or removed from a training programme in the specialty to which you are applying. If your answer is yes to this

¹ Time of appointment refers to the date at which the post commences

question you will need to provide full details of the release/removal from a training programme to the Recruitment Office/LETB/Deanery by email marked confidential
Contact details are available in Annex D

Please seek advice from the lead recruiting office if you are unsure as to whether this rule affects you.

Fitness to Practise

If you make a Fitness to Practise declaration on your application form then you should email further information about the declaration to the lead recruiter and the region that you will be interviewed in (where this differs from the lead recruiter). Supporting information should be emailed prior to the application closing date. Failure to provide this by the closing date may result in your application being withdrawn.

Your supporting information should contain:

- The specialties and levels you have applied to
- Your full name
- Your application ID
- An outline of the events leading up to your Fitness to Practise issue
- Your reflection on the events and the outcome

Contact details are available in Annex E

Exclusion Policy

Applicants reapplying for training in a specialty that they have previously resigned or been removed from will need the support of their previous Head of School/Programme Director **and** Postgraduate Dean in order to reapply.

Applicants must ask their previous LETB/Deanery, Head of School/Programme Director and Postgraduate Dean to complete a *Support for Reapplication to a Specialty Training Programme* form, available to download from the Oriel Resource Bank.

Applications will not be considered without a fully completed and signed form, which must be submitted at the time of application.

Applicants requiring this support are advised to start the process early.

Applicants currently working in a specialty and are applying to continue training in the same specialty in another region, without a break in service do not need support for their application.

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 (the exceptions to this are highlighted in the Immigration Statement below). 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 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 and Anaesthetics 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

<https://www.gov.uk/government/organisations/uk-visas-and-immigration> for more information.

See Annex C: 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.

For those applicants who qualified outside of the UK, the following is accepted as evidence of English Language Skills:

- **International Medical Graduates (IMGs)** - English Language Testing System (IELTS) results showing a score of at least 7 in each domain (speaking, listening, reading and writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application.
- **EEA Applications** – English language proficiency can be demonstrated via submitting one of the following pieces of evidence:
 1. Evidence that primary medical qualification was taught in English (75% of qualification must be in English)
 2. Evidence of employment in an English speaking country
 3. IELTSs with overall score of 7.5
 4. Registration in another English speaking country

Further information on the acceptable forms of evidence can be found on the General Medical Council's website (http://www.gmc-uk.org/doctors/registration_applications/language_proficiency.asp)

College exams

Some specialties and levels require college examinations as an eligibility requirement. Further details on the individual specialty requirements can be found in the appropriate person specification.

Evidence of Foundation Competence

All applicants to CT1/ST1 posts are required to provide evidence of achievement of Foundation Competence within the 3 years prior to the intended commencement date for the advertised post(s).

The acceptable methods for demonstrating Foundation Competences are:

1. Currently on a Foundation Programme

If you are undertaking a recognised foundation programme in the UK² which is due to finish in August 2015, we will ask you to confirm the name of your Foundation School. You do not need to do anything else or 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

² 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.

before August 2015. Those applying who will require a delayed start date due to illness or maternity, will be permitted to apply and defer in order to allow them to complete their Foundation Programme.

2. Already completed a Foundation Programme

If you have already completed a UK Foundation Programme within the last 3 years (since 1st August 2012), 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.

3. If you have not undertaken and completed a UK Foundation programme within the last 3 years, you will be required to submit an Alternative

Certificate of Foundation Competence signed by a consultant who has supervised you for at least 3 months (continuous period) since 1st August 2012. 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 and a continuous period) since August 2012. 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.

When submitting an Alternative Certificate, all competences must be signed as achieved at the time of application. This also means that applicants will need to have at least 24 months postgraduate experience at the time of application.

Only Alternative Certificates from 2014 onwards will be acceptable as they cover the competences in the most recent version of the Foundation curriculum.

The only exception to this is if you are a refugee. Refugees (as defined on the UKVI website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>) are advised to contact the recruiting organisation for further guidance - but should submit an Alternative Certificate if it all possible.

You are also required to have had 12 months experience **after** full GMC registration. 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. For those applying with an Alternative Certificate of Foundation Competency, this experience must have been obtained by time of application.

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. In some instances there will be competences that need to be demonstrated at time of application, with a requirement for others to be completed before commencement of the post.

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.

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 2015 opens for applications on 11th November 2014 closes on 4th December 2014. This will largely be for CT1/ST1 posts, though some run through 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 2015 if required.

Vacancies for ST3/4 posts in 'uncoupled' specialties will be advertised on 11th February 2015 with applications being open from 17th February 2015 to 11th March 2015.

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, 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 2014.

3.2 Planning your application choices

You can make as many applications as you wish to different specialties, providing 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.

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 the choice of specialties available to apply for in Round 2 is more limited.

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 and are to be completed online through Oriel.

Contact regarding your application will generally be made 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.

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

Planning and presentation

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:

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

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 these so make sure all evidence 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 completed application 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 it 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.

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 must 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 2015 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.

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.

You should be given at least five working days' notice of any interview, however notice may be less if late gaps arise due to other applicants withdrawing from the interview process. 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.

You should check the LETB/Deanery's policies on equality and diversity, for example, whether they have 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, where possible, that reasonable adjustments are made at interview to meet the needs of applicants with disabilities. Applicants must ensure that they enter into an early dialogue with the recruiting organisation.

4.1 Shortlisting

In shortlisting, 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.

Not all specialty recruitment processes use shortlisting 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.

Where shortlisting takes place those who pass the eligibility checks will go ahead to be scored. 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.

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 will receive feedback from the LETB/Deanery managing the recruitment process. If you feel your application has not been managed correctly and have evidence of a failure in the process, there is a national complaints procedure. 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.

4.2 How interview panels run

Interviews 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 should detail the interview panels and the competences that will be assessed in each.

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 individually 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.

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)
- Original and photocopies of evidence showing full GMC registration with a licence to practice
- Verified evidence of competences cited on your application form – your professional portfolio²
- Evidence of educationally approved posts cited on your application form
- Evidence of nationality / immigration status
- Evidence of skills in written and spoken English

This is not an exhaustive list. You will need to check the 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 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 collected and the person concerned reported to the GMC.

4.4 Planning your approach to the interview

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 shortlisted, and coordinate 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 at least 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 coordinator 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 in rank order, based on interview scores.

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 and/or text you with news of an offer. If you are unsuccessful, you will receive a message to let you know this.

For 2015 recruitment to specialty training, all initial offers will be issued UK wide by Thursday 12th March 2015 for Round 1 and Thursday 14th May 2015 for Round 2.

If you are deemed eligible for appointment but ranked below the number of vacancies available, you could still receive an offer if 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 coordinate all first offers across all specialties so that applicants can accept, reject or hold an offer.

All specialty training offers will be made through Oriel.

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

In the period between submitting your application and initial offers being made, 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 preferred in your initial application. Preferences can be ranked on Oriel.

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

If you receive an offer through Oriel, 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 Oriel 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 LETB/Deanery where you have held or accepted an offer, and you are the next ranked applicant in line for this preference you will be 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 choose 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.

Upgrades to offers are processed once all other offers for the specialty have been responded to. As offers expire after 48 hours, you should expect that upgrades will normally be processed every 48 hours, during the working week. Upgrades will not be processed at the weekend or on bank holidays.

Upgrading will continue until Thursday 26th March 2015 for CT/ST1 core and run-through training posts and Friday 22nd May 2015 for CT2/ST3 higher specialty training posts and re-advertised CT/ST1 posts. Upgrading of offers will not take place after the stated deadlines, even if a preferred post becomes available at a later date.

Response	Conditions attached to response
<p>Accept</p>	<p>Accept</p> <ul style="list-style-type: none"> • The applicant is excluded from any further offers from this and any other specialty within this round, with the exception of hierarchical upgrades (up until the hierarchical upgrade deadline). • Pre-employment processes commence. <p>Accept with upgrades Until 4.00pm on Thursday 26th March 2015 for Round 1 and 4.00pm on Friday 22nd May 2015 for Round 2, applicants receiving offers which are not their first choice preference can choose the 'Accept with upgrade' option.</p> <ul style="list-style-type: none"> • The applicant will have their offer automatically upgraded if a higher ranked preference becomes available. If an applicant has opted into upgrades, no contact will be made with them prior to this action taking place • The upgraded offer becomes the accepted offer and the previously accepted post is released and offered to another applicant • This option ensures an applicant benefits from any preference upgrades available at the close of holding as other offers might become available. • No offers will be received from any other specialty unless the offer is a hierarchical upgrade (up until the hierarchical upgrade deadline). • Upgrades will continue to be made until the upgrade deadline for the recruitment round <p>NOTE: 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 in your Oriel account.</p>
<p>Hold</p>	<p>Only ONE offer can be held at any time.</p> <p>Until 1.00pm on Thursday 19th March 2015 for Round 1 and 1.00pm on Wednesday 20th May 2015 for Round 2, candidates may:</p> <p>Hold (without upgrades)</p> <ul style="list-style-type: none"> • The applicant is reserving the offer. • No upgrades by preference will be made. • Offers from other specialties can still be received. • The held offer can be rejected or accepted at any time until the holding deadline <p>Hold (with upgrades) Applicants receiving offers which are not their first choice preference can select the 'Hold with upgrades' option</p> <ul style="list-style-type: none"> • The candidate is reserving the offer • The held offer preference will be automatically upgraded if preferred preferences become available. Offers from other

	<p>specialties can still be received. Applicants who opt into upgrades will have their offer upgraded without further contact being made with them.</p> <ul style="list-style-type: none"> • The held offer can be rejected or accepted at any time until holding deadline <p>Close of Holding Before the deadline for holding posts, offers must be confirmed as accept, accept with upgrades or reject – if no action is taken the held offer will be deemed expired and will be REJECTED.</p> <p>Notes: Upgrades are automatic when opting to ‘Hold with Upgrades’. If an improved preference becomes available your current offer will AUTOMATICALLY be upgraded. Applicants are subsequently notified of this upgrade by email. You can opt out of upgrades at any point in your Oriel account.</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>
Reject	<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>NOTE: If you do not respond to your offer within 48 hours, we will interpret this as meaning you have rejected the offer and it will be offered to another applicant.</p>
Withdraw	<p>An applicant may withdraw completely from the process at any point, and should do so via Oriel.</p>

Allocation to Rotations & Pre-employment Checks

If you accept an offer you will be contacted by the relevant LETB/Deanery to discuss the details of your programme further, and to determine your first rotation, if not already confirmed within your offer. All offers are subject to satisfactory pre-employment checks.

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.

Academic Clinical Fellowships

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

Hierarchical Upgrades

Up until 31st March 2015 in Round 1 and 27th May in Round 2, applicants who have accepted posts can continue to receive hierarchical upgrade offers. The following table shows the circumstances in which applicants will be able to receive offers.

Offer Accepted	Offers still eligible to received														
	LAT2/LAT3	FTSTA	CT1	CT2	CT3	ST1	ST2	ST3	ST4	ST5	ST6	ST7	ST8	Sub-Spec	ACF
LAT1/2/3		x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
FTSTA	x		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
CT1	x	x		✓	✓	x	x	✓	✓	✓	✓	✓	✓	N/A	✓
CT2	x	x	✓		✓	x	x	✓	✓	✓	✓	✓	✓	N/A	✓
CT3	x	x	✓	✓		x	x	✓	✓	✓	✓	✓	✓	N/A	✓
ST1	x	x	x	x	x		✓	✓	✓	✓	✓	✓	✓	N/A	✓
ST2	x	x	x	x	x	x		✓	✓	✓	✓	✓	✓	N/A	✓
ST3	x	x	x	x	x	x	x		✓	✓	✓	✓	✓	N/A	✓
ST4	x	x	x	x	x	x	x	x		✓	✓	✓	✓	N/A	✓
ST5	x	x	x	x	x	x	x	x	x		✓	✓	✓	N/A	✓
ST6	x	x	x	x	x	x	x	x	x	x		✓	✓	N/A	✓
ST7	x	x	x	x	x	x	x	x	x	x	x		✓	N/A	✓
ST8	x	x	x	x	x	x	x	x	x	x	x	x		N/A	✓
Sub-Spec	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A
ACF	x	x	x	x	x	x	x	x	x	x	x	x	x	N/A	

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). 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, where applicable
- 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) or other regulatory bodies, occupational health clearance, Disclosure and Barring Service (DBS) 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.

4.7 Feedback

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

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

This will be given no later than 7 days after the national offer deadline. Where available, 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. Please note, if you do not reach the required threshold for appointability, you will not be given a rank.

4.8 Deferring the start of a specialty training programme

You can only 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.

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.
- Inform the recruiting office of 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 recruitment offices is not 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

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 the 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 applicants who are subject to the RLMT if they cannot be filled by UK/EEA applicants.

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

4.12 Applying in Round 2 when you have already accepted a post in Round 1

You can still apply for vacancies in the next advertisement for 2015 recruitment, even if you have already accepted a post in the first round of recruitment.

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

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.

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 NHS Jobs
- 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 do so
- 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.

Complaints procedure

Recruitment offices and LETBs/Deaneries use a nationally agreed process 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 : Frequently Asked Questions for ACF Applicants

I wish to apply for an NIHR ACF post to commence in 2015. What is the process?

You will need to apply for the NIHR ACF post through the Local Education Training Board (LETB) where the post will be based, using the Oriel system. The recruitment is managed by the relevant LETB, and advertisements will appear on their website from October 2014.

Shortlisted candidates will be invited for ACF interviews organised by the LETB, which will have an academic and clinical component, you will be required to pass all components of the interview.

If you do not already hold a National Training Number (NTN) or Deanery Reference Number (DRN) in the GMC specialty to which you are applying for you will be required to undertake the national clinical recruitment process and attend an assessment/interview for that GMC specialty as appropriate.

It is advised that ACF applicants without a NTN/DRN also submit an application for standard clinical training in that specialty, this is not mandatory.

I hold a clinical National Training Number (NTN) in the GMC specialty associated with the ACF I am applying for. Will I still need to attend a national clinical assessment/interview?

No. You will have already passed the assessment at the national clinical interview for this GMC specialty previously and therefore will not have to do so again.

I hold a Deanery Reference Number (DRN) having previously successfully applied for core level training. Will I still need to attend a national clinical assessment/interview?

If you hold a DRN whilst applying for a post linked to a GMC specialty that has relevant core level training (e.g. core trainee in Anaesthetics, Core Medical Training for medical specialties and Core Surgical Training for surgery), then you will have already passed the assessment at the clinical interview previously and therefore will not have to do so again.

If the core level training you are undertaking is not relevant to the GMC specialty you will be applying for in the NIHR ACF then you will need to undergo the national clinical assessment/ interview for that specialty.

I hold a National Training Number, but not in the same GMC specialty that I am applying for academic training. Will I still need to attend a national clinical assessment/interview?

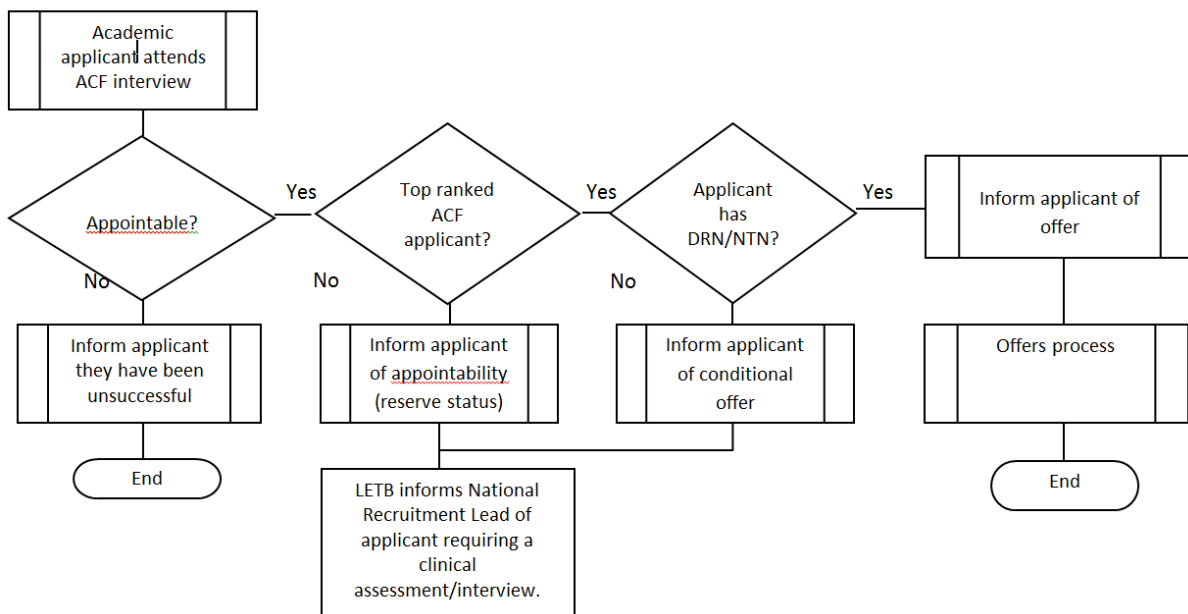
Yes. Although you have met the required standard in a national clinical interview before, it was not in the same GMC specialty. Therefore, to ensure a consistency of approach with all applicants, you will need to undergo a national clinical assessment/interview for this GMC specialty.

When will offers be released?

Offers will be released in January 2015. If you already hold an NTN in the relevant GMC specialty and are the preferred candidate then you can be offered the post. If you do not hold an NTN in that GMC specialty the offer will be conditional upon meeting the required standard in the clinical assessment/interview. Clinical interviews will normally not be held until after offers for NIHR ACF posts have been made.

If you receive an offer conditional upon meeting the requirements of a national clinical assessment/interview, you are advised to hold this offer until 19th March 2015. This will ensure that you are not withdrawn from other applications that you have made, until you know the outcome of your performance at the national clinical assessment/interview.

Process:



What happens if I do not reach the required standard in the national clinical assessment/interview?

Your NIHR ACF offer will be withdrawn by the relevant recruitment office.

What will be the likely delay between my ACF interview and my national clinical interviews?

It depends on the level of the NIHR ACF post that you are applying for. NIHR ACF interviews will normally take place in November/December 2014. National clinical assessments/interviews for ST1 specialties will take place between January and March 2015. ST3 national clinical assessment/interviews take place between March and May 2015.

If you are applying for a NIHR ACF in either General Practice or Cardiothoracic Surgery, the clinical and academic interview processes run at the same time, via the respective national recruitment processes.

Annex B: 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 Intensive Care Medicine
<http://www.ficm.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>

Faculty of Sexual and Reproductive Healthcare
<http://www.fsrh.org>

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

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

e-learning for Healthcare
www.e-lfh.org.uk

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

General Medical Council (GMC)
<http://www.gmc-uk.org>

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>

National School of Occupational Health (Medical Recruitment)

<http://www.fom.ac.uk/education-and-training/national-school-of-occupational-health-recruitment>

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.nimmdta.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 C: 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. This is the status that will be considered throughout the recruitment process, even if it changes part way through.

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 the Tier 2 visa category the Resident Labour Market Test will be applied (unless the applicant is switching from Tier 4, another study category or Tier 1 (Post-Study Work)).

If you need to “switch” your visa category, you should check the UK Visas and Immigration website to see if you may switch within the UK - <https://www.gov.uk/tier-2-general>

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 have an additional exemption from the Resident Labour Market Test when moving from their Foundation Programme (in Tier 4) directly into specialty training (in Tier 2). This is a one off exemption when switching from Tier 4 to Tier 2.

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 ³ (excluding Croatian nationals)	Can apply to a training programme
Croatian nationals	Can apply to a training programme, but if appointed will need Tier 2 work authorisation unless they have been working in the UK for a year or more – those taking up their first appointment in the UK will require a restricted CoS (see above)

³ Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

Non EEA family member (i.e. spouse, civil or unmarried partner, child, grandchild, parent or grandparent of an EEA national)	<p>Can apply to a training programme</p> <p>Do not need permission to work in the UK</p> <p>An EEA national, or the family member of an EEA national, has a right of residence in the UK for as long as they are exercising free movement rights in any of the following categories:</p> <ul style="list-style-type: none"> • Job seekers • Worker • Self-employed person • Self sufficient person • Student <p>The family member can work, establish a business or study as if they were an EEA national themselves</p>
Swiss nationals	Can apply to a training programme

Tier 1 Visas

Category	Status
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 will be RLMT exempt – see https://www.gov.uk/tier-2-general/eligibility
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 – but will be RLMT exempt – see https://www.gov.uk/tier-2-general/eligibility
Tier 1 (General) – no restriction on employment as a doctor or dentist in training	Can apply to a training programme. If applicant's Tier 1 visa is about to expire and they are unable to extend it, they will have to switch to Tier 2 visa or apply for Indefinite Leave to Remain – will need to satisfy RLMT unless applying to continue a training programme under the same NHS training number – see https://www.gov.uk/tier-2-general/eligibility
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 https://www.gov.uk/tier-2-general/eligibility
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 https://www.gov.uk/tier-2-general/eligibility
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 https://www.gov.uk/tier-2-general/eligibility

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 https://www.gov.uk/tier-2-general/eligibility
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 https://www.gov.uk/tier-2-general/eligibility Applicant cannot switch visa status in country Restricted CoS will be required Candidate can only apply from outside the UK

Tier 2

Category	Status
PBS - Tier 2 (General) - applying from inside the UK	Can apply for training programme. RLMT will need to be satisfied if the applicant changes sponsor or occupation code when applying for new Tier 2 visa, unless: <ul style="list-style-type: none"> • Applicant is a graduate of a UK medical school and is switching from Tier 4 to Tier 2, or • is continuing the same training programme with the same National Training Number. This may occur when a doctor or dentist in specialty training needs to apply for further Tier 2 leave so that they can complete/return to their training programme after an out of programme experience https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301513/T2_guidance_04-14.pdf
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 https://www.gov.uk/tier-2-general/eligibility Applicant cannot switch visa status in country. Restricted CoS will be required. Candidate can only apply from outside the UK.

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	<p>Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see</p> <p>https://www.gov.uk/tier-2-general/eligibility</p> <p>Applicant can switch visa status in country but a restricted CoS will be required</p>

Tier 5

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

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
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 D: Confidential Enquiries (Contact Details)

Recruiting Office	Email Address
Health Education East Midlands	For Public Health applicants: heem.publichealthrecruitment@nhs.net For all other specialties: heem.medicalrecruitment@nhs.net
Health Education East of England	HEEE.recruitmenthelpdesk@nhs.net
Health Education Kent, Surrey and Sussex	declaration@kss.hee.nhs.uk
Health Education North East	lethelpdesk@ne.hee.nhs.uk
Health Education North West – Mersey	lead.employer@sthk.nhs.uk
Health Education North West – North Western	norwest-dean.ftp@nhs.net
Health Education South West – Peninsula	PEN.STRHelpdesk@southwest.hee.nhs.uk
Health Education South West – Severn	severn.stsupport@southwest.hee.nhs.uk
Health Education Thames Valley	recruitment@thamesvalley.hee.nhs.uk
Health Education Wessex	For Cardiothoracic Surgery applicants: ctsurgery.recruitment@wessex.hee.nhs.uk For Paediatric Cardiology applicants: paediatric.cardiologyrecruitment@wessex.hee.nhs.uk For all other specialties: wessex.recruitment@wessex.hee.nhs.uk
Health Education West Midlands	For GP applicants to the West Midlands only: gpdeaneryadmin@wm.hee.nhs.uk For applicants to Anaesthetics: nationalrecruitment@wm.hee.nhs.uk For applicants to Intensive Care Medicine: icm@wm.hee.nhs.uk For applicants to Clinical Genetics: mmcteam@wm.hee.nhs.uk For all other applicants applying to posts in the West Midlands: mmcteam@wm.hee.nhs.uk
Health Education Yorkshire and the Humber	specialty.recruitment@yh.hee.nhs.uk
London Recruitment	confidentialenquiries@southlondon.hee.nhs.uk
General Practice National Recruitment Office	N/A – emails to be sent to LETB/Deanery preference
Royal College of Obstetrics and Gynaecologists	N/A – emails to be sent to LETB/Deanery preference
Royal College of Paediatrics and Child Health	paedjobs@rcpch.ac.uk
Royal College of Physicians	N/A – emails to be sent to LETB/Deanery preference
NHS Education for Scotland	RecruitmentConfidential@nes.scot.nhs.uk
Northern Ireland Medical and Dental Training Agency	hr.nimdta@hscni.net
Wales Deanery	confidentialenquiries@cf.ac.uk

Annex E: Fitness to Practise Declarations (Contact Details)

Recruiting Office	Email Address
Health Education East Midlands	For Public Health applicants: heem.publichealthrecruitment@nhs.net For all other specialties: heem.medicalrecruitment@nhs.net
Health Education East of England	HEEE.recruitmenthelpdesk@nhs.net
Health Education Kent, Surrey and Sussex	declaration@kss.hee.nhs.uk
Health Education North East	lethelpdesk@ne.hee.nhs.uk
Health Education North West – Mersey	lead.employer@sthk.nhs.uk
Health Education North West – North Western	norwest-dean.ftp@nhs.net
Health Education South West – Peninsula	PEN.STRHelpdesk@southwest.hee.nhs.uk
Health Education South West – Severn	severn.fitness@southwest.hee.nhs.uk
Health Education Thames Valley	recruitment@thamesvalley.hee.nhs.uk
Health Education Wessex	wessex.recruitment@wessex.hee.nhs.uk
Health Education West Midlands	fitnesstopractise@wm.hee.nhs.uk
Health Education Yorkshire and the Humber	specialty.recruitment@yh.hee.nhs.uk
London Recruitment	fitnesstopractise@southlondon.hee.nhs.uk
General Practice National Recruitment Office	N/A – emails to be sent to LETB/Deanery preference
Royal College of Obstetrics and Gynaecologists	N/A – emails to be sent to LETB/Deanery preference
Royal College of Paediatrics and Child Health	Fitness.ToPractise@rcpch.ac.uk
Royal College of Physicians	N/A – emails to be sent to LETB/Deanery preference
NHS Education for Scotland	recruitment.ftp@nes.scot.nhs.uk
Northern Ireland Medical and Dental Training Agency	hr.nimdt@hscni.net
Wales Deanery	FTPWales@cardiff.ac.uk