

# **APPLICANTS' GUIDE**

## **CT1 Core Psychiatry Training in England and Wales**

**February 2018 intake**  
**Autumn Recruitment Round**  
Version 4

# Revisions

This Applicants' Guide has been updated for the *Round 2* which is appointing to CT1 Core Psychiatry Training posts starting from February 2018

- 28.07.17: Fitness to Practise email address has been updated.
- 10.08.17: Special Circumstances deadline added.
- 07.09.17: Interview venue details have been updated.

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# 1. Introduction

This guide is for doctors applying for specialty training posts in psychiatry in England and Wales at CT1 level commencing in February 2018. All applications will be managed using an online application system, which can be accessed via the following link: <https://www.oriel.nhs.uk>

Please note Scotland are not participating in this recruitment round and Northern Ireland operates its own application system for recruitment to psychiatry, which you can find out more about by visiting the Northern Ireland Medical and Dental Training Agency website at: <http://www.nimdtg.gov.uk/>.

All participating Health Education England (HEE) Local Offices and deaneries use the same eligibility requirements, assessment methods and appointability criteria to ensure the process is fair, transparent and equitable. The process involves:

- A standardised application and longlisting process and
- A standardised computer based test, the Specialty Recruitment Assessment and
- A standardised interview/selection process

**Please note all eligible applicants, who sit the Specialty Recruitment Assessment, will be invited to interview.**

This guide provides you with the key information you need in order to apply as well as some guidance as to what the interview panels will be looking for.

Further information including interview dates and anticipated vacancy numbers will be available via the following link: [https://www.nwpgmd.nhs.uk/national\\_CT1\\_Psychiatry\\_Recruitment#timetable](https://www.nwpgmd.nhs.uk/national_CT1_Psychiatry_Recruitment#timetable).

You will find additional advice on the Specialty Training website: <http://specialtytraining.hee.nhs.uk/>.

## 1.1. Changes since the last round of recruitment

Since the last round of recruitment, there have been a number of minor changes to the CT1 recruitment process. These are as follows.

### Specialty Recruitment Assessment 2017 - Policy on Re-Sits

Applicants who took the SRA prior to January 2017 must re-take it to be considered for posts in Core Psychiatry Training starting from February 2018. Candidates who sat the SRA in January 2017 or April 2017 do not need to re-take the assessment.

### Flexibility in Deployment of Trainees

From 2017, England, Scotland and Wales have introduced formalised processes to assist applicants to train in desired locations of the country. Information about the Special Circumstances process and Facilitated Placement Process can be found in section 5.

### Offer Exchanges

From the current round, applicants will be given the chance to amend their preferences once they have been made an offer. In effect, this will allow the applicant to change the way their programmes preferences are ranked during the offer process. Further information can be found in section 7.

## 2. Timeline

This applicants' guide provides information on the recruitment process for posts commencing in February 2018

Provisional CT1 Psychiatry Recruitment Timetable – February 2018 intake, Autumn Recruitment Round	
Stage	
Advert placed	Thursday 20 <sup>th</sup> July 2017
Oriel application window opens	Tuesday 1 <sup>st</sup> August 2017 at 10am UK time
Oriel application window closes	Thursday 17 <sup>th</sup> August 2017 at 4pm UK time
Longlisting	Friday 18 <sup>th</sup> August – Friday 1 <sup>st</sup> September 2017
Specialty Recruitment Assessment	Thursday 7 <sup>th</sup> – Monday 11 <sup>th</sup> September 2017 For applicants who have not yet taken the SRA for any specialty in the January or April 2017 sittings
Date Stem Interview Questions will be published on website	Tuesday 12 <sup>th</sup> September 2017
Invitations to Interview	Wednesday 13 <sup>th</sup> September 2017 at 12 noon UK time
Preferences open on Oriel	Wednesday 13 <sup>th</sup> September 2017
Interviews (Single Selection Centre for all posts in England and Wales)	Tuesday 26 <sup>th</sup> September 2017
Preferences close on Oriel	Friday 29 <sup>th</sup> September 2017 at 12 noon UK time
Offers Released	Tuesday 3 <sup>rd</sup> October 2017 TBC
Hold Deadline	Wednesday 11 <sup>th</sup> October 2017 at 1pm UK time
Upgrade Deadline	Friday 13 <sup>th</sup> October 2017 at 4pm UK time
Clearing	TBC
Anticipated Start Date	Wednesday 7 <sup>th</sup> February 2018

## 3. Making an application

You are advised to read the following information BEFORE you begin and keep it to hand whilst completing your application.

### 3.1. Application Window

You must apply between 10am UK time on Tuesday 1<sup>st</sup> August 2017 and 4pm UK time on Thursday 17<sup>th</sup> August 2017 via <https://www.oriel.nhs.uk>

You can register your details on Oriel before the application window but you will not be able to submit your application until the application window opens. If you submit an application before entering all your details you will need to enter these for each application you submit. If you fill in your details before submitting an application you will be able to use these for applying to multiple specialties. Please refer to the Oriel Applicant Guide for further information on how to use the Oriel system. <https://nww.oriel.nhs.uk/Web/ResourceBank/Edit/MQ%3d%3d>.

It is likely that you will need several sessions to complete your application. You should aim to submit your application well before the closing date. You will NOT receive any reminder emails to complete your application. You will receive an email to confirm your application has been received.

Late or incomplete applications will not be accepted.

### 3.2. Application Portal and Registration Process

You must apply via <https://www.oriel.nhs.uk>

To register, please go to <https://www.oriel.nhs.uk> and click on Account Registration. You will not be able to access the online application form until the application window opens. You will be asked to provide the following details when you register:

- **Your name** – this must be entered exactly as it appears on the GMC register
- **A valid email address** - Please ensure you register with a secure and individual email address which you check regularly
- **A password** – at least 8 characters in length & contain at least one upper case letter and one numeric value

**Please note that the majority of communication sent regarding your application will be via direct Oriel messaging.** Psychiatry National Recruitment Office (PSYNRO) administrators should also send an email as a secondary form of communication. However, as these emails are external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should not be relied upon.

Please choose a secure email address that you can access easily and frequently. You should also make sure that you are using an email account that 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. To ensure messages from PSYNRO are not filtered by your email provider's junk/spam filters, you are strongly advised to add [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk) and [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to your email whitelist.

Failure to check your Oriel account and/or your email regularly may mean that you do not respond to requests in time and your application may fail to progress or be rejected as a result.

### 3.3. Choosing a HEE Local Office or Deanery

In this recruitment round you are only able to submit one application to CT1 Psychiatry and, if eligible, you will be invited to the centralised interviews held at the Old Trafford Stadium, Manchester. Please note that ahead of the centralised interviews, you will be able to rank all available posts in England and Wales in your order of preference and will be considered for all of them. Offers will be made in interview rank order taking your preferences and available posts into account.

## 4. Equality and Diversity

We are committed to ensuring our selection procedures are fair and that, in line with the Equality Act 2010, no-one is disadvantaged on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We are required to monitor equality and diversity; however the sections of the application form capturing this information are not shared with any of the assessors.

All applicants are assessed against the nationally agreed CT1 Core Psychiatry Training person specification, which can be accessed via:

<http://specialtytraining.hee.nhs.uk/portals/1/Content/Person%20Specifications/Core%20Psychiatry%20Training/Core%20Psychiatry%20Training%20CT1.pdf>

### 4.1. Less Than Full Time Training

If you have a valid reason why you are unable to work full time you can select the less than full time (LTFT) training option at the time of applying. Please note that this information will be treated in strict confidence and will not be shared with clinicians involved in interviewing. Please refer to the relevant HEE Local Office or Deanery website for more information on policies, procedures and how to apply for LTFT training. You can find HEE Local Office or Deanery contact details via [www.specialtytraining.nhs.uk](http://www.specialtytraining.nhs.uk)

### 4.2. Disabled Applicants

You will need to state whether you have a disability that will require special arrangements to be made for interview and whether you wish to be considered for the Guaranteed Interview Scheme (GIS). To be eligible for GIS you must be considered disabled under the Equality Act 2010. Disabled applicants may be given a guaranteed place at a Core Psychiatry Training interview, provided their application is eligible and meets the entry criteria.

### 4.3. Overseas Applicants

Before you can take up a Core Psychiatry Training post, you will need to demonstrate that you are eligible to legally work in the UK.

In accordance with the Immigration, Asylum and Nationality Act 2006, some applicants may be considered before others on the basis of their immigration status.

#### 4.3.1. Shortage Occupation List

Applicants should be aware that Core Psychiatry is currently on the shortage occupation list; further information can be found on the following link: <https://www.gov.uk/government/publications/tier-2-shortage-occupation-list>.

Please refer to the 2017 Guidance for Overseas Applicants via <http://specialtytraining.hee.nhs.uk/specialty-recruitment/applicant-handbook/> for further details, or visit the UK Visas and Immigration website via: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

#### 4.3.2. Tier 2 Visa Information

'Health Education England' is responsible for the sponsorship of Medical and Dental trainees for their Tier 2 visa application in England. Further information for applicants who require a Tier 2 visa can be found on the following link: <https://www.westmidlandsdeanery.nhs.uk/Recruitment/Overseas-Doctors/Tier-2>

## 5. Overview of Eligibility Requirements

You should read the 2017 CT1 Core Psychiatry Training person specification (available via <http://specialtytraining.hee.nhs.uk/portals/1/Content/Person%20Specifications/Core%20Psychiatry%20Training/Core%20Psychiatry%20Training%20CT1.pdf>) to determine whether you are eligible and meet the entry and selection criteria listed there.

The minimum entry requirements are as follows:

REQUIREMENT	DESCRIPTION
<b>A recognised primary medical qualification</b>	If you do not hold a recognised primary medical qualification, then you will not be considered.
<b>Eligibility for full registration with the GMC and a current licence to practise</b>	You will need to be eligible <sup>1</sup> for full GMC registration by the application closing date and hold full registration as well as a licence to practice by the time of the post start date.
<b>Eligibility to work in UK</b>	<p>Before you can take up a psychiatry training post, you will need to demonstrate that you are eligible to legally work in the UK.</p> <p>Applicants should be aware that Core Psychiatry is now on the shortage occupation list; further information can be found on the following link: <a href="https://www.gov.uk/government/publications/tier-2-shortage-occupation-list">https://www.gov.uk/government/publications/tier-2-shortage-occupation-list</a>.</p> <p>Please refer to the 2017 Guidance for Overseas Applicants via <a href="https://specialtytraining.hee.nhs.uk/applicant-handbook/">https://specialtytraining.hee.nhs.uk/applicant-handbook/</a> for further details, or visit the UK Visas and Immigration website via: <a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a>.</p>
<b>English Language Skills</b>	<p>If your undergraduate training was not in English, you will need to provide written evidence of your English language skills, e.g. the following scores in the academic International English Language Testing System (IELTS), in a single sitting, no more than 24 months prior to the date of application:</p> <ul style="list-style-type: none"> <li>• Overall 7.5, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0;</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A letter from a UK medical supervisor/employer attesting to your competence in English at the appropriate level.</li> </ul> <p>If the outcome of your IELTS test will not be available by the closing date please select 'other' on your application form and provide details in the text box. Your application will be processed and you will be required to bring the evidence of your results to any interview you attend.</p>
<b>Match to specialty level</b>	Your employment history must show that your career progression is consistent with your personal circumstances and that your present achievement and performance is commensurate with the length of time you have spent in training.
<b>Evidence of achievement of foundation competence</b>	<p>If you have not completed a UK Foundation Programme in the three years prior to February 2018, you must provide evidence of achieving equivalent foundation competences within this period.</p> <p>Please see section 5.1 for further details on demonstrating Foundation Competences.</p>
<b>Previously relinquished, released or removed from Psychiatry</b>	<p>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 <b>and</b> Postgraduate Dean in order to reapply.</p> <p>Applicants must ask their previous HEE Local Office/Deanery, Head of School/Programme Director and Postgraduate Dean to complete a <i>Support for Reapplication to a Specialty Training Programme</i> form, available to download from the Oriel Resource Bank - <a href="https://www.oriel.nhs.uk/Web/ResourceBank">https://www.oriel.nhs.uk/Web/ResourceBank</a>.</p> <p>Applications will not be considered without a fully completed and signed form, <b>which must be submitted at the time of application.</b></p> <p>Applicants requiring this support are advised to start the process early.</p>

<sup>1</sup> If you have completed an acceptable internship either overseas or in the UK you will be eligible for full registration with a licence to practise. If you have not completed an acceptable internship you will be eligible for provisional registration with a licence to practise.



<p><b>Support for Reapplication of Specialty Training in a Different Region</b></p>	<p>Applicants currently working in Core Psychiatry, applying to continue their training in another region, without a break in service need the support of their current Head of School/Programme Director in order to reapply.</p> <p>Applicants must ask their Head of School/Programme Director in their current LETB/Deanery to complete a <i>Support for Reapplication of Specialty Training in a Different Region</i>, available to download from the Oriel Resource Bank – <a href="http://www.oriel.nhs.uk/Web/ResourceBank">http://www.oriel.nhs.uk/Web/ResourceBank</a>.</p> <p>Applications will not be considered without a fully complete and signed form, which must be submitted at the time of application.</p> <p>Applicants requiring this support are advised to start the process early.</p>
<p><b>Previously relinquished, released or removed from Foundation</b></p>	<p>If you have previously relinquished, been released or removed from a Foundation Training Programme, then you are not normally eligible to apply under exceptional circumstances. Should you be in this position, your application can only be considered if you can demonstrate that you will have Foundation Competences by the start date of the post (either by Alternative Certificate or evidence you have returned to the Foundation Programme and expect to be awarded a FACD 5.2) and you provide a letter of support from the Postgraduate Dean or designated deputy, of the HEE local Office or Deanery in which you worked or your most recent educational/clinical supervisor or evidence of mitigating circumstances outlining why you were unable to complete the Foundation Programme. Please send details to <a href="mailto:psychiatryrecruitment.nw@hee.nhs.uk">psychiatryrecruitment.nw@hee.nhs.uk</a></p>
<p><b>Fitness To Practise</b></p>	<p>If you answer 'yes' to any of the Fitness to Practise questions, please ensure that you email details to us by no later than the closing date for applications (see Section 2.1. for dates).</p> <p>Please note that answering 'yes' to one or more of the Fitness to Practise questions does not necessarily mean your application cannot progress.</p> <p>Emails should be sent to: <a href="mailto:fitnesstopractise.nw@hee.nhs.uk">fitnesstopractise.nw@hee.nhs.uk</a></p>
<p><b>Advanced Life Support Certificate</b></p>	<p>Applicants must have the Advanced Life Support Certificate (ALS) from the Resuscitation Council UK or equivalent <b>by the intended start date</b>. A list of approved equivalent courses can be found on the Resuscitation Council UK Website: <a href="https://www.resus.org.uk/information-on-courses/faqs-als/">https://www.resus.org.uk/information-on-courses/faqs-als/</a> NB. Any course booked must be completed prior to your intended start date.</p>

## 5.1. Evidence of Foundation Competences

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

- Make the care of your patient your first concern
- Provide a good standard of practice and care
- Take prompt action if you think that patient safety, dignity or comfort is being compromised
- Protect and promote the health of patients and of the public
- Treat patients as individuals and respect their dignity
- Work in partnership with patients
- Work with colleagues in the ways that best serve patients' interests
- Be honest and open and act with integrity
- Never discriminate unfairly against patients or colleagues
- Never abuse your patients' trust in you or the public's trust in the profession.

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

1. If you are currently undertaking a UKFPO affiliated foundation programme which is due to finish on or by Tuesday 6<sup>th</sup> February 2018, we will ask you to confirm the name of your Foundation School. You do not need to submit any evidence at the time of application. Any offer of a programme will be conditional upon you successfully completing this programme and being awarded a FACD 5.2 by February 2018.
2. If you are undertaking a 'Stand Alone' FY2 post that is not part of a recognised foundational programme attached to a UK foundation school and you do not expect to be awarded with a FACD 5.2 upon satisfactory completion, then you must answer NO to this question on the application form ("Are you currently on a UK Foundation Year 2 Programme?") and you will be required to submit alternative evidence as detailed below.

3. If you have completed a UK Foundation programme no earlier than 1<sup>st</sup> July 2014, we will ask you to confirm that you have been awarded a FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. You do not need to do anything else at this stage, but you will be expected to provide the original certificate at a later date. NB. See point 5 below.
4. If you have not undertaken a UK Foundation programme since 1<sup>st</sup> July 2014, you will be able to submit alternative evidence by asking a consultant/consultants who have supervised you for at least 3 months within the 3 years preceding the start date of the post to attest to your achievement of foundation competency (please note a consultant includes GPs, Clinical Directors, Medical Superintendents and anyone on the Specialty register. You MUST attach a scanned copy of your alternative certificate(s) to your application. You will be expected to provide the original certificate(s) at your interview. You may submit more than one Alternative Certificate from different posts in order to show evidence of achievement of all competencies but all certificates must relate to posts undertaken for at least 3 months since February 2015. You must use the 2017 Alternative Certificate, which can be downloaded from: <http://specialtytraining.hee.nhs.uk/Resources-Bank> NB. See point 5 below.
5. If you are currently in active clinical or clinical and academic practice in a UK educationally approved training post (CT/ST/LAT or equivalent), holding either a National Training Number (NTN) or Deanery Reference Number (DRN), you will be considered as having had your foundation competences assessed on entry to your current post and do not need to demonstrate these again, regardless of when foundation competences were signed off. In such case you are not required to upload a copy of your FACD or Alternative Certificate. Please ensure you enter your NTN or DRN on your application where requested.

## 5.2. Additional Information for applicants completing the Alternative Certificate

Please note that the CT1 Core Psychiatry Training person specifications state that you need to have had 12 months' experience after full GMC registration (or equivalent) and evidence of achievement of Foundation Competences.

We therefore expect ALL doctors applying to CT1 Core Psychiatry Training to have at least 24 months' experience in appropriate posts, either in the UK or overseas, since gaining their primary medical qualification and before taking up a specialty training programme.

Appropriate posts are as follows:

- 12 months' satisfactory completion of a pre-registration, internship or Foundation year 1 (FY1) post AND 12 months' full time satisfactory completion in posts approved for the purposes of medical education by the relevant authority.
- OR**
- 12 months' satisfactory completion of a pre-registration, internship or Foundation year 1 (FY1) post AND 12 months' full time experience at a publicly funded hospital in at least two specialties with acute medical responsibilities.
- OR**
- 12 months' satisfactory completion of either a pre-registration, internship or FY1 post AND a 12 month full time FY2 post.

You will not be required to submit evidence of your previous experience at the application stage, but the HEE Local Office/Deanery may request you provide it later during the recruitment process.

**Further information on demonstrating Foundation Competences can be found at:**

<http://specialtytraining.hee.nhs.uk/Recruitment/Application-guidance>

You can download an Alternative Certificate from  
<http://specialtytraining.hee.nhs.uk/Resources-Bank>

## 5.3. Document Upload

Depending on your circumstances, it may be the case that you will be required to upload some form of documentation to allow PSYNRO to assess your eligibility.

If you are required to do this then in order to help PSYNRO you are required to follow some 'house rules':

- Ensure that the document is uploaded as a whole and not in separate pages
- Ensure that the document is appropriately named for clarity to allow PSYNRO to easily identify it in relation to the evidence it is providing
- Ensure that the document is uploaded into the correct document section
- If the document is password-protected, remove the password, but if you are not able to, upload the respective password

Please ensure that all required documentation is uploaded by the required deadlines. PSYNRO reserve the right to request re-submission of documentation if the above 'house rules' are not followed.

#### 5.4. When is my eligibility checked?

Once you have submitted your application, it will be reviewed by a central longlisting team to ensure that longlisting decisions are applied consistently to all applications.

During longlisting, applications are screened against the entry criteria on the person specification. If your application does not meet the entry criteria, you will be informed by email and your application will not progress any further.

Regrettably, it is not always possible to be absolutely certain whether you have met the entry requirements at the longlisting stage. There is a possibility that you might be permitted to progress if it is not possible to determine your eligibility at this time. If it is subsequently established that you do not meet the entry criteria at any stage in the recruitment process it is normal practice that your application will be rejected at that time. This still applies even if you have been interviewed and/or have received an offer.

If you know or become aware that you are not eligible, but have not disclosed relevant information, it is much better to let the HEE Local Office or Deanery where you are interviewed know this at the earliest opportunity to save both you and the recruiters the time and resources needed to progress your application.

#### 5.5. Flexibility in Deployment of Trainees

From 2017, England, Scotland and Wales have introduced formalised processes to assist applicants to train in desired locations of the country.

##### 5.5.1. Special Circumstances

To ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way, those applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this on their application form. You will be required to provide evidence, e.g. care plan, letter from current medical specialist treating your condition or Occupational Health physician.

Further information can be found on the Specialty Training website (<http://specialtytraining.hee.nhs.uk/Recruitment/Application-guidance>)

The Special Circumstances Form must be returned by email to [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk) by no later than Monday 4<sup>th</sup> September 2017 at 5pm (UK Time).

##### 5.5.2. Facilitated Placements

This process aims to offer solutions to applicants who have been allocated to different regions to their partner or family. Applicants interested in applying to change their accepted training post should submit a Facilitated Placements Application Form, together with any supporting evidence to [mdrs.nationalrecruitment@hee.nhs.uk](mailto:mdrs.nationalrecruitment@hee.nhs.uk) by the stated deadline for the recruitment round. The application form is available from the [Oriel Resource Bank](#).

Further information can be found on the Specialty Training website (<http://specialtytraining.hee.nhs.uk/Recruitment/Application-guidance>)

#### 5.6. Accreditation of Transferable Competences Framework (ATCF)

Many core competences are common across some, but not all, 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 decided to change career path could transfer competences achieved in another training programme and reduce the length of their new training programme.

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 can be found here: <http://www.aomrc.org.uk/publications/reports-guidance/accreditation-of-transferable-competences-0914/>.

## 6. Specialty Recruitment Assessment (Computer Based Test)

The Specialty Recruitment Assessment is a computer based assessment which will contribute 33% towards your total CT1 Core Psychiatry Training score (the remaining 67% will come from your interview score). The Specialty Recruitment Assessment has been fully researched and evaluated and has been shown to be strong predictors of performance in Psychiatry examinations.

### 6.1. Specialty Recruitment Assessment 2017

All\* applicants applying to CT1 Psychiatry for February 2018 in Round 2 (application window: Tuesday 1<sup>st</sup> August 2017 – Thursday 17<sup>th</sup> August 2017) must sit the Specialty Recruitment Assessment (SRA) between Thursday 7<sup>th</sup> September 2017 and Monday 11<sup>th</sup> September 2017 at a Pearson Vue Centre in the UK or in limited locations overseas.

The SRA is being used by the following specialties in 2017, and you only need to sit it once and the results count towards any applications you make for these specialties: Core Psychiatry Training, General Practice, Obstetrics & Gynaecology, Ophthalmology, Nuclear Medicine and Clinical Radiology.

### 6.2. Re-Sit Policy

\*Any applicants that have already sat the SRA within the current recruitment year, ie. in January or April 2017, will not be permitted to re-sit the SRA for this intake of CT1 Psychiatry.

We are aware that the 'no re-sits within the current recruitment year' rule is different from some other specialties, but we will not make any exceptions for CT1 Psychiatry.

Applicants who have sat the SRA in a previous recruitment year, ie. prior to January 2017, will be required to re-sit the SRA.

### 6.3. Assessment Centre Locations

The Specialty Recruitment Assessment will be delivered between 7<sup>th</sup> and 11<sup>th</sup> September 2017 at Pearson Vue Testing Centre Venues throughout the UK. Applicant expenses will not be reimbursed for attending the computer based test.

#### 6.3.1. Overseas Assessment Centres

The opportunity to sit the SRA outside of the UK will be available for those living/working abroad during the Stage 2 window.

You will be able to specify, on the application form, where you require your overseas assessment but be aware that the number of places in some centres is limited and applicants are therefore advised to submit their application forms as soon as possible. Overseas assessment places will be given on a first come, first served basis subject to availability.

### 6.3.2. Attendance at the SRA

Applicants must present themselves at the test centre 15 minutes before the scheduled appointment time to complete the necessary check-in procedures. It is absolutely essential that you arrive on time – applicants who arrive late will not be admitted.

Applicants should note that children are not permitted at any of the test centres.

Failure to attend a booked test will result in the Psychiatry National Recruitment Office informing your referees and passing the cost on to you. If you are unable to attend your scheduled test, you MUST cancel 24 hours before the test is due to be delivered via [www.pearsonvue.com/nro](http://www.pearsonvue.com/nro) website.

### 6.3.3. Confirmation of Identity

You will be required to present a current valid passport or current valid UK or EU photo card driving licence as means of identification. If you present a biometric passport that does not have a signature, you will need to provide a secondary form of identification with your full name and signature for example, a debit or credit card. The name on your identification documents must match the name used on your Psychiatry specialty training application form. If the names are different, for example, if one is a maiden name and the other a married name, you must present official documentation that links the two names, for example, a marriage certificate.

### 6.3.4. Assessment Outcome

All applicants will receive the result of their Specialty Recruitment Assessment along with the results of their interview. This will be no later than Tuesday 3<sup>rd</sup> October 2017.

## 6.4. Assessment Format

There are two parts to the Specialty Recruitment Assessment; both are designed to assess some of the essential competences outlined in the national Person Specification and are based around clinical scenarios.

### 6.4.1. Professional Dilemmas (110 minutes)

This part focuses on your approach to practicing medicine. The paper lasts 110 minutes. You are presented with scenarios you might meet when practising as a doctor. Each scenario encapsulates a professional dilemma and you are asked about dealing with it. The paper is designed to assess your understanding of appropriate behaviour for a doctor in difficult situations and allow you to demonstrate the application of competencies such as professional integrity, coping with pressure and empathy and sensitivity. The paper assumes familiarity with typical primary and secondary care procedures.

Your responses should represent appropriate behaviour for a second year Foundation doctor. Scoring is based on how close your responses are to the most appropriate response for the question. The most appropriate response is determined by an expert panel. We only include questions that have been tested and where there is a consensus among our expert panel regarding the most appropriate response to the situation. Applicants can score highly in these questions by providing an answer that is close, but not identical to that from the expert group. The closer your answer is to our experts' responses, the more points you will gain for the question.

### 6.4.2. Clinical Problem Solving (75 minutes)

This part lasts 75 minutes. The questions present clinical scenarios and require you to exercise judgement and problem solving skills to determine appropriate diagnosis and management of patients. This is not a test of your knowledge, but rather your ability to apply it appropriately. The topics will be taken from areas with which a Foundation Programme Year 2 doctor could be expected to be familiar.

Questions may be presented in a variety of formats and you will have to choose your answer from the given responses according to your clinical judgement. The examples available for download illustrate some of the question formats that may be used and the type of topics to be covered. Other question formats may be used when appropriate.

You can download examples of Clinical Problem Solving and Professional Dilemma's questions from the General Practice National Recruitment website - <http://gprecruitment.hee.nhs.uk/Downloads>. This includes some practice questions.

### 6.4.3. Preparation hints

- You can take a generic tutorial to familiarise yourself with the controls and screen layouts in advance – see Pearson VUE for details.
- Papers are NOT negatively marked so make sure you answer all the questions.
- Read the instructions and questions carefully. There may be times when you would like more information to answer questions. Just give your best answer given the information provided.
- Read the example question carefully. If you feel you would benefit from revisiting some areas of knowledge or practice in order to be better able to show your capability then you should do this before the assessment.
- We will provide a glossary where questions use terms or abbreviations which are not in universal use or may be misunderstood by some applicants.

None of the question writers take part in or endorse any preparation courses or books.

We understand that applicants may wish to revise and prepare for Stage 2 assessments with each other in small groups. However, sharing information about the actual assessments is unacceptable and is viewed as unprofessional behaviour. The Stage 2 assessment uses a large number of different equated test forms and therefore knowledge of questions in one paper will not necessarily benefit others. We would also remind all applicants that entry to specialty training is competitive.

Example SRA questions can be found via the following link:

<https://qprecruitment.hee.nhs.uk/Portals/8/Documents/National/MSRA%20Applicant%20Guide%20-%20Sample%20Questions.pdf?ver=2016-10-27-083032-997>

## 7. Choosing Your Psychiatry Post

Preferencing is a process of ranking specific posts or sectors within a HEE Local Office or Deanery.

Please note post details may be subject to change over the recruitment period. Additionally, some HEE Local Offices or Deaneries may not be able to provide details of specific posts or sectors.

Offers are made on the basis of your interview ranking and your preferencing of available posts. It is therefore a very important step in the process and you should carefully consider which posts you would be willing to take up.

Preferencing will be done via the Oriel recruitment system. We anticipate that you will be able to preference available options between Wednesday 13<sup>th</sup> September and Friday 29<sup>th</sup> September 2017.

### 7.1. Preferencing in Oriel

Preferencing in Oriel involves marking each option as being in one of three different states:

**Preference** - If an option is marked as a "Preference" it means you wish to be considered for posts within this programme. You must rank these options to specify an order of preference. If you come to be made an offer you will be offered your highest ranked preference where posts remain available.

**No-Preference** - If an option is marked as "No-Preference" it means you wish to be considered for posts within this programme if there are no posts available in your preferred programme(s). If you come to be made an offer and there are no posts available in your "Preference" options you will be offered **any** one of the "No Preference" options as they are considered to have equal preference ranking.

**Not Wanted** – If an option is marked as "Not Wanted" it means you are not willing to accept an offer for this programme under any circumstances and therefore do not wish to be considered for these posts.

When you select the option (e.g. 'HETV1') a pop up box will appear with a brief description of the area/trusts/hospitals involved, the number of posts available and the post start date. If you are having difficulty accessing the website, we would recommend using a laptop/desktop computer and the Chrome browser.

Please note that if an option has '0 posts' it refers to an area where a vacancy is a possibility but has not yet been confirmed. If interested, you should include this option so that if the number of posts increases to 1 or more in the system you will be considered for the post. If you rank the option as your first preference but the number of posts remains as '0' then the Oriel system will bypass your first preference to your second and allocate offers according. It will not put you at a disadvantage.

The preferencing page on Oriel is a 'live page' and will save the changes you make as you go along.

You can continue to amend and re-save your programme preferences until the preference window closes at 12 noon (UK time) on Friday 29<sup>th</sup> September 2017.



The final order in which you save your programme preferences will be the order that will be used when initially matching applicants to available posts.

Example of Oriël’s preferencing screen:

Preference (6)	No Preference (57)	Not Wanted (7)
<input type="text" value="Search..."/> <input type="radio"/> Select All <input checked="" type="radio"/> Select None	<input type="text" value="Search..."/> <input type="radio"/> Select All <input checked="" type="radio"/> Select None	<input type="text" value="Search..."/> <input type="radio"/> Select All <input checked="" type="radio"/> Select None
<p>Rank 1: HENW-CT1-COREPSYCH-GTRMAN (places:6)</p> <p>Rank 2: HENW-CT1-COREPSYCH-MERSEY (places:21)</p> <p>Rank 3: HENW-CT1-COREPSYCH-LANCASHIRE (places:1)</p> <p>Rank 4: HEYH-W2-Bradford/Airedale (places:5)</p> <p>Rank 5: HEYH-W1-Leeds/Wakefield (places:14)</p> <p>Rank 6: HEYH-S1 - Sheffield/Barnsley/Rotherham/Chesterfield/Bass...</p>	<p>Health Education England - North West (places:0)</p> <p>HEEMS-CT1-COREPSYCH-10 (places:1)</p> <p>HEEMN-CT1-COREPSYCH-10 (places:1)</p> <p>Health Education England - North East (places:22)</p> <p>HENW-CT1-COREPSYCH-CUMBRIA (places:3)</p> <p>HESWP-CT1-COREPSYCH-CORNWALL (places:2)</p> <p>HESWS - Somerset - (Aug 17) (places:0)</p> <p>HESWS - Gloucestershire - (Aug 17) (places:4)</p> <p>HFTV-CT1-COREPSYCH-01 (places:0)</p>	<p>HEEMS-CT1-COREPSYCH-01 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-02 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-03 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-04 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-05 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-06 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-09 (places:1)</p>

## 8. Preparing for Interview

### 8.1. Prepare your documentation in advance

There are two sets of documents which you will be required to bring to any interviews you attend:

- Documents to demonstrate that you meet the CT1 eligibility criteria

AND

- A portfolio to evidence your achievements and show how you meet the person specification.

#### 8.1.1. Documents to demonstrate eligibility criteria

You will be required to bring all your original documents and photocopies (A4) of each document for the HEE Local Office, Deanery or Trust human resources representatives to retain as outlined below.

In this guide an 'original' document means 'not a copy'. It does not necessarily mean the first document you were given. In each case, you need to bring your current or most recent document.

Documents highlighted in orange will not be applicable to all applicants. If they are applicable to you, please ensure that you bring them with you.

Document	Copies Required	Additional Information
Original Passport	1 copy of the inside cover & signature/photograph page	N/A
Original current GMC Proof of Registration	1 copy	We can accept a printout of your GMC proof of registration from the online system
Original evidence of right to work in the UK	1 copy	If applicable. For example, evidence of visa status including letter from Home Office accepting you onto relevant scheme and/or the relevant pages of your passport.
Original primary medical qualification certificate	1 copy	With a translated version, if applicable
Original postgraduate qualification / membership exam certificate	1 copy	If applicable
Original proof of English Language proficiency	1 copy	If applicable. This could be your IELTS certificate, evidence your primary medical degree was taught in English or a letter/testimonial from a consultant/educational or clinical supervisor
Original proof of Foundation competences	1 copy	This could be evidence you are currently in Foundation training, your FACD 5.2 or 2017 Alternative Certificate(s)
Original Advanced Life Support certificate	1 copy	The ALS qualification is required by the post start date. Please provide your current certificate or evidence of being enrolled on a future course. NB. Any future course must be completed <b>prior to</b> your intended start date.



## 8.2. Interview Format

### 8.2.1. Interview Questions

Interview questions will be published on our website – [https://www.nwpgmd.nhs.uk/national\\_ct1\\_psychiatry\\_recruitment](https://www.nwpgmd.nhs.uk/national_ct1_psychiatry_recruitment). For this round of recruitment, the questions will be published on Tuesday 12<sup>th</sup> September 2017.

### 8.2.2. Presentation of Portfolio Station (15 minutes)

Please note the domains assessed in this station are commitment to specialty, commitment to learning and personal development, team working and interpersonal skills, academic and research skills, audit, teaching, organisational skills, communication skills and presentation skills.

The purpose of this station is to allow you to demonstrate what you have achieved during foundation training (or equivalent) and to use your portfolio to show how you meet the person specification for CT1 Core Psychiatry Training.

You will need to put together your portfolio in advance of your interview. If you have an e-portfolio, you should print out relevant sections of it to add to your hard copy portfolio as there won't be projection facilities.

The main purpose of this station is to give you the opportunity to present portfolio-based evidence on how you meet the person specification. Your portfolio should include the following information at least. Please note that this list is not exhaustive:

- A copy of your CV including previous posts and qualifications
- Your personal development plan
- Relevant workplace based assessments
- Any other supporting information, such as feedback from previous posts, patients, colleagues or references
- Reflective practice
- Audits
- Presentations / Posters
- Publications
- Teaching delivered or Teaching courses attended

Please note that in addition to the evidence you provide, you will also be assessed on the organisation and presentation of the documentation you have provided.

Finally, please ensure that your portfolio and any other associated documents do not include any Patient Identifiable Data.

Please ensure that your portfolio and any other associated documents do not include any Patient Identifiable Data

### 8.2.3. Communications in a Clinical Setting Station (15 minutes)

Please note the domains assessed in this station are self-assurance, empathy, warmth, competence, use of active listening, ability to elicit history and reflective skills.

The station is split into two parts. The first ten minutes will be an interaction with a simulated patient based on a clinical scenario and the final five minutes will be a question and answer session allowing you to reflect on how you felt the clinical scenario went.

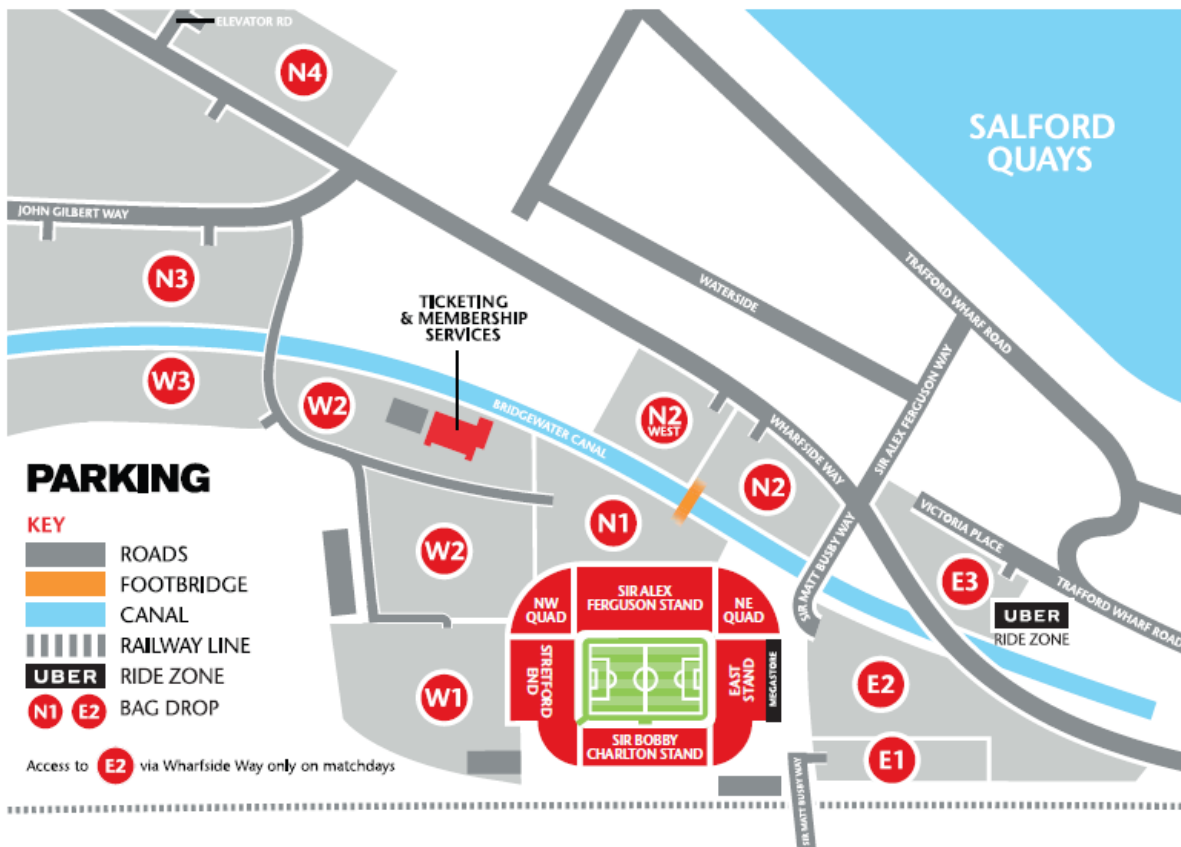
Please also see section 9.4.3 below.

# 9. Stage 3 Assessment - Interview

## 9.1. Venue Information and Travel

Interviews will take place on Tuesday 26<sup>th</sup> September 2017 at the following venue:

Captains Lounge  
 Old Trafford Stadium  
 Sir Matt Busby Way  
 Old Trafford  
 Manchester  
 M16 0RA



Visitors should drive into N2 Car park from Wharfside Way, and then enter the stadium via the North West Quadrant where reception staff will direct you accordingly.

If arriving by tram, get off at the **Old Trafford** stop: [http://www.metrolink.co.uk/stationinfo/documents/route\\_map.pdf](http://www.metrolink.co.uk/stationinfo/documents/route_map.pdf). You must purchase a ticket before boarding the tram.

The nearest train station is **Manchester Piccadilly**; the stadium is approximately 15 minutes away by taxi or tram: <http://www.nationalrail.co.uk/stations/MAN/details.html>.

Please note we do not routinely pay travel expenses for trips by taxi, and any trips by taxi you wish to claim for must be pre-approved by emailing us via [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk) with an explanation of why a trip by taxi is necessary.

Plan your journey here: <http://www.nationalrail.co.uk/default.aspx>

The nearest airport is **Manchester Airport**, more information can be found here: <http://www.manchesterairport.co.uk/to-and-from-the-airport/>

Please be aware that security measures are now in place at the Old Trafford Stadium and so bags will be searched upon arrival. Bags and cases should be limited to a size that could be taken on board an aircraft as hand luggage.

## 9.2. Interview Expenses

Information regarding travel expense reimbursement can be found at the following link:  
[https://www.nwpgmd.nhs.uk/national\\_CT1\\_Psychiatry\\_Recruitment](https://www.nwpgmd.nhs.uk/national_CT1_Psychiatry_Recruitment)

## 9.3. Booking an interview slot

Interviews are to be held on Tuesday 26<sup>th</sup> September 2017 at the Old Trafford Stadium, Manchester. There will be no other interview venues and no alternatives (i.e. video or telephone conferencing). It is recommended that you request employment leave to attend the interview, if applicable, even if you have not received a formal invitation. Please ensure you consider any applicable service and rota issues whenever possible when booking your interview place.

You will receive an email which will contain details of how you can use the online booking facility, to book an interview slot, within your Oriel account. Once you have logged into the system and have booked an interview slot, you will receive a confirmation email.

Interview slots are booked on a first-come, first-served basis. Interview invitations will be released to candidates on Wednesday 13<sup>th</sup> September 2017 at 12 noon (UK Time).

Candidates will be able to pre-allocate interview time slots for the following reasons only:

1. Travelling to/from overseas on the dates of the interview
2. Attending interview elsewhere on the same date
3. Ill health

Requests for a pre-allocated interview slot should be sent, along with evidence, to the following email address, by no later than Tuesday 12<sup>th</sup> September at 12 noon (UK Time): [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk)

Please see section 8.1.1. for details of the documentation you should bring with you to interview.

### 9.4.1. Timing

Applicants are advised to arrive a minimum of 30 minutes prior to their interview slot to allow sufficient time for document checking. Please see item 8.1 for further details on document checking.

Please be prepared for the fact that delays are likely to occur, especially at large scale interviews. When making travel arrangements, applicants should factor in additional time to allow for possible delays during the interviews.

Applicants who arrive late for their scheduled interview should be prepared for the fact that it may not be possible to accord them a later interview slot and their interview may thus be forfeited.

### 9.4.2. Refreshments

Water will be provided for applicants in the waiting room and is available in each Interview Station.

The nearest café, the Red Café, can be found within the stadium (open 11am – 4pm). There is also a Tesco supermarket within 5-10mins walking distance.

### 9.4.3. The Interview Format

The interview is designed to give you an opportunity to demonstrate the skills and competences outlined in the essential and desirable sections of the person specification (available from: <http://specialtytraining.hee.nhs.uk/portals/1/Content/Person%20Specifications/Core%20Psychiatry%20Training/Core%20Psychiatry%20Training%20CT1.pdf> ).

The interview will consist of two 15 minute stations with two interviewers at each station. There may also be a lay assessor in one of the stations. The stations are as follows:

- Review of your achievements and potential as demonstrated in your C.V. and portfolio.
- Demonstrating your communication and clinical skills in a simulated clinical scenario.

The national interview questions set by the National Psychiatry Recruitment Board are published via: [https://www.nwpgmd.nhs.uk/national\\_CT1\\_Psychiatry\\_Recruitment](https://www.nwpgmd.nhs.uk/national_CT1_Psychiatry_Recruitment) in advance to offer all applicants an equal chance to

prepare, regardless of the date of their interview. The questions are designed to allow applicants to demonstrate their skills and personal attributes; they are not aimed to test knowledge. The questions will be published on Tuesday 12<sup>th</sup> September 2017 for this round of recruitment.

Please also see section 8.2 above.

#### 9.4.4. The Interview Panel

On the day of the interview, all panel members will be trained and briefed on the interview process in question and specifically on the importance of maintaining consistent scoring parameters. Applicants can expect their interview panel to probe and challenge their answers and statements if the panel feel they need further information. This allows applicants a fair opportunity to answer the questions.

There will always be a minimum of two assessors on any given interview panel. Interviewers are asked to score independently. Throughout the day, all scores awarded during the day are reviewed by the interview panel, a lay chair and the recruitment lead, and any significant discrepancies in scores between interviewers are highlighted and discussed.

Where discrepancies in scores are deemed to be justified – that is, each interviewer has scored consistently within set scoring parameters – the score stands; where deemed not to be justified, the score is amended. An amendment is a reasonably rare occurrence, given interviewers are trained to score consistently. It is not unusual for applicants to be awarded scores that vary between interviewers.

#### 9.4.5. Concerns on the Interview Day

If an issue happens on the day of your interview or assessment centre, you should speak to a lay representative or the Recruitment Lead/senior manager on duty. These individuals can be identified by approaching any member of staff on the document checking desk who will be able to assist you.

### 9.5. Feedback

Feedback on your CT1 Core Psychiatry Training scores will be made available to you after initial offers have been made. The feedback will consist of your score in each station, plus the maximum possible score for each station as well as your total score and rank. It will also include the minimum threshold you must reach in order to be deemed appointable. Feedback will be sent to all applicants, including those who are appointable, unappointable or on the reserve list.

Detailed written feedback from the assessors must be requested by email via [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk).

If you request feedback, PSYNRO expect the scoresheets to be released to applicants within 20 working days. However in busy periods, it may take longer.

## 9.6. CT1 Core Psychiatry Training Total Score

The CT1 Psychiatry Total Score is made up of the following elements.

Area	Maximum Total Score	Percentage of Maximum Total Score
Specialty Recruitment Assessment – Professional Dilemma Paper	15	16.7%
Specialty Recruitment Assessment – Clinical Problem Solving Paper	15	16.7%
Station 1 – Presentation of Portfolio	30	33.3%
Station 2 – Communication in Clinical Setting	30	33.3%
<b>Total Score</b>	<b>90</b>	<b>100%</b>

### Specialty Recruitment Assessment (SRA)

The Work Psychology Group will apply standard weighting to each applicant's SRA score. The maximum available score for the SRA for Psychiatry is 30 overall (and a maximum of 15 per paper).

### Appointability

In order to be appointable, applicants must score

- At least 45 marks across the Specialty Recruitment Assessment and Stations 1 and 2
- At least 10 marks in Station 1 and
- At least 10 marks in Station 2.

There is no minimum scoring requirement for the SRA.

### Tied Scores

If there are tied scores, the stations will be weighted in this order:

- Station 2
- Station 1
- SRA weighted score
- SRA raw score

# 10. Offers

## 10.1. Receiving Offers

Offers will be released by Health Education England (North West) on behalf of all LETBs and Deaneries via Oriel. It is anticipated that the first wave of offers will be released no later than Tuesday 3<sup>rd</sup> October 2017.

The nationally set dates relevant for the offer process are as follows:

Initial Offers Out:	by Tuesday 3 <sup>rd</sup> October 2017
Hold Deadline:	Wednesday 11 <sup>th</sup> October 2017 at 12 noon, UK Time
Upgrade Deadline:	Friday 13 <sup>th</sup> October 2017

The decision whether to make you an offer of a training programme will be based on your interview ranking and score.

If your interview score meets or exceeds the national threshold you will be deemed appointable. Please note that being deemed appointable does not guarantee you a post. Applicants are ranked according to their interview score and offers will depend on your ranking coupled with your preferences of available posts in each LETB or Deanery. The higher your interview score, the more likely you are to be offered a training post. Your score is based on your total performance in the computer based test and two interview stations, and your rank determines where you are placed compared to other applicants who were interviewed.

Any offer and allocation of a training programme you receive is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the employing organisation where you will be based and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable. Information regarding standard pay, hours, sick pay and annual leave entitlement; notice period, study leave etc are set out in the national terms and conditions available from the NHS Employers website via: <http://www.nhsemployers.org/Pages/home.aspx>.

If you are deemed eligible for appointment but your interview score places you below the number of vacancies available, you could still receive an offer if initial offers are rejected by higher scoring applicants.

If you are not deemed appointable, you will receive an email to let you know this, and feedback on your performance at interview.

## 10.2. Responding to an Offer

You will be given 48 hours (exclusive of weekends and bank holidays) to respond to an offer and have the option to accept, decline or hold.

When you receive an offer, you have three options – to accept (or accept with upgrades), to hold (or hold with upgrades) or to reject.

Please note that if you reject an offer you will not be considered for any further CT1 Psychiatry posts in this recruitment round. If you fail to respond to an offer within the 48 hour window, you will be deemed to have declined the offer.

All offers will be received via Oriel, and must be accepted/held/rejected via the Oriel system.

Example One – You are ranked 1<sup>st</sup> overall and therefore will be offered your first preference.

Example Two – You are ranked 21<sup>st</sup> overall, and have preferenced Post A as your first choice, with Post B as your second choice. Unfortunately, Post A has already been accepted by someone who ranks above you – therefore you will be offered Post B. You can accept this post, or you can accept with upgrades – guaranteeing you Post B, but also meaning you could be upgraded to Post A should it become available.

Example Three – You ranked 150<sup>th</sup> overall, and have ONLY preferenced Post C and Post D. These posts have, however, been already accepted by applicants that rank above you, so you will not receive any offers.

The examples above are not, of course, exhaustive – there are other possible combinations of events. Offers will be recycled until either all posts are filled, or all candidates have been exhausted.

When the offers process has been completed, the information will be passed on to the staff in the various geographical offices around the UK. They will then be in touch with applicants that have accepted a post in those locations to finalise details, carry out pre-employment checks, etc.

Please note that if you are holding an offer and try to hold another, the original held post will be automatically declined by the system.

Once you have accepted a post, you will not receive any further offers from any other specialty.

Offers that are declined will be recycled and offered in rank order to other applicants.

If you choose to hold an offer, you can hold this up until Wednesday 11<sup>th</sup> October 2017 at 1pm. Before this deadline, you will be required to go back into Oriel and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to be declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept or decline.

### 10.3. Offer Exchanges

When you accept or hold an offer with upgrades, you will have the opportunity to amend your preferences. This will allow you to remove preferences that you originally ranked above your current offer and alter the order of your preferred programmes.

An Example:

- As an applicant I receive an offer for programme B that I assigned a rank of 2
- Due to changes in my circumstances, I do not wish to opt in for upgrades to programme A. Instead I would like to opt in to upgrades for programmes G - J, that I had ranked between 7 and 10.
- I amend my preferences so that the offer I received is now my 5<sup>th</sup> ranked preference, so I can opt in to upgrades for programmes J – H.

Before		After	
Rank	Programme	Rank	Programme
1	A	1	J
2	B	2	H
3	C	3	I
4	D	4	G
5	E	5	B
6	F	6	C
7	G	7	D
8	H	8	E
9	I	9	F
10	J	10	A

### 10.4. Pre-Employment Checks

In due course, the LETB or Deanery will contact you to complete pre-employment checks. These checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients. Checks will include verification of references, fitness to practise updates from the General Medical Council (GMC), occupational health clearance, criminal records checks and immigration status checks.

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. In the meantime if you do have any queries regarding the post you have accepted, we recommend you contact the LETB or Deanery that you have been appointed to for further details.

### 10.5. Deferring your Start Date

Applicants can make an application for deferred entry as per guidance in the Gold Guide. Deferment can only be considered on statutory grounds such as maternity leave or ill health. No other reason will be considered.

The Gold Guide can be found at: <http://specialtytraining.hee.nhs.uk/the-gold-guide/>.

## 11. Clearing

Any unfilled posts available after all successful applicants have accepted their offers will be entered into national clearing. Applicants who were deemed ‘appointable’ are eligible for clearing. All eligible applicants will be contacted with information on how the process will work once clearing posts have been confirmed.

## 12. References

Applicants must provide the contact details for three references on their application form; ideally they will be consultants who have supervised the applicants' work or the current/most recent supervisor.

Once offers have been accepted, the referees will be invited to submit a reference using the Oriel system. Instructions will be sent to the email address provided on the application form.

The Oriel system will send automatic, regular reminders to referees asking them to complete the reference form online. Applicants must take responsibility to ensure that all references have been submitted. Applicants can monitor their references by selecting the 'References' tab on the Oriel dashboard.

All offers made will be on the condition of the HEE Local Office or Deanery receiving three satisfactory references. Obtaining references is an applicant's responsibility. The HEE Local Office or Deanery will not chase your referees.

If the referee is unable to access the Oriel system, or if their contact details have changed since the time you completed the form, a paper based reference form can be downloaded from the [Oriel Resource Bank](#) as an alternative to the online system. Please note that we will only accept the current (2017) version of the reference form.

The form must be returned to either of the following addresses:

By Post: National Recruitment Team  
Health Education North West  
3<sup>rd</sup> Floor  
3 Piccadilly Place  
Manchester  
M1 3BN

By Email: [Psychiatryrecruitment.nw@hee.nhs.uk](mailto:Psychiatryrecruitment.nw@hee.nhs.uk)

## 13. Further information

If you have any further questions, please see the information on our website or contact us via the email address below.

**Website:** [https://www.nwpgmd.nhs.uk/national\\_Psychiatry\\_Recruitment](https://www.nwpgmd.nhs.uk/national_Psychiatry_Recruitment)

**Email:** [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk)

***Follow us on Twitter @NatPsychRecruit***



# 14. Useful Links

## Core Psychiatry Curriculum

- <http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curriculum.aspx>

## CT1 Core Psychiatry Person Specification

- <http://specialtytraining.hee.nhs.uk/portals/1/Content/Person%20Specifications/Core%20Psychiatry%20Training/Core%20Psychiatry%20Training%20CT1.pdf>

## CT1 Core Psychiatry website

- [https://www.nwpgmd.nhs.uk/national\\_CT1\\_Psychiatry\\_Recruitment](https://www.nwpgmd.nhs.uk/national_CT1_Psychiatry_Recruitment)

## Recruitment Portal

- <https://www.oriel.nhs.uk>

## Specialty Training website

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

## National Applicant Handbook (including guidance for overseas applicants)

- <http://specialtytraining.hee.nhs.uk/applicant-handbook/>