APPLICANTS’ GUIDE

CT1 Core Psychiatry Training in England, Scotland and Wales

August 2019 intake

Round 1A Recruitment
Revisions

This Applicants’ Guide has been updated for the *Round 1 Recruitment* which is appointing to CT1 Core Psychiatry Training posts starting from August 2019.

Revision 1: Updated Friday 7th December 2018

Amendments include
- Note re interview arrangements for applicants who have also applied for ST1 Child & Adolescent Psychiatry
- Clarification of interview scoring and tied scores
- Minor updates to concerns on day of interview section
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1. Introduction

This guide is for doctors applying for specialty training posts in psychiatry in England, Scotland and Wales at CT1 level commencing from August 2019. 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 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.nimdta.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/ct1_psy_current_round.

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

1.1 Changes since 2018 recruitment

Interview arrangements for applicants applying to both ST1 Child & Adolescent Psychiatry and CT1 Core Psychiatry Training

The interview processes for ST1 Child & Adolescent Psychiatry and CT1 Core Psychiatry Training assess the same competences and use a standard scoring framework.

For 2019, we are pleased to announce we have introduced a process that will allow you to just attend one interview and be considered for both specialties. **You must have applied for both specialties in order to be eligible for this offer.**

If you sit the MSRA and score below the bypass threshold, then you will be invited to attend an ST1 Child & Adolescent Psychiatry interview. This score will be converted to count for your Core Psychiatry application as well. This means you will only need to attend one interview in order to be considered for both specialties.

In the ST1 Child & Adolescent Psychiatry portfolio station, there is a score for commitment to specialty. Panel members will score your commitment and suitability for the specialty twice; once for your Child & Adolescent Psychiatry application and once for your Core Psychiatry Training application. The latter score will be used for your Core Psychiatry Training application. All other aspects of the scoring framework and domains assessed are the same across both specialties.

Foundation Competence

**Alternative Certificate of Foundation Competence** – This has been renamed as the **Certificate of Readiness to Enter Specialty Training.** If you have a fully signed off and completed Alternative Certificate of Foundation Competence from 2016, 2017 or 2018 and it relates to a post that you were in after 1st January 2016 (ie. 3.5 years before the intended post start date), you may still use this to evidence your Foundation Competence. If not, you will need to get a Certificate of Readiness to Enter Specialty Training signed off. You can find the Certificate of Readiness to Enter Specialty Training via https://specialtytraining.hee.nhs.uk/Resources-Bank

Please note that all times referenced within this guide relate to UK time.
## 2. Timeline

This applicants’ guide provides information on the recruitment process for posts commencing from August 2019.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advert placed</td>
<td>Wednesday 31st October 2018</td>
</tr>
<tr>
<td>Application window opens</td>
<td>Wednesday 7th November 2018 at 10am UK time</td>
</tr>
<tr>
<td>Application window closes</td>
<td>Thursday 29th November 2018 at 4pm UK time</td>
</tr>
<tr>
<td>Longlisting</td>
<td>Friday 30th November – Thursday 13th December 2018</td>
</tr>
<tr>
<td>Invitation to MSRA</td>
<td>No later than Tuesday 18th December 2018</td>
</tr>
<tr>
<td>MSRA ID exemptions deadline</td>
<td>By 1pm UK time on 28th December 2018</td>
</tr>
<tr>
<td>Specialty Recruitment Assessment</td>
<td>Between 3rd – 14th January 2019 at various locations in the UK, and limited locations overseas</td>
</tr>
<tr>
<td>Interview questions published on website</td>
<td>Thursday 31st January 2019</td>
</tr>
<tr>
<td>Invitations to Interview / SRA By-Pass notification</td>
<td>From Monday 21st January 2019</td>
</tr>
<tr>
<td>Preferences open in Oriel</td>
<td>Tuesday 22nd January 2019</td>
</tr>
</tbody>
</table>
| Interviews (Dual Selection Centre for all posts in England, Scotland and Wales) | - Etihad Stadium, Manchester  
  Thursday 7th, Friday 8th, Thursday 14th & Friday 15th February 2019  
  - West Park Conference Centre, Dundee  
  Monday 4th February 2019  
  *Eligible candidates will be able to select an interview slot at either venue for posts in all locations* |
| Preferences close in Oriel                                            | Monday 18th February 2019 at 10am UK time                                |
| Initial Offers                                                        | Tuesday 19th February 2019 by 5pm UK time                                |
| Hold deadline                                                         | Friday 8th March 2019 at 1pm UK time                                     |
| Upgrade deadline                                                      | Friday 15th March 2019 at 4pm UK time                                    |
| Anticipated Start Date                                                | From Wednesday 7th August 2019                                           |
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 Wednesday 7th November 2018 and 4pm on Thursday 29th November 2018 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, available from: https://nww.oriel.nhs.uk/Web/ResourceBank.

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 with you during the recruitment process will be by email and via your account on the application system. Please choose a secure email address that you can access easily and frequently. Failure to check 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.

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 and noreply@oriel.nhs.uk to your email whitelist.

3.3. Choosing an 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 one of the dual interviews held at the Etihad Stadium, Manchester or West Park Conference Centre, Dundee. Please note that ahead of the interview, you will be able to rank all available posts in England, Scotland 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/specialty-recruitment/person-specifications-2013/2017-person-specifications](http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2017-person-specifications).

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](https://www.gov.uk/government/publications/tier-2-shortage-occupation-list).


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: [http://www.westmidlandsdeanery.nhs.uk/Recruitment/Overseas-Doctors/Tier-2](http://www.westmidlandsdeanery.nhs.uk/Recruitment/Overseas-Doctors/Tier-2).

**Wales** – The responsibility lies with the successful applicants to request a Certificate of Sponsorship, where required. A request form can be downloaded from [https://www.walesdeanery.org/recruitment/certificate-sponsorship](https://www.walesdeanery.org/recruitment/certificate-sponsorship).

**Scotland** – Responsibility for collecting information required to issue the Certificate of Sponsorship rests entirely with the Sponsorship team in NHS Education for Scotland.
5. Overview of Eligibility Requirements

You should read the 2019 CT1 Core Psychiatry Training person specification (available via http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2017-person-specifications/) to determine whether you are eligible and meet the entry and selection criteria listed there.

The minimum entry requirements are as follows:

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A recognised primary medical qualification</td>
<td>If you do not hold a recognised primary medical qualification, then you will not be considered.</td>
</tr>
<tr>
<td>Eligibility for full registration with the GMC and a current licence to practise</td>
<td>You need to be eligible for full GMC registration by the application closing date and hold full registration as well as a licence to practise by the time of post start date.</td>
</tr>
</tbody>
</table>
| Eligibility to work in UK                                                | Before you can take up a psychiatry training post, you will need to demonstrate that you are eligible to legally work in the UK.  
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.  
| English Language Skills                                                  | Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Medical Council.  
Applicants are advised to visit the GMC website which gives details of evidence accepted for registration. www.gmc-uk.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Match to specialty level                                                 | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Evidence of achievement of foundation competence                        | If you have completed a UK – affiliated Foundation Programme since 1st January 2016, then you may use your FPCC/FACD 5.2 to demonstrate Foundation Competence.  
If you have not completed a UK – affiliated Foundation Programme since 1st January 2016, then you must provide evidence of achieving equivalent foundation competences within this period.  
Please see section 5.1 for further details on demonstrating Foundation Competences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

1 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.
### Previously relinquished, released or removed from Psychiatry

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

Applicants must ask their previous HEE Local Office/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 - [https://www.oriel.nhs.uk/Web/ResourceBank](https://www.oriel.nhs.uk/Web/ResourceBank).

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.

### Support for Reapplication of Specialty Training in a Different Region

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.

Applicants must ask their Head of School/Programme Director in their current LETB/Deanery to complete a Support for Reapplication of Specialty Training in a Different Region, available to download from the Oriel Resource Bank - [https://www.oriel.nhs.uk/Web/ResourceBank](https://www.oriel.nhs.uk/Web/ResourceBank).

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.

### Previously relinquished, released or removed from an UK-affiliated Foundation Programme

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/Certificate of Readiness or evidence you have returned to the Foundation Programme and expect to be awarded an FPCC/FACD 5.2) and you provide a letter of support from the Postgraduate Dean or designated deputy, of the LETB or HEE Local Office 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 psychiatryrecruitment.nw@hee.nhs.uk.

### Fitness To Practise

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 for dates).

Please note that answering ‘yes’ to one or more of the Fitness to Practise questions does not necessarily mean your application cannot progress.

Emails should be sent to: fitnesstopractise.nw@hee.nhs.uk
5.1. Evidence of Foundation Competences

Person specifications for entry to all CT1 specialty training programmes require applicants to provide evidence of achievement of Foundation Competence within the last 3.5 years in line with GMC standards/Good Medical Practice including:

- Make the care or 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 5 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 UKPFO affiliated foundation programme which is due to finish on or after Tuesday 6th August 2019, 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 an FPCC by August 2019.

   NB. 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 an FPCC 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 in point 4 below.

2. If you have completed a UK Foundation programme on or after 1st January 2016, we will ask you to confirm that you have been awarded an FPCC/FACD 5.2. You MUST attach a scanned copy of your FPCC/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.

3. **If you are currently working in a Widening Access to Specialty Training post, you will need to obtain a fully completed and signed 'Certificate for Readiness to Enter Specialty Training' by the start date of the post you are applying for. You do not need to provide any further information with your application.**

4. If you have not undertaken a UK Foundation programme since 1st January 2016, you will need to submit alternative evidence by asking a consultant/consultants who have supervised you for at least 3 months since 1st January 2016 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/Certificate of Readiness to Enter Specialty Training 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 January 2016. You can download the 2019 Certificate of Readiness to Enter Specialty Training from: [https://specialtytraining.hee.nhs.uk/Resources-Bank](https://specialtytraining.hee.nhs.uk/Resources-Bank)

   NB. Older versions of the certificate are acceptable provided that they meet the above criteria (i.e. at least 3 months since 1st January 2016), however, if you are submitting more than one Alternative Certificate to evidence a complete set of foundation competences/professional capabilities, the version of the form you submit must be the same for comparable purposes. For example, if you have a 2018 form that does not demonstrate each and every competence, we would expect a new form, or forms, all to be submitted on the 2019 Certificate of Readiness to Enter Specialty Training form.

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 FPCC/FACD or Alternative Certificate/Certificate of Readiness. Please ensure you enter your NTN or DRN on your application where requested.
5.2. Additional Information for applicants completing the Certificate of Readiness to Enter Specialty Training

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 LETB/HEE Local Office 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/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 lead recruiter or HEE Local Office/Deanery where you have accepted an offer 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.

NB. Only applicants who satisfy one of the following criterion will be eligible to apply for consideration of their special circumstances:

- Criterion 1 – the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010
- Criterion 2 – the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement

Further information can be found on the Specialty Training website (https://specialtytraining.hee.nhs.uk/Recruitment)

The respective Special Circumstances Form for completion can be found via https://specialtytraining.hee.nhs.uk/Resources-Bank

The Special Circumstances Form, together with supporting evidence must be returned by email to mdrs.nationalrecruitment@hee.nhs.uk by no later than the date the application window closes (ie. Thursday 29th November 2018).

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 contact the lead recruiter, following acceptance of offer with details of their requirements.

Wherever possible, the lead recruiter will accommodate the requested swap, however, facilitated placements will be managed on a first come first served basis. Where competition exists for a post, due to more than one applicant requesting the post at the same time, allocation will be made according to the priority category of each applicant.

Further information can be found on the Specialty Training website (https://specialtytraining.hee.nhs.uk/Recruitment)
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 and raise with their Training Programme Director or Head of School within 3 months of starting a Core Psychiatry Training post. The Royal College has some frequently questions available via this link:

https://www.rcpsych.ac.uk/traininpsychiatry/curriculaandguidance/specialtytrainingguides.aspx

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 (SRA) 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 SRA has been fully researched and evaluated and has been shown to be strong predictors of performance in Psychiatry examinations.

6.1. Specialty Recruitment Assessment 2019

All applicants applying to CT1 Psychiatry for August 2019 in round 1 (application window: 7th – 29th November 2018) must sit the SRA between 3rd and 14th January 2019 at a Pearson Vue centre in the UK or in limited locations overseas.

The SRA is being used by the following specialties in 2019, and you only need to sit it once and the results count towards any applications you make for these specialties: Core Psychiatry Training, ST1 Child and Adolescent Psychiatry, General Practice, Obstetrics & Gynaecology, Ophthalmology, Nuclear Medicine and Clinical Radiology.

6.2. Assessment Centre Locations

The SRA will be delivered between 3rd and 14th January 2019 at Pearson Vue Computer Testing Centres venues throughout the UK and in selected locations overseas. Applicant expenses will not be reimbursed for attending the computer based test.

6.2.1. Overseas Assessment Centres

The SRA is delivered globally on a number of consecutive days in a large number of Pearson VUE Computer Testing Centres. You can find your nearest Pearson VUE test centre by visiting http://pearsonvue.com/nro/locate. Please note that capacity at each centre is finite and there may be a requirement to travel to the nearest location with availability, if there is no availability at your preferred location.

Applicants who reside in or, are in employment in the UK (including the Channel Islands and the Isle of Man) during the assessment window are expected to attend a UK test centre. If you are outside of the UK during the SRA window, you will have the opportunity to sit the SRA outside of the UK at a test centre nearest to your location, subject to seat availability.
6.2.2. 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 website.

6.2.3. 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.

6.2.4. Assessment Outcome

All applicants will receive the result of their Specialty Recruitment Assessment when interview outcomes are published, which will coincide with initial Offers being made.

6.3. Assessment Format

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

6.3.1. Professional Dilemmas (110 minutes)

This part focuses on your approach to practising 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.

6.3.2. 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 - https://gprecruitment.hee.nhs.uk/Downloads. This includes some practice questions.
6.3.3. 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.

Further information about the SRA is available on the relevant page on the HEE NW web site under the ‘General Guidance documents’ section.

6.4. SRA ‘Bypass’ Score

We are pleased to confirm that for August 2019 recruitment we will continue to make some applicants an unconditional training programme offer based on their SRA score only. If you meet this score, then you will not need to attend for interview and you will be ranked ahead of those attending the selection centre. This will increase your chance of receiving your training position in your first choice of location. Based on detailed modelling work and analysis of previous recruitment between 2015 – 2018, the 2019 bypass will apply to all applicants who score more than 541 (raw score) on the SRA.

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 22nd January and 10am UK time on 18th February 2019.

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 10am (UK time) on 18th February 2019.

Example of Oriel's preferencing screen:
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 paper portfolio to evidence your achievements and show how you meet the person specification.

*NB. E-portfolios are not permissible. Please ensure you print all evidence you wish to be considered from your e-portfolio and bring it with you in a paper based portfolio, as failure to do so could result in you failing the Portfolio Station.*

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.

<table>
<thead>
<tr>
<th>Document</th>
<th>Copies Required</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Passport</td>
<td>1 copy of the inside cover &amp; signature/photograph page</td>
<td>N/A</td>
</tr>
<tr>
<td>Original current GMC Proof of Registration</td>
<td>1 copy</td>
<td>We can accept a printout of your GMC proof of registration from the online system</td>
</tr>
<tr>
<td>Original evidence of right to work in the UK</td>
<td>1 copy</td>
<td>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.</td>
</tr>
</tbody>
</table>
8.2. Interview Format

8.2.1 Interview arrangements for applicants applying to both ST1 Child & Adolescent Psychiatry and CT1 Core Psychiatry Training

The interview processes for ST1 Child & Adolescent Psychiatry and CT1 Core Psychiatry Training assess the same competences and use a standard scoring framework.

For 2019, we are pleased to announce we have introduced a process that will allow you to just attend one interview and be considered for both specialties (as long as you have submitted an application for both specialties).

If you sit the MSRA and score below the bypass threshold, then you will be invited to attend an ST1 Child & Adolescent Psychiatry interview. This score will be converted to count for your Core Psychiatry application as well. This means you will only need to attend one interview in order to be considered for both specialties.

8.2.1 Interview Questions

Interview questions will be published on our website - [https://www.nwpgmd.nhs.uk/ct1_psy_current_round](https://www.nwpgmd.nhs.uk/ct1_psy_current_round) - a week ahead of the first interviews. For this round of recruitment, the date of publication will be Thursday 31st January 2019.

8.3.1 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 presentations 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.

**Please note if you have also applied for ST1 Child & Adolescent Psychiatry, then you will sit the Child & Adolescent Psychiatry portfolio station but you should note that the panel members will score your commitment and suitability for the specialty twice; once for your Child & Adolescent Psychiatry application and once for your Core Psychiatry Training application. The latter score will be used for your Core Psychiatry Training application. All other aspects of the scoring framework and domains assessed are the same across both specialties.**

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 and e-portfolios may not be used as evidence. Please ensure you bring printed/paper copies only. **If you do not bring a paper based portfolio with you to the interview, the Panel will award you '0' marks for this station and you will therefore fail the station and potentially the interview.**

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 / Quality Improvement
- 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.
8.3.2 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 9.6 below.

9. Interview

9.1. Venue Information

Interviews will take place between Friday 4th February 2019 and Friday 15th February 2019 at two locations in the UK. Candidates may choose their preferred interview location, however, there is a limited capacity at each venue per interview date and so slots will be available on a first come first served basis and cannot be guaranteed at a specific location. A list of dates and respective venues can be found in the August 2019 CT1 Recruitment Timetable available from: https://www.nwpgmd.nhs.uk/ct1_psy_current_round

If you have also applied for ST1 Child & Adolescent Psychiatry, then you will need to attend interview in Manchester on either 8, 14 or 15th February 2019. The Child & Adolescent Psychiatry score will be converted to count for your Core Psychiatry application as well. This means you will only need to attend one interview in order to be considered for both specialties. See section 8.2.1 for more details.

9.1.1. Manchester Venue Information

Interviews will be held in the Mancunican Suite at the Etihad Stadium, Manchester on Thursday 7th, Friday 8th, Thursday 14th and Friday 15th February 2019. Details of how to find the stadium can be found below.

The address is: Manchester City Football Club, Etihad Stadium, Etihad Campus, Manchester, M11 3FF

Visitors should drive into the Etihad Campus via Gate 11 on Ashton New Road (A662), and use Car Park A (coloured yellow on the above map) and enter the stadium via Entrance U (Colin Bell Stand) where reception staff will direct you accordingly. Car parking is complimentary for Special Events customers.

If arriving by tram, the nearest stop is Etihad Campus: http://www.metrolink.co.uk/stationinfo/Documents/Route_Map.pdf

The nearest train station is Manchester Piccadilly; the stadium is approximately 10 minutes away by taxi: 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 with an explanation of why a trip by taxi is necessary.
Plan your train 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 new security measures are now in place at the Etihad Stadium and so bags will be searched upon arrival. Bags and cases are limited to a size that could be taken on board an aircraft as hand luggage; these will be searched at the entrance to the stadium and will be kept in the event suite. Any bags larger than this size must be left at the Security Lodge on the Yellow Car Park.

9.1.2. Dundee Venue Information

Interviews will be held at the West Park Conference Centre, Dundee on Monday 4th February 2019. Details of how to find the stadium can be found below.

The address is: West Park Conference Centre, 319 Perth Road, Dundee DD2 1NN

Travelling to West Park, Dundee by rail:
Dundee is on the main East Coast rail line. Direct services to major cities in Scotland (Aberdeen, Edinburgh, and Glasgow) are just over an hour away. The railway station is only a five minute drive from West Park.

Travelling to West Park, Dundee by air:
Dundee Airport is three miles to the west of the city centre. The airport is only a five minute drive from West Park.

Travelling to Dundee by car from the North A90 from Aberdeen:
Entering Dundee from the A90, at the traffic lights turn right onto the Kingsway (A90). Follow the road until you reach the Swallow roundabout (4th roundabout) then take the first exit onto Riverside Drive. Continue along Riverside Drive (A85) for approximately one mile until you reach the next roundabout. Signposted for West Park from this point. Take the first exit (up a steep hill) and then take the first right onto the Perth Road. Continue along Perth Road, passing Fernbrae Hospital on your left; travel a further few hundred yards and West Park is located on the left hand side.

Travelling to Dundee by car from the South A90 from Perth/Edinburgh:
At the first roundabout on the approach to Dundee take the third exit onto Riverside Drive. Continue along Riverside Drive (A85) for approximately one mile until you reach the next roundabout. Signposted for West Park from this point. Take the first exit (up a steep hill) and then take the first right onto the Perth Road. Continue along the Perth Road, passing Fernbrae Hospital on your left; travel a further few hundred yards and West Park is located on the left hand side.

9.2. Interview Expenses

Information regarding travel expense reimbursement can be found via the following link:

- For candidates attending the Manchester Selection Centre - https://www.nwpgmd.nhs.uk/ct1_psy_recruit_guidance_docs
- For candidates attending the Dundee Selection Centre – Details to follow

9.3. Booking an interview slot

It is recommended that you request leave to attend the interview even if you have not received a formal invitation. Please ensure you consider service and rota issues wherever possible when booking your interview place.

You will receive an email which will contain details of how you can use the online booking facility within your Oriel account to book an interview slot. When you log into the system and have chosen an interview slot, you will receive an email confirming this.

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

9.4. Timing

Candidates are advised to arrive a minimum of 20 minutes early to allow sufficient time for document checking. Please see item 8.1 for further details.

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

Candidates 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 forfeit.
9.5. Refreshments

Water will be provided for candidates in the waiting room.

**Etihad Stadium, Manchester**

The nearest café can be found within Sportcity at the National Squash Centre on the Etihad campus (open 9am – 2.45pm).

There is also a fish and chip shop, an ASDA supermarket, a petrol station and a McDonalds restaurant all located just outside the Etihad campus (between 5-15mins walking distance).

**West Park Conference Centre, Dundee**

The Conference Centre is located on Perth Road which offers a wide choice of restaurants and catering establishments.

9.6. 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 specifications available from: [http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2017-person-specifications/](http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2017-person-specifications/).

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/ct1_psy_current_round](https://www.nwpgmd.nhs.uk/ct1_psy_current_round) 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 Thursday 31st January 2019.

Please also see section 8.2 above.

9.7. 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 candidates to be awarded scores that vary between interviewers.

9.8. Concerns on the Interview day

If an issue happens on the day of your interview or assessment centre, you should speak to the Lay Representative or the recruitment lead. These individuals can be identified by approaching any member of staff on the document checking desk.

The vast majority of specialty recruitment interviews are conducted without issue. However, if during your interview you feel there were any issues which may have affected your assessment, it is vital that you raise them as soon as possible and before you leave the centre.

This will give the best possible chance to investigate and, if necessary, take action. Mitigating action is not usually possible after the interview day.

Whilst we stress this is not likely, if you do need to raise something please approach one of the administration team, or a lay representative, as soon as possible after your interview has been completed.
9.9. Feedback & Scores

CT1 Core Psychiatry Training scores will be made available to you via Oriel, after initial offers have been made. This will consist of your score in each station, plus the maximum possible score for each station, as well as your total score and rank. The MSRA score applied to this application will also be available via Oriel for all applicants at this point.

With the introduction of the new Digital Scoring System, all candidates who attend interview will now also receive a separate copy of their interview scores plus assessor feedback generated from the digital scoring system by no later than Friday 22nd February 2019. This feedback will be issued to all applicants, including those who are appointable (whether they receive an offer or not) or, are unappointable.

9.10. CT1 Core Psychiatry Training Total Score

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Maximum Total Score</th>
<th>Percentage of Maximum Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Recruitment Assessment – Professional Dilemma Paper</td>
<td>15</td>
<td>16.7%</td>
</tr>
<tr>
<td>Specialty Recruitment Assessment – Clinical Problem Solving Paper</td>
<td>15</td>
<td>16.7%</td>
</tr>
<tr>
<td>Station 1 – Presentation of Portfolio</td>
<td>30</td>
<td>33.3%</td>
</tr>
<tr>
<td>Station 2 – Communications in Clinical Setting</td>
<td>30</td>
<td>33.3%</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>90</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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 Multi-Specialty Recruitment Assessment and Stations 1 and 2. There is no minimum scoring requirement for the SRA or station 1 or station 2.

Tied Scores

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

- MSRA raw score
- Station 2
- Station 1
- MSRA raw score – professional dilemma paper
- MSRA raw score – clinical problem solving paper
10. Offers

10.1. Receiving Offers

Offers will be released by Health Education England’s North West Local Office on behalf of all HEE Local Offices and Deaneries via Oriel. It is anticipated that the first wave of offers will be released by 5pm on Tuesday 19th February 2019.

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

- Initial Offers Out: by 5pm Monday 4th March 2019
- Hold Deadline: Friday 8th March 2019 at 1pm
- Upgrade Deadline: Friday 15th March 2019 at 4pm

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 HEE Local Office 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 1st overall and therefore will be offered your first preference.

Example Two – You are ranked 21st 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 150th 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 Friday 8th March 2019 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 to 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 5th ranked preference, so I can opt in to upgrades for programmes J – H.

<table>
<thead>
<tr>
<th>Before Rank</th>
<th>Programme</th>
<th>Before Rank</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>1</td>
<td>J</td>
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10.4. Pre-Employment Checks

In due course, the HEE Local Office 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 HEE Local Office 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. 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 version of the reference form.

The form must be returned to either of the following addresses:
By Post: National Recruitment Team
Health Education England - North West Local Office
3rd Floor
3 Piccadilly Place
Manchester
M1 3BN

By Email: Psychiatryrecruitment.nw@hee.nhs.uk

12. 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.nwqmd.nhs.uk/national_Psychiatry_Recruitment

Email: psychiatryrecruitment.nw@hee.nhs.uk

Follow us on Twitter @NatPsychRecruit
13. Useful Links

Core Psychiatry Curriculum

CT1 Core Psychiatry Person Specification

CT1 Core Psychiatry website
- https://www.nwpgmd.nhs.uk/ct1_psy_recruit_overview

Recruitment Portal
- https://www.oriel.nhs.uk

Specialty Training website
- http://specialtytraining.hee.nhs.uk/

National Applicant Handbook (including guidance for overseas applicants)
- https://specialtytraining.hee.nhs.uk/Resources-Bank