CT1 Broad Based Training
Recruitment for August 2015

Applicants’ Guide

CT1 BBT recruitment is coordinated by the Health Education North West in conjunction with the General Practice National Recruitment Office

Version 1.0 as at 20th March 2015
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Revisions

This Applicants’ Guide has been updated for the *Round 1 Re-advert* round which is appointing to BBT posts starting from August 2015.

No revisions to date.
Introduction

This guide is for doctors applying for training posts in Broad Based Training at CT1 level commencing in August 2015.

What is Broad Based Training?

Broad Based Training (BBT) is a two-year structured core training programme providing six-month placements in Core Medical Training, General Practice, Paediatrics and Psychiatry followed by CT/ST2 level training in one of the four specialties without further competition (subject to satisfactory progression). The Broad Based Training programme is ideally structured for trainees who wish to gain experience in providing integrated care in both primary and secondary care settings.

The first cohort of trainees started in post in August 2013. The intake for August 2015 will form the third cohort.

Coming at a time when healthcare provision is changing its focus from acute single episode care, delivered in acute hospitals, to the management of long term conditions delivered within community settings, this new programme will equip you for the future by:

• Developing you into a more broad based practitioner, likely to bring a wider perspective to healthcare provision both now and throughout your career
• Enabling you to be adept at managing patients with complex medical needs;
• Ensuring that you have a firm grounding in the provision of patient focused care;
• Providing you with time to develop conviction in your choice of career pathway; and
• Equipping you for successful entry into one of the four specialties at CT/ST2 level on successful completion of the programme.

The LETBs (Local Education and Training Boards, formerly Deaneries) with BBT posts starting in August 2015 are listed below. Please note that if any of these LETBs fill all their posts during round 1, then they will not participate in this round. A current list of anticipated vacancies can be found via: www.nwpgmd.nhs.uk/bbt

| Health Education East Midlands |
| Health Education Kent, Surrey & Sussex |
| Health Education North East |
| Health Education North West (Mersey and North Western) |

| Health Education South West (Peninsula and Severn) |
| Health Education Thames Valley |
| Health Education Wessex |
| Health Education West Midlands |
| Health Education Yorkshire and the Humber |
The application process

Recruitment for CT1 Broad Based Training (BBT) posts commencing August 2015 will be organised by Health Education North West in conjunction with the General Practice National Recruitment Office.

All applications will be managed using an online application system, which can be accessed via www.oriel.nhs.uk.

The on-line application form includes three specific questions relating to BBT which are used as part as part of a shortlisting process to determine a rank order for invitation to the BBT Selection Centre.

The national BBT Selection Centre will take place on Friday 15th May 2015 at the Macron (formerly Reebok) Stadium Bolton, BL6 6JW.

You will need to be successful at each stage of the GP selection process as well as the BBT Selection Centre (which will assess your competence for the other three specialties, CMT, Paediatrics and Psychiatry) in order to be eligible for a BBT offer. Please note you can apply for BBT alone or BBT and GP.

Please note if you applied to GP, BBT, Psychiatry or Ophthalmology in round 1 (November/December 2015), you may not need to re-sit the Stage 2 Computer Based Test. Please see section on Round 1 Applicants - Stage 2 Computer Based Test for further details

About this guide

You are advised to read ALL of the following guide before you begin to complete the on-line application form so that you are familiar with the Broad Based Training assessment and selection process and the essential entry requirements.

You are also advised to read ALL of the General Practice 2015 applicants’ guide. This guide can be found at the following link:

• General Practice Applicants Guide - http://gprecruitment.hee.nhs.uk/Recruitment/Applicant-Guidance
What happens after BBT?

Subject to satisfactory progression, you can choose which of the four specialties you enter after BBT **without any further competition**.

**You will be asked to confirm which specialty you intend to go into on completion of Broad Based Training early in your second year of Broad Based Training.**

Your post following BBT will be in the same LETB/Deanery as your BBT post unless you apply for another post elsewhere in open competition or apply via the Inter-Deanery Transfer process.

If you choose General Practice, you will enter GP training at ST2 level. If you choose Paediatrics, you will enter Paediatrics training at ST2 level. If you choose Psychiatry, you will enter Core Psychiatry Training at CT2 and if you choose Medicine, you will enter Core Medical Training at CT2 level. If you choose either of the core training programmes, you will have to compete in open competition for an ST3 medical or ST4 psychiatry specialty on completion of the core training programme.

A larger version of the diagram to the left, showing what happens after BBT can be found at the following link: [https://www.nwgmd.nhs.uk/bbt#after_bbt](https://www.nwgmd.nhs.uk/bbt#after_bbt)
## Key Dates

### Provisional Broad Based Training Recruitment Timetable

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advert</td>
<td>Appears Thursday 12th March 2015 on NHS Jobs</td>
</tr>
<tr>
<td>Applications open</td>
<td>At 10am UK time, Tuesday 24th March 2015</td>
</tr>
<tr>
<td>Applications close</td>
<td>At 4pm UK time, Thursday 9th April 2015</td>
</tr>
<tr>
<td><strong>Stage 2 (Computer Based Testing)</strong></td>
<td>Between 27th and 29th April 2015</td>
</tr>
<tr>
<td><strong>Please note if you applied to GP, BBT, Psychiatry or Ophthalmology in round 1 (November/December 2014), you may not need to re-sit the Stage 2 Computer Based Test. Please see section on Round 1 Applicants - Stage 2 Computer Based Test for further details</strong></td>
<td></td>
</tr>
<tr>
<td>BBT Shortlisting</td>
<td>April 2015</td>
</tr>
<tr>
<td><strong>Stage 3 (GP) Selection Centre</strong></td>
<td>Tuesday 12th May, Wednesday 13th May or Thursday 14th May 2015 in either West Midlands or North East.</td>
</tr>
<tr>
<td>BBT Selection Centre</td>
<td>Friday 15th May 2015 at the Macron (formerly Reebok) Stadium, Horwich, Bolton, BL6 6JW</td>
</tr>
<tr>
<td><strong>Initial Offers</strong></td>
<td>By no later than 4pm UK time on Thursday 21st May.</td>
</tr>
<tr>
<td><strong>Offers will continue to made until all posts are filled or until no more appointable applicants remain</strong></td>
<td></td>
</tr>
<tr>
<td>Hold deadline</td>
<td>Wednesday 27th May 2015 at 1pm UK time</td>
</tr>
<tr>
<td>Upgrade deadline</td>
<td>Friday 29th May 2015 at 4pm UK time</td>
</tr>
</tbody>
</table>
Application Overview

Type of application
- BBT only
- BBT and GP
- GP only

Application form
- Submit BBT application
- Submit application for both BBT and GP
- Submit GP application

Stage 1
- Eligibility screening / Longlisting

Stage 2
- Computer Based Test

BBT selection centre
- BBT selection centre

Stage 3
- GP selection centre

Offers
- Possibility of BBT offer only
- Possibility of BBT and/or GP offer
- Possibility of GP offer only

** Please note if you applied to GP, BBT, Psychiatry or Ophthalmology in round 1 (November/December 2014), you may not need to re-sit the Stage 2 Computer Based Test. Please see section on Round 1 Applicants - Stage 2 Computer Based Test for further details.
Making an application

Application Window

You must apply between 10am UK time on Tuesday 24th March 2015 and 4pm UK time on Thursday 9th April 2015 via http://www.oriel.nhs.uk. Late or incomplete applications will not be accepted.

Please start filling in your application as soon as possible after the application system has opened. It is likely that you will need several sessions to complete your application; in particular the Additional Broad Based Training Questions will require some time to complete. In round 1, we received 363 applications for 83 posts – that's a competition ratio of approximately 4.4 applicants for every post at the point of application. At the time of offer, the competition ratio was approximately 1.5 applicants for each post. Your answers to the Additional Broad Based Questions will be shortlisted and used to determine which applicants are invited to the Broad Based Training selection centre on 15th May 2015 so your answers are key to maximising your chances of securing a Broad Based Training post.

You should aim to submit your application(s) well before the closing date. You will NOT receive any reminder emails to complete your application(s). You will receive an email to confirm each application that you submit has been received. This means that if you apply for both BBT and GP, you will receive two confirmation emails.

Application Portal

All applications must be made through the Oriel recruitment system - www.oriel.nhs.uk. Oriel is the new and improved UK-wide specialty recruitment portal for medical and dental trainees. Through Oriel, applicants will only be required to register once for the entire recruitment year, search for all vacancies and apply, manage and book interviews and assessment centres and respond to offers – all within one central, easy to use location. You are advised to register on this website now and enter as much information as possible before submitting applications. This will avoid you having to re-enter the same information for applications to different specialties.

Please refer to the following link for further guidance on completing your online application(s):
https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MQ%3d%3d
Choosing a LETB (region)

When you apply for Broad Based Training, you will apply to a “national” group. This means that you will be considered for all of the LETBs with BBT posts. Later on in the process, you will be able to rank all BBT posts in your order of preference via the Oriel recruitment system.

If you want to apply for both BBT and GP, you can choose a different first choice LETB for GP from the one you are planning to choose for Broad Based Training as there is a separate application form for BBT and GP.

If you apply for BBT only, you will be allocated to one of the GP Stage 3 Assessment Centres, either in the West Midlands or the North East.

Please note you will be able to change your order of preference for all BBT posts via the UK Offers System, regardless of where you attend the Stage 3 Selection Centre.

Applying for both Broad Based Training and General Practice

You can apply for both Broad Based Training and General Practice. If you want to ensure that you are eligible to receive an offer in General Practice as well as Broad Based Training, you must submit an application for both Broad Based Training and General Practice.

If you want to apply for both Broad Based Training and General Practice, you will need to submit an application for both.
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 Broad Based Training person specification, which can be accessed via: http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2015-person-specifications/.

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 shortlisting or interviewing. Please refer to the relevant LETB website for more information on policies, procedures and how to apply for LTFT training. You can find LETB contact details via www.specialtytraining.nhs.uk

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 candidates may be given a guaranteed place at the BBT Selection Centre, irrespective of their ranking, provided their application is eligible and meets the entry criteria.

Overseas Applicants*

Before you can take up a Broad Based 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. Doctors who are subject to the Resident Labour Market Test (RLMT) are eligible to apply during this round of BBT recruitment.

*Please refer to the 2014 guidance for Overseas Applicants via http://specialtytraining.hee.nhs.uk/applicant-handbook/ for further details
Overview of Eligibility Requirements

The answers you provide in your application form will be used to assess your eligibility for a BBT programme. Your eligibility will be checked at the longlisting stage, which is scheduled to happen in April 2015. However, please note that it is not always possible to be absolutely certain that you have met the full entry requirements at this stage. If, at any future stage of the recruitment process, it is established that you do not meet the essential entry criteria, your application will be longlisted out and will not progress any further in this round. This applies even if you have been interviewed and/or have received a post offer.

The key areas are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A recognized primary medical qualification</td>
<td>Applicants who do not hold a recognised primary medical qualification will not be considered.</td>
</tr>
<tr>
<td>Eligibility for full registration with the GMC and a current licence to practise</td>
<td>Applicants who are not fully registered and not eligible for full registration with the UK GMC will not be considered. Applicants are reminded that from 16th November 2009, all doctors must also hold a valid licence to practice from the UK GMC.</td>
</tr>
<tr>
<td>Evidence of current employment in a UK Affiliated Foundation Programme OR evidence of achievement of Foundation Competencies within the 3 years before August 2015</td>
<td>Applicants who have not completed a UK foundation programme since 31st July 2012 must be able to provide evidence of achieving equivalent foundation competences within this time-frame by submitting an Alternative Certificate(s). This must be attached to the application form before submission. <a href="http://specialtytraining.hee.nhs.uk/alternative-certificate-for-foundation-competencies/">http://specialtytraining.hee.nhs.uk/alternative-certificate-for-foundation-competencies/</a></td>
</tr>
<tr>
<td>Eligibility to work in UK</td>
<td>Applicants must be able to legally work in the UK. Doctors who are subject to the Resident Labour Market Test (RLMT) are eligible to apply during this round of BBT recruitment. For further details on eligibility to work in the UK, please visit the UK Border Agency website: <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a></td>
</tr>
<tr>
<td>English language skills</td>
<td>Applicants whose primary medical degree was not taught in English or those who have not achieved an overall Academic IELTS score of 7.5 or above and a score of 7.0 or above for each component within the last 2 years, will be asked to provide alternative supporting evidence of their English language proficiency. This could be that they have worked in the UK NHS for at least two years or that they have another English Language qualification (not PLAB) achieved within the last 2 years or, if they have worked in the UK NHS for less than 2 years, a letter from a supervising consultant confirming English language proficiency. If none of the above is applicable, the applicant must detail what evidence they are able to submit in order to demonstrate their English language proficiency.</td>
</tr>
<tr>
<td>Match to specialty level</td>
<td>You must have less than 18 months’ (whole time equivalent) experience (excluding foundation modules) in any combination of medical specialties*, General Practice, Paediatrics and Psychiatry by the start date of the post (August 2015). 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.</td>
</tr>
</tbody>
</table>

* A list of medical specialties which will count towards experience in medicine can be found in Appendix A.
Eligibility Requirements and Longlisting

Your eligibility for Broad Based Training will be checked by Health Education North West regardless of which LETB you want to train in BBT.

You must also be deemed eligible when considered against the General Practice entry criteria; if you are not then you will automatically be ineligible to apply for BBT and your application will not be considered.

Please note that the person specification for BBT differs from the GP person specification in one key respect.

<table>
<thead>
<tr>
<th>Match to Specialty Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Broad Based Training, you must have less than 18 months’ (whole time equivalent) experience (excluding foundation modules) in any combination of medical specialties*, General Practice, Paediatrics and Psychiatry by the start date of the post (August 2015). If you do not meet this requirement, your application will go no further.</td>
</tr>
</tbody>
</table>

This will not affect your GP application (if you have made one).

Please note that it is possible that you could be eligible to apply for General Practice but not Broad Based Training. The key difference is:

• Match to Specialty Level

*A list of medical specialties which will count towards experience in medicine can be found in Appendix A.
Evidence of Foundation Competence

There are 3 ways you can demonstrate your achievement of foundation competences.

1. If you are currently undertaking a UKFPO affiliated foundation programme which is due to finish on or after 1st August 2015, we will ask you to confirm the name of your Foundation School. You do not need to submit any evidence. Any offer of a programme will be conditional upon you successfully completing this programme and being awarded an FACD 5.2 before August 2015. This includes those applying for a delayed start date due to illness or maternity. If you are undertaking a “stand alone” FY2 post that is NOT part of a recognised foundation programme attached to a UK foundation school and you do not expect to be awarded with an FACD 5.2 upon satisfactory completion, then you must answer NO to this question on the application form (Are you currently on a UK Foundation Year 2 Programme?) and you will be required to submit an alternative evidence as detailed below.

2. If you have completed a UK foundation programme within the last 3 years (since 31st July 2012), we will ask you to confirm that you have been awarded an FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. 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.

3. If you have not undertaken a UK foundation programme within the last 3 years, you will be able to submit alternative evidence by asking a consultant or consultants who has supervised you for at least 3 months since 31 July 2012 to attest to your achievement of foundation competency. (For the purposes of this documentation, 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 August 2012.

Further information and the relevant downloads can be found via

http://gprecruitment.hee.nhs.uk/Recruitment/Applicant-Guidance

Please note you must use the 2015 Alternative Certificate for applications which can be downloaded here: http://specialtytraining.hee.nhs.uk/alternative-certificate-for-foundation-competencies/
References

When you complete your application form, you are required to give details of your last three clinical or educational supervisors from your current post, your previous post and the post before that. You will have the ability to change your referees on Oriel up until Friday 8th May 2015. After this date, no further changes to referee details will be permitted.

Referees are required to submit references, using an on-line referee portal, once offers have been released. You will be advised, via your Oriel portal, when your referee has submitted their reference.

All offers made will be on the condition of the LETB receiving 3 satisfactory references. Obtaining references is the applicant’s responsibility. The LETB will NOT chase your referees.

If necessary, you can download a Structured Reference Form from the download section of the GP National Recruitment Office website at the following link: http://gprecruitment.hee.nhs.uk/Downloads
Stage 2 and Stage 3 – Coordinated by the GP National Recruitment Office

Stage 2 – Computer Based Test

Please see the following link for more information on Stage 2 – Computer Based Test:

http://gprecruitment.hee.nhs.uk/Recruitment/Applicant-Guidance

Stage 2 is coordinated by the GP National Recruitment Office.

Please note if you applied to GP, BBT, Psychiatry or Ophthalmology in round 1 (November/December 2015), you may not need to re-sit the Stage 2 Computer Based Test. Please see section on Round 1 Applicants - Stage 2 Computer Based Test for further details.

Allocation to Stage 3

You will be allocated to a Stage 3 Selection Centre on 12th, 13th or 14th May 2015 in Birmingham or Newcastle.

Stage 3 – GP Selection Centre

Please see the following links for more information on Stage 3 – GP Selection Centre:

http://gprecruitment.hee.nhs.uk/Recruitment/Applicant-Guidance

Stage 3 is coordinated by the GP National Recruitment Office.

Please note the BBT Selection Centre will take place on 15th May 2015 and is coordinated by Health Education North West.
Round 1 Applicants - Stage 2 Computer Based Test

Applicants who submitted an application for BBT, GP, Psychiatry or Ophthalmology in November/December 2014 may not need to re-take the Stage 2 Computer Based Test for this round of BBT recruitment.

- If you sat the Stage 2 Computer Based Test between 3rd and 10th January 2015 at a Pearson Vue centre for any of the specialties listed above and your result met the minimum standard required for GP recruitment, then you do not need to re-sit the Stage 2 Computer Based Test and you will not be invited to attend Stage 2.

- If you did not meet the minimum standard required for GP recruitment in the Stage 2 Computer Based Test, then you will need to re-take the Computer Based Test. Details of when the Stage 2 Computer Based Test is taking place can be found in the section called Key Dates.

Following the close of applications, all eligible BBT applicants will be sent an email confirming whether or not they need to sit the Stage 2 Computer Based Test for this round of BBT recruitment.
Overview of allocation to BBT Selection Centre

**Additional Broad Based Training Questions**
There are three white space questions on the BBT application form. The answers you give to these questions will be scored by two trained assessors giving you a shortlisting rank.

Once the shortlisting process is completed, you will have a shortlisting rank. If this shortlisting rank is high enough, you will receive an invitation to interview.

**Please note if you applied to GP, BBT, Psychiatry or Ophthalmology in round 1 (November/December 2014), you may not need to re-sit the Stage 2 Computer Based Test. Please see section on Round 1 Applicants - Stage 2 Computer Based Test for further details.**
Additional Broad Based Training Questions

The three white space questions are as follows. The maximum word count for each question is shown in brackets.

Question 1

Please give your reasons for applying to the Broad Based Training programme and describe how you think this will aid you in your medium and long-term career goals. (maximum 400 words).

Question 2

With the person specification in mind, please describe any particular skills and attributes you possess which make you a suitable candidate for this programme. (maximum 400 words)

Question 3

Please reflect on a clinical scenario you have recently been involved in which has required multi-agency* working. What was your involvement in this case, how did the agencies work together, and is there anything you feel went well, or could have been done differently? (maximum 500 words)

*Please note that multi-agency refers to organisations within and outside the NHS, such as primary care, acute services, mental health services, community health services, schools, social services, police etc. For the clinical scenario to fully encompass multi-agency working, it should involve contact with an individual, people or teams outside the applicant’s usual work setting.

Please note the shortlisting criteria for BBT will be published when the application window opens on Tuesday 24th March 2015.
Allocation to BBT Selection Centre

Invitation to BBT Selection Centre

The shortlisting of the Additional Broad Based Training Questions is due to be completed by the end of April 2015. BBT Selection Centre invitations will be sent out to the top 110 applicants by no later than Tuesday 5th May 2015.

Reserve Invitation to BBT Selection Centre

We expect that some BBT applicants who are invited to the BBT Selection will decide that they no longer wish to be considered for BBT or will accept other specialty training offers. This will mean that we may have spare interview capacity available at short notice.

Once shortlisting is complete, we will contact those applicants ranked from 111th and lower based on shortlisting score but who are still deemed “shortlistable”. Then, if we have spare interview capacity, we will assign reserve list applicants to an interview slot in rank order.

Applicants on reserve list may receive an invitation to the selection centre with less notice, but we will endeavour to give you as much notice as possible and to inform you of your approximate position on the reserve list so that you can have an idea of whether it is likely you will receive an invitation to the BBT Selection Centre.

Withdrawing your application

If you decide at any point ahead of the BBT Selection Centre on 15th May 2015 that you no longer wish to be considered for a BBT post, please ensure you withdraw your BBT application via the recruitment portal, which can be accessed via:

http://www.oriel.nhs.uk

This will allow us to invite another applicant to the BBT Selection Centre in your place.
Practical Information about the BBT Selection Centre

The BBT Selection Centre will be held at the Macron Stadium (formerly Reebok), Bolton on Friday 15th May 2015. Interviews will take place throughout the day. You will be invited to book an interview slot via the Oriel recruitment system – slots will be allocated on a first come first served basis.

The Macron Stadium is easily accessible by road and public transport. There is ample free car parking around the stadium.

By road

The Macron Stadium is located just off junction 6 of the M61.

If you are travelling by car from the South, follow signs for the M61 towards Preston. Be careful not to take the A666 towards Bolton. Turn off the M61 at Junction 6 and take the third exit off the roundabout onto the A6027, Mansell Way. At the next roundabout, you should take the first exit onto Burnden Way and follow signs for Car Parks.

If you are travelling by car from the North, follow signs for the M61 towards Manchester/Bolton and leave at Junction 6. Take the first exit off the roundabout onto the A6027, Mansell Way. At the next roundabout, you should take the first exit onto Burnden Way and follow signs for Car Parks.

By train

The closest railway station is Horwich Parkway, around 500 metres from the Stadium. Regular services run from Manchester Piccadilly and Manchester Victoria stations and take approximately 30 minutes.

Accommodation*

There is a hotel, Bolton Whites, located in the Macron Stadium. Please see http://www.boltonwhiteshotel.co.uk for further information. Alternatively, there is a Mercure Hotel close by. Please see http://www.mercure.com/gb/hotel-8327-mercure-bolton-georgian-house-hotel/index.shtml.

BBT Selection Centre Expenses

You will be able to claim interview expenses by completing our Interview Expenses Claim Form, which can be downloaded here: https://www.nwpgmd.nhs.uk/BBT_Interview_Expenses

Please note that Health Education North West do NOT pay interview expense claims to applicants who reject an offer of a training programme.

Please make sure you keep all your receipts.

*Please make sure you read the notes attached to the claim form around what costs can be claimed.
Practical Information about the BBT Selection Centre – cont’d.

Selection Centre location within the Macron (formerly Reebok) Stadium

You should enter the Macron Stadium via the Bolton Wanderers Football Club entrance and then follow signs towards BBT recruitment, located in the West Stand.

You will come to the BBT Selection Centre registration desk, where you will need to check in ahead of your interview.

We suggest that you arrive at the stadium 30 minutes ahead of your scheduled interview time.

Download a Microsoft Word version of the Stadium Floor Plan plus a map of the area at https://www.nwpgmd.nhs.uk/content/information-applicants-attending-interviews#interview_locations
**BBT Selection Centre Overview**

There will be 3 stations, each lasting 10 minutes. There will also be a Paediatric prescribing exercise which you will be given 10 minutes to complete. You will go through the BBT Selection Centre in any order.

| Paediatric Prescribing Exercise | Paediatric Clinical Thinking & Communications Station | Evidence & Suitability / Clinical Governance Station | Ethics & Professionalism Station |

The BBT Selection Centre will focus on assessing your suitability for medicine, psychiatry and paediatrics. Panel members will be consultants from these specialties.

**BBT Selection Centre Scoring**

Your final GP score will contribute 25% to your Broad Based Training Selection Centre score. The remaining 75% of the marks will come from the three Broad Based Training stations.

<table>
<thead>
<tr>
<th>GP Score</th>
<th>Broad Based Training Selection Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final GP score 25%</td>
<td>Ethics &amp; Professionalism Station 25%</td>
</tr>
<tr>
<td></td>
<td>Evidence &amp; Suitability / Clinical Governance Station 25%</td>
</tr>
<tr>
<td></td>
<td>Paediatric Clinical Thinking &amp; Communications Station &amp; Paediatric Prescribing Exercise 25%</td>
</tr>
</tbody>
</table>
BBT Selection Centre Stations – Part 1

**Paediatric Prescribing Exercise – 10 minutes**

You will be provided with a scenario detailing a drug/drugs you will be asked to prescribe. You will be provided with a Children’s BNF, a calculator and a drug chart to help you complete the exercise.

**Paediatric Clinical Thinking & Communication Station – 10 minutes**

You will be provided with a clinical scenario and given 5 minutes outside the station to read it through and consider your answer. During the 10-minute station, you will be asked to discuss the management of the case.

**Ethics & Professionalism Station – 10 minutes**

You will be provided with a clinical scenario and given 5 minutes outside the station to read it through and consider your answer. During the 10-minute station, you will be asked to discuss the potential ethical issues.

To prepare for the BBT Selection Centre, you may find it useful to have a look at the interview formats and advice for Core Medical Training, Core Psychiatry Training and Paediatrics applicants. You can find out more about their interview formats at the following links:

- **CMT**: [http://ct1recruitment.org.uk/](http://ct1recruitment.org.uk/)
- **CPT**: [https://www.nwpgmd.nhs.uk/national_Psychiatry_Recruitment](https://www.nwpgmd.nhs.uk/national_Psychiatry_Recruitment)
- **Paediatrics**: [http://www.rcpch.ac.uk/STRecruitment](http://www.rcpch.ac.uk/STRecruitment)
Evidence & suitability / Clinical governance Station – 10 minutes

You will be allocated five minutes to present your most important achievements. You must use your paper portfolio to evidence these achievements. You are expected to present directly from your portfolio. There will be no projection facilities and the use of electronic or paper presentations is not allowed.

You should describe your achievements, covering the areas such as:

• Qualifications
• Team working and inter-personal skills
• Teaching
• Research and presentations
• Other achievements

A further five minutes will be allocated to discuss a recent audit you have undertaken.

What to include in your portfolio/evidence folder

You are advised to prepare a **selective** portfolio providing evidence such as:

• Recent PDP
• Reflective log
• Recent audit
• Research and presentations
• Patient / colleague feedback
• A copy of the following sections of your application form
  - Foundation Competences
  - Qualifications
  - Experience
  - BBT Additional Questions

In addition to the answer you provide, you will also be assessed on the standard of documentation you have provided.

Finally, please ensure that your portfolio/evidence folder and any other associated documents do not include any Patient Identifiable Data
Choosing your BBT post

Offers across all specialties in 2015 will be coordinated through the Oriel recruitment system.

You will be able to indicate the order in which you wish to be considered for BBT posts in the Oriel system. This is called sub-preferencing. For example, the most important factor in choosing a post for you may be geography, so you might want to rank all of the Health Education North East’s posts as your top choices. Alternatively, if you are sure that you want to go into Paediatrics following BBT, you may wish to rank those BBT tracks where you would do your six month Paediatric rotation in the CT1 year of BBT. It is entirely up to you.

The ranking of your sub-preferences, along with your overall interview ranking, determine how offers are made and is therefore a very important step in the process. We anticipate opening sub-preferencing up to applicants in late April. You will have until 9am UK time on Monday 18th May 2015 to complete your sub-preferences.

If you do not wish to be considered for a post, move that preference to the ‘Not Wanted’ section. Please note you must decide what posts you would be willing to take up as you may receive an offer for any sub-preference that you move into either the ‘Preferenced’ or ‘No Preference’ section.

Please note that Health Education North West do NOT pay interview expense claims to applicants who reject an offer of a training programme

Post details are subject to change over the recruitment period. When changes occur to post information, we will update our website and inform all applicants via email.
Offers Process

Offers across all specialties in 2015 will be coordinated through Oriel.

Successful applicants will be made offers by Health Education North West according to their rank and preference following the BBT Selection Centre and receipt of all GP Stage 3 scores. For example, if you ranked first you will be offered your first preference followed by the person who ranked second being offered their first preference, unless it had already been offered to you in which instance they would get their second preference and so on.

Applicants will have 48 hours to respond to an offer. After the 48 hour period expires, any declined and expired offers will be released to the next eligible applicants. There will be no exception to this rule. It is important to remember that even if you don’t receive an offer in the first iteration, you may still receive an offer in further iterations; however, this is not guaranteed and you should look at your rank and the number of BBT posts remaining to determine whether this may happen. If you do receive an offer you will be notified by email and text message. Offers can only be accepted through Oriel.

<table>
<thead>
<tr>
<th>Action</th>
<th>Outcome</th>
<th>Upgrades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepting an offer</td>
<td>Once you have been offered a post and accepted, you must withdraw from any other applications, interviews or offers. Your details will be forwarded to the relevant LETB/Deanery to contact you with further information once recruitment is complete.</td>
<td>Applicants can elect to opt in to upgrades when they accept or hold an offer. This means that should one of your higher ranked BBT preferences become available where an offer is held or accepted, you will be automatically upgraded to this offer, if eligible. You will not have the option to decline the upgrade and your previous post will be offered to another applicant.</td>
</tr>
<tr>
<td>Holding an offer</td>
<td>The hold function exists so applicants that have applied to more than one specialty can hold an offer whilst waiting to hear from other specialties. Applicants can only hold one offer at any one time across all specialties until the nationally agreed date. After the deadline, all held offers will be automatically rejected.</td>
<td></td>
</tr>
<tr>
<td>Declining an offer</td>
<td>If you decline an offer, you will not receive any further offers for Broad Based Training in this recruitment round.</td>
<td>No upgrades possible</td>
</tr>
</tbody>
</table>

Please note that if you do not respond to your offer within 48 hours, or do not accept your held offer prior to the hold deadline, your offer will automatically expire. You will not be eligible to receive any further offers in BBT.
Feedback

GP Stage 2 – Computer Based Test Feedback

GP Stage 2 feedback will be emailed to you as soon as possible after the assessment.

Shortlisting Feedback

Your answers to the Additional Broad Based Training Questions will be scored by two trained assessors. Feedback on your BBT shortlisting score will be accessible in Oriel in mid/late May 2015. BBT shortlisting feedback will consist of your score for each question and the maximum possible score for each of the questions. It will also include your total score and rank. Feedback will be sent to all applicants, including those who have been shortlisted, are on the reserve list and those who have been unsuccessful.

Selection Centre Feedback

Your interview score is based on your total performance in the three stations attended during your BBT Selection Centre plus your GP Stage 3 results. Your rank determines where you are placed compared to other applicants who were interviewed for BBT. Feedback on your BBT Selection Centre scores will be released after initial offers have been made and by no later than Thursday 21st May 2015. BBT 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.

Feedback from the Stage 3 – GP Selection Centre will be released to all applicants by GPNRO after this round has been concluded.

Complaints and Appeals

Applicants to Broad Based Training who have any concerns about the process of administration of their application at any stage should contact Health Education North West via nwd.bbt@nw.hee.nhs.uk in the first instance. If you want to raise an issue on the day of the assessment centre, you should speak to the Lay Chair or the 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.

If your complaint or appeal relates to a stage of the recruitment process coordinated by the GP National Recruitment Office, it will be forwarded on as appropriate.
Further Information

We have a dedicated website, which will be kept updated with all the latest BBT news. Please see https://www.nwpgmd.nhs.uk/bbt.

If you still have queries, please do contact us via: nwd.bbt@nw.hee.nhs.uk and we will get back to you as soon as possible.

Follow us on Twitter @NHS_BBT
Key Links

BBT Curriculum
• [http://www.aomrc.org.uk/education-a-training/core.html](http://www.aomrc.org.uk/education-a-training/core.html)

BBT Person Specification

BBT website
• [https://www.nwpgmd.nhs.uk/bbt](https://www.nwpgmd.nhs.uk/bbt)

Recruitment Portal
• [http://www.oriel.nhs.uk](http://www.oriel.nhs.uk)

GP National Recruitment Office Website
• [http://gprecruitment.hee.nhs.uk/](http://gprecruitment.hee.nhs.uk/)
Appendix A

Medical specialties which will count towards your 18 months’ (whole time equivalent) experience (excluding Foundation modules) in medicine are: Acute Medicine; Allergy; Audiovestibular Medicine; Cardiology; Clinical Genetics; Clinical Neurophysiology; Clinical Oncology; Clinical Pharmacology & Therapeutics; Core Medical Training; Dermatology; Endocrinology & Diabetes; Gastroenterology; General Medicine; General (Internal) Medicine; Genito-urinary Medicine; Geriatric Medicine; Haematology; Immunology; Infectious Diseases; Medical Oncology; Medical Ophthalmology; Metabolic Medicine; Neurology; Nuclear Medicine; Occupational Medicine; Palliative Medicine; Pharmaceutical Medicine; Rehabilitation Medicine; Renal Medicine; Respiratory Medicine; Rheumatology; Sports & Exercise Medicine; Stroke Medicine and Tropical Medicine.

Experience in Intensive Care Medicine, Emergency Medicine will **not** count towards your 18 months.