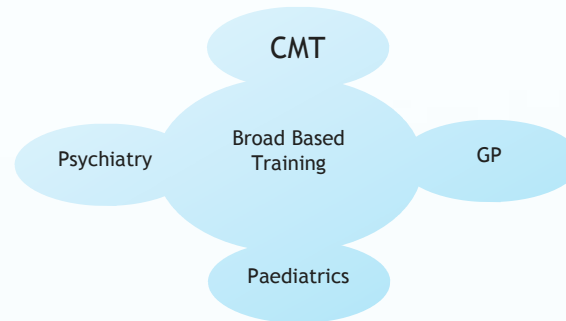


# CT1 Broad Based Training Recruitment for August 2014



## Applicants' Guide

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

**Version 2 as at 08.10.2013**



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# Revisions

Version 2

Changes from Version 1

- Typographical errors corrected (8<sup>th</sup> October 2013)

# 1. Introduction

This guide is for doctors applying for training posts in Broad Based Training at CT1 level commencing in August 2014.

## 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. This intake for August 2014 will form the second 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 2014 are:

- Health Education East Midlands
- Health Education Kent, Surrey and Sussex (TBC)
- Health Education North East
- North Western Deanery, Health Education North West
- Severn Postgraduate Medical Education, Health Education South West
- Health Education West Midlands
- Health Education Yorkshire and the Humber

You can find out more about what the Broad Based Training programme will involve via our website: [www.nwpgmd.nhs.uk/bbt](http://www.nwpgmd.nhs.uk/bbt)

## What is the application process?

The North Western Deanery, HENW has worked with the Royal College of Paediatrics and Child Health, the Royal College of Physicians, the Royal College of Psychiatrists, the General Practice National Recruitment Office and the national Broad Based Training Steering Group in order to devise a fair and robust method for selecting Broad Based Training applicants. The recruitment process along with the training programme will be the subject of an evaluation run by the Academy of Medical Royal Colleges.

Recruitment for CT1 Broad Based Training (BBT) posts commencing August 2014 will be organised by the North Western Deanery, HENW in conjunction with the General Practice National Recruitment Office.

All applications will be managed using an online application system, which can be accessed via the General Practice Recruitment website: <http://gprecruitment.hee.nhs.uk/index.html/>.

You will need to apply to BBT via the GP application process. In the GP application form, there will be a section to complete if you wish to apply for a BBT post. This section will include specific questions relating to BBT and will be used as part of a shortlisting process to determine a rank order for invitation to the BBT Selection Centre. **Please note you can apply for BBT alone or BBT and GP.**

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.

A centralised BBT Selection Centre on behalf of all LETBs with BBT posts will take place on Thursday 30<sup>th</sup> January 2014 at the Reebok Stadium, Bolton, BL6 6JW.

## 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 2014 applicants' guide. This guide can be found at the following link:

- General Practice Applicants Guide
  - <http://gprecruitment.hee.nhs.uk/applicantsguide.html>

## 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 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.nwpgmd.nhs.uk/bbt#after\\_bbt](https://www.nwpgmd.nhs.uk/bbt#after_bbt)



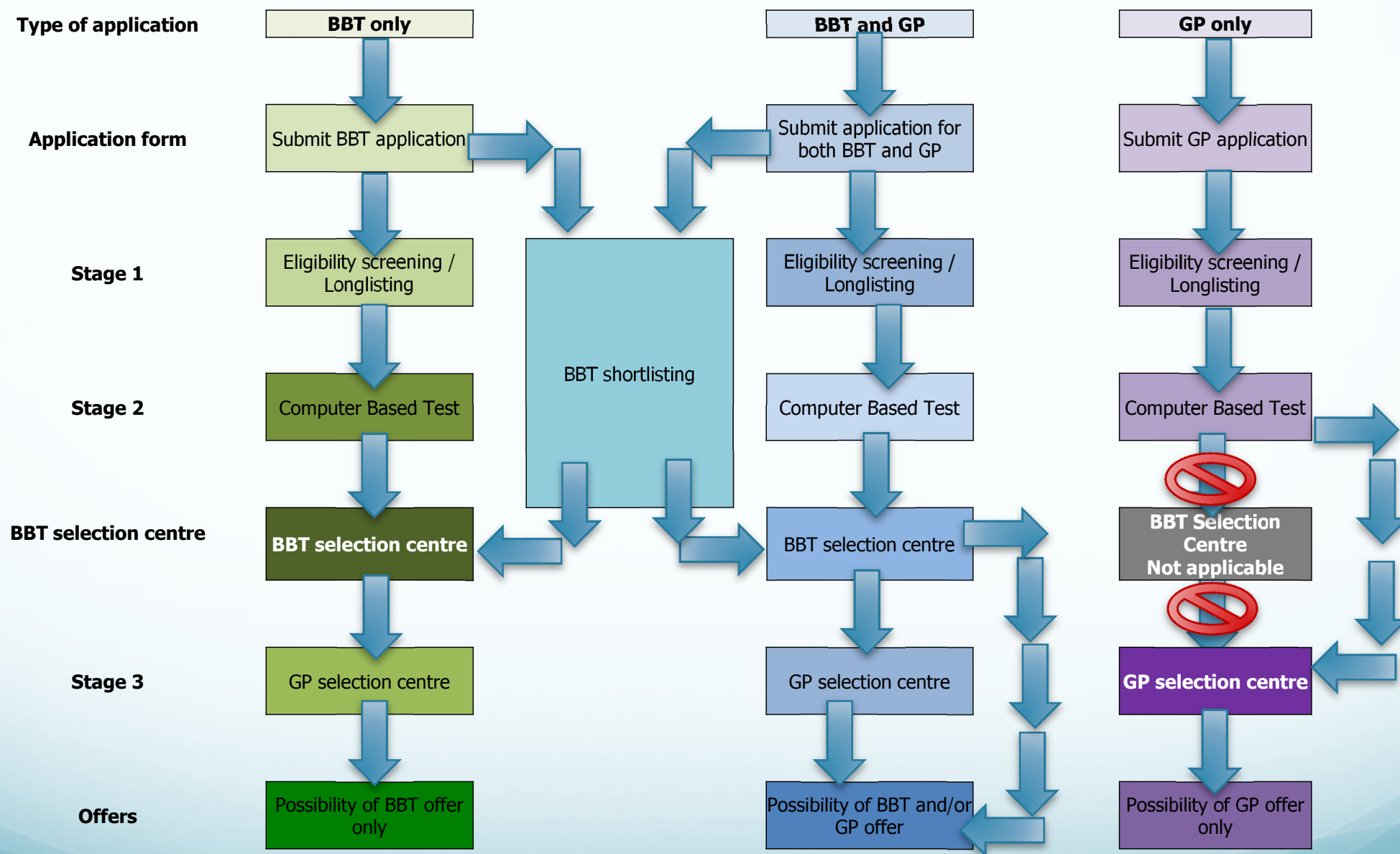
## Key Dates

<b>Provisional Broad Based Training Recruitment Timetable</b>	
<b>Stage</b>	<b>Date(s)</b>
<b>Advert</b>	Appears Monday 4 <sup>th</sup> November 2013 on NHS Jobs
<b>Applications open</b>	Tuesday 12 <sup>th</sup> November 2013 at 10am UK time
<b>Applications close</b>	Thursday 5 <sup>th</sup> December 2013 at 5pm UK time
<b>Stage 2 (Computer Based Testing)</b>	Between Saturday 4 <sup>th</sup> January and Saturday 11 <sup>th</sup> January 2014
<b>BBT Shortlisting</b>	December 2013 / January 2014
<b>BBT Selection Centre</b>	Thursday 30 <sup>th</sup> January 2014 at the Reebok Stadium, Horwich, Bolton, BL6 6JW
<b>Stage 3 (GP) Selection Centre</b>	Between Monday 3 <sup>rd</sup> February - Friday 14 <sup>th</sup> February 2014 at various locations in the UK*
<b>Initial Offers</b>	By no later than Wednesday 5 <sup>th</sup> March 2014 at 5pm UK time, and likely to be made during week commencing 24 <sup>th</sup> February 2014  Offers will continue to made until all posts are filled or until no more appointable applicants remain
<b>Hold deadline</b>	Wednesday 12 <sup>th</sup> March 2014 at 1pm UK time
<b>Upgrade deadline</b>	Wednesday 19 <sup>th</sup> March 2014 at 5pm UK time

\*If you have applied to GP as well as Broad Based Training, you will be allocated to a deanery for Stage 3 (GP) Selection Centre based on your GP LETB or deanery preferences and your rank after Stage 2. Most GP applicants are allocated to their first choice LETB or deanery. This process is explained in the GP Applicants' Guide.

If you have applied to BBT only, you will be invited to the GP Selection Centre in your first choice BBT LETB.

# Application Overview





# Making an application

## Application Window

You must apply between 10am UK time on Tuesday 12<sup>th</sup> November 2013 and 5pm UK time on Thursday 5<sup>th</sup> December 2013 via <http://gprecruitment.hee.nhs.uk/index.html/>. 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. Last year, we received 429 applications for 52 posts – that's a competition ratio of over 8 applicants for every 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 30<sup>th</sup> January 2014 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

Applications will be made through via the GP recruitment website located at <http://gprecruitment.hee.nhs.uk/index.html/>.

When you log into the GP recruitment portal, you will be presented with two options:

- Apply for General Practice
- Apply for Broad Based Training

Select the option you wish to apply for first and work your way through each of the sections of the application form. Once you have submitted your first application, you will be given the option to complete either a BBT application or GP application.

Please refer to the following link for further guidance on completing your on-line application(s):

<http://gprecruitment.hee.nhs.uk/apply-guide.html>

## 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 UK Offers 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 invited to the GP Selection Centre in your first choice BBT LETB (subject to capacity). As there is no option to indicate your first choice BBT LETB at the application stage, you will receive an email on Monday 10<sup>th</sup> December 2013 asking you to indicate which of the LETBs is your first choice. This is where you will be invited to the GP Selection Centre (subject to capacity). If you do not respond to the email by the deadline stated, you will be allocated to the LETB at random. 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.

Further information on indicating your sub-preferences can be found in the section called  
**Choosing your BBT post**

## 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.

You can complete either a GP or BBT application form first. Once you have submitted your first application form, the recruitment portal will ask you if you want to carry on and apply for another programme as well.

For example, if you apply to GP first, then the answers you give in your General Practice application form will be copied over into your Broad Based Training application form. There is a supplementary section to complete in the BBT application form. This is called **Additional Broad Based Training Questions**. See the section called “Overview of allocation to BBT Selection Centre” for further information on the additional questions.

Once you have completed all sections of your BBT application to your satisfaction, you will need to submit it before the deadline for applications closes at 5pm UK time on Thursday 5<sup>th</sup> December 2013.

If you want to apply for both Broad Based Training and General Practice, you will need to submit an application form 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/>.

## 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](http://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) will not be eligible to apply as during this round of BBT recruitment, the RLMT will not be deemed to have been met. Therefore, if you are subject to RLMT, then your application to BBT will be longlisted out.

\*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 December 2013. 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:

Area	Requirement
<b>A recognised primary medical qualification</b>	Applicants that do not hold a recognised primary medical qualification will not be considered.
<b>Eligibility for full registration with the GMC and a current licence to practise</b>	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.
<b>Evidence of current employment in a UK Affiliated Foundation Programme OR evidence of achievement of Foundation Competencies within the 3 years before August 2014</b>	Applicants who have not completed a UK foundation programme since 31 <sup>st</sup> July 2011 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.
<b>Eligibility to work in UK</b>	Applicants must be able to legally work in the UK. Doctors who require the Resident Labour Market Test to be met before they can be considered will not be eligible to apply in Round 1. Please note that there are no plans to hold a second round of recruitment for Broad Based Training for posts starting in August 2014. 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>
<b>English language skills</b>	Applicants whose primary medical degree was not taught in English or those who have not achieved an overall Academic IELTS score of 7.0 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.
<b>Match to specialty level</b>	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 2014). 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.

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



## Eligibility Requirements and Longlisting

If you apply for General Practice as well as Broad Based Training, then your eligibility will be checked by your first choice General Practice LETB or deanery. If you only apply for BBT, then your eligibility will be checked by the North Western Deanery, HENW and its lead employer for hospital specialties and GP, the Pennine Acute Hospitals NHS Trust regardless of which LETB you want to train in BBT.

If you are ineligible to apply for General Practice; you will automatically be ineligible to apply for BBT and your application form will not be considered.

Please note that the person specification for BBT differs from the GP person specification in two key respects. All BBT application forms will be checked in these two areas by the North Western Deanery, HENW and its lead employer for hospital specialties and GP, the Pennine Acute Hospitals NHS Trust regardless of which LETB you want to do BBT in.

<b>Match to Specialty Level</b>	<p>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 2014). If you do not meet this requirement, your application will go no further.</p> <p><b>This will not affect your GP application (if you have made one).</b></p>
<b>Eligibility to Work in UK</b>  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>	<p>For Broad Based Training, if you are subject to the Resident Labour Market Test (RLMT), then you will not be eligible to apply for Broad Based Training in Round 1 as the RLMT will not be deemed to have been met. If you do not meet this requirement, your application will go no further.</p> <p><b>This will not affect your GP application (if you have made one).</b></p>

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

- Match to Specialty Level
- Eligibility to Work in the UK

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



## Evidence of Foundation Competence

There are a 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 2014, 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 2014. This includes those applying for a delayed start date due to illness or maternity. If you are undertaking a “stand alone” FY2 post that is NOT part of a recognised foundation programme attached to a UK foundation school and you do not expect to be awarded with an FACD 5.2 upon satisfactory completion, then you must answer NO to this question on the application form (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 2011), we will ask you to confirm that you have been awarded an FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. You 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 2011 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 2011.

**Further information and the relevant downloads can be found via:**

- <http://gprecruitment.hee.nhs.uk/applicantsguide.html#id6>

Please note you must use the 2014 Alternative Certificate for applications which can be downloaded here:  
<http://gprecruitment.hee.nhs.uk/downloads.html>

## References

When you complete your application form, you will be asked to provide contact details for 3 clinical referees. One of your references MUST be your current clinical or educational supervisor and the other two should be your next previous clinical or educational supervisors. We need you to provide an address, phone number and valid e-mail address for each referee as well as their GMC number. If you need to change any of your referees after you have submitted your application, you can do so up until you are invited to attend the GP Stage 3 Selection Centre. We will contact your referee by email, so you are advised to provide an email address that your referee has agreed for you to use.

Please note that referees are only asked to verify factual information about you.

If you are successful in being appointed to a Broad Based Training, then we will contact your referees at that stage and ask them to provide references.

If you have also applied for General Practice, please see the following link for more information on their reference process:

- <http://gprecruitment.hee.nhs.uk/applicantsguide.html>

## Stage 2 and Stage 3 – Coordinated by the GP National Recruitment Office

### Stage 2 – Computer Based Test

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

- <http://gprecruitment.hee.nhs.uk/applicantsguide.html#id7>
- <http://gprecruitment.hee.nhs.uk/applicantsguide.html#id8>

Stage 2 is coordinated by the GP National Recruitment Office.

### Allocation to Stage 3

Please see the following links for more information on Allocation to Stage 3:

- <http://gprecruitment.hee.nhs.uk/applicantsguide.html#id9>

If you have applied to GP as well as Broad Based Training, you will be allocated to a deanery for Stage 3 – Selection Centre based on your GP deanery preferences and your rank after Stage 2. Most GP applicants are allocated to their first choice LETB or deanery. This process is explained in the GP Applicants' Guide.

If you have only applied for Broad Based Training, your Stage 3 - GP Selection Centre will take place in your first choice BBT LETB.

### Stage 3 – GP Selection Centre

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

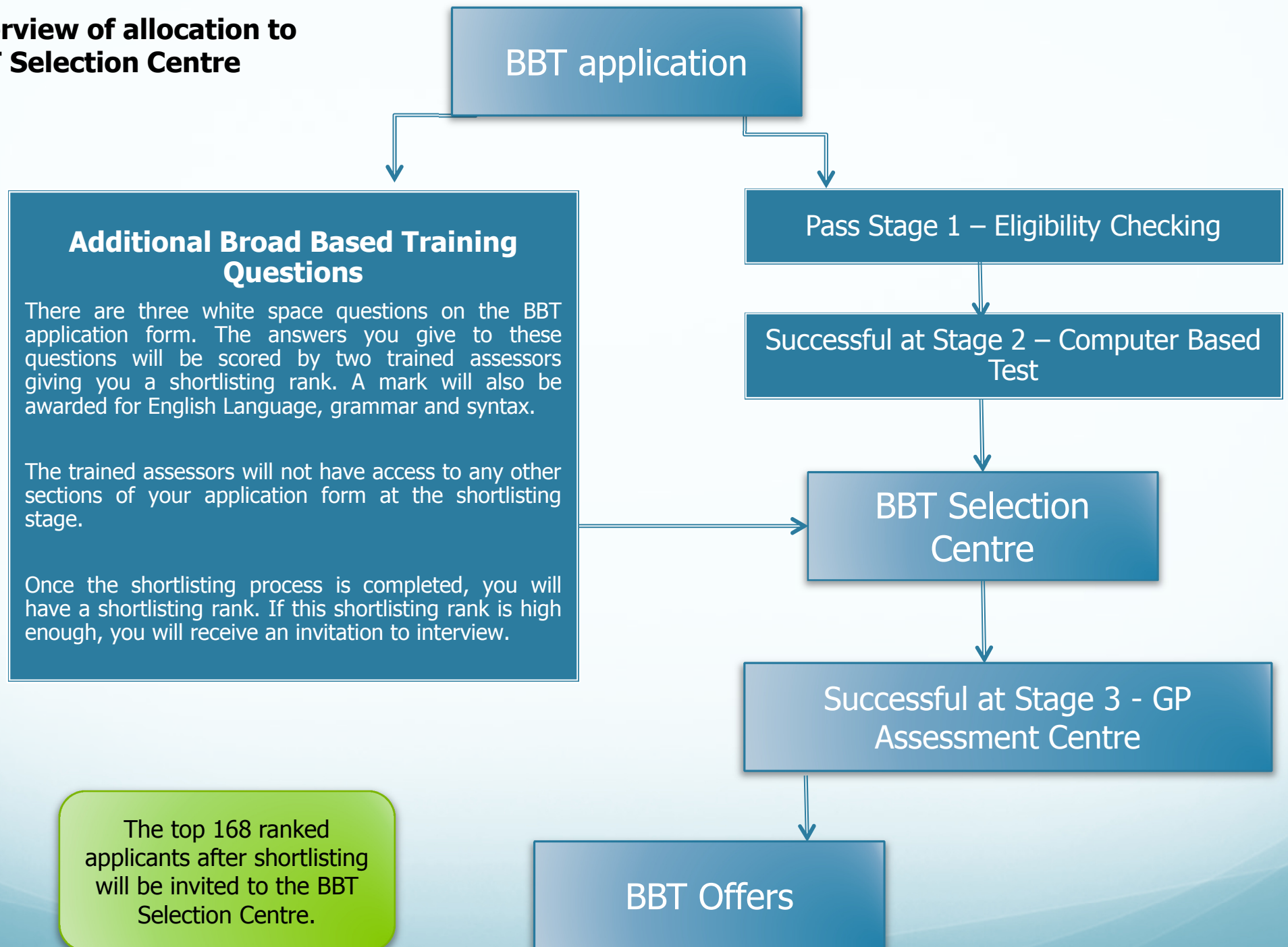
- <http://gprecruitment.hee.nhs.uk/applicantsguide.html#id10>

Stage 3 is coordinated by the GP National Recruitment Office.



Please note the BBT Selection Centre will take place on 30<sup>th</sup> January 2014 and is coordinated by the North Western Deanery. This is at around the same time you will be allocated to an Assessment Centre for GP Stage 3.

## Overview of allocation to BBT Selection Centre



## 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 required close multi-professional team working. What was your role and how did you contribute to the team work? Please describe what you felt went well, or could have been done differently. **(maximum 500 words)**

### Language Skills

There is also a mark for your use of English Language including grammar, syntax and punctuation.

**Please note the shortlisting criteria for BBT  
will be published when the application  
window opens on Tuesday 12<sup>th</sup> November  
2013**





## **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 mid-January 2014. BBT Selection Centre invitations will be sent out to the top 168 applicants by no later than Thursday 16th January 2014.

## **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 169<sup>th</sup> 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 will 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 30<sup>th</sup> January 2014 that you no longer wish to be considered for a BBT post, please ensure you withdraw your BBT application via the GP recruitment portal, which can be accessed via:

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

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 Reebok Stadium on Thursday 30<sup>th</sup> January 2014. Interviews will take place throughout the day. You will be allocated to an interview slot. We are aware that some applicants are likely to be travelling from further afield than others and will endeavour to allocate the applicants with the furthest distance to travel to interview slots later in the day, wherever possible.

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

### By road

The Reebok 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 Reebok Stadium. Please see <http://www.deverevenues.co.uk/en/venues/whites/> 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>.



**Reebok Stadium  
Burnden Way,  
Horwich,  
Bolton,  
BL6 6JW**

## BBT Selection Centre Expenses

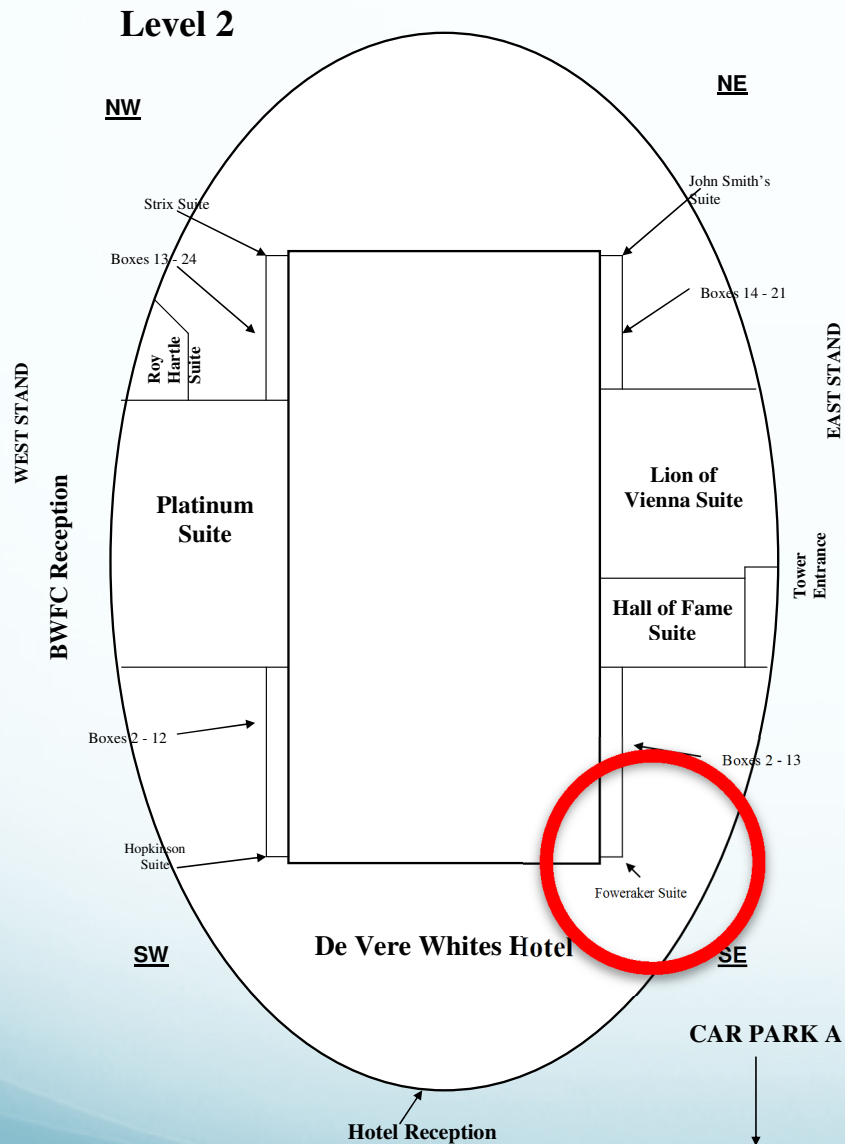
You will be able to claim interview expenses by completing our Interview Expenses Claim Form, which can be downloaded here: [https://www.nwpgmd.nhs.uk/BBT\\_Interview\\_Expenses](https://www.nwpgmd.nhs.uk/BBT_Interview_Expenses)

**Please note that currently North Western Deanery, HENW 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 accommodation costs can be claimed.

## Practical Information about the BBT Selection Centre – cont'd.



### Selection Centre location within the Reebok Stadium

You should enter the Reebok Stadium via the De Vere Whites Hotel entrance next to Car Park A.

Take the lift up to Level 2 and then follow signs towards the Foweraker Suite, located in the South East 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 Reebok 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](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 may go through the BBT Selection Centre in any order.

<b>Paediatric Prescribing Exercise</b>	<b>Paediatric Clinical Thinking &amp; Communications Station</b>	<b>Evidence &amp; Suitability / Clinical Governance Station</b>	<b>Ethics &amp; Professionalism Station</b>
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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

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

<b>GP Score</b>	<b>Broad Based Training Selection Centre</b>		
25% of your final GP score	Ethics & Professionalism Station 25%	Evidence & Suitability / Clinical Governance Station 25%	Paediatric Clinical Thinking & Communications Station & Paediatric Prescribing Exercise 25%

## **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/>

CPT: [https://www.nwpgmd.nhs.uk/national Psychiatry Recruitment](https://www.nwpgmd.nhs.uk/national_Psychiatry_Recruitment)

Paediatrics: <http://www.rcpch.ac.uk/STRecruitment>



# BBT Selection Centre Stations – Part 2

## 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
  - o Foundation Competences
  - o Qualifications
  - o Experience
  - o BBT Additional Questions

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

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 2014 will be coordinated through the single UK Offers System. Applicants will be contacted directly by UK Offers with account details shortly after applications close in December 2013.

Via the UK Offers System, you will be able to indicate the order in which you wish to be considered for BBT posts. 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 on Monday 20<sup>th</sup> January 2014. You will have until 5pm UK time on Monday 17<sup>th</sup> February 2014 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 'Preferred' or 'No Preference' section. **Please note that currently North Western Deanery, HENW 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.

The screenshot shows the 'Sub-Preferences' section of the UK Offers System. It features a search bar at the top with a link to 'Show full detail for all programmes'. Below this are three main columns: 'Selected Sub-Preferences', 'No Preference options', and 'Not Wanted'. The 'Selected Sub-Preferences' column lists several posts, including 'East Midlands BBT 2', 'East Midlands BBT 4', 'East Midlands BBT 3', and 'East Midlands BBT 1'. The 'No Preference options' column lists a large number of posts, including 'KSS BBT 1' through 'KSS BBT 12', 'KSS BBT 2' through 'KSS BBT 9', 'North Western BBT 1' through 'North Western BBT 8', 'Yorkshire & Humber BBT 3', 'Yorkshire & Humber BBT 2', 'Northern BBT 1', 'Northern BBT 2', and 'Northern BBT 3'. The 'Not Wanted' column is currently empty. A small box on the right side of the 'No Preference options' column provides details for 'CT1 Kent, Surrey & Sussex/Kent - KSS BBT 5 (2 years)', listing specialties: 'Paediatrics (with Medicine)', 'General Practice (with Psychiatry)', 'Psychiatry (with General Practice)', and 'Medicine (with Paediatrics)'.

You can change your BBT sub-preferences up to 5pm UK time on Monday 17<sup>th</sup> February 2014.

An Applicants' Guide to the UK Offers System can be found at:  
<https://www.ukoffers.org.uk/Login.aspx>

## Offers Process

Offers across all specialties in 2014 will be coordinated through the single UK Offers system. Applicants will be contacted directly by UK Offers with account details shortly after applications close in December 2013.

Successful applicants will be made offers by the North Western Deanery, HENW 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 the UK Offers System. All applicants can see how the offers are progressing through the 'real-time' offers table via the UK Offers System. Applicants can view the number of offers that have been accepted, held and declined for BBT and can calculate how likely it is they will receive an offer.

Action	Outcome	Upgrades
<b>Accepting an offer</b>	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.	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.  You can choose to opt out of upgrades when you first accept your offer or at any point during the process through your UK Offers System account.
<b>Holding an offer</b> <i>You can hold one offer until 1pm UK time on Wednesday 12<sup>th</sup> March 2014</i>	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.	
<b>Declining an offer</b>	If you decline an offer, you will not receive any further offers for Broad Based Training in this recruitment round.	No upgrades possible

**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 emailed to you in mid/late January 2014. BBT shortlisting feedback will consist of your score for each question, your mark for English language, grammar and syntax, plus 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 25% of your total score from the GP recruitment process (this incorporates your Stage 2 and 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 emailed to you after initial offers have been made and by no later than Wednesday 12<sup>th</sup> March 2014. 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. It will also include the minimum threshold you must reach in order to be deemed appointable in the Paediatrics Clinical Thinking station. It will also include your total score and rank.

Feedback from the Stage 3 – GP Selection Centre will be emailed to all applicants after initial offers have been made and by no later than Wednesday 12<sup>th</sup> March 2014

### **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 the North Western Deanery, Health Education North West via [nwd.bbt@nw.hee.nhs.uk](mailto:nwd.bbt@nw.hee.nhs.uk) in the first instance.

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](mailto: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/curriculum-and-framework/core-programmes.html>

### **BBT Person Specification**

- <http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/>

### **BBT website**

- <https://www.nwpgmd.nhs.uk/bbt>

### **Recruitment Portal**

- <https://gprecruit.konetic.net/>

### **GP National Recruitment Office Website**

- <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.