



*Health Education England*

# **APPLICANTS' GUIDE**

## **Widening Access to Specialty Training (WAST) scheme in England**

### **Information for applicants attending interview in September 2019**

**Possible start dates:**

**February 2020**

**August 2020**

**February 2021**

**Version 1**

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## 2. Introduction

This guide is for doctors applying for the Widening Access to Specialty Training (WAST) scheme in England. Successful applicants who attend the interview in September 2019 will start their posts in either February 2020, August 2020 or February 2021.

The WAST scheme is a 12-month programme based in England that will typically involve:

- Up to 12 months in acute hospital specialties with potentially 4-6 months in Psychiatry
- Two-week taster session in a GP practice
- Taster sessions in a mental health setting if required

Ideal for doctors wanting to become a general practitioner (family) doctor or psychiatrist in England, this is an opportunity to work for a year in England while receiving regular teaching and clinical exposure that will help to improve the skills and competences required for admission to specialty training through the national selection processes. It is anticipated that doctors completing the scheme are better able to understand how to deliver good quality care in the NHS.

On successful completion of the WAST scheme, subject to satisfactory progression, we anticipate that you will be able to demonstrate Foundation Competences, evidenced by a fully completed 'Certificate of Readiness to Enter Specialty Training' (previously known as the Alternative Certificate of Foundation Competence). This will allow applicants to apply for any specialty training programme at CT1/ST1 level in the UK, including General Practice and Core Psychiatry Training.

All applications will be managed using an online application system, which can be accessed via the following link:  
<https://www.oriel.nhs.uk>.

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

- A standardised application and longlisting process **and**
- A standardised interview/selection process

Rolling start dates are offered, typically February and August of each year. If found appointable, you will be added to the WAST talent pool for a post in your preferred location at one of these entry points. Applicants may remain in the WAST talent pool for up to 18 months after their original assessment date. If you are not placed after this time, you will need to re-apply to the WAST process.

This guide provides you with the key information you need in order to apply, as well as guidance regarding the interview process.

Further information is available via the following link: <https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment>.

Please note that the majority of communication with you during the recruitment process will be via the Oriel system and by email. Please choose a secure email address that you can access easily and frequently.

## 3. Changes since the last round of recruitment

Due to an increased number of applications for the last round of recruitment, and the limited interview capacity, the following changes will be introduced for this round of recruitment:

### 3.1 Person Specification

The updated Person Specification can be found on our website: <https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment>

### 3.2 Application Forms

To be considered for this round of recruitment applicants' must apply via the online recruitment system Oriel (<https://www.oriel.nhs.uk/Web/Account/LandingPage>). Previous versions of the application form will not be accepted.

### 3.3 Shortlisting

We received an overwhelming number of applications in the previous round of recruitment and so have introduced a possible shortlisting process in case this occurs again. Due to capacity, we may need to shortlist candidates based on the 'desirable' criteria listed in the Person Specification. Further details can be found in Section 11.

### 3.4 Interview Stations

The interview will now consist of three stations. Applicants are no longer required to complete the 'Written Prioritisation Station'. Further details about the interview format can be found in section 14.

## 4. Can I apply for the WAST scheme?

The WAST scheme is targeted at overseas medical graduates who wish to train in the UK, but other applicants who meet the person specification may also be considered. Please see the table below for further information:

<b>I have recently completed my degree but am unsure as to whether my degree includes an internship</b>	Potentially. Please contact the GMC to obtain advice as to whether you will receive full or provisional GMC registration based on your current experience. You may find this a helpful starting point - <a href="https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration">https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration</a> . <ul style="list-style-type: none"> <li>• If you receive confirmation that you will get full GMC registration, please apply for WAST.</li> <li>• If you will only receive provisional registration, please apply to the UK Foundation Programme at Foundation Year 1 level. See <a href="http://www.foundationprogramme.nhs.uk/pages/home">http://www.foundationprogramme.nhs.uk/pages/home</a> for more information.</li> </ul>
<b>I have recently completed my internship and have 6-12 months experience as a postgraduate doctor</b>	Yes, provided you meet the criteria of the Person Specification.
<b>I have more than 24 months' experience as a postgraduate doctor in the UK</b>	No. The Person Specification states that eligible applicants will have no more than 24 months' postgraduate clinical experience in the UK at the time of application.
<b>I have more than 24 months' experience as a postgraduate doctor overseas</b>	Yes. However, the Person Specification lists "no more than 24 months' postgraduate clinical experience overseas at the time of application" as desirable. Depending on the number of applications received, this criterion may be used during the shortlisting process.
<b>I have more than 24 months' experience as a postgraduate doctor, having gained experience in the UK and overseas</b>	Yes. However, the Person Specification lists "no more than 24 months' postgraduate clinical experience including both UK and overseas' experience at the time of application" as desirable. Depending on the number of applications received, this criterion may be used during the shortlisting process.

<b>I am currently a medical student and expect to complete my internship by July 2019</b>	Yes, provided you meet the criteria of the Person Specification.
<b>I currently work in the UK in an FY2 post but have failed the GP and/or Psychiatry recruitment processes</b>	No. As you are currently an FY2 trainee you will be eligible for a Foundation Programme Certificate of Completion (FPCC). You could either re-apply to GP or Core Psychiatry training in a future round, or apply for Preparation for Specialty Training (PST) in General Practice.
<b>I am currently an F2 trainee in the UK</b>	No, you would not be eligible to apply to the WAST scheme as it is designed for individuals to obtain further foundation competences in order to apply for GP or Core Psychiatry Training.
<b>I am currently a WAST doctor or have already completed the WAST scheme</b>	No, you will have the opportunity to complete the Certificate of Readiness to Enter Specialty Training in your current/previous WAST post.
<b>I have not practised as a doctor within the last 12 months</b>	Yes. However, the Person Specification includes the following criterion: "The applicant will have practised continuously as a doctor for the last 12 months. If not, evidence of maintaining clinical knowledge and skills must be provided". Depending on the number of applications received, this may be considered during the shortlisting process.
<b>I completed a UK foundation programme more than three years ago and I am looking for an opportunity to complete the Certificate of Readiness to Enter Specialty Training</b>	No, if you need to obtain a Certificate of Readiness to Enter Specialty Training then you should apply for a standalone F2 appointment or locum F2 post in order to work towards obtaining one.
<b>I have previously attended a WAST interview before</b>	Possibly. Candidates are permitted to attempt the WAST interview twice.
<b>I have not yet secured GMC registration but will by my preferred start date (August 2020 or February 2021)</b>	Yes. However, depending on the number of applications, priority for interviews may be given to candidates who are closer to securing GMC registration (for example, those who have already sat PLAB 1 or the IELTS/OET exam if required).

## 5. How does WAST fit into training?

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Primary Medical Qualification	Provisional GMC Registration	FY1	FY2	CT1 Core Psychiatry	CT2 Core Psychiatry	CT3 Core Psychiatry	ST4 General Adult Psychiatry	ST5 General Adult Psychiatry	ST6 General Adult Psychiatry		
	Full GMC Registration			CT1 Core Medical Training	CT2 Core Medical Training	ST3 Medical Specialties	ST4 Medical Specialties	ST5 Medical Specialties	ST6 Medical Specialties	ST7 Medical Specialties	ST8 Medical Specialties
			GPST1 GP Training	GPST2 GP Training	GPST3 GP Training						
Primary Medical Qualification (Including Internship)		WAST Scheme *	CT1 Core Psychiatry	CT2 Core Psychiatry	CT3 Core Psychiatry	ST4 General Adult Psychiatry	ST5 General Adult Psychiatry	ST6 General Adult Psychiatry			
			CT1 Core Medical Training	CT2 Core Medical Training	ST3 Medical Specialties	ST4 Medical Specialties	ST5 Medical Specialties	ST6 Medical Specialties	ST7 Medical Specialties	ST8 Medical Specialties	
			GPST1 GP Training	GPST2 GP Training	GPST3 GP Training						

\* The WAST (Widening Access to Specialty Training) Scheme will consist of either 2 x 6 month placements or 3 x 4 month placements.

## 6. Timelines

WAST Recruitment Timetable – September 2019 Interviews			
Advert placed	June 2019		
Application Window Opens	Tuesday 18 <sup>th</sup> June 2019 at 10am (UK Time)		
Application Window Closes	Wednesday 17 <sup>th</sup> July 2019 at 4pm (UK Time)		
Longlisting	As applications come in		
Interview Invitations	By no later than w/c Monday 29 <sup>th</sup> July 2019		
Date Stem Interview Questions will be released	Friday 23 <sup>rd</sup> August 2019		
Interviews	Tuesday 3 <sup>rd</sup> September 2019 Wednesday 4 <sup>th</sup> September 2019 Thursday 5 <sup>th</sup> September 2019		
Confirmation of Appointability <sup>1</sup>	Week commencing Monday 16 <sup>th</sup> September 2019		
Deadline for eligibility evidence	By Wednesday 30 <sup>th</sup> October 2019	By Wednesday 29 <sup>th</sup> April 2020*	By Wednesday 28 <sup>th</sup> October 2020*
Initial placement confirmed	By Wednesday 11 <sup>th</sup> December 2019	By Wednesday 10 <sup>th</sup> June 2020*	By Wednesday 9 <sup>th</sup> December 2020*
Anticipated Start Dates	Wednesday 5 <sup>th</sup> February 2020	Wednesday 5 <sup>th</sup> August 2020	Wednesday 3 <sup>rd</sup> February 2020

\*Please note that these dates are provisional and may be refined nearer to these start dates.

Following this round of recruitment, we anticipate the next interviews will take place in either March or April 2020. Further details will be available in early 2020.

## 7. Finance

### 7.1 Salary

The WAST salary is in line with that of a Foundation Year 2 doctor (currently £31,422), the appropriate pay circular can be found on the [NHS Employers website](#).

In some posts, there may be the opportunity of taking on call work. Providing it does not affect your work within the WAST scheme, training commitments or cause you to breach the European Working Time Directive (EWTD), WAST doctors are permitted to supplement their income by doing locum work.

### 7.2 Interview Expenses

Applicants will be reimbursed up to a maximum of £150 to contribute towards interview expenses incurred. This can contribute towards flights, visa costs, a meal allowance and accommodation in Manchester.

All claims must be submitted within one month of the interview. Interview expenses will be processed after the interviews have taken place.

Please contact the WAST team directly ([wast.recruitment@hee.nhs.uk](mailto:wast.recruitment@hee.nhs.uk)) to request further information about the expenses process.

### 7.3 Relocation Expenses

Successful applicants moving to England from overseas will be paid a relocation allowance in order to help move to the United Kingdom. It is anticipated that this will total £5000 and will be paid in three tranches:

- An initial payment of £2,500 within a week of starting the post.
- Two further payments of £1,250 a month

If you leave within the first three months of the WAST programme, we reserve the right to withdraw one month's salary.

<sup>1</sup> In order to be considered for a post, you must either possess full GMC registration or have submitted your full GMC registration application and, if applicable, returned your Tier 2 application to us by no later than the date listed in this column to be considered for the start date. If you are unable to do this by this date, your start date will be moved to the next available intake.

If you already live in the UK, you will not be eligible to receive this relocation allowance.

## 8. 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 WAST person specification, which can be accessed via: <https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment>

### 8.1 Less Than Full Time (LTFT) 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. Once you have been allocated to a Trust, you will need to apply via their Medical Staffing contact

### 8.2 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 WAST interview, provided their application is eligible and meets the entry criteria.

### 8.3 Overseas Applicants

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

Please note that UK law dictates that offers must be made to applicants who are not subject to the Resident Labour Market Test (i.e. those who are free to work in the UK without a visa) ahead of applicants who are subject to the RLMT.

## 9. Overview of Eligibility Requirements

### 9.1 Eligibility Requirements

You should read the 2019 WAST Person Specification (accessible via: <https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment>) to determine whether you are eligible and meet the entry and selection criteria listed there. Please note that the Person Specification was updated in May 2019.

The minimum entry requirements are as follows:

REQUIREMENT	DESCRIPTION
<b>A recognised Primary Medical Qualification</b>	Applicants must have achieved a primary medical qualification recognised by the General Medical Council (GMC). If you do not hold a recognised primary medical qualification, then you will not be considered
<b>Eligibility for full registration with the GMC and a current licence to practise</b>	You will need to be eligible <sup>2</sup> for full GMC registration by the closing date and hold full registration as well as a licence to practise by the time of the post start date.  In the UK, Doctors undertake a 2-year Foundation Programme once they have obtained their medical degree. After the first year of this training they register with the General Medical Council. If you have not completed a UK Foundation programme, your primary medical degree must have included an internship or you must have completed 12 months' whole time equivalent to a UK Foundation Year 1 post in order to obtain full GMC registration.  If you are unsure whether your primary medical degree includes an internship, please contact the

<sup>2</sup> If you have completed an acceptable internship either overseas or in the UK you will be eligible for full registration with a licence to practise. If you have not completed an acceptable internship you will be eligible for provisional registration with a licence to practise.

	<p>GMC to obtain advice as to whether you will receive full or provisional GMC registration based on your current experience. You may find this a helpful starting point - <a href="https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration">https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-registration</a>.</p> <p>You will need to have submitted your application to the GMC for full registration at least 14 weeks in advance of the date you wish to take up a WAST post (see timetable for exact dates)</p>
<b>Eligibility to work in the UK</b>	<p>Before you take up a WAST post, you will need to demonstrate that you are eligible to legally work in the UK.</p> <p>Please refer to the 2019 Guidance for Medical Specialty Recruitment via <a href="https://specialtytraining.hee.nhs.uk/">https://specialtytraining.hee.nhs.uk/</a> for further details, or visit the UK Visas and Immigration website via: <a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a>.</p> <p>Further information regarding Tier 2 visas can be found on the Health Education England <a href="#">Tier 2 website</a></p> <p>Please note that, as at October 2018, the rules state that you "must have £945 in your bank account for 90 days before you apply. This is to prove that you can support yourself". Further information can be found on the following link: <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a></p> <p>If applicable, you will need to have submitted your Tier 2 application to us at least 14 weeks in advance of the date you wish to take up a WAST post (see timetable for exact dates).</p> <p><b>Please note</b> UK law dictates that we must consider applicants who are not subject to the Resident Labour Market Test (i.e. free to work in the UK without a Visa) ahead of all other applicants.</p>
<b>English Language Skills</b>	<p>If your undergraduate training, including clinical contact, was not carried out using English, you will need to demonstrate English Language Skills that meet the requirements of the GMC.</p> <p>In February 2018, the GMC started allowing applicants to demonstrate English Language Skills via the Occupational English Test (OET) as well as via IELTS. You can find out more about the OET (medicine version) here - <a href="https://www.occupationalenglishtest.org/">https://www.occupationalenglishtest.org/</a>. You can find out more about IELTS here - <a href="https://www.ielts.org/">https://www.ielts.org/</a>.</p> <p>Applicants to WAST are advised to visit the GMC website which gives details of evidence of English Language skills accepted for registration - <a href="https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/evidence-of-your-knowledge-of-english">https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/evidence-of-your-knowledge-of-english</a>.</p> <p>In order to obtain full GMC registration, you will need to have confirmation you have achieved the desired levels of either IELTS or OET more than 14 weeks in advance of the date you wish to take up a WAST post (see timetable for exact dates), in order that your GMC application can be submitted by this date.</p>
<b>Experience</b>	Applicants must have no more than 24 months' postgraduate clinical experience in the UK at the time of application.
<b>Fitness to Practise</b>	<p>If you answer 'yes' to any of the Fitness to Practise questions in the application form, please ensure that you forward a completed "Fitness to Practice Declaration Form" (found here: <a href="https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTEyNg%3d%3d">https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTEyNg%3d%3d</a>).</p> <p>Please note that answering 'yes' to one or more of the Fitness to Practise questions does not necessarily mean your application cannot progress.</p> <p>Emails should be sent to: <a href="mailto:fitnesstopractise.nw@hee.nhs.uk">fitnesstopractise.nw@hee.nhs.uk</a> by no later than the submission deadline (Wednesday 17<sup>th</sup> July 2019 at 4pm UK Time)</p>
<b>Travel Requirements</b>	Applicants must hold a current valid driving licence or provide alternative means of transport to fulfil the requirements of the WAST scheme.

## 9.2 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 essential 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 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. If it is subsequently established that you don't 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.

## 10. Making an Application

You must apply between 10am (UK Time) on Tuesday 18<sup>th</sup> June 2019 and 4pm (UK Time) on Wednesday 17<sup>th</sup> July 2019 via <https://www.oriel.nhs.uk>. Late or incomplete applications will not be accepted.

Please be aware that although the recruitment team aims to respond to queries as soon as possible we anticipate that there may be delays around the time of the deadline. In the previous round of recruitment around half of all applications were submitted in the final 24 hours of the application window.

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 open the application form before completing the registration page, you will need to re-enter these details to the application form. If you open the application form after completing the registration page, your details will be saved and can be copied to future applications. Please refer to the Oriel Applicant Guide for further information on how to use the Oriel system: <https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTEyMQ%3d%3d>

Step-by-step guides on how to register and complete the application form can be found on our website: <https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment>

**Please note that the majority of communication sent regarding your application will be via direct messaging to your Oriel account.**

The Oriel system will also send an email notification as a secondary form of communication. However, as emails are external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should not be relied upon. Please choose a secure email address that you can access easily and frequently. You should also make sure that you are using an email account that will not be blocked by your employer's IT security system. To ensure messages are not filtered by your email provider's junk/spam filters, you are strongly advised to add [wast.recruitment@hee.nhs.uk](mailto:wast.recruitment@hee.nhs.uk) and [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to your email whitelist.

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.

### 10.1 Document Upload

As you progress through your application, it may become apparent you will be required to upload some form of documentation to allow the recruitment team to assess your eligibility.

If you are required to do this, please follow these 'house rules' in order to help the recruitment team:

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 the recruitment team what it is they will be opening.

- Ensure that the document is uploaded in to the correct document section
- Provide a password if the document is password-protected

## 11. Longlisting and Shortlisting Process

The WAST Recruitment team will carry out a central process of longlisting to ensure that applicants meet the essential eligibility requirements. If the number of eligible applicants exceeds the limited number of interview slots available, a shortlisting stage will be introduced.

A clinician-led shortlisting panel will convene to consider the 'desirable' criteria listed on the Person Specification. Applicants will then either be invited to attend an interview, or placed on a waiting list.



## 12. Choosing your WAST post

The WAST posts will only be available in the most under-doctored areas of England. There are unlikely to be posts available in London and the South East. The majority of posts will be available in Yorkshire, Shropshire and the West Midlands.

The available regions are:

- East Midlands
- East of England
- Kent, Surrey and Sussex
- North East
- North West
- West Midlands
- South West
- Thames Valley (very limited opportunities)
- Wessex (very limited opportunities)
- Yorkshire and Humber

Further information about each HEE area can be found via our website: <https://hee.nhs.uk/hee-your-area>

We will not be advertising posts in Scotland and Wales.

You will be asked to complete your order of preference in the above locations further along in the process after you have been invited to attend an interview.

### 12.1 Linked Applications

You can link your application to that of another applicant to request that you will both be allocated to the same region. You can only link to one other person – they can be a partner, friend, sibling etc. If you and another applicant wish to link applications both of you must rank all of the available posts in the same order of preference.

Please note that the link will only be honoured if:

- You have both requested a linked application.
- Neither you nor the other individual have been pre-allocated to a region on the grounds of Special Circumstances.
- You have both ranked the available posts in the same order of preference.
- There are two places available in a region when it is your turn to be allocated based on the lower of both ranks.

### 12.2 Special Circumstances

If you are already based in the UK and need to be allocated to a particular region then you can apply for pre-allocation on the grounds of special circumstances if:

- You are the primary carer for a close relative
- You are the parent/legal guardian for a child/children who have significant caring responsibilities

OR

- You have a medical condition for which ongoing follow-up in a specified location is an absolute requirement.

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. a care plan, letter from current medical specialist treating your condition or Occupational Health physician. The Special Circumstances form can be found via our website: <https://www.nwpgmd.nhs.uk/widening-access-specialty-training-wast-recruitment>

The Special Circumstances form must be returned by email to [wast.recruitment@hee.nhs.uk](mailto:wast.recruitment@hee.nhs.uk) by no later than Wednesday 17<sup>th</sup> July 2019 at 4pm (UK Time).

## 13. Preparing for Interview

Please prepare your documentation in advance. You will be required to bring all your original documents and photocopies (A4) of each document listed below to the interview centre.

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

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

Document	Copies Required	Additional Information
<b>Original Passport</b>	1 copy of the inside cover and signature/photograph page	N/A
<b>Original Primary Medical</b>	1 copy	With a translated version, if applicable
<b>Original Proof of English Language proficiency</b>	1 copy	If applicable. This could be your IELTS/OET certificate, evidence that your primary medical degree was taught in English or a letter/testimonial from a consultant/educational or clinical supervisor
<b>Original current GMC Proof of Registration</b>	1 copy	We can accept a printout of your GMC proof of registration from the online system; or you can show us it on your phone/tablet.
<b>Original evidence of right to work in the UK</b>	1 copy	If applicable. For example, evidence of visa status including letter from Home Office accepting you onto relevant scheme and/or the relevant pages from your passport

Please note that there will be no photocopying facilities available on the day at the assessment centre, therefore please ensure that you bring both the original AND a copy with you.

## 14. Interview

### 14.1 Receiving an invitation to Interview

Interviews for the next intake will be held on Tuesday 3<sup>rd</sup>, Wednesday 4<sup>th</sup> and Thursday 5<sup>th</sup> September 2019. No other interview venues and no alternatives (e.g. video/telephone conferencing) are currently available.

It is recommended that you request employment leave to attend the interview, if applicable, even if you have not received a formal invitation.

Please also check whether you will need a visa in order to come to the UK to attend the interview, and how long you might need to allow to obtain the visa. Formal invitation letters to support your Visa application can be provided after an interview has been offered.

Invitations to interview will be sent after applications have been longlisted. All invitations will be sent at the same time, by the week commencing Monday 29<sup>th</sup> July 2019.

### 14.2 Venue Information and Travel

Interviews will take place at the following venue:

Mancunian Suite  
 Manchester City Football Club  
 Etihad Stadium  
 Etihad Campus  
 Manchester  
 M11 3FF



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

### 14.3 Timing

Applicants are advised to arrive a minimum of 20 minutes prior to their interview slot to allow sufficient time for document checking.

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

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

### 14.4 The Interview Format

The interview is designed to give you an opportunity to demonstrate the skills and competences outlined in the essential and desirable sections of the Person Specification.

Applicants will be required to participate in three stations during the interview process which will have an emphasis on patient safety. Applicants are not required to prepare a portfolio for the interview. Further information on what to expect on the day (including details of a scenario you can prepare for) will be provided upon invitation to the assessment centre.

It is anticipated that there will be three interview stations, as follows:

1. Psychiatry Communication Scenario – Interaction with Patient (10 minutes)  
You are a Foundation Year 2 Doctor on an orthopaedic ward. Jan Smith has been admitted to hospital this morning as a day case for a knee arthroscopy to be done under general anaesthetic. You will be provided with a full scenario a week ahead of the interview. You have ten minutes with the patient or you can finish earlier if you choose to do so.
2. Psychiatry Debrief Station (12 minutes)  
For the first 5 minutes of this station, you will be asked to reflect on your interaction with the patient in the previous station. For the next seven minutes, you will be asked questions on the topic of self-harm.
3. Acute Clinical Scenario (12 minutes)  
You will be presented with a scenario prior to starting the interview. The panel will ask questions exploring your clinical understanding and suggested management. You will need to demonstrate your systematic approach to the immediate assessment and treatment of a critically ill or injured patient. The panel may expect you to use a recognisable systematic approach similar to that described within ALS / ILS / PHTLS algorithms.

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

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

## 14.6 Concerns on the Interview Day

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

# 15. Confirmation of Appointability

Candidates will be informed of their appointability in the week commencing Monday 16<sup>th</sup> September 2019.

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

If your interview score meets or exceeds the national threshold you will be deemed appointable. You will also receive feedback on your performance at interview.

Please note that being deemed appointable does not guarantee you a post. Applicants will only be considered for a post once they have demonstrated that they are ready to start the WAST scheme (e.g. by submitting evidence of full GMC registration). We will then consider your immigration status and interview score as well as the availability of posts in your preferred location. The higher your interview score, the more likely you are to be offered a post.

# 16. Demonstrating your eligibility

Once you have received confirmation that you are appointable, you should be concentrating on progressing your full GMC registration. What this will entail will depend on your background.

As a rough guide, we expect most EU nationals will need to obtain the Academic International English Language Testing System (IELTS) or the Occupational English Test (OET) at the level required by the General Medical Council before they can apply for full GMC registration. Further details about this are available here - [https://www.gmc-uk.org/doctors/registration\\_applications/13680.asp](https://www.gmc-uk.org/doctors/registration_applications/13680.asp).

Applicants from the rest of the world are likely to need to obtain PLAB 1 and PLAB 2 before they can obtain full GMC registration. Further details about this are available here - [https://www.gmc-uk.org/doctors/plab/test\\_dates.asp](https://www.gmc-uk.org/doctors/plab/test_dates.asp).

If you already have full GMC registration, then please confirm your registration number.

If applicable, you may need to complete the relevant Tier 2 forms and return them to us.

If you are able to demonstrate that you possess full GMC registration or have submitted your full GMC registration application and, if applicable, returned your Tier 2 application to us by no later than 30<sup>th</sup> October 2019, then we will attempt to place you in a post starting in February 2020.

If you are not able to do this by 30<sup>th</sup> October 2019, we will look to place you in August 2020 and you will have until 10<sup>th</sup> June 2020 to demonstrate your eligibility to us.

Please note that we are not able to offer start dates other than in February and August of each year.

# 17. Confirmation of a specific post

If you are able to demonstrate that you possess full GMC registration or have submitted your full GMC registration application and, if applicable, returned your Tier 2 application to us by no later than 30<sup>th</sup> October 2019, then we will attempt to place you in a post starting in February 2020.

All offers will be made based on your immigration status, your overall ranking and the location preferences you stated in your application form. Applicants who are not subject to the resident labour market test (i.e. free to work in the UK without a visa) will be offered posts in rank order ahead of applicants who are subject to RLMT. Applicants subject to RLMT will then be offered any remaining posts.

If it is possible to place you, then we will make you an offer including details of your initial placement by 11<sup>th</sup> December 2019. If you wish to accept this offer, then you will have at least 48 hours to do so.

Please note that 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>.

### 17.1 Responding to an Offer of a specific post

You will be given at least 48 hours (exclusive of weekends and bank holidays) to respond to an offer. Please note that if you reject an offer you will not be considered for any further WAST posts in this recruitment round. If you fail to respond to an offer within the window, you will be deemed to have declined the offer.

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.

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

### 17.2 Deferring your start Date

Applicants who wish to delay their start date for statutory reasons, such as maternity leave and ill health, should clearly include this in the application form.

All applicants are eligible to apply for a deferred start date to the WAST scheme if they are found appointable and offered a place. Deferred requests can be for either 6 months (August 2020) or 12 months (February 2021 intake). Please forward any queries you may have regarding deferral to the following email address: [wast.scheme@hee.nhs.uk](mailto:wast.scheme@hee.nhs.uk)

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

If you chose to defer your start date once you have been offered a specific post, then it will not necessarily be possible for us to offer you the same post(s) at a later point in time; though we will try and locate you in a similar area where possible.

### 17.3 Pre-employment Checks

In due course, your host Trust 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, prescribing safety assessment, 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.

## 18. WAST Talent Pool Principles

If you are successful in your interview you will be placed in the talent pool, whilst you start the process of demonstrating your eligibility to us and whilst suitable posts are found. Posts are likely to become available by the dates stated in the timetable, and if you've demonstrated your eligibility to us by no later than Wednesday 30<sup>th</sup> October 2019 then we will attempt to place you in a post starting in February 2020.

All offers will be made based on your immigration status, your overall ranking and the location preferences you stated in your application form. Applicants who are not subject to the resident labour market test (i.e. free to work in the UK without a visa) will be offered posts in rank order ahead of applicants who are subject to RLMT. Applicants subject to RLMT will then be offered any remaining posts.

Whilst we will do our best to place you in your preferred location, the more flexibility will give you a higher chance of getting a post.

Once we offer you a post you must respond by the designated deadline, as detailed in the offer email. This offer is conditional on the receipt and verification of all the applicant documentation required, as listed in your invitation to interview email.

If you are not allocated to a WAST post by February 2021, you will need to reapply for posts from August 2021 onwards.

## 19. References

Applicants must provide the contact details for three references on their application form; ideally they will be consultants who have supervised your work or your current/most recent supervisor. You may also use a medical school reference. We will pass your referee details on to your new employer who will request references from them as part of your pre-employment checks.

All offers made will be on the condition of the HEE area/region receiving three satisfactory references.

## 20. Following the WAST Scheme

Applicants who complete the WAST scheme will have the opportunity to achieve all competences listed on the 'Certificate of Readiness to Enter Specialty Training' (previously known as the Alternative Certificate of Foundation Competence). The Certificate of Readiness to Enter Specialty Training will be signed off by your nominated clinical supervisor(s).

Following the WAST post, candidates will then be able to apply for specialty training. Information can be found on the Specialty Training website: <https://specialtytraining.hee.nhs.uk/Recruitment>

If a candidate has the 'Certificate of Readiness to Enter Specialty Training' signed off during their time in the WAST programme, this can be submitted as evidence of their foundation competency when applying for specialty training. Applicants may apply for specialty training before they complete the WAST scheme so long as they are progressing well enough. The Certificate of Readiness to Enter Specialty Training will be valid for further rounds of recruitment, so long as the certificate relates to a post held within 3.5 years of the post start date.

## 21. Further Information

If you have any further questions, please contact us:

Email: [wast.recruitment@hee.nhs.uk](mailto:wast.recruitment@hee.nhs.uk)  
Telephone: 0161 0268 9508 or 0161 268 9537

## 22. Useful Links

<b>WAST Recruitment Information</b>	<a href="https://specialtytraining.hee.nhs.uk/wideningaccess">https://specialtytraining.hee.nhs.uk/wideningaccess</a>
<b>Certificate of Readiness to Enter Specialty Training</b>	<a href="https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTA3NA%3d%3d">https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTA3NA%3d%3d</a>
<b>CT1 Core Psychiatry Training Website</b>	<a href="https://www.nwpgmd.nhs.uk/ct1_psy_current_round">https://www.nwpgmd.nhs.uk/ct1_psy_current_round</a>
<b>GP Recruitment Website</b>	<a href="https://gprecruitment.hee.nhs.uk/">https://gprecruitment.hee.nhs.uk/</a>
<b>2019 Guidance for Medical Specialty Recruitment</b>	<a href="https://specialtytraining.hee.nhs.uk/">https://specialtytraining.hee.nhs.uk/</a>