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This document is a guide for candidates applying for Core Medical Training (CMT) posts commencing in August 2011 in England, Northern Ireland & Wales, and recruited to via the coordinated national recruitment system.

Should you have any comments, suggested amendments or queries relating this guide or any other related issue, please forward them to cmtrecruitment@rcplondon.ac.uk.

Disclaimers:

Please be aware that the information provided here is guidance from the Specialty Recruitment Office (SRO) Team. Ultimately, it is the responsibility of the deaneries/units of application (UoAs) to which you apply to judge your eligibility and suitability for an offer of a post, based on the information you supply during the recruitment process.

The coordinated recruitment process described here refers only to recruitment to first-year (ie CT1) posts in Core Medical Training (CMT) in England, Northern Ireland and Wales in 2011.

Recruitment to second-year (ie CT2) posts and any CMT posts in Scotland will not be carried out under the RCP-coordinated scheme in 2011.

It may be the case that some of the information contained within this guide could be applicable and suitable to the recruitment process of specialties outside of CMT. However, this is not intended to be a guide to anything other than CMT CT1 recruitment, and candidates wishing to apply to other specialties are advised to seek information and guidance from the appropriate body or bodies in each case.

Some of the content in this guide makes reference to, or reproduces, content of the Department of Health Specialty Recruitment Applicant Guide. Otherwise, the content of this guide is solely the work of the Specialty Recruitment Office of the Royal College of Physicians. Full citation and credit should be given wherever any section or part of this document is re-printed or used elsewhere.
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1 INTRODUCTION

Welcome to the 2011 CMT Applicants Guide!

Since 2008, the Royal College of Physicians of London has been managing a process of coordinated national CMT recruitment, via the online Konetic application system. In the years to date, this has resulted in a significant improvement in the fairness and transparency of the recruitment process, reflected in the positive feedback received so far.

Each year, the Royal College of Physicians Specialty Recruitment Office (hereafter referred to as the RCP-SRO or simply SRO) produces a guide for all applicants wishing to apply to CMT CT1 posts, giving guidance on all aspects of the process – from the required eligibility criteria, through completion and submission of the application form, the interview process, up to the making of offers by deaneries/UoAs and beyond. Each area will be covered in comprehensive chapters within this guide.

All applications will be received and managed via our online application system, managed by Konetic. It will be possible to access this via a link from our website (www.cmtrecruitment.org.uk) from **9.00 am on Thursday 2 December 2010** onwards. Please note that it is not necessary, nor is it possible, to register before this date.

Please note that, if you have downloaded this document, a more up-to-date version may have been published on the CMT website since then. We will update the guide periodically, should it be necessary, so please check the website for the latest edition.

This Applicants’ Guide is produced with a focus on CMT recruitment in 2011, and is designed to both accompany and supplement the Applicant Guide produced and published by the Department of Health (DH) Medical Education Training Programme (METP) team. This can be viewed and downloaded from their website (see below).

For additional information, you may wish to visit the websites below:


Wales: [wwwmmcwales.org](http://wwwmmcwales.org)

Northern Ireland: [www.nimdta.gov.uk](http://www.nimdta.gov.uk)

Scotland: [www.scotmt.scot.nhs.uk](http://www.scotmt.scot.nhs.uk)

1.1 Terms

While we have attempted to keep this guide as free of jargon and acronyms as possible, in some instances it is not possible to avoid using terminology. For a glossary of some of the terms used in this guide, please see Appendix VIII.

‘UoAs’

One term used very prominently in this guide will be ‘UoA(s)’ – acronym for ‘Unit(s) of Application’. The reason for this usage is that the UK is divided up into a number of units to which candidates apply, which are responsible for assessing and appointing candidates.

In the most part, these are ‘deaneries’, ie the bodies which coordinate training in different regions of the country; however, in some cases, deaneries are split up – such as the East Midlands Deanery, which is split into a ‘North’ and a ‘South’ UoA for the purposes of recruitment. In this guide the terms can be used interchangeably but will normally be referred to as ‘deaneries/UoAs’ to try and make this clear.
1.2 Changes from the 2010 process

For those familiar with recruitment to CMT in previous years, the 2011 process will be largely the same as 2010; however, there are some key differences, detailed below:

› In 2011 all available CMT CT1 posts in the Northern Ireland Medical & Dental Training Agency (NIMDTA – hereafter referred to as ‘Northern Ireland’) will be recruited to via the SRO-coordinated process.

› This year, all UK post offers in specialty training and General Practice will be issued to an agreed timetable, with all first offers issued by 11 March 2011. As in previous years, candidates will need to make a decision on any offer they receive within 48 hours; but this year, a candidate can hold an offer from any specialty in the UK while waiting for an offer from another. More information on this can be found in Chapter 7 of this guide; also, more specific information will be added to our website (www.cmtrecruitment.org.uk) nearer the time at which offers are made.

› Following on from the introduction of the new offers system described above, there is no longer any need for explicit cross-specialty coordination of offers, as was the case between CMT, GP, Psychiatry and Paediatrics in previous years – this year, all specialties will have their offers processes coordinated automatically.

Otherwise, the process of application and recruitment to CMT is very much the same as in previous years.

1.3 2011 CMT recruitment timeline

Candidates will be able to access and start completing the application form from 9:00am on Thursday 2 December 2010. All applications must be submitted by 12:00 (midday) on Monday 20 December 2010. Interviews will be held between Tuesday 25 January 2011 and Friday 18 February 2011.

More specific information about when interviews will be held within each deanery/UoA can be viewed on our website – please visit www.cmtrecruitment.org.uk/Calendar/Interview_Dates.

Further information about the stages and timings of the recruitment process can be found in section 3.1.

1.4 CMT posts outside the RCP process

CT2 posts

As suggested earlier, the RCP-SRO-coordinated CMT recruitment process only involves recruitment to first-year CMT posts, commonly labelled ‘CT1’ posts. However, in certain circumstances it may be appropriate for candidates to apply directly to CT2 (ie second-year CMT) posts instead – eg if a candidate has too much medical training experience to apply to CT1 (see Section 4.9).

Candidates who wish to apply directly to CT2 posts should contact any deaneries/UoAs to which they are considering applying to request more information. Recruitment to CT2 posts is carried out on a local level, by individual deaneries/UoAs acting independently of each other, often with their own individual timescales. Contact details for all UK deaneries/UoAs can be found on our website at this link: www.cmtrecruitment.org.uk/Contacts/Deanery_UoAs.

Scotland

2011 CMT CT1 posts in Scotland will not be recruited to via the coordinated RCP application system, and the Scottish UoAs will be organising their own recruitment. For more information on this, please visit the Scottish Medical Training and Scottish MMC websites.
2 Communications

Remember to check your email and your candidate portal regularly throughout the application process; some emails require you to take action within 48 hours. We will use your email address to send you updates and personal messages about your application throughout the entire recruitment period.

There is no facility for texting or routine reminder emails, so please do check your emails regularly and respond promptly. Please note that all emails sent to you regarding your application will be saved in your account in the application system.

The SRO has set up a Twitter feed for 2011 recruitment, which can be followed by anyone with a Twitter account. To follow the feed, either click on this link: http://twitter.com/#!/cmtrecruitment, or alternatively log in to your Twitter account and search for ‘CMTrecruitment’.

Please check our website – www.cmtrecruitment.org.uk – regularly. It is likely that you will access the application system via the link on our website, but in any case please be aware that we will add any important information to our website as and when we become aware of it.
3 Applying to CMT 2011 – The Recruitment Process

3.1 Process summary chart

Please see below for a flow chart, summarising the 2011 CMT recruitment process:

Applications completed and submitted online from 2 Dec. See Chapter 5 for more information on the CMT application form.

Once all applications have been submitted, deaneries/UoAs will begin assessing them for eligibility (‘long-listing’), and then applications will be scored and ranked (‘short-listing’). See Sections 3.4.1 and 3.4.2 for more information.

Following completion of long/short-listing, deaneries/UoAs will begin inviting candidates to interview. Candidates will be able to respond to invitations and book interview places online, via the online application system – see Chapter 6.

Please read Chapter 6 for information on CMT CT1 interview format and content.

Deaneries/UoAs can start offering posts to candidates as soon as all of their interviews have been completed. Chapter 7 gives more information here.

As candidates accept offers, deaneries/UoAs will give details regarding posts and programmes as they can. Start date for all CMT CT1 posts is 3 August 2011.
3.2 Pre-application preparation

While the application system will not be available for candidates to register with until 9.00 am (UK time) on Thursday 2 December 2010 there are steps that you can take to prepare before the application system opens.

Before you begin completing the application form, you may wish to take a moment to consider the information you will be required to enter, such as detailed here:

3.2.1 Consider the eligibility criteria

The eligibility criteria for CMT 2011 are listed as the essential requirements within the person specification (which can be viewed in Appendix 1 or on the DH METP website: http://www.mmc.nhs.uk/default.aspx).

Further information relating to each of the essential requirements is located in Chapter 4 of this guide; information on how to add such information to the application form can be seen in Chapter 5.

As these are the essential requirements, **all** candidates must meet these to be eligible for CMT. If you believe that you may not meet one or more requirements, we would advise that you read the information available in this guide, our website (www.cmtrecruitment.org.uk) and the DH METP website (http://www.mmc.nhs.uk/default.aspx), and if necessary discuss any further issues with a supervisor. Additionally, our email helpdesk can offer guidance on issues to some extent – this can be reached via cmtrecruitment@rcplondon.ac.uk.

3.2.2 Gather/prepare any information you need for the application form

To register with the application system and then complete the application form, as a minimum you will need the below information:

- An email address that you check regularly – this will act as your username
- A password that you can remember, to allow you to log back in to the system as necessary. This must be at least six characters, at least one of which must be a letter and at least one must be a numeral
- Your UK GMC registration and licensing details and National Insurance (NI) number, if you have them; if you do not, then you will need to give an explanation of why you do not have them
- Evidence of Foundation competences (does not apply to those currently in Foundation training posts)
- Evidence of your right to work in the UK
- Evidence of your English language skills (does not apply to those who have undertaken undergraduate training in English)
- Details of your medical qualifications, including your primary medical degree
- Dates of your previous employment, including any gaps of more than 28 days
- Details of any achievements you wish to include – eg prizes, awards, other degrees, publications, teaching experience, etc. Pay particular attention to the ‘desirable’ characteristics listed in the person specification (Appendix 1)
- Details of three clinical referees, who have agreed to you naming them, including names, addresses, email addresses and telephone numbers. NB – if you have been in a research post, you may use an academic supervisor to supply one of your references
3.2.3 Prepare your documentation

As well as adding information on the points listed in sections 3.2.1 and 3.2.2 to your application form, you will also need to provide documentary evidence in a number of cases. Some of this will be requested while you are compiling your application form – for example, where a candidate suggests that they have already completed Foundation training, they will be asked to upload to the application a copy of their FACD 5.2 to verify this.

Should you be subsequently invited to interview, you will be required to provide a much greater amount of documentary evidence for the claims made in your application form. While you will have more time to prepare for interview, it is wise to at least give consideration to this early on in the application process. Please see Chapter 5 for more information on this.

3.2.4 Choosing your UoAs/deaneries

Within your application form, you will be able to specify up to four UoA choices, in preference order, prior to submission. You do not have to select four by any means, but if a candidate’s application does not score highly enough for consideration at a particular UoA preference, it will be cascaded to their next-highest preference; if there is no next-highest preference, then their application will not progress any further. More information on this can be found in section 5.2.3 and section 6.1.

You will need to select at least one UoA preference before your application can be submitted. While it is likely that you will already have some idea of the deaneries/UoAs in which you would like to work, you may wish to take some time to gather further information on the potential choices before you begin applying.

Information on the expected number of CMT CT1 vacancies within each UoA will be posted to our website and updated as regularly as necessary during the application window. Also included on the website will be information on each of the UoAs, including programmes therein, the region, etc. as well as some data on the numbers of applications that different UoAs have received in previous recruitment years and the levels of competition experienced.

In addition, our website also holds the addresses of the home websites of each participating deanery/UoA.

3.3 The application form

As of 9.00 am (UK time) on Thursday 2 December 2010, you will be able to register with the online CMT recruitment system, via a link on our website. To apply satisfactorily, it will be necessary to complete all sections of the application form, and to submit it before the application deadline of 12.00 midday (UK time) on Monday 20 December 2010.

Comprehensive information on the application form and all of the various sections therein can be found in Chapter 5. In addition, information on the system and form is available on our website, and some explanatory prompts and information points can also be found on the application form itself.

Please note – we will emphasise these messages at several points, but you should aim to allow for several sessions of one/two hours each to complete the application form. Also, you should not leave completion and submission of the form too late as late applications cannot be accepted under any circumstances.

3.4 Application ‘administration’

Once all applications have been submitted, deaneries/UoAs will begin the processes of assessing eligibility; once complete, they will then begin inviting candidates to interview.
At this stage, each application will be ‘handled’ by the deanery/UoA which was specified as first-choice by the application’s author.

3.4.1 Long-listing

From submission of your application, deaneries/UoAs will begin long-listing. This is the process by which each of the applications they receive is checked to ensure that all the essential eligibility requirements, as laid out in the person specification, have been met.

Where this is not the case, candidates may be asked to provide more information to demonstrate eligibility; or if their application has already shown them to be ineligible, they will be informed that their application will not progress any further.

All long-listing will have been completed by Tuesday 11 January 2011 so all candidates should have been informed if they are eligible to proceed by this time.

3.4.2 Short-listing

All applications which progress through long-listing will then move on to the process of short-listing for interview.

At this stage of the process applications are awarded a national shortlist score; it is at this point that a candidate’s achievements, such as published articles, audit experience, etc. are awarded marks. The maximum score possible is 64, the maximum number of points available for each achievement area is detailed in that section’s header in sections 5.7 & 5.8.

Successful candidates are allocated to one of their deanery/UoA choices based on their preferences and shortlist score; please see section 6.1.

The deanery/UoA that candidates are assigned to after short-listing will be the one which invites them to interview and is the only one that they can receive an offer from in Round 1; applications cannot be transferred between deaneries/UoAs in Round 1.

3.4.3 Invitation to interview

Once long- and short-listing has been carried out, deaneries/UoAs can begin inviting their allocated candidates to interview. For more information on how this process is carried out, and how applications are ‘allocated’ to deaneries/UoAs, please see section 6.1.

Again, there is some flexibility within deaneries/UoAs on the precise time that this can be done, but it is likely that most will begin sending invitations out to candidates from Monday 17 January 2011. Where possible, candidates will be given a minimum of five days’ notice before an interview.

Invitations will be sent via email, copies of which can be viewed via the candidate portal; upon receiving an invitation, you will be able to log in to your account, select an interview slot, and then book yourself in for interview.

3.5 The interview

CMT CT1 interviews will be held between Tuesday 25 January and Friday 18 February 2011. Provisional dates for each deanery/UoA’s interviews can be viewed on the CMT Recruitment website at www.cmtrecruitment.org.uk, with these being updated as regularly as is necessary.

For more comprehensive information on all aspects of the interview process, please see Chapter 6.

This is the most ‘valuable’ part of the recruitment process, in the sense that this is where you can earn the bulk of the points which can see you made an offer. The interview is based on the Multiple Mini-Interview format, and contains three independent stations, each staffed by two clinicians; with six different aspects of each applicant’s candidature being assessed overall.
While it is not possible to prepare in advance, ie ‘revise’, for any of the specific discussions of the interview (apart from gathering the various documentation you will require), you can of course give some thought to the process of being interviewed in general; the interview will include discussion and analysis of your application form and the achievements, career history, qualifications, etc. at one station; another will see you given a clinical scenario to discuss, wherein your communication skills will also be assessed; and the third station will see you provided with an ethical scenario, again which you will discuss, before some discussion of your knowledge and analysis of professionalism and governance in a particular scenario.

In addition, making preparation for travel, leave, etc. particularly if you are likely to be overseas, is always useful.

3.6 The scoring process

Once interviews have been completed, candidates’ final assessment scores are calculated. All candidates will be awarded a score at interview. Candidates are then awarded a final assessment score which is a composite of their interview and short-listing scores.

3.7 Offers, employment & feedback

For more comprehensive information on the process by which candidates are offered posts, the makeup of their subsequent employment, and the feedback which can be obtained, please see Chapter 7.

3.7.1 Offers

Once scores have been compiled for all interviewed candidates within a deanery/UoA, offers can begin to be made to them. As a guide, first offers will likely be made within a week of the final interview date for that deanery/UoA.

All deaneries/UoAs will notify candidates of their appointability status; that is, you will be informed of whether you are to be offered a post, whether you did not score highly enough to be offered a post, or if you are currently on a reserve list – that is, should any higher-scoring candidates decline an offer they have been made, an offer can then be extended to you. Offering will continue until as late as April for some deaneries/UoAs as candidates decline offers and offers can be recycled to the next candidate on the reserve list.

Offers will be made via the UK Offers for Medical Specialty Training system; upon receiving an offer, you will have 48 hours to respond – and will have the option to either accept, reject or hold the offer. Should you elect to hold the offer, you can do this while awaiting another offer, but offers cannot be held beyond Friday 25 March 2011 and you cannot hold more than one offer at any one time. Please see Chapter 7 for more information on offers.

3.7.2 Employment

Once you have accepted a post, your (prospective) employer, such as the trust/deanery, will run criminal records and other checks, and may require you to liaise with them further (with regard to providing documentation etc.) prior to a contract being issued to you.

While some deaneries will request that candidates obtain references from their referees and take them to interview, some will wait until much later in the process and then contact the referees directly.

Whichever of these is the preferred method of the trust/deanery/UoA in question will be communicated to you in advance.
3.7.3 Feedback

Please see Section 7.5.2 for more information on obtaining feedback.

3.8 Round 2

At the close of the recruitment process, it is common for a number of candidates who are both eligible and suitable for CMT to have not been offered a post; also, a number of posts in some deaneries/UoAs may remain unfilled.

Consequently, a second round of recruitment will be run in spring-summer 2011. Provisionally, this will begin – ie the application system will re-open – in April 2011.

The process of recruitment is likely to be broadly similar as the first round of recruitment. More information on this will be made available nearer the time, including an updated Applicants’ Guide containing Round 2-specific information.
4 Candidate Eligibility

When applying to CMT, you must meet certain stringent criteria to be eligible for a CT1 post. These are laid out as the essential requirements in the CT1 person specification, which can be viewed in Appendix I of this guide or online here: http://www.mmc.nhs.uk/pdf/PS%202011%20CT1%20CMT.pdf

This section of the guide will go through each of these essential criteria, discussing the meaning of each and explaining what is required of you when attempting to demonstrate how you meet each criterion, both in terms of including information on your application and providing documentation at interview, should you be invited.

4.1 MBBS or equivalent medical qualification

This is fairly straightforward – all candidates must be qualified to practise medicine, and therefore must have a qualification from a medical school (or equivalent body) to prove it.

On the application form, you will be required to give the name of the medical school or institution from which you qualified; then at interview, you will be required to provide original documentation showing your qualification, such as an MBBS certificate.

4.2 GMC registration & licensing

Before you can take up a post, you must be registered with and licensed by the UK General Medical Council (GMC). For more information on doing so, please see the GMC website at this link: http://www.gmc-uk.org/doctors/index.asp

Please note that the stipulation here is that you need to be registered & licensed by the time of appointment (August 2011), not necessarily by time of application; however, if you are not registered/licensed at the time you apply to CMT, you will be required to demonstrate that you are eligible to become so prior to taking up a CMT post.

If you are registered & licensed, you will be required to give your GMC number and brief details of your registration/licence when completing your application, and then at interview you will need to provide registration/licensing documentation.

4.3 Evidence of achievement of Foundation competences

Before you can progress to CMT, you will need to demonstrate that you possess a certain level of skill and experience – this level will be commensurate with the standard achieved upon satisfactory completion of Foundation training (the level of training immediately preceding CT1/ST1-level training in the UK).

This means that all candidates will need to demonstrate that they are trained to an appropriate standard; there are a number of different ways in which this can be done, depending on a candidate’s particular status and circumstances, as outlined below.

4.3.1 Candidates currently on a UK/UK-affiliated Foundation training programme

Where candidates are applying to CMT while midway through their F2 year, an exception is made with regard to the provision of Foundation competences. On the application form, these candidates will be required to give the name of the Foundation School, and then beyond that, no further evidence will be required at that point.

Should any candidate in this position go on to be made an offer of a CMT post, this will be made to them subject to their successful completion of Foundation training, and their being awarded an FACD 5.2, before August 2011.
This also applies to any candidates who are applying while undertaking a stand-alone or head-room F2 programme, provided that this is at one of the Foundation Schools listed in Appendix II.

4.3.2 Candidates who have already completed UK/UK-affiliated Foundation training

In many cases, candidates will complete Foundation training before they apply to CMT. As such, these candidates will already have been awarded their FACD 5.2.

For candidates in this situation, demonstrating eligibility is very easy – when completing the application form, all that is required is to select the appropriate options, and then either upload their FACD 5.2, or send an electronic (ie scanned) copy to their first-choice deanery/UoA; please note that both application and certificate must be sent before the submission deadline.

This certificate must also be shown at interview.

Please note – the DH stipulate that Foundation competences only have a ‘shelf-life’ of three years. Therefore, candidates can only use an FACD 5.2 to demonstrate their achievement of Foundation competence if it was awarded to them since 1 August 2008. Any candidates with older ‘Foundation’ documents (or equivalent) will be required to use alternative certificates (see below).

4.3.3 Alternative certificates

Where candidates do not fit into either of the above categories, one of the two alternative certificates can be used instead – Certificate A or Certificate B.

Essentially, each certificate lists the skills and experience required as a pre-requisite for applying to CMT. To use an alternative certificate, a candidate must download this from our website (NB – we can provide it via other means if necessary), and then have it completed by a clinician who has supervised them for a minimum of three months (whole time equivalent – ie this does not have to have been a single three-month period) since August 2008.

To complete the certificate, the supervisor will go through the form ticking off each of the competences that they can verify the candidate is able to demonstrate – by doing this, they are attesting to the candidate’s achievement and demonstration of Foundation competences, and thus their readiness to progress to CMT. Every competence within the certificate must be completed for the certificate to be valid.

One point to note is that the candidate must have completed at least 24 months in educationally-approved posts since their medical qualification so as to be able to use an alternative certificate.

Certificate A or Certificate B?

There are slight differences between the two certificates and the competences therein, relating to the type of post in which the candidate was supervised by the clinician completing the certificate, as below:

If the clinician completing the certificate supervised the candidate in a post with acute medical responsibilities, Certificate A should be used.

If the clinician completing the certificate supervised the candidate in a post without acute medical responsibilities, Certificate B should be used.

The reason for this being that candidates will have slightly different experience and skills depending on the posts they have experience in, hence recruiters will need to verify slightly different factors depending on the candidate’s experience.

For a list of posts with and without acute medical responsibilities, please see Appendix III.

Once the relevant certificate has been downloaded and completed, it should be submitted along with a candidate’s application; ideally, this will be by scanning and uploading the certificate to the
application, although if this is not possible, a candidate may be able to email the document to their first-choice deanery/UoA.

4.3.4 **Refugee doctors**

It is possible that doctors who also hold refugee status may have less access to standardised documentation, and may also be unable to liaise with past supervisors to organise completion of an alternative certificate.

Any candidate in this situation should contact their local postgraduate deanery for further advice on their application; contact email addresses for each deanery can be found on the Contacts page of our website ([www.cmtrecruitment.org.uk](http://www.cmtrecruitment.org.uk)).

Where possible, deaneries/UoAs will be able to provide assistance for *bona fide* refugee doctors in obtaining an alternative certificate.

Please be aware that in most cases, this does not apply to doctors who are classed as seeking asylum, as in many cases, asylum seekers will not be eligible to work.

4.3.5 **Candidates applying from other specialties**

Where candidates apply to CMT in 2011 from another specialty, it is not always necessary for them to provide evidence of their achievement of Foundation competences. Where a candidate is in a post where they would have had their Foundation competences assessed at entry, then provided that such assessment would still be valid for CMT application (ie did not take place before August 2008), then this assessing of their competences still stands.

For example – a candidate applies to General Practice in the 2009 recruitment round, completes the first year of GP training, but now wishes to apply to CMT instead. As their Foundation competences would have been assessed through the GP recruitment process in 2009, then it is not necessary for the CMT process to re-evaluate them in 2010.

However – we would strongly suggest that any candidate in this position contacts their first-choice deanery/UoA to highlight why they will not be providing any evidence in this manner.

4.4 **Eligible to work in the UK**

Please note that, in accordance with the Immigration, Asylum and Nationality Act 2006, some candidates may be considered before others on the basis of their immigration status.

Before you can be offered a CMT post, you will need to demonstrate that you are eligible to take up employment in the UK. The method by which this can be done will differ depending on your current status, as outlined below:

4.4.1 **UK/EEA nationals**

Candidates who are UK/EEA nationals need no special dispensation from the UK Borders Agency (UKBA) to work in the UK. Thus when completing the application form, these candidates should select the relevant options in the ‘Right to work in UK’ section, and give National Insurance numbers where possible.

At interview, UK/EEA nationals need only show their passport and, if applicable, any naturalisation papers.

**Bulgarian & Romanian nationals**

The exception to this is in the case of Bulgarian and Romanian nationals, for whom this ‘no special dispensation’ factor does not necessarily apply.
For more information on this, please visit the UKBA website at this link: [http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/](http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/)

4.4.2 Non-UK/EEA nationals who can work without restriction

Those trainees who are not UK or EEA nationals, but whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals.

In December 2009, the DH stated that non-UK or non-EEA nationals who are classed as UK graduates (ie those who have graduated from UK medical schools and who are currently undertaking Foundation training) are eligible to apply for a Tier 1 post-study work visa – allowing them to work without restriction.

Candidates with this status, and who meet the necessary criteria, will be eligible to apply in this round of CMT recruitment without being subject to the Resident Labour Market Test (RLMT).

As above, these candidates need to select the relevant options under the ‘Right to work in UK’ section in the application form; at interview, passport and any immigration/visa documentation can be given as necessary.

4.4.3 Non-UK/EEA nationals with limited leave to remain in the UK

Candidates whose employment will be subject to restrictions – such as those on Tier 2 visas – may be subject to the RLMT. This dictates that these candidates cannot be offered a post until the RLMT has been satisfied, ie until the UKBA is satisfied that no suitable domestic candidate remains who could take the post.

With regard to CMT recruitment, the RLMT cannot be satisfied after Round 1 of recruitment. Therefore, candidates with this status should wait and then apply in Round 2, scheduled for spring 2011, when the RLMT can be satisfied.

Please note that all information relating to immigration and visa status provided here is that which we have been given by the UK Borders Agency and Department of Health. The staff in our office here are NOT able to give advice relating to queries on immigration and CANNOT give advice to candidates on whether their specific immigration status makes them eligible, how they can change their status, how to apply for different types of visa, etc.

Appendix VII gives some further information for overseas nationals considering their eligibility status.

For all queries relating to immigration, please visit the websites of the UKBA and DH.

UKBA website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk), DH: [www.mmc.nhs.uk](http://www.mmc.nhs.uk)

4.5 Fitness to Practise

You will be required to declare any criminal convictions or issues in relation to your fitness to practise. This will be assessed from your application, at interview, via your references and will be checked prior to you taking up any employment offered.

4.6 Language skills

The person specification states that ‘all candidates must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues.’

If you undertook undergraduate medical training in English, no further evidence is required beyond stating this on your application form.
If your undergraduate training was undertaken in a different language, you will need to provide some alternative evidence of your English skills. One such method, commonly used in recruitment, is the IELTS (International English Language Testing System). IELTS users are assessed on different aspects of their English usage, and awarded a score; to be eligible for CMT, the minimum IELTS standard is an overall score of 7.0, with individual scores of speaking 7.0, listening 7.0, reading 7.0 and writing 7.0; which must have been achieved within two years of the application closing date to be valid.

Using IELTS to demonstrate English skills is not mandatory, and other methods may be used; however, if you do wish to use an alternative method, you will need to detail this on your application and provide any evidence requested.

4.7 Health

A further criterion of eligibility is that you must meet professional health requirements, in line with GMC standards as laid out in Good Medical Practice (as can be seen at this link: http://www.gmc-uk.org/guidance/good_medical_practice/health.asp).

4.8 Career progression

You will need to provide a complete employment history, demonstrating that your career history is consistent with your personal circumstances, and that your present achievement and performance is commensurate with the length of time that you have spent in training.

This will be demonstrated by including your career history on your application form, and then assessed by deanery/UoA recruiters.

4.9 Maximum experience

It is a requirement for candidates to have no more than 18 months’ experience in medical training (excluding Foundation training) to be eligible for CMT CT1.

Those specialties in which experience can count towards this figure of 18 months in medical training are CMT, plus any of the 29 higher medical specialties listed on the JRCPTB website.

Some candidates will have experience of programmes such as ACCS, which have included some training rotations in ‘hospital medicine’, and some sections of training in non-medical specialties. These candidates need only count the time they have spent in posts which come under the specialties list above – eg acute medicine. Time spent in posts not included – eg anaesthetics – does not count towards the 18 months figure.

As above, this will be demonstrated by a candidate’s career history when entered on their application form.

If you have successfully completed more than 18 months medical training you might wish to consider your eligibility for a CT2 post, which is not part of this application process; see section 1.4.

4.10 Complete application

The last essential requirement dictates that all sections of the application form must be completed in full. As Chapter 5 shows, the form contains a menu bar displaying how much of the application has been completed, so once all sections are completed and saved, you will be ready to submit.
5 The Application Form

All candidates wishing to apply to CMT CT1 posts in 2011 will need to complete the online application form, which can be accessed via the homepage of our website (www.cmtrecruitment.org.uk) from 9.00 am on Thursday 2 December 2010. All forms must be submitted by 12.00 midday on Monday 20 December 2010.

The first time you access the application, you will be required to register; once you have registered, each time you log back in again you will be taken to what is referred to as your ‘candidate portal’ (essentially this is the same as an ‘account’). Here you can view your application form, copies of any messages you are sent, and at later stages of the process you can respond to interview invitations you receive.

The application form consists of several different sections, which can be viewed in a menu on the right-hand side of the application system once you have logged in. Each of these will be examined in turn below, preceded by some general points of information of which you should make yourself aware prior to beginning your application:

5.1 General points

5.1.1 Online application only

Please be aware that only applications submitted via the online application system can be accepted. If you believe that you will have difficulty completing an online application, please contact our office (cmtrecruitment@rcplondon.ac.uk).

5.1.2 Linking applications

Unfortunately, it is not possible for different candidates to formally link their applications. In the event that you would wish for your application to be linked to that of another candidate, you are advised to select the same deanery/UoA choices on the application form. Should you be invited to interview by different deaneries, you should contact the SRO immediately.

5.1.3 Supporting evidence

While completing the application form, there will be certain sections – such as Foundation competence – where you may be required to provide documentation to support your application, by uploading it to the form.

There will also be a number of sections which will require you to subsequently provide documentation at interview, should you be invited. Claims made on your application will need to be supported by evidence which you can show to recruiters/interviewers (please see section 6.4 for more information on this). So while you are completing the form, please do be as accurate as possible, as if any inaccuracies are detected at interview, it may lead to your scores being re-evaluated – at worst, your application may even be rejected. In addition, probity issues identified regarding false or unsubstantiated claims made in your application form may result in referral to the General Medical Council.

As you are completing the form, please start to give consideration to how you can gather the necessary evidence for any interview you may be subsequently invited to.
5.1.4 Login/password/timeout

Login
Once you have registered with the application system (see section 5.2 below), you can return to your application and log back in at any time of day or night after the application window has opened.

Password
If you forget your password, there is an ‘I have forgotten my password’ link on the login screen which you can use to have your password emailed to you.

Please note that when trying to log back in, if you have three consecutive unsuccessful login attempts, as a security measure the system will lock your candidate portal for 15 minutes, during which time you will not be able to log back in. Any attempt to log in during this period will also reset the ‘lockdown’ period to 15 minutes from that point.

Timeout
The system also contains a security measure whereby, if you are logged in to your application form, but are inactive – ie no editing has taken place – for 10 minutes, the system will automatically log you out and will not save your work while it does this.

Therefore, if you plan to be away from your application at any period, it is advisable to save it and then log out first; plus while you are editing the form, it is good to get into the habit of saving your form regularly.

5.2 Registration

As suggested above, you will be able to register with the application from 9.00 am on Thursday 2 December 2010. Please note that it will not be possible to register before this date, as the link will not be available; but as the process of registration is very brief – it will only take a few minutes – this should not affect your application unduly.

From the date above, the application system will be live. To begin the process of registration, click on the ‘Apply Now’ button on the homepage of our website. In the event that you cannot access our website, please email our helpdesk and we will be able to send on a weblink for the system. This will then take you to another screen, where you should then click on ‘New Candidate’.

5.2.1 Registration details

Here you need to input your full name (including title), your email address, choose a password and enter your GMC details. The email address you choose should be one that you check regularly, as this will be the email address to which any notifications or messages relating to your application will be sent. This will also act as your username when you come to log back in to your portal.

The password that you choose must be at least six characters in length, and must contain at least one letter and one number. It is not necessary to use a mixture of upper- and lower-case letters, although doing this will significantly improve the strength of your password.

5.2.2 GMC details

You will be asked to give details of your current GMC status (see section 4.2 for more information on this), by firstly selecting from a drop-down list the level of registration you currently hold. If you select ‘Full’, ‘Provisional’ or ‘Eligible’, you will be asked to give your GMC registration number. In the latter two cases, you will also be asked to give some information relating to your future registration.
If you select ‘None’, you will be asked to complete a textbox to explain how you are eligible for GMC registration.

Next, you will need to state whether or not you currently hold a GMC Licence to Practise. Once you have done this, click ‘Continue’ to be taken to the next screen.

5.2.3 Preliminary deanery/UoA preferences

Here you will be able to select your preliminary four deanery/UoA preferences. As described elsewhere, following submission your application will be handled by your first-choice deanery/UoA preference initially; then if you score highly enough, you will be invited to interview there.

If not, your application will then be transferred for consideration at your second-choice; if you score highly enough there, your second-choice will invite you to interview; if not, your application will then be cascaded to your third-choice, and so on.

When compiling your four preferences, you may wish to bear in mind the levels of competition experienced at different deaneries/UoAs in previous recruitment years; these can be viewed on our website at www.cmtrecruitment.org.uk. As there is no guarantee you will be invited to interview by your first choice deanery, you should apply to all the deaneries/UoAs at which you would wish to be considered.

You will be able to edit your deanery/UoA preferences at any time during completion of your application; however, you will not be able to change them once you have submitted your form.

Click on the drop-down list to select your first-choice deanery/UoA (obviously, you have to select at least one deanery/UoA to submit your application). Once you have done this, a second drop-down list will appear – select a second-choice, repeat the process. A third list will then appear, and so on. If you do not wish to apply for further choices, select this option to enable you to complete registration.

5.3 Completing the application form

5.3.1 Saving and completing sections

Each page within the application form is made up of a series of fields, drop-down menus, free-text boxes, explanatory text, etc. Some of the fields here will be mandatory (ie where an answer must be given before you can progress) – there are marked with an asterisk (*) next to the field title.

On the right-hand side of the application, you will see a list of items – each of these corresponds to a particular section, or page, of the application form – with each being accompanied by a red cross; this shows that no work has been completed on this section at this stage.

Saving

Once you begin work in a section, we advise that you save your work regularly – there is a ‘Save Section’ button at the foot of each page. Once you click this, you will see that the red cross next to that section’s name in the right-hand menu changes to three amber dots, showing that work has taken place in that section, but it has not yet been completed.

Completing

When you have entered all the necessary information into a section, click on the ‘Complete Section’ button at the foot of the page. If all the required fields have been completed, you will see that there is now a green tick accompanying that section’s name in the right-hand menu; if there are any mandatory fields which have not yet been filled in, you will be given a prompt to complete these – any incomplete mandatory fields will be marked with a red exclamation mark.
Please note that you can edit any ‘completed’ sections at any point up until you submit your application; you will not be able to finally submit your application until all of the sections have been completed – ie until all have been marked with the green tick.

5.3.2 Free-text sections

Free-text boxes

In addition to the drop-down menus and short answer fields within the form, there are also some free-text boxes allowing candidates to expand upon selections; such as that shown below:

The white space at the centre of this box is for free-text; the frame around this contains a word & character count feature in the bottom-right corner, and a spell-check function [ ] in the top-left (see over the page for more information), as well as a re-size button [ ], also in the bottom-right. If you click and hold this re-size button, you can drag the box to re-size it at your preference.

Word/character count

Each of these sections will have a maximum word limit. As can be seen on the previous page, the text box frame contains a word & character count function [ ], displaying how many of each have been used in your text so far.

Please note that the application system’s word count method is slightly different to some counting processes, such as that employed by MS Word for instance. Here, all punctuation marks other than the apostrophe are ignored and counted as spaces – so for example, while MS Word would count ‘Bose-Einstein’ as one word, on the application form this would be counted as two.

Any attempt to use apostrophes to try and exceed the word count – eg word’one’word’two’word’two’word’three – will be regarded as cheating, the information provided in that section of your application will be discounted completely, and your application may be rejected.

Spelling & grammar

Clicking on the spell-check button [ ] in the top-left of the free-text box frame will have the application system check the spelling in your answer. Should there be any potential errors, these will be brought to your attention, allowing you to check, edit or ignore them as necessary, before cycling through any other suggestions.

Please note that the spell-check system will not make any changes automatically – you will need to accept any changes for edits to take place; also, spelling is not checked automatically by the system as you type, as is the case with applications such as MS Word, for example.

Another factor to bear in mind is that the spell-check function is generic, and not medicine-specific. Therefore, it may be the case that some medical terms and acronyms may not be recognised, even though you have spelt them correctly.

Grammar is not checked by the system. Please be aware that the spelling and grammar included with your application form is solely your responsibility, and will be assessed as such.

Formatting

Be aware that when submitted, any formatting added to free-text answers will be removed – so please do not use bullet points, line breaks, etc. as they will not be seen by recruiters.
5.4 Personal information

5.4.1 Contact & personal details

Here you need to enter your date of birth, home and work postal addresses, and any telephone number(s) on which you can be contacted.

5.4.2 Disability & the Guaranteed Interview Scheme

In line with the Equality Act 2010, we will ensure that our recruitment process does not disadvantage any candidates who may have a disability or long-term health condition. Therefore, candidates in such circumstances will be given the option of applying to CMT under the Guaranteed Interview Scheme (GIS).

When entering your personal information, you will be able to state whether you qualify for, and wish to apply under, the GIS. If you do, and are otherwise eligible, you will be guaranteed to receive an invitation to interview at any of the deaneries/UoAs to which you apply.

Who is eligible for the GIS?

To be considered eligible to apply under the GIS, you must have a disability or long-term health condition that is expected to last for at least 12 months, and which puts you at a significant disadvantage in either obtaining and/or keeping jobs.

You do not have to be registered as a disabled person to apply under this scheme; if you are unsure as to whether or not you are eligible, you are advised to contact any deanery/UoA to which you are keen to apply, and liaise with their recruitment team in advance of making your application.

You can also add information here regarding the specific arrangements that you require to enable you to attend interview.

For more information, please see the Equality Act 2010, which can be accessed via the link below: [http://www.equalities.gov.uk/equality_act_2010.aspx](http://www.equalities.gov.uk/equality_act_2010.aspx).

5.4.3 Deferred start date

In this section, candidates will be able to request a deferred start date. As the form states, you should be aware that for CMT, deferred start dates are permitted only on statutory grounds – essentially, for either maternity leave or ill health. This is in line with the requirements of the Gold Guide, which can be viewed at this link: [http://www.mmc.nhs.uk/pdf/Gold%20Guide%202010%20Fourth%20Edition%20v08.pdf](http://www.mmc.nhs.uk/pdf/Gold%20Guide%202010%20Fourth%20Edition%20v08.pdf)

Should you wish to defer your start date for other reasons, you are advised to also defer your application, until the recruitment round corresponding to the post start date you are seeking comes around.

5.4.4 Less-Than-Full-Time (LTFT) training

Lastly, you can indicate whether you wish to train on an LTFT basis. This is just a ‘Yes/No’ field here – no further information is required at this stage. This information will not be made known to the selection panel, but you will need to apply formally for LTFT via the Flexible Training Team of the deanery/UoA to which you are applying.

5.5 Foundation competence

The Foundation competence section of the form requires you to state the evidence that you will use to demonstrate your achievement of Foundation competence, and thus will use to show that your skills and experience are sufficient for you to progress to CMT.
Before you begin this section of the form, we strongly advise that you view section 4.3 of this guide if you have not done so already; this will give you an idea of the most appropriate type of evidence to give and how best to answer the questions in this section. Once you are familiar with how best to approach this, go ahead and answer the questions as necessary.

**Submitting evidence**

If you are not currently on a UK/UK-affiliated Foundation programme, you will be required to submit alongside your application some documentary evidence of your achievement of Foundation competences. The easiest way to do this is to scan the document, and then attach the resulting electronic version of the document to your application – the form will prompt you as necessary.

Please note that there is a maximum limit of 5MB per document – but more than one document can be uploaded, so if a scanned copy is too big, you can split it into smaller documents and then attach those as necessary.

If you are unable to attach the documentation, you can email it to your first-choice deanery/UoA, who will be handling your application. Contact email addresses for each deanery/UoA can be found in on our website, www.cmtrecruitment.org.uk.

**Foundation trainees**

If you are currently at a UK/UK-affiliated Foundation School, you will be required to select/give the School name; then you must ‘sign’ the form (ie tick a box) to confirm you are aware that any post offer made to you subsequently will be subject to your satisfactory completion of Foundation training.

Beyond this, no further evidence of your Foundation competence will be required at this point.

### 5.6 Medico-legal details

Here you will need to provide details of your right to work in the UK, the dates of any permits, visas, etc. you may hold, and details (and evidence, if necessary) of your English language skills. Should you have one, you will also be required to give your National Insurance number.

For more information on these areas, please see section 4.4 and section 4.6.

### 5.7 Qualifications

#### 5.7.1 Primary medical qualification

First of all, you will need to provide details of your primary medical qualification, with dates.

This is an essential criterion, and thus a mandatory section of the form. You will need to provide evidence of this qualification should you be invited to interview.

#### 5.7.2 Undergraduate degree(s)

**(Maximum of 10 points awarded at short-listing)**

Here you should enter any other undergraduate degrees you have completed. To do this, select the relevant qualification from the drop-down list – the form will then automatically bring up a free-text box where you can add the relevant details as necessary. Two fields will also appear below the box, allowing you to give details of the grade/result obtained, and in which year it was achieved. (NB there is a maximum word limit of 30 words for this)

If you have further undergraduate degrees to add, click ‘Add Qualification’ and you will see that a new drop-down menu appears below the details you have just added. Select the appropriate
qualification from this list, as above, and continue to repeat this process as many times as necessary. Please note that any qualification you add can be amended as required at any time.

To delete any qualifications, click on the ‘Delete Qualification’ button. However, you can only delete one qualification at a time, and the most recently-added qualification will be removed first, so do be careful when doing this.

Any additional degrees/qualifications you add here will need to be supported by evidence at interview, should you be invited.

5.7.3 Postgraduate degree(s)/qualification(s)
(Maximum of 10 points awarded at short-listing)

The addition/removal of postgraduate qualification(s) to your application form is carried out in the same way as with undergraduate degrees, described above.

Please note that if you have achieved an MD, you should state whether this was linked to your primary medical qualification, or whether this was the result of an independent research thesis.

Do not use this section to give details on any parts of the MRCP(UK) diploma that you have obtained; there is a specific section relating to this further down the Qualifications page.

Should you be invited to interview, you will need to provide evidence for each and all of the items you include in this section.

5.7.4 Additional achievements
(Maximum of 10 points awarded at short-listing)

This section allows you to add any honours degree, prizes, awards, distinctions, etc. related to medicine that you have achieved and feel may be appropriate. The process by which these achievements can be added is again the same as for the sections above.

One specific point to note here is that in the textbox accompanying any particular achievement you wish to add, you should state what percentage of your medical school class attained the achievement in question, if possible (and applicable).

Again, you will need to give evidence at interview of any achievements you include on your application.

5.7.5 MRCP(UK) details

If you have passed any of the three parts of the MRCP(UK) diploma, please give details here. There is a drop-down menu corresponding to each part, from which you can select either ‘Yes’ or ‘No’, depending on whether you have passed that part or not.

If you select ‘Yes’ for any part, you will then be required to give the dates of when you passed (not intend to take) the exam and, as ever, provide documentation in support of this claim at interview, should you be invited.

Please note: as can be seen in the person specification in Appendix I, it is not necessary for candidates to have passed any part of the MRCP(UK) diploma to be eligible for CMT. However, if you have passed any part(s), you may wish to make recruiters aware of this.

5.7.6 Training courses attended

Lastly for this section, please give details of any training courses you have attended. Here there is a field for ‘Course title’, ‘Training provider’ and ‘(course) Duration’ that must be completed in each case, as well as drop-down date fields allowing you to give the date of completion for the course.
To then add this to your application, you must click the ‘Add Training Course’ button below. This can then be repeated for as many training courses as necessary.

5.8 Supporting Information

The areas covered in this section of the application can be quite broad, but please bear in mind that all of the supporting information you add to your form in this section should relate to the field of medicine in its broadest sense (with the obvious exception of ‘Achievements outside medicine’), and should be from the last five years.

We do advise all candidates to try and enter something of relevance in each section here.

Where a section begins with a drop-down menu, candidates should select the highest possible option from the list which is applicable to them.

5.8.1 Achievements outside medicine

This area is a free-text box, with a maximum word limit of 100 words.

Please demonstrate the relevance to your application of any achievement you include here; eg stating that you were head girl/boy will not attract as many marks as a statement that suggests the relevance of this to your application and future training.

Completion of this section is not mandatory.

5.8.2 Presentations

(Maximum of 6 points awarded at short-listing)

In this section, please give details of any presentations you have made at national, regional or local meetings, for which there are separate options.

If you select any of the top three options, a free-text box will appear below your choice, in which you can expand further on your choice. There is a maximum word limit of 100 words for this box.

Evidence of any such presentations will be required at interview.

Completion of this section is mandatory; if you have not given any presentations or shown any posters, there is a fourth option to cater for this.

5.8.3 Publications

(Maximum of 8 points awarded at short-listing)

Here you can give details of any publications you have been involved in. From the drop-down list, please select the highest option which applies to you; if applicable, a free-text box will then appear below, in which you should expand upon your choice – there is a maximum word limit here of 150 words.

Please note that you will need to give full citation details of any articles etc. you have had published, in the same format as that in PubMed (excluding your own name) – their website and some examples of citations can be viewed here: www.ncbi.nlm.nih.gov/pubmed

One further point to note is that the term ‘peer-reviewed’ refers to journals such as the BMJ, Lancet, NEJM, etc. and leading specialty journals.

As ever, if you state that you have had any work published, you must provide evidence of this at interview to have this claim verified.

This item is mandatory; as above, if you are yet to have any publications published there is an option relating to this in the drop-down field.
5.8.4 Teaching experience

(Maximum of 10 points awarded at short-listing)

As with the above areas, this section begins with a drop-down menu, listing possible levels of teaching experience that you may have (including the option, ‘I have no experience...’).

Once you have select the highest, most appropriate option, a free-text box will appear, allowing you to give further details – the maximum word limit here is 150 words.

Should you claim to have any teaching experience, you will be required to provide evidence (such as a teaching plan, timetable or any feedback you may have received) at interview to back this up.

Completion of this area is mandatory – if you have no teaching experience, please select the ‘no experience’ option mentioned above.

5.8.5 Clinical audit

(Maximum of 10 points awarded at short-listing)

The format of the ‘Clinical audit’ section is just as above; select the highest, most appropriate option from the drop-down list, and then give further details in the accompanying textbox below – the maximum word limit for this section is 250 words.

As above, completion of this section is mandatory – and any claims you make here must be supported by evidence at any interview to which you are subsequently invited.

5.8.6 Commitment to specialty

This section consists solely of a free-text box; here you must describe how you believe that you meet the 2011 CMT CT1 person specification, the skills and experience you have which make you suitable for a career in medicine, and your future commitment to medical training.

Candidates are advised to use this section to give fresh supporting information, rather than repeating any information you have provided in other sections of the application form – or indeed, giving any information here which would be more appropriate in other sections of the form.

This section is mandatory, with a maximum word limit of 300 words.

5.9 Experience

The Experience section of the form requires you to give details of all of your previous medical posts in which you have been employed since leaving medical school, starting with the most recent/current, as well as any future posts you are scheduled to take up.

Please be aware that the experience section is not marked during the short-listing process, but may well be a source for some discussion should you be invited to interview.

In many cases, it may be that candidates will not have a sizable career history to date – but please note that the aim of this section is to gain an idea of each candidate’s particular level of training and experience, not to penalise/reward candidates for their respective levels of experience.

**Maximum experience level**

That said – please do note that the person specification requires candidates to have **no more than 18 months’ experience in CMT/medical posts at time of application.**

Please note that any experience in medical specialty (as listed on the JRCPTB website at this link: [http://www.jrcptb.org.uk/specialties/ST3-SpR/Pages/Introduction.aspx](http://www.jrcptb.org.uk/specialties/ST3-SpR/Pages/Introduction.aspx)) and/or CMT posts does count towards this figure of 18 months; but experience in Foundation posts does **not** count.
For more information on this, please see section 4.9 of this guide. You will also need to formally attest to the fact that you do not have more than 18 months’ experience in this section of the application form – see section 5.9.7.

**Note – Foundation posts**

You must list each separate component of your Foundation training as a separate, independent post – rather than ‘FY1’ as one post and then ‘FY2’ as another – as these years will cover several, separate attachments, within which you will likely have gained different grades of experience and training.

**Post grade**

When adding each post within the Experience section, one of the details you will be asked to provide is the post grade. For more information on this, please see section 5.9.5.

**Save regularly**

While we stress that you should save your work regularly in all cases while progressing through the form, here it should be noted that as you add each post to your application form, this does not mean that these posts have been saved to your application form. As such, we advise that you click the ‘Save Section’ button – as ever, found at the foot of the page – each time you add (or delete) a post, to ensure it will be recorded.

**Career gaps**

This will be explored more in section 5.9.6, but please note that you do not need to add your experience details in such a way that all post start and end dates appear ‘joined-up’ (e.g. post X ends on 31-1-2010, post Y starts on 1-2-2010) – unless this was the case, of course.

**5.9.1 Current employment status**

Firstly, you will be asked whether you are currently employed in a medical post, with a ‘Yes’/’No’ answer field; if ‘Yes’, you can progress to the next part of this section.

If ‘No’, you will be requested to give details of your current status, i.e. what you are currently doing. You will be given a drop-down menu of options from which you can select, before giving ‘from’ and ‘to’ dates for how long you have been in this status/engaged in this activity.

**5.9.2 Future posts**

Following the addition of your current status above, you will then be asked if you are to undertake a future post which you have not yet started. If not, you can then progress to the next part of this page. If you will be taking up future posts, and thus select ‘Yes’ here, you will be asked to give details of the post you are going to take up – as below.

Firstly, you will need to give the details of your employer, including their name and address, as well as whether they are an NHS employer; then you will need to provide details of the post, including post title, post type (e.g. Foundation, SHO, run-through, trust post, etc.) and specialty. You will also need to give start and end dates for the post, as well as the duration of time spent in the post. You will also be asked to give the post grade – for more information on this, please see section 5.9.5 below.

Should you have any further future posts, click on the ‘Add Planned Post’ button and you will see a further set of fields in this section has appeared; to be filled in as necessary.
5.9.3 Current or most recent posts

Complete each of the fields in the same way as described in section 5.9.2 above – adding name, address NHS yes/no for the employer; title, grade, type and specialty of the post itself, as well start and end dates and the post duration.

However, one key difference between future posts and current/past posts is that here, it will be possible for you to say if you have been able to achieve/demonstrate Foundation competences in current/past posts. This is a straightforward drop-down field, with ‘Yes’, ‘No’ or ‘N/A’ options.

5.9.4 Previous post(s)

Here you can add all your past posts to your application as necessary. This is done in exactly the same way as those above, with the requirement to click ‘Add Previous Post’ each time you wish to add a post’s details to your record.

5.9.5 Post ‘Grades’

While adding posts, you will notice that one of the mandatory fields refers to the ‘grade’ of a post. This refers to the level of specialty training the post equates to. Please note that as Foundation training is below the level of specialty training the N/A option should be selected; please see the examples below:

Foundation Year 1 post = grade N/A
Foundation Year 2 post = N/A
CT1; FTSTA1; LAS, LAT or Trust posts undertaken during the first year after FY2 (or equivalent) = 1
CT2; FTSTA2; LAS, LAT or Trust posts undertaken during the second year after FY2 (or equivalent) = 2
(And so on)

If you did not undertake an FY2 post, but instead did a first-year SHO post after a House Officer/FY1 post (or equivalent), this first-year SHO post could be equated to an FY2 post, so a subsequent SHO post in the following year would equate to the current CT1-level.

However – please note that as long as you enter all of your posts clearly and in chronological order, you will not be penalised for any errors when entering the grade.

5.9.6 Career gaps

It is not necessary for the start and end dates of your posts to be ‘joined-up’; however, if there are any instances where the gap between one post finishing and the next one beginning is greater than four weeks, it will necessary for you to account for your status/employment during this time, in the career gaps section here.

Please note that, as with the other areas of this page, this section has been included to give recruiters as complete a picture of your experience and training as is possible, and candidates will not be penalised for having career gaps of more than 4 weeks, provided they can account for their time during such gaps.

To complete this section, if you do have any career gaps of greater than four weeks, select ‘Yes’ from the main question drop-down field; add in dates for the career gap (or of your engagement during the relevant period); and then select the reason for the career gap from the drop-down list. If your particular reason is not listed here, please select ‘Other – please specify’; a free-text box will then appear, when you can give some information on this (please note, there is a maximum word limit here of 150 words).
Once you have added details of the career gap, click ‘Add Career Gap’ to record this on your application form. Repeat this as many times as is necessary.

Please note that if you select ‘No’ in response to the question of whether you have any career gaps in your employment history, but the system detects that you do, you will not be able to complete your form, nor submit it, unless you do add information on the gap in your career history.

5.9.7 Career progression

It is an essential criterion for you to have 18 months’ or less experience in medical training/posts at the time of your application to CMT for you to be eligible. The last field in the Experience section requires you to state formally that you have not acquired more than 18 months’ experience. As the form suggests, if you select ‘Yes’ (that you will have more experience than this), you will not be eligible and will not be eligible to submit your form.

5.10 Clinical references

Here you are required to list three referees who are familiar with your clinical development, from whom references can be sought by deaneries at a later stage of the recruitment process.

5.10.1 Adding references to your form

For each of the three referees you add to your application, you will be required to give:

- Name & title
- Specialty
- Contact email address
- Postal address
- Telephone number (general – ‘switchboard’ – and direct dial, if known)
- Capacity in which you are known to the referee; if the relevant answer here is ‘Locum’ or ‘Other’, a textbox will appear to allow you to give further details
- Start and end dates of your time working/training with this referee

Please be aware that it will not be possible to complete this section until you have added the details of three referees.

5.10.2 References notes

When adding referees’ details to your form, please bear in mind the below factors:

**Use recent referees wherever possible**

So that recruiters can judge current suitability as accurately as possible, we advise all candidates to cite referees who are as ‘recent’ as is possible; if candidates feel unable to use a current/recent supervisor as a referee, and instead use one from some time ago, judging this suitability may be more difficult.

Please note that references are not used in the scoring process, and will not influence recruiters in their decision over recruiting candidates; in many cases, deaneries will not seek references until after a candidate has received, and accepted, the offer of a post. As such, a ‘good’ reference from a well-known or influential person will not give you a better chance of being offered a post; however, the absence of a recent referee from your references section may raise some questions that recruiters wish to look into.
There may be good reasons why a recent referee is not available, such as retirement, ill health, etc. in which case you should approach your next most recent supervisor.

**Supervisors for academic/research posts**

If you are currently in a ‘pure’ research post, it is acceptable to ask your research supervisor to provide a reference; your other two referees should relate to your most recent previous clinical posts.

If your academic/research post was one completed in the past, you should ‘skip’ this to provide the next most recent clinical supervisor.

**Contact referees**

Please remember to check with your referees that they will be able to provide you with a reference, as they may be requested to complete a standard reference form (see the CMT Recruitment website at [www.cmtrecruitment.org.uk](http://www.cmtrecruitment.org.uk)) for you. It is usually helpful for a referee to have your latest CV, or at least have the opportunity to talk to you about your application; they will then have enough information to provide you with a fully-informed reference.

If your application is successful in gaining you a post offer, you cannot take up the post until the deanery in question has received your references, and deemed them to be satisfactory. Do bear in mind that it is your responsibility to ensure the deanery can obtain references to accompany your application, even if the deanery are obtaining the references directly.

**Provision of references**

The way in which deaneries wish for candidates to provide references will vary from one deanery to the next. The ‘default’ position is for the deanery to contact each referee directly, once a candidate has been offered and accepted a post, to provide the reference form and request its completion, thus not involving the candidate in provision of references directly.

However, some deaneries will request that candidates obtain references themselves, and bring them to interview with them. Whichever method is preferred, candidates will be informed in advance of how they are required to supply references.

5.11 Equality and diversity monitoring

This section includes the equal opportunities monitoring information required by the NHS to monitor the recruitment practices throughout all specialties. Here, you will be asked to provide factors including your age, gender, ethnic origin, religious beliefs, and whether you have a disability. In order to comply with the obligations placed upon them under equalities legislation, employers are obliged by law to collect this information.

**Access to information**

Deanery-designated Human Resources/recruitment administrators are the only individuals with the right to access this information, and they will liaise with your employing organisation to help ensure that they are adhering to equality and diversity guidelines. The recruitment panels do not have permission to access this information at any time during the scoring process.

**Completing this section**

You will notice that fields in this section are marked as mandatory, ie you cannot submit your application until you have given an answer in each area. However, please note that questions give the option of ‘I do not wish to disclose’; so if you do not wish to provide information under any category, you do not have to do so.
Please remember that if you print off your application to take to interview with you, you should not print off this part.

5.12 Fitness to Practise

There are a number of questions with ‘Yes’/’No’ answer fields within this section, relating to issues of Fitness to Practise (FtP). No further fields arise beyond these, regardless of the answer you select; however, please note if you answer ‘Yes’ to any question it is your responsibility to provide the deanery/UoA with further information as soon as you have applied so they can assess your eligibility; appropriate contact details will be added to the CMT website at www.cmtrecruitment.org.uk at time of application. Please do be aware that the information you provide here will be regarded and treated as strictly confidential.

Declare all offences

A number of the FtP questions herein relate to criminal offences, convictions, proceedings, etc. which you may have been involved with. Please be aware that CMT posts (as with most medical posts) are exempt from the Rehabilitation of Offenders Act 1974, and thus you must declare absolutely all criminal offences, convictions, etc. regardless of whether or not they can be regarded as ‘spent’.

The only exception to this is in the case of parking offences – these you do not need to declare. Additionally it is not mandatory to declare if you have ever received a police caution, reprimand or final warning, however, absolutely all other offences/convictions, including those relating to driving – even speeding tickets – must be declared.

Good Medical Practice

You and all other candidates are expected adhere to the GMC’s Good Medical Practice, which requires that you do your best to ensure any information you provide to prospective employers is not false or misleading; this also includes the omission of information. Should you receive an offer of employment, the employer is obliged to carry out a Criminal Records Bureau (CRB) check at an enhanced level, and so any attempts to avoid disclosing information may well be discovered.

Please note that answering ‘Yes’ to any of the questions here will by no means bar you from appointment necessarily; but omitting important details or providing false information would be much more likely to cause a barrier to appointment, and in serious cases may even cause you to be dismissed and reported to the GMC. In the event that your situation changes after you have submitted your application form it is your responsibility inform the deanery/UoA handling your application at that time as soon as possible.

As suggested earlier, this section of your application will be strictly confidential, and can only be viewed by members of the Human Resources/administrative staff at the deanery to which you are applying. If you are subsequently offered and then accept a post at this deanery, this information will be passed on in confidence to your new employer’s (eg Trust) HR department.

Lastly – please note that where material exceptions do arise, it does not necessarily mean that your application will be rejected. Candidates may well progress to being offered a post, despite a material incident having occurred several years previously, with no evidence of recurrence and with the candidate continuing to be registered with the GMC. However, given the field we are in, as you can imagine it is extremely important that the assessment and verification of each candidate’s FtP is carried out in full. If you wish to discuss what effect any previous convictions, police investigations or FtP proceedings might have on your application, you should contact the deanery/UoA you intend to apply to.
5.13 Deanery preferences

As noted earlier (section 5.2.3), you can review your deanery/UoA preferences at any stage of completing your application, right up until you submit.

After you have submitted, it will not be possible to change these preferences; please think carefully about these prior to submission, and only submit once you are sure that they are your four preferred deanery/UoA choices.

5.14 Declaration

5.14.1 Declarations 1-7

Before your application can be submitted, it is necessary for you to ‘sign off’ on seven declarations, which spell out your understanding and awareness of, and agreement within, certain procedures. These are explained in detail on the application form, and summarised here:

Declaration 1 – information provided is true and complete

This declaration states that the content of your application and any supporting documents is true and complete, to the best of your knowledge. As noted on the system, if any statements you have made or information you have provided is discovered to be false or misleading, or if any relevant information has been withheld, your application may be disqualified – or if you have been appointed, you may be dismissed – and you may be reported to the GMC.

Declaration 2 – original work

The content of your application must be your own work, and not copied or reproduced from any other sources. Declaration 2 explains that you agree to this, and signifies your understanding that your application could be disqualified if any of your application is found to be not original.

Declaration 3 – recording of information

In line with the Data Protection Act 1998, this declaration indicates your understanding of, and consent to, the information in your application being processed, recorded and potentially shared to some degree to analyse the effectiveness of recruitment procedures in future; although please do note that under no circumstances will anyone taking part in such analysis be able to access any data by which a candidate could be identified.

Declaration 4 – GMC guidance on acceptance of posts

Declaration 4 states that you are aware of the GMC’s guidance in Good Medical Practice stating that candidates must not withdraw from a formally accepted post unless the employer has time to make other arrangements, and that failure to comply with this could result in a complaint to the GMC.

Declaration 5 – employment subject to checks

Once you have been allocated a training post, any subsequent employment contract will be subject to satisfactory pre-employment checks being carried out; this declaration ensures you are aware of this.

Declaration 6 – employment subject to medical clearance

Similar to 5, this declares your understanding that any employment is subject to satisfactory medical clearance being granted, which may include a medical examination, blood tests, etc.

Declaration 7 – employment subject to appropriate CRB disclosure

Lastly, declaration 7 states that you are aware that any candidates who are recommended for training will be subject to the appropriate disclosure from the Criminal Records Bureau (CRB), and
that candidates should inform the relevant deanery and trust of any new criminal convictions, investigations or fitness to practise proceedings which arise after the completion and submission of their application form.

More information on this area can be found at:

www.disclosures.co.uk / www.disclosurescotland.co.uk

To complete the declaration, thereby ‘signing’ the form to signify you have read and understood the above declarations, and agree with them, click on the ‘Declaration’ tickbox.

5.14.2 Entry criteria checklist

The last part of the form requires you to tick off six items, each corresponding to an essential criterion from the CMT CT1 person specification, stating that you meet the essential qualifications and that you are aware of the recruitment arrangements for CMT as laid out in this guide.

Once you have ticked the declaration box and all the checkboxes in the entry criteria checklist, this section can be saved and marked as completed.

5.15 Submission

Once you have completed all sections of the application form – shown by all section headings in the right-hand menu being accompanied by a green tick – and once you are happy that no further alterations are required, please go ahead and submit your application.

We cannot emphasise too strongly that you should aim to submit well in advance of the closing time (12.00 midday (UK time) on Monday 20 December 2010). The helpdesk will be extremely busy responding to queries near to the closing date, hence if you leave completion and submission of your application form until the last minute it does not give you, or us, any time to resolve any issues you may wish to raise regarding your application. As well as this, the sooner you submit your application, the sooner recruiters can start the recruiting process and confirm your eligibility for a CMT post.

Please be aware that even if you log on with the aim of submitting your application before the closing time, if you click the submit button after the closing deadline, your application will not be accepted under any circumstances. We are sorry to be so strict, but we have to be fair to all applicants – so please do not jeopardise your application.

Please also be aware that once your application has been submitted, it cannot be changed, except for personal details and clinical references. Make sure you double-check everything and ensure that it is saved correctly before you submit.

5.16 After submission

Notification

Once you have submitted your application, you will receive an email confirming your application has been received. If you do not, then first of all please check the ‘spam’ or ‘junk’ mail folders of your email account, and ensure you are checking the account corresponding to the email address you used to register initially. If the email is in spam/junk, please mark it as ‘not spam’, ‘safe’, etc. so that all future emails relating to your application will be delivered to your inbox directly. A copy of all emails will be visible in your candidate portal on the application system.

Please note that the email may not arrive immediately upon submission of your application; however, if you have not received an email within several hours of submitting your application, please contact our helpdesk via email at cmtrecruitment@rcplondon.ac.uk.
Post-submission changes

If you need to alter any of your personal details – such as change of address, mobile number, surname, etc. – you will be able to do this online.

It is not usually possible to alter any other details on your application once it has been submitted. Obviously, answers to questions cannot be altered under any circumstances; even typing errors cannot be corrected. It is the responsibility of each candidate to ensure that their application is suitable for submission before they submit it.

Should you wish to change factors such as information recorded in your equal opportunities section, or the email address you have used to register with the system, you should again email our helpdesk to request this (cmtrecruitment@rcplondon.ac.uk).

Viewing your application

When you view the post-submission version of the application, you will notice that the layout is slightly different to that seen when you completed your application. Please be assured that all applications submitted will be in this layout, and all will appear this way when viewed by recruiters.

You may see some unanswered questions when you view your application after it is submitted; do not worry, if you have managed to submit your application form, it will be complete – those questions left blank will be the non-mandatory questions.

Application progress

You will be able to track the progress of your application, and view all emails sent to you, in your messages folder in your candidate portal; there will be a bar showing the stage your application has reached.

It is suggested that you save your application as a webpage or MS Word (or other) document, for your own records. You may also wish to save any documents that you have used for drafting your answers while completing the application form, as a basis for your CV.
6 The Interview

6.1 Invitation to Interview

Invitations

Provided your application has been judged to be eligible during long-listing (section 3.4.1), it will then progress to short-listing, and consideration for interview. All eligible applications will be ranked in order, from highest-to-lowest, on the basis of short-listing score; candidates will be assigned to the deanery/UoA which will invite them to interview.

Candidates are allocated to one of their deanery/UoA preferences, based on the ranking of those preferences and their shortlist score. If a candidate’s first choice UoA has filled with higher-ranked candidates, they will be allocated to their second preference; and so on until all interview slots are filled or candidates allocated. Any candidates who do not gain an interview will be placed on a reserve list, and will be contacted, in rank order, if an interview slot subsequently becomes available due to a cancellation.

However, it should be noted that in 2010, all eligible applicants were offered an interview by one of their preferences and 97% by their first choice.

The deanery/UoA that candidates are assigned to after short-listing will be the one which invites them to interview and is the only one that they can receive an offer from in Round 1; applications cannot be transferred between deaneries/UoAs in Round 1.

Once each candidate’s interviewing deanery/UoA has been determined, candidates will be invited by email to log in to their candidate portal to select an interview slot.

Invitation dates

Deaneries/UoAs will begin sending invitations to interview during w/c Monday 17 January 2011. The timing of this will vary slightly between different deaneries/UoAs, although all do attempt to give a minimum of five days’ notice before inviting candidates to interview; however, it may be the case that you receive an invitation at slightly shorter notice due to a late cancellation from another candidate.

6.2 Booking a Place

Once you have received an invitation, you will be able to book a place at interview via the candidate portal of the application system. Each deanery/UoA will initially have a number of different timeslots across a number of different days onto which candidates can book themselves. Obviously, as time goes on, these will be booked up by other candidates, but all available options will be presented to you when you log in to your candidate portal.

To book on, click the button next to the timeslot you would prefer to be interviewed in, and then click ‘Submit’. Once you have done this, you will receive an email confirming your booking, and giving some information regarding preparation for your interview.

Booking deadline

When you receive your interview invitation, it will state the time by which you must book your interview slot – this will be 48 hours from when the invitation was sent. If you do not, it may be assumed that you have withdrawn, your place could be offered to someone else, your application formally withdrawn and you will not progress any further.

Considerations & issues

Please consider service and rota issues when booking your interview slot.
Should you have any issues with the available dates at your interviewing deanery/UoA, please contact them as soon as possible.

6.3 Interview dates

The interview dates for each UoA will be posted on our website at the link below to allow you to anticipate when you may require leave.

2011 CMT Interview Dates: [www.cmtrecruitment.org.uk/Calendar/Interview_Dates](http://www.cmtrecruitment.org.uk/Calendar/Interview_Dates)

6.4 Necessary Documentation

As suggested elsewhere in this guide, you will be required to take with you to interview a certain amount of documentation to support your application. This will fall into two distinct categories – ‘eligibility’ and ‘evidence’. Candidates are advised to keep the two sets of documents separate from each other – eg in separate folders. For convenience we will refer to these here as your ‘Eligibility Folder’ and ‘Evidence Folder’.

6.4.1 Eligibility Folder

Eligibility documents are those which will demonstrate your eligibility for a 2011 CMT post. You will need to provide documentation which shows how you meet all of the essential criteria within the 2011 CMT CT1 person specification (see Appendix I), as well as personal identification and proof of address.

For more information on any of the items here, and for more information on candidate eligibility, please see Chapter 4, where each is explored in greater depth.

Below is a checklist of items to bring for your eligibility folder; you must bring the original version of each document you take with you, as well as two photocopies of each item – these photocopies will be retained by deanery/UoA HR staff.

- **Confirmation email**
  
  This is the email you receive once you have booked your interview slot, confirming your booking; you should bring this and two copies, to confirm your ID numbers

- **Passport photographs**
  
  Please include two standard, ‘passport’ photographs (35mm wide x 45mm high), to be retained by the deanery

- **Personal ID documents**
  
  You need to provide either two forms of photographic identification – such as passport, photocard driving licence, national ID card, etc. – and one document showing proof of your current address – such as a recent utility bill, bank/building society statement, etc.

  Or – provide one form of photo ID, and two proof-of-address documents.

  As above, you should take the ‘original’ documents, as well as two copies of each document for the deanery/UoA to retain.

- **Qualifications certificates – including medical degree certificate**
  
  Again, please bring the original version, plus two photocopies, of each and every qualification you have cited on your application – including your undergraduate medical degree certificate.
› **GMC certificate/letter**

It is necessary for you to demonstrate that you are registered with, and licensed, by the GMC; or if you are not, that you are eligible for both registration & licensing. Any documents used here should be accompanied by the usual two photocopies for the deanery/UoA to retain.

› **Evidence of achievement of Foundation competence**

As discussed in depth in section 4.3, the type of documentation you will be required to use here will depend on your current status; please provide two photocopies of any documents for the deanery/UoA.

If you are currently on a UK/UK-affiliated Foundation programme, you do not need to provide any documentation here.

› **UK eligibility documentation**

Please see section 4.4 for more information on this; any documents you use here will need to be accompanied by two photocopies.

› **Proof of language skills**

Lastly, if you did not undertake undergraduate medical training in English, you will need to show documentation to prove your English language skills; again, please bring two photocopies of any such documents.

Please note that, when photocopying passports, for example, it is only necessary to copy the relevant sections.

If you are unable to provide all of the documentation requested, you must contact your assessing deanery/UoA prior to your interview.

### 6.4.2 Evidence Folder

The Evidence Folder should contain documentation supporting all of the claims made in your application form, such as achievements, publications, teaching, etc.

Here, please note that it is not necessary to provide any photocopies – you will only need to take the original versions of the evidence documents. However, please position your evidence documentation in the ‘folder’ (should you use one) in the order in which the corresponding evidence appears in your application.

### 6.4.3 Evidence Summary Form

At the front of your evidence folder should be an ‘evidence summary form’. Essentially, this will be a list of all the items you have included in your evidence folder, and will act as both a contents page to allow interviewers to locate the necessary documents quickly, as well as a checklist for interviewers to verify that all claims in your application form are supported.

At the end of the interview, the deanery/UoA will keep this form, and return your evidence folder to you.

A template for this evidence summary form can be downloaded from our website – [www.cmtrecruitment.org.uk/downloads](http://www.cmtrecruitment.org.uk/downloads).

### 6.4.5 Copy of your application

This is optional (unless a deanery/UoA specifically requests this); however you may wish to take with you a copy of your application form, as this may help you to prepare beforehand – at interview station 1 (see section 6.5.1), much of the discussion will be around the content of your application, hence you may wish to review this prior to your interview.
6.4.6 Information requested by the deanery/UoA

In addition to the information/documentation listed above, the deanery/UoA at which you are being interviewed may also require you to bring other material with you to your interview. One such example of this may be the application form, as suggested above, or more commonly your clinical references, as detailed in section 5.10. However, please note that deaneries/UoAs will inform you in advance of any extra information that is required.

6.5 The Interview – structure and content

As has been the case since 2009, the structure and content of CMT CT1 interviews between participating deaneries will be consistent; that is, in 2011, regardless of whether you are interviewed in Northern Ireland, Wales or Wessex, the makeup of the interview will be the same.

Format

The 2011 CMT CT1 interview process is based on the Multiple-Mini Interview (MMI) format. Here, there are three separate stations through which you will progress, testing and reviewing different facets of your skills and experience.

At each station, two aspects of your candidature will be assessed, and you will be awarded a mark between 1 and 5 for each. Each station will be staffed by two interviewers (consultants from within the deanery/UoA), both of whom will award you an independent mark on each aspect; thus at each station, you will be awarded four marks overall.

With three separate stations, this means that you will be awarded 12 separate marks in total. With each mark being out of 5, this means 60 is the highest score you can achieve at interview.

The time allocated to each interview station is ten minutes overall, with five minutes’ transfer time in between. Also, please note that as all stations are independent of each other, you will not necessarily progress through the stations in the order that they are listed below.

Content

The content of each station is as follows:

6.5.1 Station 1

Station 1 is where your application form will be reviewed.

This will include all of the documentation you have brought along (see section 6.4 above) being reviewed and verified, to ensure that all content on your application form is correct. Often, there will be a third interviewer present at station 1 who is brought in to review this documentation, allowing the two other clinicians to concentrate on the interview.

The main areas for discussion here will be your suitability and commitment, both to CMT and to the deanery/UoA at which you are being interviewed, and also your achievements in training to date.

6.5.2 Station 2

Prior to arriving at station 2, you will be given a clinical scenario to review. This scenario will be relatively brief (a few sentences) so once you have seen this, the remainder of the pre-station time here will allow you to take some short preparation (two/three minutes in total for this).

You will be asked questions relating to this upon arrival at the station, so beforehand you should consider what next steps you would take, any potential treatments possible, any further information you would gather, how you would go about communicating with any patients or clinicians involved in the scenario, etc. Your suggestions and responses to the clinical scenario will result in one mark being awarded (by each interviewer).
You will also be assessed on your communication skills at this station – both in terms of you showing how you would communicate with other people involved in the scenario, and also your communication with interviewers at this station.

6.5.3 Station 3

There will be two further areas discussed at station 3. The first will be an ethical scenario, which (as you would expect) deals more with consideration of the moral, ethical, legal, etc. issues of a particular situation. You will be assessed on your suggested responses to the situation, as well as knowledge of the different considerations required.

Then, a further scenario will be given to you, the discussion of which is designed to assess your demonstration and understanding of professionalism and governance in a given situation.

You will be given the ethical scenario in advance of arrival at station 3 to allow for some preparation (two/three minutes).

6.6 After the interview

It may be the case that deaneries request further documentation (such as CRB checks, references, etc.) that was not requested, or could not be provided, prior to the interview. If this is the case, you may need to provide this to deaneries after the interview has been completed – you will be notified of this as is necessary.

At interview, each candidate will be given a total of twelve marks, which will make up their overall interview score.

Once a deanery/UoA’s interviews within a particular specialty have been completed, candidates are awarded a final assessment score which is a composite of their interview and short-listing scores. Decisions on whether candidates can be made offers will be taken on the basis of a candidate’s performance at interview and their final assessment score.
7 Offers & Employment

7.1 UK Offers for Medical Specialty Training

In 2011, CMT post offers in Round 1 across all specialties will be coordinated and sent out via a separate central portal. After submitting your application, you will receive login details from the UK Offers for Medical Specialty Training website (these login details will not be sent to you until after the closing date for applications).

You must log in to the UK Offers website within 14 days of receiving the email and verify your contact details, so that you can receive any offers made to you and see how you ranked at interview. Please refer to the website for further information.

7.2 Offer responses

You will be emailed when an offer has been made to prompt you to login to the UK Offers for Medical Specialty Training website. On receipt of an offer, candidates have the option to accept, reject, or ‘hold’ the offer.

› If you accept an offer, you will receive no further offers.
› If you reject an offer, you can of course still be made offers relating to other applications you have submitted.
› You can hold any offer of a post while waiting for a preferred offer; and you can ’swap’ the offer you are holding for another one that you receive later on in the process; but you may only hold one offer at a time. You can hold an offer up until 12 midday (UK time) on 25 March 2011, by which time you will need to make a decision or the offer will be automatically rejected.

After 25 March 2011, you can only accept or reject offers.

If you have decided that you do not wish to take up an offer you are holding, it is good practice to reject that offer as soon as possible, so that it may be offered to another candidate.

7.3 Response times

Candidates have 48 hours in which to respond to offers. Please note that non-working days (bank holidays and weekends) are included in this time period – eg if you are made an offer on a Friday afternoon, the response deadline would be on Sunday afternoon. As such, you should ensure that you check your emails regularly throughout the offers period.

7.4 Timing of offers

Offers for each deanery/UoA will be made as soon as possible after their last interview has taken place; this will usually be within seven days. Offers will be made to the highest-ranking candidates first, with declined offers subsequently recycled to appointable lower-ranked candidates.

This process will continue throughout February and March 2011, and it is anticipated that many offers will be made once the deadline for holding, as detailed above, has passed. It is possible that offers for some deaneries/UoAs may continue into April 2011.
7.5 After you have accepted an offer

7.5.1 Offer/Contract of employment

Firstly, once you have accepted a post offer, the offering deanery/UoA will match you to a specific programme/post within the deanery/UoA, taking into account the training and educational needs of all successful candidates there.

Upon confirmation of this, you will then receive an offer of employment from your employer (subject to any pre-employment checks carried out, as described below). Please note that your employer here will not be the deanery/UoA which has offered you the training post; this will likely be a trust. Also, please be aware that your employer may change a number of times during the training period within a particular post. Full information on your employer will be provided to you.

You should receive a contract of employment within two months of starting in post, as per NHS Employers’ guidance.

In line with the GMC’s Good Medical Practice (point 49), you are expected to take up any employment you have formally accepted, and if necessary to work your contracted notice period; these terms apply even if you have not yet received your contract.

For fully comprehensive information on the contract of employment, please see the DH METP Applicant Guide (section 5.6), and the METP Gold Guide, sections 6.4-6.7; these can be viewed and downloaded via the links below:


7.5.2 Requesting feedback

As stated by the DH METP, candidates who wish to obtain feedback on their short-listing, interview and/or final scores should contact the deanery/UoA which provided the assessment in each case – contact details can be found on our website at this link: [www.mmc.nhs.uk](http://www.mmc.nhs.uk)

7.6 Options for unsuccessful candidates

Should you be unsuccessful in obtaining a CMT CT1 post in the first round of recruitment, taking place over December 2010-Spring 2011, please note that a second round will be run in spring/summer 2011 – more information on this can be found in Chapter 8.

CT2 posts

Alternatively, you may wish to consider applying for CT2-level (ie second year CMT) posts. As noted earlier in this guide, recruitment to CT2 is carried out by individual deaneries/UoAs on a local basis, ie they will advertise posts and organise recruitment individually, and independently of each other. If you are keen to pursue this option, please visit the websites of the participating deaneries/UoAs – these can be found on the CMT Recruitment website, [www.cmtrecruitment.org.uk](http://www.cmtrecruitment.org.uk).

Please be aware that there is a separate person specification detailing the essential requirements for candidates wishing to apply to CT2 – that is, the eligibility criteria will be different to those for CT1 posts. As such, you should view the person specification prior to applying – this can be viewed at this link: [http://www.mmc.nhs.uk/pdf/PS%202011%20CT2%20CMT.pdf](http://www.mmc.nhs.uk/pdf/PS%202011%20CT2%20CMT.pdf)

Beyond CT2 posts, we would advise consulting your Educational Supervisor for careers advice and any potential options you may have.
8 Round 2

A second round of recruitment will be run in spring 2011; candidates will be able to access and begin completing applications in April 2011.

This will most likely be run in the same way as Round 1; candidates will complete and submit an application form, which is then long- and short-listed; some will attend interview; then offers will be made on the basis of the overall composite score awarded to them.

As Round 1 closes, and Round 2 approaches, an updated Applicants’ Guide will be published; also, the information contained within our website will be updated to reflect Round 2-specific information.

9 Finally

We have endeavoured to make the process of recruitment to CMT in 2011 as fair, transparent and streamlined as is possible for all parties – and for applicants in particular. We have consulted widely with trainees’ groups of all levels, consultants, the Department of Health, Postgraduate Deaneries, as well as other groups and representatives involved with recruitment and the Royal College of Physicians, to move towards this goal.

We will be seeking feedback on the process from all stakeholders, and will use this to improve the recruitment experience year-on-year where we can. We would therefore be very grateful if you could complete any feedback surveys that you are sent. Of course, if you have a particularly serious issue to which you wish to draw our attention, please contact us separately.

This guide will be updated should more information become available, so please check www.cmtrecruitment.org.uk for future updates. The website will record which version of the guide is the most up-to-date, and the version number will be recorded on the front page of the guide, as well as on the top-right corner of the each page within the guide.

Should you have any queries relating to the recruitment process at any time, either to do with any information included in this guide or elsewhere, please email our helpdesk at cmtrecruitment@rcplondon.ac.uk.

Good luck with your application,

The RCP Specialty Recruitment Office
# Appendix I: 2011 CMT CT1 person specification

## Qualifications

<table>
<thead>
<tr>
<th>Essential</th>
<th>When Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBBS or equivalent medical qualification.</td>
<td>Application form</td>
</tr>
</tbody>
</table>

### Eligibility

- Eligible for full registration with the GMC at time of appointment and hold a current licence to practice.

Either

- Evidence of current employment in a UKFPO affiliated Foundation Programme

OR

- 12 months experience after full GMC registration or equivalent and evidence of achievement of Foundation competences between 31st July 2008 and 3rd August 2011 from a UKFPO affiliated Foundation Programme or equivalent in line with GMC standards/Good Medical Practice including:
  - Good clinical care
  - Maintaining good medical practice
  - Good relationships and communication with patients
  - Good working relationships with colleagues
  - Good teaching and training
  - Professional behaviour and probity
  - Delivery of good acute clinical care
  - Eligibility to work in the UK.

### Fitness To Practise

Is up to date and fit to practise safely.

### Language Skills

All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:

- that applicants have undertaken undergraduate medical training in English; or
- have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7.

If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence.

### Health

Meets professional health requirements (in line with GMC standards/Good Medical Practice).

### Career Progression

- Ability to provide a complete employment history
- Evidence that career progression is consistent with personal circumstances
- Evidence that present achievement and performance is commensurate with totality of period of training

- 18 months or less experience in medical specialties (not including Foundation modules) by time of appointment

### Application Completion

ALL sections of application form completed FULLY according to written guidelines

---

1. when evaluated is indicative, but may be carried out at any time throughout the selection process
2. Time of appointment refers to the date at which the post commences
3. The GMC introduced a licence to practise in 2009. Any doctor wishing to practise in the UK after this date must be both registered and hold a licence to practise.
4. A selection centre is a process not a place. It involves a number of selection activities that may be delivered within the Unit of Application
5. All experience in posts at ST-level count, irrespective of the country the experience is gained in
6. Any time periods specified in this person specification refer to full time equivalent
## Selection Criteria

<table>
<thead>
<tr>
<th>Clinical Skills</th>
<th>Essential</th>
<th>Desirable</th>
<th>When Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Knowledge &amp; Expertise:</td>
<td>- Appropriate knowledge base and ability to apply sound clinical judgement to problems</td>
<td>- Evidence of relevant academic &amp; research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements</td>
<td>Application form Interview / Selection centre References</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic / Research Skills</th>
<th>Essential</th>
<th>Desirable</th>
<th>When Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Skills:</td>
<td>- Demonstrates understanding of the importance of audit &amp; research</td>
<td>- Evidence of active participation in audit</td>
<td>Application form Interview / Selection centre</td>
</tr>
<tr>
<td>Teaching:</td>
<td>- Evidence of interest and experience in teaching</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Skills</th>
<th>Essential</th>
<th>Desirable</th>
<th>When Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills:</td>
<td>- Capacity to adapt language as appropriate to the situation</td>
<td>-</td>
<td>Application form Interview / Selection centre References</td>
</tr>
<tr>
<td>Problem Solving &amp; Decision Making:</td>
<td>- Capacity to use logical/lateral thinking to solve problems/make decisions</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Managing Others &amp; Team Involvement:</td>
<td>- Capacity to work effectively with others</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Empathy &amp; Sensitivity:</td>
<td>- Capacity to take in others' perspectives and treat others with understanding</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Organisation &amp; Planning:</td>
<td>- Capacity to manage/prioritise time and information effectively</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Vigilance &amp; Situational Awareness:</td>
<td>- Capacity to monitor developing situations and anticipate issues</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Coping with Pressure:</td>
<td>- Capacity to operate under pressure. Demonstrates initiative &amp; resilience to cope with changing circumstances</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probit</th>
<th>Essential</th>
<th>Desirable</th>
<th>When Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Integrity:</td>
<td>- Capacity to take responsibility for own actions. Demonstrates respect for all</td>
<td>-</td>
<td>Application form Interview / Selection centre References</td>
</tr>
</tbody>
</table>
Appendix II: List of UK & UKFPO-affiliated Foundation Schools

Below is a list of all UK and UKFPO-affiliated Foundation Schools. Each of these names contains a hyperlink to the particular school’s website.

For those unable to access these, and also those desiring more information on Foundation Schools and the Foundation Programme, please visit: http://www.foundationprogramme.nhs.uk/pages/home

- Birmingham
- Black Country
- Coventry & Warwick
- East Anglian
- Hereford & Worcestershire
- Keele (Shropshire and Staffordshire)
- Leicestershire, Northamptonshire and Rutland (LNR)
- Malta
- Mersey Deanery
- North Central Thames
- North East Thames
- North West Thames
- North Western
- North Yorkshire & East Coast (NYEC)
- Northern Deanery
- Northern Ireland
- Oxford
- Peninsula
- Scotland
- Severn
- South Thames
- South Yorkshire
- Trent
- Wales
- Wessex
- West Yorkshire
Appendix III: List of specialties with/without acute medical responsibilities

If you will not have completed a standard UK Foundation training programme by August 2011, or do not already have an FACD 5.2 relating to the completion of Foundation training since August 2008, you will need to supply alternative evidence of your Foundation competence.

There are two different certificates available to candidates who wish to do this – Certificate ‘A’ and ‘B’. Which of these you should use will depend on the person who is completing the form for you (see below):

If it is someone who has supervised you in a post with acute medical responsibilities – ie one of the posts in List A below – you should use ‘Certificate A’.

If the person supervised you in a post without acute medical responsibilities – ie one of the posts in List B below – you should use ‘Certificate B’.

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident &amp; Emergency Medicine</td>
<td>ANY SPECIALTY NOT LISTED OPPOSITE</td>
</tr>
<tr>
<td>Acute Medicine</td>
<td>(eg...) Allergy</td>
</tr>
<tr>
<td>Anaesthetics</td>
<td>Audiological Medicine</td>
</tr>
<tr>
<td>Cardiology</td>
<td>Cardiothoracic Surgery</td>
</tr>
<tr>
<td>Care of the Elderly</td>
<td>Child &amp; Adolescent Psychiatry</td>
</tr>
<tr>
<td>Clinical Oncology</td>
<td>Clinical Genetics</td>
</tr>
<tr>
<td>Critical Care</td>
<td>Clinical Neurophysiology</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Clinical Pharmacology &amp; Therapeutics</td>
</tr>
<tr>
<td>Endocrinology &amp; Diabetes</td>
<td>Community Paediatrics</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>Dermatology</td>
</tr>
<tr>
<td>General (Internal) Medicine</td>
<td>Forensic Psychiatry</td>
</tr>
<tr>
<td>General Paediatrics</td>
<td>General Psychiatry</td>
</tr>
<tr>
<td>General Practice</td>
<td>Genitourinary Medicine</td>
</tr>
<tr>
<td>General Surgery</td>
<td>Haematology</td>
</tr>
<tr>
<td>Geriatric Medicine</td>
<td>Histopathology</td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>Homeopathy</td>
</tr>
<tr>
<td>Medical Oncology</td>
<td>Immunology</td>
</tr>
<tr>
<td>Medicine</td>
<td>Learning Disability</td>
</tr>
<tr>
<td>Medicine for the Elderly</td>
<td>Neurosurgery</td>
</tr>
<tr>
<td>Metabolic Medicine</td>
<td>Nuclear Medicine</td>
</tr>
<tr>
<td>Neurology</td>
<td>Occupational Medicine</td>
</tr>
<tr>
<td>Medical Paediatrics</td>
<td>Old Age Psychiatry</td>
</tr>
<tr>
<td>Obstetrics and/or Gynaecology</td>
<td>Ophthalmology</td>
</tr>
<tr>
<td>Orthopaedics</td>
<td>Otolaryngology (Ear, Nose &amp; Throat)</td>
</tr>
<tr>
<td>Paediatrics (with acute responsibility)</td>
<td>Paediatrics (without acute responsibility)</td>
</tr>
<tr>
<td>Paediatric Cardiology</td>
<td>Plastic Surgery</td>
</tr>
<tr>
<td>Paediatric Surgery</td>
<td>Psychotherapy</td>
</tr>
<tr>
<td>Palliative Medicine</td>
<td>Sports &amp; Exercise Medicine</td>
</tr>
<tr>
<td>Rehabilitation Medicine</td>
<td></td>
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<tr>
<td>Renal Medicine (Nephrology)</td>
<td></td>
</tr>
<tr>
<td>Respiratory Medicine</td>
<td></td>
</tr>
<tr>
<td>Rheumatology</td>
<td></td>
</tr>
<tr>
<td>Trauma &amp; Orthopaedic Surgery</td>
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<tr>
<td>Urology</td>
<td></td>
</tr>
<tr>
<td>Vascular Surgery</td>
<td></td>
</tr>
</tbody>
</table>
Appendix IV: Certificate A

Instructions for applicants to specialty training:

Please note:
1. This certificate can only be signed by a consultant or equivalent.
2. You must confirm that you meet each and every competence listed on this certificate. If you cannot demonstrate that you have achieved all your competences in one post, you may submit additional Alternative Certificates to demonstrate the full set of competences.
3. You can ONLY use this certificate if you worked for the consultant in a post WITH acute medical responsibility as listed in Appendix 1. If you have worked with them in a post without acute medical responsibility as listed in Appendix 1 – use Alternative Certificate B.
4. Consultants should only sign these certificates if you have worked with them for a minimum of three months whole-time equivalent since 1st August 2008
5. The certificate MUST be complete in every detail, including details about the person completing it for you.
6. Failure of the person certifying your competence to correctly complete the section about themselves in every particular will render you, the applicant, ineligible to be considered further for specialty training in this recruitment round. It is recommended that you check the form after they have completed it using the attached checklist.
7. Once they have completed it, please complete and sign the declaration below, and submit the certificate according to the instructions in the applicants guide for your Specialty or Deanery.

Applicant declaration:

I confirm that I have worked for the consultant who has completed this certificate for a minimum of three months since 1st August 2008 in a post with acute medical responsibilities as defined in Appendix 1.

Applicant Name
Applicant GMC No
Signature

FOR OFFICE USE ONLY

Final Foundation Competence Assessment (please √ as appropriate)

- Sufficient evidence of Foundation Competence demonstrated to permit continued assessment via the selection process
- OR
- Insufficient evidence has been submitted & re-submission requested
- OR
- Insufficient evidence has been submitted for continued progression in the current recruitment round (as detailed in the attached proforma)

Signature …………………………………………………………………………………………………
Print Name ……………………………………………………………………………………………
Signed on behalf of Foundation Competence Assessment Panel

Instructions to those completing the certificate:

The person who has asked you to fill in this form has applied for specialty training in the United Kingdom. In order to process their application, we need to know that they have achieved the competences listed in this certificate to the standard expected of UK foundation year 2 doctors. Before filling in this certificate please view the standards expected of foundation programme doctors at:
http://www.foundationprogramme.nhs.uk/pages/home/training-and-assessment
Please note that in order to progress, candidates need to have demonstrated ALL the listed competences. You may obtain evidence that you know to be reliable from another physician in order to confirm every competence listed. Please also note that this document has to be correctly completed in every particular, including the section about you, and failure to complete it fully will render the applicant ineligible to be considered further for specialty training in this recruitment round.

<table>
<thead>
<tr>
<th>About the person signing the certificate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your name:</td>
</tr>
<tr>
<td>Professional status:</td>
</tr>
<tr>
<td>Current post:</td>
</tr>
<tr>
<td>Address for correspondence:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td>Your UK GMC Number:</td>
</tr>
<tr>
<td>If you are not registered with the UK GMC please give:</td>
</tr>
<tr>
<td>Name of your registering body:</td>
</tr>
<tr>
<td>Your Registration Number:</td>
</tr>
<tr>
<td>Web site address where this information can be verified: www.</td>
</tr>
<tr>
<td>Alternatively, you may attach photocopy evidence of your professional status to this certificate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>About how you know the applicant and their work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please give details of the post this applicant held at the time when you observed their work. 3 months (whole time equivalent) of this post MUST have been completed by the time of the submission deadline and must have been undertaken within the 3 years before the post starts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialty and level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Dates post held (from : to)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Hospital</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>About the applicant’s competences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2 Competence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Good Clinical Care:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Demonstrates the knowledge, attitudes, behaviours, skills and competences to be able to take a history and examine patients, prescribe safely and keep an accurate and relevant medical record</td>
</tr>
<tr>
<td>(i) History taking</td>
</tr>
<tr>
<td>(ii) Examination</td>
</tr>
<tr>
<td>(iii) Diagnosis and clinical decision making</td>
</tr>
<tr>
<td>(iv) Safe prescribing</td>
</tr>
<tr>
<td>(v) Medical record-keeping, letters etc</td>
</tr>
<tr>
<td>1.2 Demonstrates appropriate time management and organisational decision making</td>
</tr>
<tr>
<td>1.3 Understands and applies the basis of maintaining good quality care and ensuring and promoting patient safety</td>
</tr>
<tr>
<td>(i) Always maintains the patient as the focus of care</td>
</tr>
<tr>
<td>(ii) Makes patient safety a priority in own clinical practice</td>
</tr>
<tr>
<td>(iii) Understands the importance of good team working for patient safety</td>
</tr>
<tr>
<td>(iv) Understands the principles of quality and safety improvement</td>
</tr>
<tr>
<td>(v) Understands the needs of patients, who have been subject to medical harm or errors, and their families</td>
</tr>
<tr>
<td>1.4 Demonstrates the knowledge, skills, attitudes and behaviours to reduce the risk of cross infection</td>
</tr>
</tbody>
</table>
1.5 Understands the principles of clinical governance – i.e. the processes that safeguard high standards of care and facilitates the development of improved clinical services

1.6 not verified by this certificate

1.7 Demonstrates the knowledge, skills, attitudes and behaviours to be able to educate patients effectively

1.8 Demonstrates the knowledge and skills to cope with ethical and legal issues which occur during the management of patients with general medical problems.

   (i) Understands the principles of clinical governance
   (ii) Demonstrates understanding of, and practises appropriate procedures for valid consent
   (iii) Understands the legal framework for medical practice

2. Maintaining Good Medical Practice:

   (i) Demonstrates the knowledge, attitudes, behaviours, skills and competences needed to start self-directed lifelong learning
   (ii) Demonstrates the knowledge, skills, attitudes and behaviours to use evidence and guidelines that will benefit patient care.
   (iii) Demonstrates the knowledge, skills, attitudes and behaviours to use audit to improve patient care

3. Teaching and Training:

   Demonstrates the knowledge, skills, attitudes and behaviours to undertake a teaching role during a presentation to peers or the team

4. Relationships with Patients and Communication:

   Demonstrates the knowledge, skills, attitudes and behaviours to be able to communicate effectively with patients, relatives and colleagues in the circumstances outlined below.

   (i) Within a consultation
   (ii) Breaking bad news
   (iii) Complaints

5. Working with Colleagues:

   Demonstrates effective teamwork skills within the clinical team and in the large medical context.

   (i) Communication with colleagues and teamwork
   (ii) Interface with different specialties and with other professionals

F2 Competence

6. Professional Behaviour and Probity:

   Develops the knowledge, skills, attitudes and behaviours to always act in a professional manner

   (i) Doctor-patient relationships
   (ii) Health and handling personal stress

7. Acute Care

   7.1 Core Skills in relation to acute illness

   (i) Promptly assesses the acutely ill or collapsed patient
   (ii) not verified by this certificate
   (iii) not verified by this certificate
   (iv) Reassesses ill patients appropriate after starting treatment
   (v) Requests senior or more experienced help when appropriate
   (vi) not verified by this certificate
   (vii) not verified by this certificate
   (viii) Manages patients with impaired consciousness, including convulsions
   (ix) not verified by this certificate
   (x) Understands and applies the principles of managing a patient following self-harm
   (xi) Understands and applies the principles of management of a patient with an acute confusional state or psychosis
   (xii) Ensures safe continuing care of patients on handover between shifts
   (xiii) Considers appropriateness of interventions according to patients’ wishes, severity of illness and chronic or co-morbid diseases

7.2 Demonstrates the knowledge, competences and skills to be able to recognise critically ill patients

7.3 Demonstrates the knowledge, competences and skills to be able to function safely in an emergency on call.

7.4 Demonstrates the knowledge and skills to be able to plan discharge for patients, starting from the point of admission and taking into account the effects of any chronic disease.
## Declaration by person signing this certificate:

<table>
<thead>
<tr>
<th>APPLICANTS FULL NAME:</th>
</tr>
</thead>
</table>

A)  ☐ I confirm that I have viewed the Foundation website [http://www.foundationprogramme.nhs.uk/pages/home/key-documents](http://www.foundationprogramme.nhs.uk/pages/home/key-documents) and that I am aware of the standard expected of UK Foundation programme doctors.

B)  ☐ I confirm that the doctor named above has worked for me for a minimum of three months since 1st August 2008 in a post with acute medical responsibilities.

C)  ☐ I can confirm that I have observed the doctor named above demonstrate all of the above competences - or, where I have not personally observed them, I have received alternative evidence that I know to be reliable.

D)  ☐ I have not observed the doctor named above demonstrate the following competences *(list as appropriate e.g. 1.2, 2.1 (i), 7.1(viii))*

**NB** This form is invalid unless boxes A, B and C or D above are checked.

<table>
<thead>
<tr>
<th>SIGNATURE of person completing certificate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PRINT NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOSPITAL STAMP</th>
</tr>
</thead>
</table>

If not available, please attached a signed compliment slip and give hospital name and web site address.

---

Supporting physicians through education and training by providing a high quality, fair and cost-effective recruitment system.
CHECKLIST FOR CANDIDATES SUBMITTING CERTIFICATE A

Page 1
1. Have you put your name & GMC number in the Applicant Declaration section?
2. Have you signed the Applicant Declaration?

Page 2
1. Has the consultant you have asked to sign the certificate filled in their details correctly:
   a) Name
   b) Professional status
   c) Current post
   d) Address for correspondence
   e) Email address
   f) GMC number OR if NOT registered with the UK GMC, the name of the registering body and their registration number and a web site address where that can be verified OR photocopy evidence of their registration
2. Have they told us how they know you?
   a) Specialty and level of the post where you worked with them
   b) Dates post held
   c) The name of the hospital
   d) Country

Pages 3 & 4
1. Has the consultant signing this certificate confirmed you meet all competences as listed?
2. If the consultant is not able to sign this certificate for some competences, have they listed these as requested?

Page 5
1. Have they put your name in the box at the top?
2. Have they ticked boxes A B and C or D?
3. Have they signed the declaration and printed their name and the date?
4. Is there a hospital stamp?

If the answers to any of the above questions are NO, then your certificate will be rejected and you will be deemed not to have demonstrated that you have achieved foundation competence.

SUBMIT THE CERTIFICATE ACCORDING TO THE INSTRUCTIONS IN THE APPLICANTS GUIDE FOR YOUR SPECIALTY OR DEANERY
# Appendix V: Certificate B

## Instructions for applicants to specialty training:

**Please note:**

8. This certificate can only be signed by a consultant or equivalent.

9. You must confirm that you meet each and every competence listed on this certificate. If you cannot demonstrate that you have achieved all your competences in one post, you may submit additional Alternative Certificates to demonstrate the full set of competences.

10. You can ONLY use this certificate if you worked for the consultant in a post WITHOUT acute medical responsibility as listed in Appendix 1. If you have worked with them in a post with acute medical responsibility as listed in Appendix 1 – use Alternative Certificate A.

11. Consultants should only sign these certificates if you have worked with them for a minimum of three months whole-time equivalent since 1st August 2008.

12. The certificate MUST be complete in every detail, including details about the person completing it for you.

13. Failure of the person certifying your competence to correctly complete the section about themselves in every particular will render you, the applicant, ineligible to be considered further for specialty training in this recruitment round. It is recommended that you check the form after they have completed it using the attached checklist.

14. Once they have completed it, please complete and sign the declaration below, and submit the certificate according to the instructions in the applicants guide for your Specialty or Deanery.

### Applicant declaration:

I confirm that I have worked for the consultant who has completed this certificate for a minimum of three months since 1st August 2008 in a post without acute medical responsibilities as defined in Appendix 1.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant GMC No</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

### FOR OFFICE USE ONLY

**Final Foundation Competence Assessment (please √ as appropriate)**

- Sufficient evidence of Foundation Competence demonstrated to permit continued assessment via the selection process [ ]
- Insufficient evidence has been submitted & re-submission requested [ ]
- Insufficient evidence has been submitted for continued progression in the current recruitment round (give details) [ ]

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
</tr>
</tbody>
</table>

Signed on behalf of Foundation Competence Assessment Panel

### Instructions to those completing the certificate:

The person who has asked you to fill in this form has applied for speciality training in the United Kingdom. In order to process their application, we need to know that they have achieved the competences listed in this certificate to the standard expected of UK foundation year 2 doctors. Before filling in this certificate please view the standards expected of foundation programme doctors at

Please note that in order to progress, candidates need to have demonstrated ALL the listed competences. Because of the limited range of patients or types of condition normally encountered within your specialty, we require you to specify how the candidate has demonstrated acute care competences. You may obtain evidence that you know to be reliable from another physician in order to confirm every competence listed. Please also note that this document has to be correctly completed in every particular, including the section about you, and failure to complete it fully will render the applicant ineligible to be considered further for specialty training in this recruitment round.

### About the person signing the certificate:

<table>
<thead>
<tr>
<th>Your name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional status :</td>
</tr>
<tr>
<td>Current post:</td>
</tr>
<tr>
<td>Address for correspondence:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your UK GMC Number:</td>
</tr>
</tbody>
</table>

If you are not registered with the UK GMC please give:

<table>
<thead>
<tr>
<th>Name of your registering body:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Registration Number:</td>
</tr>
<tr>
<td>Web site address where this information can be verified: <a href="#">www</a></td>
</tr>
</tbody>
</table>

Alternatively, you may attach photocopy evidence of your professional status to this certificate.

### About how you know the applicant and their work:

Please give details of the post this applicant held at the time when you observed their work. *3 months (whole time equivalent) of this post MUST have been completed by the time of the submission deadline and must have been undertaken within the 3 years before the post starts.*

<table>
<thead>
<tr>
<th>Specialty and level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates post held (from : to) :</td>
</tr>
<tr>
<td>Name of Hospital</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

Supporting physicians through education and training by providing a high quality, fair and cost-effective recruitment system.
### About the applicant’s competences:

#### F2 Competence

### 1. Good Clinical Care:

1.1 Demonstrates the knowledge, attitudes, behaviours, skills and competences to be able to take a history and examine patients, prescribe safely and keep an accurate and relevant medical record

1.2 Demonstrates appropriate time management and organisational decision making

1.4 Understands and applies the basis of maintaining good quality care and ensuring and promoting patient safety

1.6 not verified by this certificate

1.7 Demonstrates the knowledge, skills, attitudes and behaviours to be able to educate patients effectively

1.8 Demonstrates the knowledge and skills to cope with ethical and legal issues which occur during the management of patients with general medical problems.

### 2. Maintaining Good Medical Practice:

2.4 Demonstrates the knowledge, attitudes, behaviours, skills and competences needed to start self-directed lifelong learning

2.5 Demonstrates the knowledge, skills, attitudes and behaviours to use evidence and guidelines that will benefit patient care.

2.6 Demonstrates the knowledge, skills, attitudes and behaviours to use audit to improve patient care

### 3. Teaching and Training:

Demonstrates the knowledge, skills, attitudes and behaviours to undertake a teaching role during a presentation to peers or the team

### 4. Relationships with Patients and Communication:

Demonstrates the knowledge, skills, attitudes and behaviours to be able to communicate effectively with patients, relatives and colleagues in the circumstances outlined below.

### 5. Working with Colleagues:

Demonstrates effective teamwork skills within the clinical team and in the large medical context.
### F2 Competence

<table>
<thead>
<tr>
<th>6. Professional Behaviour and Probity:</th>
<th>Develops the knowledge, skills, attitudes and behaviours to always act in a professional manner</th>
</tr>
</thead>
<tbody>
<tr>
<td>(iii) Doctor-patient relationships</td>
<td></td>
</tr>
<tr>
<td>(iv) Health and handling personal stress</td>
<td></td>
</tr>
</tbody>
</table>

### 7. Acute Care

#### 7.1 Core Skills in relation to acute illness

| (xiii) | Promptly assesses the acutely ill or collapsed patient |
| (xiv)  | not verified by this certificate                      |
| (xv)   | not verified by this certificate                      |
| (xvi)  | Reassesses ill patients appropriate after starting treatment |
| (xvii) | Requests senior or more experienced help when appropriate |
| (xviii)| not verified by this certificate                      |
| (xix)  | not verified by this certificate                      |
| (xx)   | Manages patients with impaired consciousness, including convulsions                        |
| (xxi)  | not verified by this certificate                      |
| (xxii) | Understands and applies the principles of managing a patient following self-harm           |
| (xxiii)| Understands and applies the principles of management of a patient with an acute confusional state or psychosis |
| (xxiv) | Considers appropriateness of interventions according to patients’ wishes, severity of illness and chronic or co-morbid diseases |

#### 7.2 Demonstrates the knowledge, competences and skills to be able to recognise critically ill patients

#### 7.3 Demonstrates the knowledge, competences and skills to be able to function safely in an emergency on call.

#### 7.4 Demonstrates the knowledge and skills to be able to plan discharge for patients, starting from the point of admission and taking into account the effects of any chronic disease.

### 7 Acute Care – Description

From what the applicant has told us, your specialty does not normally deal with patients with acute medical needs. Please therefore describe an occasion on which you base your assessment of their acute care competences. It should be one where you have observed (or a reliable witness has reported to you) the applicant using those skills with a patient whose clinical problem is normally seen within a specialty with acute medical responsibility and which involves an acute physical illness. Please describe the case and the actions taken by the applicant, not just the setting. Please attach a separate page if necessary.
### Declaration by person signing this certificate:

<table>
<thead>
<tr>
<th>APPLICANTS FULL NAME:</th>
</tr>
</thead>
</table>

| A) | I confirm that I have viewed the Foundation website [http://www.foundationprogramme.nhs.uk/pages/home/key-documents](http://www.foundationprogramme.nhs.uk/pages/home/key-documents) and that I am aware of the standard expected of UK Foundation programme doctors. |
| B) | I confirm that the doctor named above has worked for me for a minimum of three months since 1st August 2008 in a post without acute medical responsibilities |
| C) | I can confirm that I have observed the doctor named above demonstrate all of the above competences - or, where I have not personally observed them, I have received alternative evidence that I know to be reliable. |
| D) | I have not observed the doctor named above demonstrate the following competences (list as appropriate e.g. 1.2, 2.1 (i), 7.1(viii)) |

**NB** This form is invalid unless boxes A, B and C or D above are checked and the evidence section for competence 7 is appropriately completed.

If you have not personally observed the situation described in competence 7, please give the witness name, qualification and grade.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>of person completing certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT NAME</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOSPITAL STAMP</th>
<th>If not available, please attached a signed compliment slip and give hospital name and web site address</th>
</tr>
</thead>
</table>
CHECKLIST FOR CANDIDATES SUBMITTING CERTIFICATE B

Page 1
3. Have you put your name & GMC number in the Applicant Declaration section?
4. Have you signed the Applicant Declaration?

Page 2
3. Has the consultant you have asked to sign the certificate filled in their details correctly:
   a) Name
   b) Professional status
   c) Current post
   d) Address for correspondence
   e) Email address
   f) GMC number OR if NOT registered with the UK GMC, the name of the registering body and their registration number and a website address where that can be verified OR photocopy evidence of their registration
4. Have they told us how they know you?
   a) Specialty and level of the post where you worked with them
   b) Dates post held
   c) The name of the hospital
   d) Country

Pages 3 & 4
3. Has the consultant signing this certificate confirmed you meet all competences as listed?
4. If the consultant is not able to sign this certificate for some competences, have they listed these as requested?
5. Does the description for competence 7 demonstrate those competences usually seen within a specialty with acute medical responsibilities, does it relate to an acute physical illness, and is it adequately described?

Page 5
5. Have they put your name in the box at the top?
6. Have they ticked boxes A B and C or D?
7. Have they signed the declaration and printed their name and the date?
8. Is there a hospital stamp?

If the answers to any of the above questions are NO, then your certificate will be rejected and you will be deemed not to have demonstrated that you have achieved foundation competence.

SUBMIT THE CERTIFICATE ACCORDING TO THE INSTRUCTIONS IN THE APPLICANTS GUIDE FOR YOUR SPECIALTY OR DEANERY
Appendix VI: List of JRCPTB medical specialties

The following is a list of medical specialties, as defined by the Joint Royal Colleges of Physicians Training Board (JRCPTB). The DH Medical Programme Board has confirmed that undertaking training/work in any of these posts will contribute to the knowledge and skills required for Core Medical Training.

Experience gained during employment in any of these specialties (excepting experience gained during Foundation modules) anywhere in the world will therefore contribute to the overall ‘experience in the specialty’ allowance (18 months or less) prior to commencing a CMT CT1 post.

<table>
<thead>
<tr>
<th>Acute Medicine</th>
<th>Allergy</th>
<th>Audiological Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiology</td>
<td>Clinical Genetics</td>
<td>Clinical Neurophysiology</td>
</tr>
<tr>
<td>Clinical Pharmacology &amp; Therapeutics</td>
<td>Dermatology</td>
<td>Endocrinology &amp; Diabetes Mellitus</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>General (Internal) Medicine</td>
<td>Genitourinary Medicine</td>
</tr>
<tr>
<td>Geriatric Medicine</td>
<td>Haematology</td>
<td>Immunology</td>
</tr>
<tr>
<td>Infectious Diseases &amp; Tropical Medicine</td>
<td>Medical Oncology</td>
<td>Medical Ophthalmology</td>
</tr>
<tr>
<td>Metabolic Medicine</td>
<td>Neurology</td>
<td>Nuclear Medicine</td>
</tr>
<tr>
<td>Paediatric Cardiology</td>
<td>Palliative Medicine</td>
<td>Pharmaceutical Medicine</td>
</tr>
<tr>
<td>Rehabilitation Medicine</td>
<td>Renal Medicine</td>
<td>Respiratory Medicine</td>
</tr>
<tr>
<td>Rheumatology</td>
<td>Sport &amp; Exercise Medicine</td>
<td>Stroke Medicine</td>
</tr>
</tbody>
</table>

**Appendix VII: Immigration status**

The following table is provided by the DH, and sets out the main categories of limited leave to remain and eligibility to take up specialty training programmes:

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refugee status awarded by UK, and partner/civil partner or spouse</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of a UK citizen</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of a UK citizen on a probationary period</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>HSMP or partner/civil partner or spouse of HSMP (no restriction placed on you to prevent you working as a ‘doctor in training’).¹</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Postgraduate Doctor or Dentist or partner/civil partner or spouse</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Tier 4 students on a recognised UKFPO affiliated Foundation Programme</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Medical graduates of Scottish medical schools on a ‘Fresh Talent: Working in Scotland’ visa</td>
<td>Can take up a training programme, provided you are currently on the Foundation Programme or in Specialty training.</td>
</tr>
<tr>
<td>Tier 1 clearance or partner/civil partner or spouse of Tier 1 (no restrictions placed on you to prevent you working as a ‘doctor in training’).</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>UK Ancestry or partner/civil partner or spouse</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of work permit holders</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of students with initial grant of more than 12 months</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Citizens of other EEA country / Switzerland</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Tier 2 – Shortage Occupation – ST4 Paediatrics only</td>
<td>Can take up an ST4 Paediatric training programme</td>
</tr>
<tr>
<td>Non medical students at MA / PhD level applying for Public Health</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Residents of other EEA countries (with only indefinite leave to remain in other EEA country)</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Non EEA partners of EEA nationals</td>
<td>Cannot normally take up a training programme unless have been granted leave to enter the UK as the partner of an EEA national</td>
</tr>
<tr>
<td>HSMP or partner/civil partner or spouse (restriction placed on you to prevent you taking specialty training posts – your endorsement will read ‘no employment as a doctor in training’).¹</td>
<td>Cannot take up a training programme on this visa status, but can switch into Tier 2, if the Resident Labour Market Test is satisfied. New Entry Clearance must be sought from outside the UK</td>
</tr>
<tr>
<td>Tier 1 clearance (restriction placed on you to prevent you taking specialty training posts – your endorsement will read ‘no employment as a doctor in training’). See above</td>
<td>Cannot take up a training programme on this visa status, but can switch into Tier 2, if the Resident Labour Market Test is satisfied</td>
</tr>
<tr>
<td>Clinical attachment visa</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of students with initial grants of less than 12 months</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Working Holiday Makers</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Visitors</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Non EEA nationals with leave to remain in other EEA countries (including those with refugee status in other countries)</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>PBS Tier 2 sponsored workers</td>
<td>a new Certificate of Sponsorship can be issued in respect of the training post, if the Resident Labour Market Test is satisfied.</td>
</tr>
<tr>
<td>Partner / civil partner or spouse of a PBS Tier 2 worker with a visa endorsement which reads “no employment as a doctor in training”²</td>
<td>a new Certificate of Sponsorship can be issued in respect of the training post, if the Resident Labour Market Test is satisfied. New Entry Clearance must be sought from outside the UK</td>
</tr>
<tr>
<td>PBS Tier 5 sponsored workers</td>
<td>Cannot apply for a training programme.</td>
</tr>
<tr>
<td>Partner / civil partner or spouse of a PBS Tier 5 worker with a visa endorsement which reads “no employment as a doctor in training”²</td>
<td>Cannot take up a training programme on this visa status, but can switch into Tier 2, if the Resident Labour Market Test is satisfied. New Entry Clearance must be sought from outside the UK</td>
</tr>
</tbody>
</table>
## Appendix VIII: Glossary

<table>
<thead>
<tr>
<th>Applicants / Candidates</th>
<th>Those applying to CMT are referred to throughout the guide as either ‘applicants’ or ‘candidates’. The terms are used interchangeably and there is no difference between them</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Centre</td>
<td>This is the stage of recruitment where an applicant will visit a UoA to be assessed in person. This is referred to as ‘interview’ throughout our literature, and the assessment/selection centre will usually refer to the actual venue.</td>
</tr>
</tbody>
</table>
| BST                      | British Summer Time  
The standard time in the UK from 27 March; ie GMT+1 hr (or UTC+1) |
| CMT                      | Core Medical Training |
| CT1                      | Core Training year 1 – equivalent to ST1 (Specialty Training year 1) |
| CT2                      | Core Training year 2 – equivalent to ST2 (Specialty Training year 2) |
| DH                       | The Department of Health |
| FACD 5.2                 | Foundation Achievement of Competence Document 5.2  
This is the official form describing and verifying a trainee’s satisfactory achievement of all necessary Foundation training competences |
| Foundation competences   | These are the broad body of skills, experience, knowledge, etc. that all trainees are expected to have achieved, gained and demonstrated by the close of their time in Foundation training. |
| GMC                      | General Medical Council  
The independent regulatory body of the UK medical profession |
| IELTS                    | International English Language Testing System  
This is a widely-used test of English language skill |
| JRCPTB                   | Joint Royal Colleges of Physicians Training Board |
| METP                     | Medical Education Training Programme  
A branch of the DH set up to coordinate national recruitment to specialty training – formerly known as MMC, and governed by the MPB (see below) |
| MMC                      | Modernising Medical Careers |
| MPB                      | Medical Programme Board  
The body that governs the MPET which coordinates specialty recruitment |
| R1 / Round 1             | Round 1 is the initial recruitment phase for posts commencing in August 2011 |
| R2 / Round 2             | Round 2 is the second recruitment episode for posts commencing in August 2010. This round is open to UK/EEA and non UK/EEA. However, non UK/EEA doctors may be subject to the Resident Labour Market Test prior to an offer being made |
| RCP                      | Royal College of Physicians |
| RLMT                     | Resident Labour Market Test  
The RLMT is the test UK employers are required to carry out before
<table>
<thead>
<tr>
<th>SRO</th>
<th>Specialty Recruitment Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The SRO is based at the RCP, which co-ordinates national recruitment to CMT posts in England, Northern Ireland &amp; Wales, and are the authors of this document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UoA</th>
<th>Unit of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Some deaneries are split into separate UoAs, such as the East Midlands. The term UoA will be used in relation to deanery / Units of Applications throughout this guidance document</td>
</tr>
</tbody>
</table>