APPLICANT GUIDANCE

ANAESTHESIA AND ACCS (ANAESTHESIA) CT1

Last updated 11/10/2011
APPLICATION WINDOW
Advertisements will appear in the BMJ, on NHS Jobs and on the West Midlands Intrepid Pathway recruitment portal on Saturday 12 November 2011.

Applications will be accepted from 9.00am on Friday 25 November 2011 until 12.00pm noon on Friday 9 December 2011. No late applications will be accepted.

Support for applicants experiencing problems with their application will be available from the West Midlands Workforce Deanery during office hours for the duration of the application window.

Applications will be made through the Intrepid Pathway central portal to the West Midlands Workforce Deanery who will be coordinating the recruitment process on behalf of the Royal College of Anaesthetists. The Intrepid Pathway central application portal can be accessed through the Anaesthesia recruitment pages of the West Midlands Workforce Deanery website (www.westmidlandsdeanery.nhs.uk/recruitment2012/anaesthesia.aspx).

Please be aware that the Intrepid Pathway system does not support Internet Explorer 6.

RECRUITMENT TO ACCS CT1
Anaesthesia and ACCS (Anaesthesia) will be recruited as one process coordinated by the West Midlands Workforce Deanery, following the process outlined in this document.

If you who wish to follow a career in Anaesthesia, you should apply with a single application which covers both programmes.

Applicants wishing to follow a career in Emergency Medicine should apply for ACCS (Emergency Medicine) via the London Deanery. This is a separate process to ACCS (Anaesthesia) and ACCS (Acute Medicine) and requires a separate application on an Emergency Medicine application form. Further details will be available from the London Deanery.

Applicants wishing to follow a career in Acute Medicine should apply for the joint Core Medical Training (CMT) and ACCS (Acute Medicine) process via the Royal College of Physicians. This is a separate process to ACCS (Anaesthesia) and ACCS (Emergency Medicine). Further details on the process will be available from the Royal College of Physicians.

UNITS OF APPLICATION
You will be asked to preference all Units of Application (UoAs) that you would be prepared to work in. Preferences cannot be amended once an application has been submitted.

Providing you meet the longlisting criteria and providing you rank a sufficient number of UoAs, you are guaranteed an interview. Each candidate will have a maximum of one interview which will cover both Anaesthesia CT1 and ACCS (Anaesthesia) CT1.

The UoA that you are interviewed in will be decided based on your ranking against other candidates in relation to the self assessment section of the application form and whether your chosen UoA has capacity to interview you when your rank is reached.

If you choose to preference just a few UoAs, you may find that you are not invited to an interview. You should understand that if you rank insufficient UoAs then you cannot be guaranteed an interview in one of your preferred locations - other, higher ranking candidates will not be displaced from their allocated interview slots to allocate you.
The following Units of Application will be recruiting in 2012:

- East Midlands North
- East Midlands South
- East of England
- Kent, Sussex and Surrey
- London
- Mersey
- North West
- Northern
- Northern Ireland
- Oxford
- Severn
- South West Peninsula
- Wales
- Wessex
- West Midlands
- Yorkshire and the Humber

Scotland will not be part of the nationally coordinated process, but will follow a similar model and timescale

When deciding which UoAs to preference, you should consider the historical competition ratios in each area. 2012 will be the second year that Anaesthesia CT1 recruitment has been nationally coordinated and competition ratios are available on the MMC website (www.mmc.nhs.uk).

Please be aware that the recruitment process may be very competitive and it is anticipated that there will be more applicants than posts available.

PROGRAMME PREFERENCES
At the time of application, you will just make one application that will be considered for both Anaesthesia CT1 and ACCS (Anaesthesia) CT1 and you will not be asked to make a distinction between the two.

Once you have been allocated to a UoA for interview, following the process described in the Allocation to Interviews/Units of Application section, you will be asked to make more detailed programme and geographical preferences. These preferences will need to be made on the UK Offers System (UKOFFS) and your stated preferences will be used when offers are made. Please be aware that preferences expressed in any other way will not be taken into consideration.

SELF ASSESSMENT
The application form will contain a number of questions that you are required to self-score. The score generated from this will be used to determine which UoA you are interviewed in, and ultimately considered for appointment in.

It is imperative that you answer the self-assessment questions accurately and honestly. The self-assessment will be ratified as part of the portfolio station at interview and you will be required to provide evidence to support the score that you give yourself in your application form. Deliberately falsifying or giving dishonest answers is in breach of Good Medical Practice and may need to be referred to the General Medical Council on the grounds of probity.
**DEFERMENT OF START DATE**
Deferments to start date will only be considered for reasons stated in the Gold Guide i.e. for statutory grounds such as maternity leave, ill health.

Deferment for any other reason will not be permitted.

If you wish to request a deferment to your start date, you need to declare this in your application form and contact the deanery that you are being interviewed in as soon as possible.

**APPLICATION PROCESS FOR INTERNATIONAL MEDICAL GRADUATES (IMGs)**
The expectation is that the recruitment process will be competitive with enough UK/EEA/right of residence candidates to fill the posts. Therefore, international medical graduates will not be permitted to apply for posts advertised in this recruitment round.

Any posts not filled from the first advertisement will be readvertised. IMGs will be able to apply for readvertised posts. However, in order for these candidates to be appointed, the Resident Labour Market Test would first have to be satisfied.

**ASSESSMENT OF FOUNDATION COMPETENCY**
Evidence of Foundation Competences can be proven in several ways:

1. Foundation Achievement of Competence Document (FACD) 5.2
2. Currently working as a Foundation Year 2 trainee. If subsequently offered a post, candidates in this category will be required to provide their employer with a copy of their FACD 5.2 before commencement
3. Currently working in a UK training post or in active clinical practice or academia
4. A form completed to confirm the competences signed by a clinician for those outside of the UK healthcare system

Only candidates working outside of the UK healthcare system, either working overseas, or not currently working, will be required to submit evidence of their competence at the time of application. This evidence should be uploaded by applicants into their Intrepid Pathway application form, prior to submission.

**FITNESS TO PRACTISE**
If you answer yes to any of the Fitness to Practise questions on the application form, you will be required, in the first instance to send information on this declaration to the coordinating deanery (fitnesstopractise@westmidlands.nhs.uk). Failure to provide this evidence by the closing date for applications will result in your application not being processed any further in the recruitment round.
Once you have been allocated to a UoA, you will also need to provide evidence directly to them, using the appropriate email address from the list below:

<table>
<thead>
<tr>
<th>Deanery</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands (North and South)</td>
<td><a href="mailto:marcia.reid@nhs.net">marcia.reid@nhs.net</a></td>
</tr>
<tr>
<td>East of England</td>
<td><a href="mailto:helen.mckee@eoe.nhs.uk">helen.mckee@eoe.nhs.uk</a></td>
</tr>
<tr>
<td>Kent, Sussex and Surrey</td>
<td><a href="mailto:declaration@kssdeanery.ac.uk">declaration@kssdeanery.ac.uk</a></td>
</tr>
<tr>
<td>London</td>
<td><a href="mailto:fitnesstopractise@londondeanery.ac.uk">fitnesstopractise@londondeanery.ac.uk</a></td>
</tr>
<tr>
<td>Mersey</td>
<td><a href="mailto:susan.mccarthy@merseydeanery.nhs.uk">susan.mccarthy@merseydeanery.nhs.uk</a></td>
</tr>
<tr>
<td>North Western</td>
<td><a href="mailto:helpdesk.recruitment@pat.nhs.uk">helpdesk.recruitment@pat.nhs.uk</a></td>
</tr>
<tr>
<td>Northern</td>
<td><a href="mailto:lindamaxwell@nhs.net">lindamaxwell@nhs.net</a></td>
</tr>
<tr>
<td>Northern Ireland</td>
<td><a href="mailto:HR@nimdta.gov.uk">HR@nimdta.gov.uk</a></td>
</tr>
<tr>
<td>Oxford</td>
<td><a href="mailto:recruitment@oxforddeanery.nhs.uk">recruitment@oxforddeanery.nhs.uk</a></td>
</tr>
<tr>
<td>Severn</td>
<td><a href="mailto:Severn.TPD@southwest.nhs.uk">Severn.TPD@southwest.nhs.uk</a></td>
</tr>
<tr>
<td>South West Peninsula</td>
<td><a href="mailto:Pen.STRHelpdesk@southwest.nhs.uk">Pen.STRHelpdesk@southwest.nhs.uk</a></td>
</tr>
<tr>
<td>Wales</td>
<td><a href="mailto:BassettL@cardiff.ac.uk">BassettL@cardiff.ac.uk</a></td>
</tr>
<tr>
<td>Wessex</td>
<td><a href="mailto:jemma.fisher@wessexdeanery.nhs.uk">jemma.fisher@wessexdeanery.nhs.uk</a></td>
</tr>
<tr>
<td>West Midlands</td>
<td><a href="mailto:fitnesstopractise@westmidlands.nhs.uk">fitnesstopractise@westmidlands.nhs.uk</a></td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td><a href="mailto:khalida.rahman@yorksandhumber.nhs.uk">khalida.rahman@yorksandhumber.nhs.uk</a></td>
</tr>
</tbody>
</table>

Deaneries will handle Fitness to Practise declarations in line with their local processes.

**EXCLUSION POLICY**
This prevents trainees previously removed from the training programme from reapplying, except in exceptional circumstances.

If you have previously been removed from an Anaesthesia training programme, but you believe that you have exceptional circumstances that would allow you to reapply, you should ask your current Postgraduate Dean for a letter of support. This letter, along with any other evidence should be submitted to nationalrecruitment@westmidlands.nhs.uk by the closing date for applications. Emails should be titled *Exclusion Policy Evidence*. Any applications from excluded trainees without submitted evidence by the closing date will not be processed through longlisting.

Evidence submitted will be reviewed by the Postgraduate Dean in the coordinating deanery, who will make decisions on an individual basis on the applications.

**LONGLISTING**
Following the deadline for receipt of applications, the coordinating deanery will conduct longlisting centrally on all applicants. This will be a manual process, aided by flags on candidates’ application forms.

If you fail to meet the following criteria your application will be longlisted out and you will not progress any further in the recruitment process:

- Eligible for full registration with the General Medical Council, at the time of appointment
- No more than 18 months post Foundation experience in Anaesthesia and Intensive Care Medicine, by time of appointment, anywhere in the world
- Appropriate immigration status to allow applicant to take up a training post
- Evidence that Foundation Competences have been achieved no earlier than August 2009, or that the candidate is currently in a Foundation Programme and is expected to achieve these by August 2012
- Evidence of English Language skills
- Confirmation that the applicant has not previously been removed from an Anaesthesia training programme

**ALLOCATION TO INTERVIEWS/UNITS OF APPLICATION**

On completion of the longlisting process, all candidates that have met the minimum eligibility criteria will be considered for interview.

Each UoA will notify the coordinating deanery of the number of interviews it can carry out. Typically this is between 3 and 4 times the number of vacancies that the UoA has.

If your first choice deanery has interview slots available then, you will be added to the interview list for that UoA. However, if there are too many applicants in your preferred UoA then you may be transferred to your second or subsequent UoA until there are interview slots available. This will be based on your score in the self-assessment part of the application.

If your interview is successful then you will be made an offer in the UoA that interviewed you, irrespective of where you placed it in your initial ranking.

UoAs will be given the details of the applicants they will be interviewing no later than Thursday 22 December 2011. Invitations to interview will be sent from Friday 23 December 2011 to Friday 6 January 2012. You should expect to receive at least 5 working days notice of your interview date.

**SUB PREFERENCES**

One your application form, you will be asked to state whether you are interested in Anaesthesia alone, ACCS (Anaesthesia) only or both programmes. This information will be used solely to give UoAs an indication of applicant preferences, not for making offers.

Once you have been allocated an interview in a UoA you will be required to log onto the UK Offers System and rank your detailed geographical and programme preferences for that UoA.

These will be the preferences that will be taken into account at the time offers are made. Preferences stated or submitted in any other way will not be considered.

If you fail to express your preferences online and you are made an offer, you should expect that the offer made will be for one of the least popular rotations in the allocated UoA. You will also not be eligible for an upgrade as there will be no higher preferenced rotation that you could be upgraded into.

**INTERVIEWS**

All interviews will be take place between Monday 9 January 2012 and Friday 27 January 2012.

Interview dates for individual UoAs can be found on the West Midlands Workforce Deanery website.

On the day of the interview, please ensure that you allow yourself plenty of time to get to the interview venue and ensure that you take a hard copy of your portfolio of evidence with you.

If you are invited for interview and are unable to attend due to unforeseen circumstances or an emergency, you must contact the interviewing deanery to ascertain whether alternative arrangements can be made, but alternative arrangements cannot be guaranteed.
INTERVIEW FORMAT
A standardised interview/selection format is in place, which is mandatory for all Anaesthesia and ACCS (Anaesthesia) interviews. This is to ensure that there is a consistent national standard for all Anaesthesia interviews.

The standardised interview format for 2012 incorporates a generic scoring system and structure for interviews across all Units of Application but allows the addition of local deanery specific stations to complement the nationally standardised stations.

At each of the standard stations, you will be assessed by a minimum of two consultant assessors. Each assessor will score you independently.

Clinical Interview – 10 minutes
This is a scenario based interview assessing:

- Clinical judgment and decision making
- Working under pressure
- Teamwork

Portfolio – 20 minutes
The Portfolio station is designed to assess past achievements, commitment to specialty and career progression to date. 10 minutes of the station time will be used to confirm the self assessment score received from the responses you provided in your application form. You will therefore be expected to have evidence to show for each of the self scoring domains.

The second half of the portfolio station will be used to explore areas of your portfolio in more detail. In particular, assessment will be made on evidence of reflective practice, your commitment/insight into Anaesthesia and your commitment to the training programme/UoA you are applying for. Achievements and interests outside of medicine will also be taken into account.

Presentation – 10 minutes (5 minutes for delivery and 5 minutes for questions)
This station gives you an opportunity to demonstrate how you can perform, with an associated time pressure, to prepare and deliver a presentation. Topics are carefully chosen so that this exercise tests the delivery of a presentation in challenging circumstances rather than being a pure test of knowledge.

You will be given the presentation topic on the day and will be given 10 minutes to prepare your presentation.

Assessors will score you against the following domains:

- Communication
- Working under pressure
- Organisation and planning

In addition, for each of the three national standard stations, you will be given a score from each assessor on their overall view of your performance at the station.

Deanery specific stations
Individual UoAs are able to supplement the above three standardised stations with local deanery specific stations. If used, these will be designed to test attributes described in the national person
specification. If UoAs choose to adopt local stations, it is expected that you would be informed of this and the attributes that are being tested.

**Evaluation of the Interview Process**
Anonymous data from the interview process including scores awarded and feedback collected on the day of the interview, will be used to evaluate and refine the national selection process. Data may be correlated with anonymised scores from outcome measures during your future training such as success in professional examinations, for this purpose.

**REFERENCES**
You are advised to refer to individual deanery websites for advice on when to request references. To avoid unnecessary delays, you should expect that most deaneries will want you to bring completed references with you to interview, in sealed envelopes.

Obtaining references is a candidate’s responsibility

You will have the ability to change your referees, using your Intrepid Pathway account up until 5.00pm on Friday 27 January 2012. After this date, no further changes to referees will be permitted.

**OFFERS**
All offers will be made and responded to on the UK Offers System by the coordinating deanery and not through Intrepid Pathway. Offers received in any other way will be deemed invalid.

The first wave of offers will be sent out on Monday 6 February 2012. Please do not contact the coordinating deanery about offers prior to this date.

You will be given 48 hours (inclusive of weekends and bank holidays) to respond to an offer and have the option to accept, decline or hold. Only one offer can be held at any one time, across all specialty applications. If you fail to respond to an offer within the 48 hour window you will be deemed to have declined the offer.

Once you have accepted a post, you will not receive any further offers from any other specialty.

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

If you choose to hold an offer, you can hold this up until 19 March 2012. Before this deadline, you will be required to go back into the UK Offers System and make a final decision on this offer. Any offers still held when the deadline is reached will be deemed to have been declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept or decline.

**UPGRADING OF OFFERS**
You will be able to express more detailed preferences for programme and geography within a UoA.

If you rank highly enough to be made an offer, this will be made to the highest ranked sub preference that is available when your interview rank is reached. If you are happy with this offer, you can choose to simply accept it.

However, if you would like the option of getting one of your higher ranked sub preferences, should they become available, you can opt into upgrading. The upgrading option is available to all offers
that have been held or accepted, but not where an offer has been declined. A candidate who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until 23 March 2012.

Once the 23 March deadline has been passed, no further CT1 upgrades will be offered.

If you opt into upgrading and a higher preferred offer becomes available, the upgrade will be automatic. You will be placed in the higher preferred post without the coordinating deanery making any further contact with you and you will not be given 48 hours to decide whether you wish to accept or decline the new post. If an upgrade is made, the previously held or accepted post will be released and will be reoffered to another candidate.

Depending on the way you rank your preferences, it is possible that you could receive an upgrade from a core Anaesthesia training programme to an ACCS (Anaesthesia) one and vice versa.

Once you have been upgraded you will be contacted to inform you of this. Details of the upgrade made will be available in the UK Offers System.

CLEARING
Clearing will be available to applicants who were deemed appointable at their interview but who have not been made an offer. It will not include candidates who have been made an offer that they chose to decline.

If you are eligible, you will be invited to a clearing interview at the Royal College of Anaesthetists in London. Clearing interviews will take place on 10, 11 and 13 April 2012.

You will be asked to preference the UoAs with vacancies in clearing. Offers will be made in interview rank order, taking into account your expressed preferences.

Clearing offers will be made centrally by the coordinating deanery from Wednesday 18 April 2012.

FEEDBACK
If you want feedback at any point in the process, you should forward your request to the coordinating deanery who will respond on behalf of all deaneries.

Following the interview window, if you request feedback on your interview performance, you will be provided with a breakdown of your scores by interview station and by scoring domain. No further information will be provided. If you wish to receive more information than this will be required to contact the recruiting deaneries directly, but should be aware that the provision of any further information is only likely to be provided at a cost.

CANDIDATE INTERVIEW EXPENSES
Any claims for expenses incurred in travelling to an interview should be made to the deanery that interviewed you, not the coordinating deanery.

UNFILLED POSTS
Any posts that are left unfilled at the end of this process will be readvertised as another national process. The timeline for Round 2 will be released nearer the time.