CT1 recruitment 2013

CMT & ACCS (acute medicine)

Applicants’ guide, round 1

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This document is a guide for candidates applying to CT1-level posts in the programmes of core medical training and/or acute care common stem [acute medicine], which will commence in August 2013.

This year, CT1 recruitment will include posts across the whole of the United Kingdom; with England, Northern Ireland, Scotland and Wales all participating.

Should you have any comments, suggested amendments, or queries relating to this guide, or any other CT1-related issue, please forward these to our office via email at CT1recruitment@rcplondon.ac.uk.

Acknowledgements; ‘SRO-coordinated recruitment’

The specialty recruitment office (SRO) team, which coordinates the process, is based at the Royal College of Physicians (RCP) of London, and works in conjunction with the Joint Royal Colleges of Physicians Training Board (JRCPTB) and CMT Advisory Committee (CMTAC) to deliver CT1 recruitment.

With Scotland joining the recruitment process this year, the Royal College of Physicians of Edinburgh (RCPE) and Royal College of Physicians and Surgeons of Glasgow (RCPSG) will also be involved with the process’s management.

While hereby acknowledging all bodies’ involvement, for simplicity we will refer to ‘the RCP-SRO’ as the body running recruitment throughout the remainder of this document.

Disclaimers

- 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 and manner in which you perform during the recruitment process.

- The coordinated recruitment process described within this guide refers only to first-year (CT1) posts. Recruitment to second-year (CT2) posts will not be carried out via the SRO-coordinated recruitment process in 2013.

- While the information within this guide may be considered appropriate to other specialties’ recruitment, we must stress that this is not intended to be a guide to anything other than CMT/ACCS-AM recruitment.

  Candidates wishing to apply elsewhere should seek information from the appropriate body/ies.

- Some of the content in this guide makes reference to, or reproduces, content from 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 RCP London. 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 2013 CT1 applicants’ guide!

This guide is designed to give an overview of the process by which candidates apply to, are assessed for, and (hopefully!) are appointed to CT1-level posts in the programmes of core medical training (CMT) and acute care common stem [acute medicine] (ACCS-AM) in 2013.

CT1 recruitment website

We have added more extensive and comprehensive information on all aspects of the recruitment process to the CT1 recruitment website, which can be found at www.CT1recruitment.org.uk.

Our intention is that this guide will lay out the main points to consider at all stages of CT1 recruitment; then should you require further information, this can be located on our website. Links to our site will be given frequently throughout the guide.

Email helpdesk

In addition, the RCP-SRO runs an email enquiries helpdesk, to which any queries can be addressed. The response deadline we set is two working days – ie we will respond to all queries within 48 hours (excluding bank holidays and weekends), although typically we respond more quickly than this.

1.1 Terms used

While we have attempted to keep this guide as free from jargon, acronyms, etc. as possible, in some instances it is not possible to avoid using recruitment terminology.

To try and combat this, we have added a glossary page to our website, including the more common terms used within the recruitment process, which can be found at the following link: http://ct1recruitment.org.uk/about-ct1/glossary.html

However, below we have given a brief description of the most common terms used:

CT1

Where we refer to ‘CT1’ posts, this refers to posts in the programmes of core medical training and acute care common stem [acute medicine].

CT1 posts in other ACCS programmes (anaesthesia, emergency medicine, intensive care medicine) or other specialties, such as core surgical training, are not included here.

UoAs

A term used often in medical recruitment is that of ‘UoAs’ – which stands for ‘unit(s) of application’. A UoA is basically the body to which candidates apply.

For the most part, these are the same as the UK deaneries who manage and organise medical training across the UK; but in some cases, deaneries may split into smaller regions, or merge to form larger regions, for the purposes of recruitment.

For CT1, the main instances of this see the East Midlands Deanery dividing into two distinct UoAs – ‘East Midlands (North)’ and ‘East Midlands (South)’.

In this guide, the terms ‘deaneries’ and ‘UoAs’ can be used interchangeably, but will normally be referred to as ‘deaneries/UoAs’ to make this clear.
1.2 Single application

All candidates will complete and submit a single application via the recruitment process. Regardless of whether candidates wish to apply for ACCS-AM or CMT posts (or both), only one single application form need be completed – and the same form for either programme.

At interview, candidates will be invited to give preferences for the available CT1 posts in CMT and ACCS-AM programmes within the relevant deanery/UoA, and can select whichever posts they wish; either just CMT, just ACCS-AM, or a combination of the two, should they prefer.

Each candidate will only be invited to a maximum of one interview. This interview will assess suitability for CT1 posts in both CMT and ACCS-AM. Candidates will only receive a maximum of one CT1 offer, based on their rank and preferences.

1.3 2013 recruitment timeline

Applications will open at 9am on Thursday 15 November 2012; and all applications must be submitted by 1pm on Wednesday 5 December 2012.

For a full timeline of the 2013 CT1 recruitment process, and deanery/UoA-specific interview dates, please visit the links below:

- CT1 recruitment timeline: [http://ct1recruitment.org.uk/dates-posts](http://ct1recruitment.org.uk/dates-posts)

1.4 Posts outside the RCP process

The only posts included in the CT1 recruitment process are two-year core medical training programme posts, and three-year acute care common stem (acute medicine) posts; both of which have entry at CT1-level, ie at first year.

Similar posts which are not entered into the RCP-SRO recruitment process for 2013 include:

**CT2 posts**

Where candidates wish to apply directly to single-year CT2-level posts, they should contact directly any deaneries/UoAs to which they are keen to apply, as CT2 recruitment is coordinated on a local basis.

**Non-acute medicine ACCS posts (ie anaesthesia or emergency medicine)**

The only ACCS posts included in the RCP-SRO CT1 recruitment process are those with acute medicine as the ‘parent’ specialty.

Recruitment to ACCS posts with anaesthesia or emergency medicine as parent specialties will be coordinated by the West Midlands and London deaneries respectively; see the ‘about ACCS’ page of our website for details: [http://ct1recruitment.org.uk/about-ct1/about-accs.html](http://ct1recruitment.org.uk/about-ct1/about-accs.html)

**Academic Clinical Fellowships (ACFs)**

The recruitment process for ACF posts is run by the national institute for health research trainees coordinating centre (NIHRTCC) – for details please visit their website: [www.nihrtcc.nhs.uk](http://www.nihrtcc.nhs.uk)
1.5 Communications

Email

Once registered with the application system (see section 2.5), you should check your email and your candidate portal regularly throughout the application process.

We will use your email address to send you updates and personal messages about your application throughout the recruitment period, and some emails will require you to take action within 48 hours.

Please note that all emails sent to you regarding your application will be saved in your account in the application system.

Twitter

The RCP-SRO has set up a twitter feed for CT1 recruitment, which can be followed by anyone with a twitter account. To follow the feed, either visit http://twitter.com/#!/ct1recruitment, or alternatively log in to your twitter account and search for ‘CT1recruitment’.

Website

Please check our website – www.ct1recruitment.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 important information throughout the duration of 2013 CT1 recruitment.

1.6 Process summary chart

The 2013 CT1 recruitment process is summarised in the flowchart over the page:
Complete application and submit  *(section 3)*
Thursday 15 November - Wednesday 5 December 2012

Long-listing (assessment against eligibility criteria)  *(section 4)*
done by Friday 4 January 2013

Short-listing (applications ranked for invitation to interview)  *(section 4)*
done by Wednesday 9 January 2013

CT1 interviews  *(section 5)*
Monday 21 January - Friday 15 February 2013

Offers sent out  *(section 6)*
February-April 2013

CT1 post start date
Wednesday 7 August 2013
2 Before applying

Please consider the below points before beginning your application:

2.1 Consider the eligibility criteria

When applying to CT1, you must meet certain stringent criteria to be eligible for a post. These are listed as essential requirements in the CT1 person specifications, which can be viewed on the DH medical specialty training website at this link: http://www.mmc.nhs.uk

To be eligible for CT1, a candidate must:

- have gained MBBS or equivalent medical qualification
- be eligible for GMC registration & licensing
- provide evidence of achievement of foundation competences
- be eligible to work in the UK
- be confirmed as fit to practise safely
- possess suitable language skills
- meet professional health requirements
- have career progression consistent with personal circumstances, and can provide full career history
- have no more than 18 months’ postgraduate experience in medicine (excluding foundation training)
- have not previously relinquished or been released or removed from a CMT or ACCS programme
- complete all sections of the application form in full.

More information on each of these items can be found on the ‘eligibility’ section of our website at this link: http://ct1recruitment.org.uk/am-i-eligible

2.2 Choosing your deanery/UoA preferences

Within your application form, you will be able to specify up to four deanery/UoA choices, in preference order, prior to submission.

You do not have to select four by any means, but please consider that if a candidate’s application does not score highly enough for consideration at a particular deanery/UoA preference, it will be cascaded to their next-highest preference.

If there is no next-highest preference, then the application will not progress any further. Consequently it is recommended that you utilise all four choices to increase your chance of being offered an interview.

Allocation based on application score only

Please be aware that the only factor taken into consideration when candidates are allocated to deanery/UoA preferences is that of application score.
So for example, if two candidates are in contention for an interview place at a deanery, the place will go to the higher-scoring candidate; even if that candidate selected the deanery as her #2 preference, while the lower-scoring candidate selected it as his #1.

**Post-allocation**

Please note that once allocated to a deanery/UoA this is the only one who will be able to make you an offer in this round (except in national clearing); applications cannot be transferred after short-listing. You need to select at least one deanery/UoA preference before your application can be submitted.

Information on all participating deaneries/UoAs, along with the available post numbers in each, and the dates on which each will be holding CT1 interviews, can be viewed on the CT1 website at the links below:

- participating deaneries/UoAs: [http://ct1recruitment.org.uk/deaneries-uoas](http://ct1recruitment.org.uk/deaneries-uoas)
- post numbers: [http://ct1recruitment.org.uk/dates-posts/post-numbers.html](http://ct1recruitment.org.uk/dates-posts/post-numbers.html)

### 2.3 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 via email at ct1recruitment@rcplondon.ac.uk.

### 2.4 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 RCP-SRO immediately.

### 2.5 Registration

The first time you access the application system you will be required to register.

Here, you will be asked to provide your name, email address, details of GMC ‘status’ (ie registration and licensing details); and to choose a password with which you can log back in.

You will also be able to select your deanery/UoA preferences at this point. You will need to select at least one preference, and can select up to four; please note you can amend your choices at any time up until submitting your application.

#### 2.5.1 Login

Once registration is complete, 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 online ‘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 and offers you receive.
2.5.2 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.

2.5.3 Lockout
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 reset the ‘lockdown’ period to 15 minutes from that point.

2.5.4 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 20 minutes, the system will automatically log you out.

Before logging you out, the system will save your progress and allow you to choose if you wish to recover this copy.

3 The application form
All candidates wishing to apply to CT1 posts in 2013 will need to complete the online application form, which can be accessed via the homepage of our website (www.ct1recruitment.org) from 9am on Thursday 15 November 2012.

All forms must be submitted by 1pm on Wednesday 5 December 2012. Late applications cannot be accepted under any circumstances

The time it will take to complete the application form will obviously vary between candidates; however, we would advise that you allow at least five or six sessions of one hour each to give you time to register, complete and check your application before submitting.

Feedback following 2012 round 1 (R1) suggested that over 70% of candidates spent eight hours or more completing their application, so please do bear this in mind – and do not leave this until the last minute!

Scoring
Details of the scores available in each section, and for each option therein, have been made available by the RCP-SRO via the scoring page of the CT1 website: http://ct1recruitment.org.uk/the-application-form/scoring.html

Further information
Each of the sections are summarised below; each application form section has a corresponding page on the website, going into further detail on the information that is required, how it can be added, guidance on completing that page, any scores available, etc.

Each of the summary sections will contain a link to the relevant webpage, where further information can be found.
3.1 Personal information

Below are listed the details required for addition to the personal information page:

- contact/personal details (date of birth, home/work address, telephone number)
- information on any disability you may have
- interview requirements (related to above)
- guaranteed interview scheme
- deferred start date
- less-than-full-time training.

If you wish to apply for the guaranteed interview scheme; to request particular arrangements for interview, related to any disability you have; a deferred start date; or less-than-full-time training; you will be given the opportunity to provide information here.

[webpage: http://ct1recruitment.org.uk/the-application-form/personal-information.html]

3.2 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 will be sufficient for you to progress to CT1 training.

There are a number of different methods which can be used here, which will depend on your current training/experience status. More information on this can be found within the ‘eligibility’ section of our website at this link: http://ct1recruitment.org.uk/am-i-eligible/foundation-competences.html

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.

[webpage: http://ct1recruitment.org.uk/the-application-form/foundation-competences.html]

3.3 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.

[webpage: http://ct1recruitment.org.uk/the-application-form/medico-legal-details.html]
3.4 Qualifications

This section of the form is one of the two areas where your application can pick up points at the short-listing stage.

In total, 30 points can be gained for this section. Where an area attracts marks, the maximum number of points available for each section is included below. You will be required to provide details of any qualifications you have gained to date; including:

- primary medical qualification (eg MBBS)
- undergraduate degree (eg BSc) – max 10 points
- postgraduate degree (eg MA) – max 10 points
- additional achievements (eg prize, distinction, bursary, etc.) – max 10 points
- MRCP(UK) – for info only; no points awarded
- training courses attended.

Please note that as it is not a criterion of entry to CT1 level, there are no points on offer for passing any part of the MRCP(UK). Information collected is for planning purposes only.

[webpage: http://ct1recruitment.org.uk/the-application-form/qualifications-and-achievements.html]

3.5 Supporting Information

This section of the form is very broad in scope, and is the other area where your application can score points (up to 34). Where an area attracts marks, the maximum number of points available for each section is included below.

[NB answers to ‘achievements outside medicine’ and ‘commitment to specialty’ will be reviewed at the time of interview and may be used to inform specific questions.]

The items on this page are:

- achievements outside medicine
- presentations made – max 6 points
- items/articles published – max 8 points
- teaching experience – max 10 points
- clinical audit – max 10 points
- commitment to specialty.

[webpage: http://ct1recruitment.org.uk/the-application-form/supporting-information.html]

3.6 Experience

This 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 note that the person specifications require candidates to have no more than 18 months’ experience in medical posts at time of application (excluding foundation training).

(More information on the level of experience required can be found within the ‘eligibility’ page of our website at http://ct1recruitment.org.uk/am-i-eligible/experience.html.)

The experience section of the application form requires you to provide details of your:

- current employment status
- future posts
- current/most recent posts
- previous posts
- career gaps greater than 28 days, starting from the course completion date of your primary medical qualification
- current status – to declare that you do not exceed the experience requirements, nor have you previously relinquished or been released or removed from a CMT or ACCS programme.

3.6.1 Career progression

Medical specialty experience

You are required here to state formally that you have not acquired more than 18 months’ experience in medical specialties at CT1-level or equivalent. If you select that you do have more than 18 months’ experience, you will not normally be regarded as eligible.

However, should you feel there are other factors that a deanery/UoA should take into account when considering your experience, the form will give you the opportunity to include such information at this stage.

No previous departure from a CMT/ACCS-AM training programme

Finally here, to be eligible for a CT1 post on a CMT/ACCS-AM training programme, you must not have previously relinquished, been released or remove from either of these programmes, barring exceptional circumstances.

More information on this can be found within the ‘eligibility’ section of our website at; http://ct1recruitment.org.uk/am-i-eligible/other-requirements.html

[webpage: http://ct1recruitment.org.uk/the-application-form/experience.html]

3.7 Clinical references

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

Please note that references will not play any part in the assessment process.

Each particular deanery/UoA will require candidates to follow a slightly different policy when providing referees’ details/references; each policy can be viewed on our website at this link: http://ct1recruitment.org.uk/the-interview/references.html
3.7.1 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)
- what was their role in relation to you
- 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.

It is expected that one referee will be your current or most recent supervisor at time of application, please use recent referees wherever possible; this is to allow deaneries/UoAs to gain as current a picture of your suitability as is possible.

[webpage: http://ct1recruitment.org.uk/the-application-form/clinical-references.html]

3.8 Equality and diversity monitoring

This section includes monitoring information required by the NHS to monitor the recruitment practices throughout all specialties to ensure that recruitment policies are applied fairly and do not discriminate against individuals.

Here, you will be asked to provide factors such as your age, gender, ethnic origin, religious beliefs, etc.

In order to comply with the obligations placed upon them under equalities legislation, employers are obliged by law to collect this information.

You will have the option not to disclose information if you do not wish to do so.

[webpage: http://ct1recruitment.org.uk/the-application-form/equality-and-diversity.html]

3.9 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 are available from the ‘deanery/UoA contacts’ page of our website: http://ct1recruitment.org.uk/contacts/deaneryuoa-contacts.html

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. with which you may have been involved.

Please be aware that CT1 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’.

Parking / driving / speeding offences

The only exception to this is in the case of fixed penalty driving notices; this includes parking offences and some speeding 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, must be declared.

[webpage: http://ct1recruitment.org.uk/the-application-form/fitness-to-practise.html]

3.10 Deanery/UoA preferences

As noted earlier, 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.

[webpage: http://ct1recruitment.org.uk/the-application-form/deanery-preferences.html]

3.11 Declaration

Before your application can be submitted, it is necessary for you to ‘sign off’ on 10 declarations, which spell out your understanding and agreement with certain procedures.

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.

[webpage: http://ct1recruitment.org.uk/the-application-form/complete-and-submit.html]

3.12 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 – please go ahead and submit your application.

Before submission we recommend that you use the preview function to review a copy of your application as it will appear to deaneries. This is to ensure it all appears as you intend, and to give it a final check before submission.

Please take note – there can be no exceptions to the deadline for submission.

Any application which is submitted after 1pm (UK time) on Wednesday 5 December 2012 will be rejected.
3.13 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.

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 ct1recruitment@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. You will also be able to change your referees’ details at any point up until your interviewing deanery completes their interviews.

It is not usually possible to alter any other details on your application once it has been submitted.

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 the equality and diversity section, you should email our helpdesk to request this (ct1recruitment@rcplondon.ac.uk).

Application progress

You will be able to track the progress of your application, and view all emails sent to you, 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 evidence folder.

Please note:

The evidence you provide in the boxes to support your claims are assessed at interview by a consultant at the Evidence & Suitability Station to ensure that they are in accordance with your claims.

Any instances of candidates found to be making claims on their application form which cannot be substantiated will be taken extremely seriously.
4 Application assessment

Once all applications have been submitted, deaneries/UoAs will begin the processes of assessing eligibility.

At this stage, your application will be ‘handled’ by the deanery/UoA you selected as your first-choice preference.

4.1 Long-listing

From submission of your application, deaneries/UoAs will begin long-listing. This is the process by which your application is checked to ensure you meet all of the essential eligibility requirements, as laid out in the person specification.

Where all criteria are not met, candidates may be asked to provide more information to demonstrate eligibility; where a deanery/UoA finds an application to be ineligible, it will not progress any further.

All long-listing will have been completed by Friday 4 January 2013, so you can expect to have been notified of your eligibility status by that point.

4.2 Short-listing

Should your application progress through long-listing, it will then move on to the process of short-listing for interview.

The application form is scored via self-assessment based on the answers selected for the questions which attract marks, as detailed in section 3. The maximum short-list (SL) score possible is 64.

For further information on the scoring breakdown of the application form, please see the scoring page of our website: http://ct1recruitment.org.uk/the-application-form/scoring.html

Using the SL score, all applications will be ranked nationally in SL score-order; candidates will then be invited to interview based on their score and deanery/UoA preferences.

Where possible, all eligible candidates will be invited to interview at their first-choice deanery/UoA preference. However, in the event that all interview places at your first-choice preference have been taken by higher-scoring candidates, you will instead be invited to interview at your second-choice.

Should all capacity be full at your second-choice, you will instead be invited at your third; and so on.

In the event that you cannot be cascaded to any of your choices, your application will be placed on a reserve list. If a space subsequently becomes available at one of your choices and you are the next highest ranked candidate, you will then be invited to interview.

All candidates will be informed of the outcome of short-listing on Wednesday 9 January 2013.

[NB – in 2012 CT1 recruitment round 1, 99.5% of eligible candidates received an invitation to interview, with 90% invited at their first-choice preference.]
5 The interview

5.1 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 interviews please see the ‘interviews’ section of our website: http://ct1recruitment.org.uk/the-interview

Where possible, candidates will be given a minimum of seven days’ notice before an interview.

In some cases – eg due to interview gaps arising at short notice, and deaneries/UoAs being able to re-circulate invitations to candidates held on a reserve list – the seven-day notice period may not be possible to achieve; but candidates will otherwise be given as much notice as possible.

Invitations will be sent via email, copies of which can be viewed via the candidate portal.

Please note – candidates will only be invited to (a maximum of) one interview each. This interview will assess suitability for CT1 posts in both CMT and ACCS-AM, so regardless of your preference of programme, the same interview will take place.

5.2 Booking a place

Once you have received an invitation, you will be able to log in to your account and book a place at interview via the candidate portal of the application system.

You will then 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 by when you must book your interview slot. 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.

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.

5.3 Interview dates

Provisional interview dates for each deanery/UoA will be posted on the ‘interview dates’ page of our website (http://ct1recruitment.org.uk/dates-posts/2013-interview-dates.html), and updated as necessary, to allow you to anticipate when you may require leave.

5.4 Documentation

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’.

Please note – in 2013, deanery recruiters and interviewers are taking a strict line regarding the documentation that candidates provide to interview.
So as to enable interviews to progress effectively, it is crucial that you bring all documentation that is required of you, and organise it in an appropriate manner.

Because of this, for 2013 we have published detailed guidance on the information that you need to bring and how this needs to be organised.

Please review this and take full account of this; candidates who are unable to follow these instructions and prepare accordingly may see their assessment marks reduced.

This guidance has been published to our website in the form of a presentation at this link: http://ct1recruitment.org.uk/presentation

5.4.1 Eligibility documentation
The eligibility documentation is that which is used to prove that you meet the criteria listed as essential eligibility requirements in the relevant CT1 person specification.

Items here may include photo ID, medical degree certificate, GMC certificate/licence, etc.

5.4.2 Evidence documentation
Documentation classed as ‘evidence’ will be that which is used to back up the ‘achievements’ in your application form.

Examples of ‘evidence’ documentation could include evidence of publications, presentations, teaching experience, qualifications, etc.

5.4.3 Folders
Candidates are advised to keep the two sets of documents separate from each other – eg in separate folders. We will generally refer to these the ‘Eligibility Folder’ and ‘Evidence Folder’.

More information on these folders can be found within the ‘interview’ section of our website: http://ct1recruitment.org.uk/the-interview/preparing-for-interview.html

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.

5.4.4 Patient-identifiable information
One important point to note before considering documentation to take to your interview is that of patient-identifiable information.

You must ensure that none of the documentation you use at interview contains information which could be used to identify patients, as this would obviously be a breach of patient confidentiality.

In particular, if you will be bringing documents in support of your experience of audit, please do ensure that patient identifiable information is redacted.

5.4.5 References
In most cases, deaneries/UoAs will follow a ‘default’ process of seeking/collecting references: once candidates have accepted post offers, the employing deanery/trust will contact candidates’ referees to request references be submitted directly.
However, some deaneries/UoAs will have a slightly different policy and may require your referees to provide references before interview, so that you can provide these references to the deanery/UoA when attending interview.

Information on each deanery/UoA’s references policy can be viewed on our website at this link: http://ct1recruitment.org.uk/the-interview/references.html

5.4.6 Post preferences

Around the time of interview, the deanery/UoA at which you are to be interviewed will provide you with details of all available CT1 programmes within the deanery/UoA.

You will then be invited to submit your preferences – ie nominate all posts for which you wish to be considered, and rank them in preference order.

Think carefully when selecting these as, along with your interview ranking, they will be used to determine if a programme can be offered to you, and if so, which.

5.5 The interview

All CT1 interviews will be held between Monday 21 January and Friday 15 February 2013.

For more comprehensive information on all aspects of the interview process, please see the ‘interview section of our website: http://ct1recruitment.org.uk/the-interview

Specific dates for interview at each participating deanery/UoA can be viewed here: http://ct1recruitment.org.uk/dates-posts/2013-interview-dates.html

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 will determine who is made an offer.

5.5.1 Format

The interview is based on the Multiple Mini-Interview format: it contains three independent stations, each assessed by two clinicians, with six different aspects of each applicant’s candidature being assessed overall.

*Station 1*

The interview will include discussion and analysis of your application form and the achievements, career history, qualifications, etc. at the first station.

*Station 2*

Station 2 will see you given a clinical scenario to discuss, wherein your communication skills will also be assessed.

*Station 3*

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.
5.5.2 Preparation

While it is not possible to prepare in advance (ie ‘revise’) for any of the specific discussions of the interview (aside from gathering the various documentation you will require), you can of course give some thought to the process of being interviewed in general.

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

5.6 Interview structure and content

The structure and content of CT1 interviews between participating deaneries will be consistent; that is, in 2013, regardless of the deanery/UoA by which you are interviewed, the makeup of the interview will be the same.

For more information on the format, structure and content of the interview, please see the ‘interview structure’ page of our website: http://ct1recruitment.org.uk/the-interview/interview-structure-and-content.html

5.7 Interview and overall scoring

Original scores

For each of the six areas assessed at interview, you will be awarded a score between 1 and 5 (whole numbers only) by each of the interviewers assessing you for that particular area.

[NB – rather than being an arbitrary mark, these 1-5 scores will be based on a framework by which all candidates are adjudged in terms of appointability (see section 5.8.1).]

Therefore, you will be given a score out of 10 for each of the six areas on which you are assessed at interview.

Weighting

The CMT advisory committee (CMTAC) has determined an appropriate weighting which should be applied to each of the six areas assessed here.

Once your mark out of 10 for each area has been established, these will all have weightings applied; these weighted scores will then be totalled to give your ‘weighted interview score’ (WIS).

The weightings applied can be viewed in the table over the page:
As shown, the maximum WIS is 80.

<table>
<thead>
<tr>
<th>Station 1</th>
<th>Assessor 1</th>
<th>Assessor 2</th>
<th>Weighting</th>
<th>Max. score</th>
</tr>
</thead>
<tbody>
<tr>
<td>evidence (achievements to date)</td>
<td>/5</td>
<td>/5</td>
<td>x1.6</td>
<td>/16</td>
</tr>
<tr>
<td>suitability for CT1</td>
<td>/5</td>
<td>/5</td>
<td>x1.2</td>
<td>/12</td>
</tr>
<tr>
<td>Station 2</td>
<td>Assessor 1</td>
<td>Assessor 2</td>
<td>Weighting</td>
<td>Max. score</td>
</tr>
<tr>
<td>clinical scenario</td>
<td>/5</td>
<td>/5</td>
<td>x1.6</td>
<td>/16</td>
</tr>
<tr>
<td>communication skills</td>
<td>/5</td>
<td>/5</td>
<td>x0.8</td>
<td>/8</td>
</tr>
<tr>
<td>Station 3</td>
<td>Assessor 1</td>
<td>Assessor 2</td>
<td>Weighting</td>
<td>Max. score</td>
</tr>
<tr>
<td>ethical scenario</td>
<td>/5</td>
<td>/5</td>
<td>x1.6</td>
<td>/16</td>
</tr>
<tr>
<td>professionalism &amp; governance</td>
<td>/5</td>
<td>/5</td>
<td>x1.2</td>
<td>/12</td>
</tr>
<tr>
<td>Interview score (w weighting)</td>
<td>/80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-listing score</td>
<td>/64</td>
<td>x0.25</td>
<td>/16</td>
<td></td>
</tr>
<tr>
<td>Overall assessment score</td>
<td>/96</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once interview scores have been compiled, verified, weighted and totalled to give the WIS, the next stage is to apply a weighting to your application (short-list, SL) score of 0.25. With the maximum original SL score being 64, the maximum weighted SL score can be 16.

Finally, these two figures are added together to compile the overall assessment score – the maximum of which will be 96, as shown in the table above.

5.8 Appointability

When assessing a candidate’s performance at each stage of the interview, each interviewer will judge how well the candidate performs against an expected level (ie late UK foundation level) to ascertain their appointability.

5.8.1 Scoring

As noted previously, for each aspect assessed at interview, you will be awarded a mark of 1-5 by each of the two interviewers assessing you on that aspect.

Each of the five marks will reflect an assessment of how your responses to that aspect reflect your performance. These are listed over the page:
<table>
<thead>
<tr>
<th>Mark</th>
<th>Rating</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>poor</td>
<td>not considered appointable</td>
</tr>
<tr>
<td>2</td>
<td>area for concern</td>
<td>performed below the level expected at foundation level; possibly unappointable, subject to discussion</td>
</tr>
<tr>
<td>3</td>
<td>satisfactory</td>
<td>performed at the level expected during F2; the candidate is suitable for appointment</td>
</tr>
<tr>
<td>4</td>
<td>good</td>
<td>performed at the level expected on completion of F2</td>
</tr>
<tr>
<td>5</td>
<td>excellent</td>
<td>performed at the level expected at CT1 or above</td>
</tr>
</tbody>
</table>

### 5.8.2 Appointability status

Upon completion of the interview, during a ‘wash-up’ period all interviewers will review the scores awarded to all candidates who have scored 1s or 2s, so as to establish each candidate’s appointability status. These will fall into three categories: nationally appointable, locally appointable or not appointable.

**Nationally appointable**

If you were awarded 3/5 or above for all 12 of your interview marks – ie no interviewer awarded you a mark of 1 or 2 for any of the assessment areas – then you are automatically awarded a status of nationally appointable.

This means there are no concerns over your candidature, and you are considered suitable to progress to a CT1 post.

**Locally appointable**

In the event that one or more of your 12 interview marks was 2/5, it is not possible for you to be classed as ‘nationally appointable’, as interviewers could not be certain you met the necessary standard for all areas.

However, when interviewers are discussing your performance at close of interview, they may feel that any area identified for concern would not be sufficient to prevent you progressing to CT1. In this case, your application would be classed as locally appointable in that deanery.

**Not appointable**

Should any of your marks have been 1/5, or if you received one or more 2/5 marks and interviewers did not feel you could be regarded as appointable, then your application will be classed as not appointable.

Should your interview result in this, you cannot be made a post offer, and your application will progress no further.
Clearing and round 2

It should be noted that no period of clearing is included in the first, main round of CT1 recruitment 2013. However, a second round will be run (in spring 2013), for any posts unfilled from the first round; this will include a period of clearing for posts unfilled in round 2.

Only those candidates found to be nationally appointable can enter clearing; locally and not appointable candidates cannot.

6 Offers & employment

A decision on whether an offer can be made to you will be taken on the basis of your appointability status and your final assessment score. All candidates classed as appointable – nationally and locally – will be ranked by the deanery/UoA in order of their total, overall assessment score.

Offers will then be made to candidates in order, based on total score and preferences given.

6.1 Timing of offers

Each individual deanery/UoA can begin making offers once all CT1 interviews therein have been completed and all scores have been compiled and verified. This will likely be within seven days of the final interview taking place, although in some cases this may be longer.

That said, every deanery/UoA must make its first batch of offers by Friday 1 March 2013; eg if a deanery/UoA has 20 posts available, they must have made offers to 20 candidates by this point.

6.2 Receipt of offers

The offering deanery/UoA will make the offer, and you will be sent an email to notify you of this; this will include details of the post offer, the options available to you, and the next steps you will be able to take.

6.3 Responding to offers

Following receipt of a post offer, you will have 48 hours to give your response; failure to respond before the deadline will result in your offer being withdrawn and you will receive no further offers in this round.

Full information can be found within the offers & beyond section of the CT1 website at: http://ct1recruitment.org.uk/offers-beyond/responding-to-offers.html

Please note that non-working days (bank holidays and weekends) are included in this time period – eg if an offer is made to you on a Friday afternoon, the response deadline would be Sunday afternoon. So please ensure that you check your emails regularly throughout the offers period.

Upon receiving an offer via email, you will have three choices of response: ‘accept’, ‘decline’ or ‘hold’.
6.3.1 Accept
If you choose to accept a post, please be certain this is your preferred option; as once you have accepted a post, you will not receive any other offer (in this round).

Upon accepting an offer, you will receive an email confirming this. Please note that by accepting, you will no longer be in contention for posts within other specialties.

6.3.2 Decline
Should you choose to decline a post offer, again please be certain this is what you wish to do; you will receive no further offer from CT1 in this round, and your application will no longer be regarded as under consideration.

6.3.3 Hold
The third option available is that of holding an offer. This will allow you to delay a decision to accept/decline the offer until later in the recruitment process, should you be awaiting the outcome of applications made to other specialties.

Even where you wish to hold an offer, you will still need to respond within 48 hours of receipt of the offer (including weekends and bank holidays) to select the ‘hold’ option.

In addition, there is a deadline beyond which offers cannot be held – 12pm (midday, UK time) on Thursday 7 March 2013. After this point, all held offers must be accepted or declined.

For more information about responding to offers, please see the ‘offers & employment’ page of our website: http://ct1recruitment.org.uk/offers-beyond/responding-to-offers.html

6.4 After you have accepted an offer

6.4.1 Offer/contract of employment
The deanery/trust who will soon become your new employer will contact you with details on a contract of employment.

For more information on this, please see the ‘employment’ page of our website: http://ct1recruitment.org.uk/offers-beyond/employment-and-post-start.html

6.4.2 Requesting feedback
Once scores are available and confirmed, the RCP-SRO will send an email to all candidates, giving a breakdown of the scores awarded for each of the six interview areas, their application score, their total score and their appointability status.

Further information on requesting/providing feedback can be found on the DH medical specialty training office website: http://www.mmc.nhs.uk
7 Finally

We have endeavoured to make the process of recruitment to CT1 in 2013 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.

More detailed information about the process is available on our website; this will also be the source for the most up-to-date information, so please check our website (www.ct1recruitment.org.uk) regularly.

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 ct1recruitment@rcplondon.ac.uk.

Good luck with your application,

The Specialty Recruitment Office team
Royal College of Physicians (London)
Joint Royal Colleges of Physicians Training Board