ST3 recruitment

Applicants’ guide, 2012 round 2

Version 1.0

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This document is a guide for those wishing to apply to year 3 specialty training (ST3) posts in the second round of 2012 recruitment, in any deanery in England & Wales, and in any of the 16 specialties listed below.

All ST3 recruitment to these specialties in 2012 will be coordinated by the RCP specialty recruitment office (RCP-SRO), via the national process. Post start dates in these specialties can be up until 31 March 2013.

Should you have any comments, suggested amendments or queries relating to this guide or any other related issue, please forward them to st3recruitment@rcplondon.ac.uk.

Participating specialties

The RCP-SRO process described here refers to recruitment to ST3 posts in England & Wales in any of the 16 specialties listed below (please note that some specialties combine training with GIM, please check with the deanery concerned):

- acute internal medicine (AIM)
- cardiology
- clinical pharmacology & therapeutics (CPT)
- dermatology
- endocrinology & diabetes mellitus (EDM)
- gastroenterology
- genitourinary medicine (GUM)
- geriatric medicine
- haematology
- infectious diseases (ID)†
- neurology
- palliative medicine
- rehabilitation medicine
- renal medicine
- respiratory medicine
- rheumatology.

† most infectious diseases posts include general internal medicine (GIM), as do many of the other ST3 specialties. However, some programmes offer additional training in tropical medicine (ID+TM), medical microbiology (ID+MM), medical virology (ID+MV), or some combination of these programmes.

The application process is the same for all, but candidates must ensure that the deaneries to which they wish to apply have vacancies in the desired ID programme combination.
Disclaimers

**Authorship**

Please be aware that the information provided here is guidance from the specialty recruitment office of the Royal College of Physicians of London (hereafter referred to as ‘RCP-SRO’).

**Responsibility**

Ultimately, it is the responsibility of the deaneries/units of application (UoAs) to which you apply to assess and verify your eligibility and suitability for an offer of a post, based on the information you supply during the recruitment process.

Although the RCP-SRO provides indicative post numbers, deaneries/UoAs will be able to provide you with further details on posts.

**Devolved nations**

Recruitment to ST3 posts in Northern Ireland and Scotland will not be carried out under the RCP-SRO process in 2012; nor will the RCP-SRO be involved in recruitment to ST3 posts in specialties other than those 16 listed on the previous page.

Please see the websites below for more information on ST3 recruitment in Northern Ireland and Scotland:


**Specialties outside of the RCP-SRO process**

It may be the case that some of the information contained within this guide is applicable and suitable to recruitment processes outside of the RCP-SRO system; but this guide is not intended to be applicable across all medical specialties.

Those candidates applying to non-RCP-SRO specialties are advised to seek information and guidance from the appropriate bodies in each case.

**Reproduction of work**

Some of the content in this guide makes reference to, or reproduces, content of the [Department of Health Specialty Recruitment Applicant Guide](http://www.doh.gov.uk).

Otherwise, the content of this guide is solely the work of the RCP-SRO; full citation and credit should thus be given wherever any section or part of this document is reprinted or used elsewhere.
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1 Introduction

Welcome to the 2012 ST3 round 2 applicants’ guide!

This document is designed to give an overview of the process by which candidates apply, are assessed and are selected for 2012 ST3 posts; across the 16 specialties participating in the recruitment process managed by the Royal College of Physicians specialty recruitment office (hereafter referred to as RCP-SRO).

More comprehensive and regularly-updated information on ST3 recruitment can be found on our website at www.st3recruitment.org.uk. Links to webpages of particular relevance and significance will be included throughout this guide, as need be.

1.1 Terms

We have attempted to keep this guide as free from jargon and acronyms as is possible, but in some instances the use of terminology cannot be avoided. Please see the glossary page of our website for a list of some common terms used: http://www.st3recruitment.org.uk/faqs/glossary.html

1.2 Round 2 recruitment – summary

1.2.1 Round 1 candidates re-applying

Please note – round 1 (R1) and round 2 (R2) of 2012 ST3 recruitment are largely independent of each other; so if a candidate applied in R1, they are quite welcome to re-apply in R2 – regardless of the outcome of their R1 application.

While the application system will allow a candidate’s information to be automatically added from their R1 application form, that is the only information transferred; no candidate’s R1 assessment, whether awarded to an application form or performance at interview, will have any effect on their R2 assessment.

One caveat here is that where candidates were successful in gaining a post in R1, they should bear in mind the GMC guidelines on taking up and ending appointments, which can be viewed here: http://www.gmc-uk.org/guidance/good_medical_practice/working_with_colleagues_appointments.asp

1.2.2 ‘New’ candidates

Similar to above, it is not necessary for a candidate to have applied in R1 to be able to apply in R2. Again, the two rounds are essentially independent of each other, and there is no need for candidates to have applied in R1 to be able to apply in R2.

1.2.3 Lead deanery model

Unlike R1, in R2 recruitment for each specialty will be organised around a lead deanery. That is: within a given specialty, all recruitment administration between candidates submitting applications and posts being offered will be handled by one deanery.

For example, all applications submitted for cardiology posts will be processed by the Mersey Deanery on behalf of all deaneries; all long-listing (verifying candidates’ eligibility for ST3) and short-listing (verifying scores) will be carried out by Mersey, who will also then invite candidates to interview; and all interviews will be held in the Mersey Deanery.
Around the time of interview, candidates will be presented with details of all posts available in cardiology across all deaneries in England & Wales; and will be invited to put these into preference order.

Once interviews are complete, the lead deanery will make offers to candidates based on their assessment score and preferences given. Once a candidate accepts an offer, their application details will then be forwarded to the relevant deanery to allow employment arrangements to be made.

1.2.4 Specialties & lead deaneries

The deaneries leading on recruitment for each specialty in R2 are as below:

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Lead deanery</th>
</tr>
</thead>
<tbody>
<tr>
<td>acute internal medicine</td>
<td>West Midlands</td>
</tr>
<tr>
<td>cardiology</td>
<td>Mersey</td>
</tr>
<tr>
<td>clinical pharmacology &amp; therapeutics</td>
<td>London</td>
</tr>
<tr>
<td>dermatology</td>
<td>North Western</td>
</tr>
<tr>
<td>endocrinology &amp; diabetes mellitus</td>
<td>Severn</td>
</tr>
<tr>
<td>gastroenterology</td>
<td>Mersey</td>
</tr>
<tr>
<td>genitourinary medicine</td>
<td>East Midlands</td>
</tr>
<tr>
<td>geriatric medicine</td>
<td>Kent, Surrey &amp; Sussex</td>
</tr>
<tr>
<td>haematology</td>
<td>South West Peninsula</td>
</tr>
<tr>
<td>infectious diseases</td>
<td>Wales</td>
</tr>
<tr>
<td>neurology</td>
<td>London</td>
</tr>
<tr>
<td>palliative medicine</td>
<td>West Midlands</td>
</tr>
<tr>
<td>rehabilitation medicine</td>
<td>Severn</td>
</tr>
<tr>
<td>renal medicine</td>
<td>Mersey</td>
</tr>
<tr>
<td>respiratory medicine</td>
<td>Northern</td>
</tr>
<tr>
<td>rheumatology</td>
<td>Severn</td>
</tr>
</tbody>
</table>

1.2.5 Applications

All candidates will complete an online application which will open on Friday 24 August 2012. This can be accessed via the ST3 recruitment website at www.st3recruitment.org.uk.

All applications must be submitted by 1pm on Monday 10 September 2012. Late applications cannot and will not be accepted under any circumstances.

More information on this can be found in section 3.
Candidates who applied in round 1

Where candidates had applied in round 1 (R1), it is not necessary to re-register with the application system; such candidates can just log back in using their R1 details, and opt to begin a new application for R2.

In addition, much of the information entered into their R1 application will then be carried over without the need for adding this again; although is advised that the information is re-checked, and updated if necessary.

1.2.6 Long-listing

Once applications have been submitted, they will be checked against the essential entry criteria laid out in the specialty person specification – ie ‘long-listed’.

For more details on long-listing and the eligibility criteria, please see sections 4.1 and 2.1.

1.2.7 Short-listing & invitation to interview

Once applications have been submitted, and checked against the eligibility criteria, all eligible applications within a specialty will be ranked in order of short-list score.

The short-list score is a mark awarded to each application based on the options selected and answers given (see section 4.2).

Following this ranking, applications within a specialty will then be invited to interview in order of short-list score.

1.2.8 Interviews

All R2 interviews will be held in September and October 2012. For information on specific interview dates, please see the timeline section of our website at http://www.st3recruitment.org.uk/timeline for indicative dates.

Interviews in all specialties will follow the multiple-mini interview format, where candidates visit a number of different interview stations, are assessed on six different aspects of their candidature, and scored by a number of different interviewers.

For more information on the interview process, please see section 5.

1.2.9 Offers

As noted previously, the ‘host’, lead deanery will make offers to candidates, regardless of the deanery in which a post is based.

Offers will be made based on a candidate’s overall assessment score – ie the highest-scoring candidate will receive an offer first, then the second-highest, and so on. The post a candidate is offered will depend on the preferences they gave, and the availability of posts remaining.

As for when offers will be made, this will vary. Once a deanery has compiled and verified assessment scores post-interview, they can begin making offers to candidates; however, how quickly they can go about doing this can often vary.

In addition, a number of candidates will likely be placed on a reserve list; so in the event that any candidates decline a post offer, this can then be re-offered to another candidate.
**Holding offers**

Candidates will be given the option of holding any post offer they receive while awaiting the outcome of applications made elsewhere.

The deadline for holding offers – ie when all offers must be accepted or declined – is **Tuesday 16 October 2012**.

**Employment**

Once a candidate accepts a post offer, the specialty lead deanery will forward their details on to the new employing deanery, so as to allow arrangements to be made for employment. This will then be arranged between the new deanery and the candidate.

**Post start dates**

In R2, post start dates tend to vary a little more than was the case in R1; R2 posts can have start dates of any time up until 31 March 2013.

Given the timeline of the recruitment process, it is unlikely that R2 posts will be able to start before November 2012 at the earliest.

**1.3 Posts outside RCP-SRO recruitment**

**1.3.1 CT2 posts**

Candidates wishing, or needing, to gain more experience in core training (CMT or ACCS) should consider CT2 posts; this is the second year of core medical training (or equivalent), and recruitment to these posts is handled by each deanery on a local basis.

For information on CT2 recruitment, please contact directly any deaneries/UoAs to which you are keen to apply – contact details for all deaneries/UoAs can be found on our website at:


**1.3.2 LAS posts**

LAS stands for ‘locum appointment for service’; these posts are sometimes referred to as ‘trust’ or ‘clinical fellow’ posts. These are short-term – usually 3-12 months – but unlike LAT posts (over the page), they do not contain a formal training element, and are designed solely to assist with service.

LAS posts are usually quite small in number; if you wish to gain information on LAS posts, please contact any deaneries/UoAs to which you are keen to apply – deanery/UoA contact details can be found on our website here: [http://www.st3recruitment.org.uk/contacts/deaneryuoa-contacts.html](http://www.st3recruitment.org.uk/contacts/deaneryuoa-contacts.html).

Such posts are usually advertised on NHS Jobs ([http://www.jobs.nhs.uk/](http://www.jobs.nhs.uk/))

**1.3.3 Non-participating specialties**

Outside of the 16 ‘partner’ specialties, there are another 14 medical specialties which will be recruiting to ST3 posts in 2012. Again, there is no guarantee that R2 vacancies will be available in all specialties, so please investigate in advance if you are interested in other specialties.

Details on the organising bodies for each specialty can be viewed on the DH medical specialty training office website here: [http://www.mmc.nhs.uk/colleges_deanery_recruitment/specialty_recruitment_profiles.aspx](http://www.mmc.nhs.uk/colleges_deanery_recruitment/specialty_recruitment_profiles.aspx).
1.4 Substantive & locum appointment posts

As in R1, the R2 ST3 recruitment process will include both NTN posts (national training number, sometimes referred to as ‘substantive’ posts), and also LAT (locum appointment for training) posts.

1.4.1 NTN posts

NTN posts are the main training posts available within each ST3 specialty. Upon gaining an NTN post, a candidate will then be accepted by a deanery/UoA to train for several more years (usually five/six) in their preferred specialty, up until training is completed.

1.4.2 LAT posts

LAT posts are also included in the RCP-SRO ST3 recruitment process. LATs are short-term posts, typically 6-12 months in duration, but which count towards training to the same extent as NTN posts.

So a candidate could complete part of their training after progressing through a number of LAT posts, assuming all relevant documentation was gathered and milestones achieved.

Because of this training aspect to LAT posts, potential candidates are required to meet exactly the same eligibility requirements as for NTN posts. Thus in recruitment, NTN and LAT posts are all ‘in the same pot’.

We will publish details on how many of each type of post are likely to be available in each deanery/specialty on our website (link below).

On receipt of the preference form, candidates will be able to make the deanery/UoA aware of which posts they wish to be considered for, be they NTNs, LATs or a combination of the two.

- ST3 post vacancies: http://www.st3recruitment.org.uk/post-information

1.5 Communications

1.5.1 Email

Once registered with the application system (see section 2.4.1), you should check regularly the email account corresponding to the email address you use to register; as well as frequently logging in to your ‘candidate portal’ (ie the account created upon registering with the application system).

You will be sent updates and messages relating to your application throughout the entire recruitment period, and some emails will require you to take action within a particular time period – eg invitations to interview, post offers, etc.

[NB – all emails sent to you regarding your application will also be saved and viewable in your account on the application system.]

1.5.2 Website

Please check our website – www.st3recruitment.org.uk – regularly. Full information on ST3 recruitment will be held there, including details on completion of the application form, post vacancy numbers, interview dates, FAQs, specialty information, contact details, etc.

Any important announcements regarding the recruitment process will also be made via our website.

The link to access the application system via will be present on our website homepage, but please do visit the various sections of the website to review the information therein.
2 Before applying

2.1 Consider the essential eligibility requirements

The DH, in conjunction with ST3 specialty advisory committees, have set stringent criteria which each candidate must meet in order to be considered eligible for an ST3 post.

These criteria are listed as ‘essential’ requirements within ST3 person specifications, which can be viewed on the DH medical specialty training office website at this link:
http://www.mmc.nhs.uk/specialty_training/specialty_training_2012/recruitment_process/stage_2_-_choosing_your_specia/person_specifications_2012.aspx (medical specialties are about halfway down the page.)

When applying to an ST3 specialty, you must demonstrate that you meet every essential criterion listed in the relevant specialty person specification.

Specialty-specific criteria

While there are a number of base criteria which remain the same between specialties (eg candidate must have gained CT1/ST1 and CT2/ST2 competences; candidate must be eligible to work in the UK; etc), there are also essential requirements which are unique to each specialty, so please do check the person specification of any specialty/ies to which you are keen to apply.

The responsibility for checking individual eligibility (which can be complex) lies with the lead deanery to which you apply – the RCP-SRO issues general advice, but is not able to answer individual enquiries.

For information on each of the eligibility criteria, and how best to go about demonstrating that you meet them, please visit the eligibility section of our website:
http://www.st3recruitment.org.uk/recruitment-process/eligibility.html

2.2 Choosing your specialty

2.2.1 Specialty information

It is very likely that you already know which specialty to which you wish to apply, and may well have known for some time. However, we strongly advise visiting the specialty section of our website (link below) to gain more information on the eligibility, curriculum, length of training, assessment process etc.

- ST3 recruitment specialties: http://www.st3recruitment.org.uk/specialties
- JRCPTB specialties area: http://www.jrcptb.org.uk/specialties/ST3-SpR/Pages/Introduction.aspx

It is important that you have reviewed full details of the programme you will be applying to.

2.2.2 Applying to multiple specialties

One point we would note is that, under the RCP-SRO ST3 recruitment process, candidates are permitted to submit applications to multiple specialties, should they so wish.

A total of six applications can be submitted altogether, across various specialties and deaneries; but all applications will be regarded as entirely independent of each other.

In addition, the process allows candidates to receive and hold offers relating to different applications – so for example, a candidate could receive and hold an offer from Specialty X while awaiting the outcome of an application to Specialty Y.
Therefore, if you do wish to apply for more than one specialty, please be aware that this is certainly possible.

2.2.3 Guidance on completing multiple applications
If you do wish to make more than one application via the system, it is advised that you complete the bulk of a single application before starting any others; as this will allow a degree of information to be transferred across to new applications once they are started.

Large numbers of applications not common
Most candidates applying to ST3 via the RCP-coordinated process only apply to one specialty. Very few candidates made more than four applications altogether.

Evidence shows that applying for multiple specialties does not correlate with an increased chance of gaining a post; thus strong advice is to apply only for a specialty & then preference deaneries you are prepared to be in.

It is not possible to request an inter-deanery transfer later on the grounds that you prefer a different region.

2.3 Prepare for application

2.3.1 Online applications only
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, in advance of the application period, via email at st3recruitment@rcplondon.ac.uk.

2.3.2 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 with that of another candidate, you are advised to apply to/give preferences of the same deaneries when you preference posts.

2.3.3 Consider application content
Information on the application form can be found in section 4 of this guide, as well as on the application form section of our website, along with the scoring criteria (see below):

- application form: http://www.st3recruitment.org.uk/the-application-form
- scoring criteria: http://www.st3recruitment.org.uk/the-application-form/scoring.html

Please also see the interview page of the site, for details of the documentation that candidates will be required to bring to interview; you could start giving thought to this also:

- interview page: http://www.st3recruitment.org.uk/recruitment-process/interview.html

2.3.4 Round 1 candidates re-applying
As noted elsewhere, those candidates who applied to ST3 in round 1 (spring/summer 2012) are required to re-apply to be considered for posts in round 2 (R2); that is, they will need to complete and submit a new application for R2.

Candidates wishing to re-apply can log back in to the system using their existing login details from R1, and then begin a new application (‘apply for further posts’); following this, much of the information will be automatically transferred over from the original R1 application form, to save time on re-adding this.
This information can be edited, deleted or appended as need be.
Those who did apply in R1 will likely be familiar with the layout and content of the application form, and thus may wish to move straight to section 4.

2.4 The application system

2.4.1 Registration
Please note, you will not be able to register with the system before the official application opening date (9am, Fri 24 August), nor will you need to; this should only take around five minutes in total once applications are open.
Those who applied in R1 need not register anew; such candidates should log in as normal and opt to ‘apply for further posts’.

2.4.2 Internet browser
While any internet browser can be used to access and complete the ST3 application form, please note it will run most smoothly on Internet Explorer and we strongly recommend you use this to make your application.

2.4.3 Login
Once you have registered (section 2.4.1 above) with the application system, you can return to your application and log back in at any time of day or night after the application window has opened.

2.4.4 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.

2.4.5 Lockout
Please be aware that when trying to log back in, if you make three consecutive unsuccessful attempts to log back in, the system will lock your account for 15 minutes as a security measure.
During this time, you will not be able to log back in; and any attempt to log in during this period will also reset the ‘lockdown’ period to 15 minutes from that point.

2.4.6 Timeout
The system also contains a security measure whereby, if you are logged in to the application system but are inactive (eg no editing of applications or movement between screens/areas takes place) for 20 minutes, the system will automatically log you out.
Before logging you out, the system will automatically save your progress at that point; when you log back in, the system will give you the option of retaining any changes made since you most recently saved the form, or to revert to the status at the last save.

2.4.7 Multiple applications
If you are considering making more than one application to ST3 via the RCP system, it is recommended that you work on just one single application to begin with, and complete the majority of this before beginning any further applications.
This is because when you create a new application, it copies much of the data from the last application created; consequently it will save you a lot of time to work on one application first before you start further applications.

2.4.8 Check application(s) prior to submission
You must check the completeness and veracity of any and all applications prior to submission – each application you submit and its content is solely your responsibility. Please do review all parts of your application before submission; applications cannot be amended after they have been submitted.

2.4.9 Free-text sections
As will be seen, a number of sections in the application form contain a drop-down list where a ‘header’ option can be selected, before a corresponding white-space box will appear below, allowing you to expand on your choice with free text (often within a specified word limit).

Applying formatting & browser compatibility
Some limited formatting can be applied to this text (limited so as to ensure a degree of consistency across applications), and in previous years candidates have opted to draft their answers offline and then copy & paste the text into the white-space areas.

There is no objection to doing this; however, in some instances compatibility between the software used to draft a text answer and the internet browser used to access the application is not always perfect.

The number of available text programmes and browsers prevents us from ensuring perfect compatibility, and as such we advise (as above) that candidates should access the application system using Internet Explorer where possible.

Where this is not possible (or if candidates prefer to use alternative browsers), we advise that text answers should be drafted in ‘plain text’ programmes to begin with (eg MS Notepad), then copied into the white-space box, with formatting then applied subsequently using the application system formatting tools.
3 The application form

All candidates wishing to apply to round 2 (R2) ST3 posts within the RCP-SRO recruitment system will need to complete their application form/s online via the application system, which can be accessed via the homepage of the ST3 website (www.st3recruitment.org.uk) from 9am on Friday 24 August 2012.

All forms must be submitted by 1pm on Monday 10 September 2012. Late applications cannot and will not be accepted under any circumstances.

For further information on the structure of the application form, please see the relevant section of the ST3 website at this link: http://www.st3recruitment.org.uk/the-application-form

Before beginning an application to ST3, we do advise checking section 2 of this guide, and in particular section 2.3, if you have not done so already; these areas contain important information on accessing the form, registering, completing the form’s different page, etc.

An overview of each of the form’s sections, including the scores available at the short-listing stage for the ‘achievements’ section of the form, can be viewed below:

3.1 Personal information

These items are required for addition to the personal information page:

- contact/personal details
- specific arrangements required for attending interview due to a disability
- guaranteed interview scheme
- requests for less-than-full-time (LTFT) training and/or deferred post start date for statutory reasons.

3.2 Core medicine competence

The core competence section of the form requires you to state the evidence that you will use to demonstrate your achievement of core competence, and thus will use to show that your skills and experience are sufficient for you to progress to ST3 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 on the eligibility section of our website at this link: http://www.st3recruitment.org.uk/recruitment-process/eligibility.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.

3.4 Qualifications

This section of the form is one of the two areas that your application can pick up points at the short-listing stage; where an area attracts marks, the maximum number of points available for each section is included in bold 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**
• MRCP(UK) – **max 14 points**
• additional achievements (eg prize, distinction, bursary, etc.) – **max 10 points**
• training courses attended – assessed at interview.

For more details on adding qualifications to your application, please see our website:
http://www.st3recruitment.org.uk/the-application-form/qualifications.html

### 3.5 Supporting Information

This section of the form is very broad in scope, and is of most interest to recruiters/interviewers. This is the other area where your application can score points; where an area attracts marks, the maximum number of points available for each section is included in bold below.

The items on this page are listed below:

• achievements outside medicine – assessed at interview
• presentations made – **max 6 points**
• items/articles published – **max 8 points**
• teaching experience – **max 10 points**
• clinical audit – **max 10 points**
• commitment to specialty – assessed at interview.

For more information on completing these fields of the form, please see the supporting information page of our website: http://www.st3recruitment.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 at least 24 months’ experience in the relevant core training (or equivalent) posts (excluding foundation training) by the time of the commencement of ST3 training.

(More information on the level of experience required can be found on the ‘eligibility’ page of our website at http://www.st3recruitment.org.uk/recruitment-process/eligibility.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
• details of career gaps greater than 28 days
• current status – to declare that you meet the experience requirements.

For information on completing this part of the application, please see the experience page of our website: http://www.st3recruitment.org.uk/the-application-form/experience.html
Career progression

The last field here requires you to state formally that you will have acquired at least 24 months’ medical experience by the start date of the post. As the form suggests, if you select ‘No’, you will not be eligible to apply to ST3-level posts.

Should you feel there are other factors that should be taken into account when considering your experience, the form will give you the opportunity to include such information at this stage. However, it is anticipated that candidates in this position will not normally be regarded as eligible.

Please note that you are not eligible to apply to a specialty from which you have previously been released, unless you have supporting documentation (usually from the postgraduate dean) explaining the circumstances and attesting to your suitability to re-apply.

3.7 Clinical references

Here you are required to list three referees, with whom you have worked in the last three years, who are familiar with your clinical development, from whom references can be sought by deaneries at a later stage of the recruitment process; it is expected that one referee will be your current or most recent supervisor at time of application.

Please note that references will not play any part in the assessment process, and will not be consulted until after a decision has been made on whether or not to offer a post to a candidate.

For more information on adding referees’ details to the application form, please see the references page of our website: [http://www.st3recruitment.org.uk/the-application-form/clinical-references.html](http://www.st3recruitment.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 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.

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 lead deanery for each specialty with further information as soon as you have applied so they can assess your eligibility.

See our ‘FtP’ webpage for further details: [http://www.st3recruitment.org.uk/the-application-form/fitness-to-practise.html](http://www.st3recruitment.org.uk/the-application-form/fitness-to-practise.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 ST3 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.

### 3.10 Declaration

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

For further information on these, please see the ‘declarations’ page of our website: [http://www.st3recruitment.org.uk/the-application-form/declaration.html](http://www.st3recruitment.org.uk/the-application-form/declaration.html)

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.

### 3.11 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.

### 3.12 After submission

#### 3.12.1 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 st3recruitment@rcplondon.ac.uk.

#### 3.12.2 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, so please do ensure you are satisfied with your application before submitting it.
Should you wish to change factors such as information recorded in your equality and diversity section you should email our helpdesk to request this (st3recruitment@rcplondon.ac.uk).

3.12.3 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.

4 Application assessment

Once all applications have been submitted, the lead deanery will begin the processes of assessing eligibility; once complete, they will then begin inviting candidates to interview. This will be handled by the lead deanery in each specialty.

4.1 Long-listing
From submission of your application the lead deanery 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.

4.2 Short-listing
All applications which progress through long-listing will then move on to the process of short-listing for interview. Here applications are scored according to their content, eg achievements, qualifications, etc.

The application form is scored via self-assessment based on the answers selected for the questions which attract marks (please see section 3 for details of these areas, including the maximum marks available for each area). The maximum short-list score possible is 78.

All candidates will then be ranked in order of short-list score, ready for invitations to interview to be made (see section 5 below).

Details of the scoring framework used can be found on our website:
http://www.st3recruitment.org.uk/the-application-form/scoring.html
5 The interview

5.1 Invitation to interview

Once long-listing and short-listing has been carried out, the lead deanery can begin inviting their allocated candidates to interview.

For more information on interviews please see the interviews page of our website:
http://www.st3recruitment.org.uk/recruitment-process/interview.html

Notice of invitation to interview

Where possible, candidates will be given a minimum of seven days’ notice before an interview. Invitations will be sent via email, copies of which can be viewed via the candidate portal.

In some instances, not all of the first ‘batch’ of invitations sent by the lead deanery can be taken up by candidates (some invitations may expire before a response is sent, some candidates may withdraw from the process, etc.)

In this case, if time permits, the lead deanery will then invite additional candidates to interview; although it is possible that this could be at very short notice before the interviews.

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.

Next, 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 deadline by which 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.

5.2 Interview dates

Provisional interview dates for each specialty will be posted on the interview dates page of our website (http://www.st3recruitment.org.uk/timeline/interview-dates.html), and updated as necessary, to allow you to anticipate when you may require leave.

5.3 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’.

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

More information on these folders can be found on the ‘interview’ page of our website: http://www.st3recruitment.org.uk/recruitment-process/interview.html
**Patient-identifiable information**

Information governance regulations mean that you must not allow any patient identifiable data (PID) to be moved away from the designated (usually clinical) area.

You must ensure that none of the documentation you use at interview (eg details of case reports, audit, etc.) contains information which could be used to identify patients, as this would be a breach of patient confidentiality.

All PID must be redacted. If PID is found, it is likely your employer, supervisor and deanery (as relevant) will be notified in order to take further action.

### 5.4 The interview

All ST3 interviews will be held between Tuesday 18 September and Tuesday 9 October 2012. For more specific specialty interview dates, please visit the interview dates page of our website: [http://www.st3recruitment.org.uk/timeline/interview-dates.html](http://www.st3recruitment.org.uk/timeline/interview-dates.html)

For more comprehensive information on all aspects of the interview process, please see the ‘interview’ page of our website: [http://www.st3recruitment.org.uk/recruitment-process/interview.html](http://www.st3recruitment.org.uk/recruitment-process/interview.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 in your final assessment score, which will determine who is made an offer.

The interview is based on the multiple mini-interview format, and contains three independent stations, (two for renal medicine) each assessed by two clinicians (three for renal medicine); with six different aspects of each applicant’s candidature being assessed overall.

### 5.5 Interview structure and content

At interview, each candidate will be given a total of 12 marks, which will make up their overall interview score. The interview panel will determine the appointability of each candidate; any candidates considered to be unappointable will be notified.

Each of the 12 marks, and the candidate’s short-listing score, will have a pre-determined weighting applied; the two are then combined, to give an overall, final assessment score for ST3.

Decisions on whether candidates can be made offers will then be taken on the basis of their appointability and their final assessment score.

The content of the interview will vary between specialties. For more information on this, please visit the specialties section of our website: [http://www.st3recruitment.org.uk/specialties](http://www.st3recruitment.org.uk/specialties)

For more information on the format and structure of the interview, please see the ‘interview’ page of our website: [http://www.st3recruitment.org.uk/recruitment-process/interview.html](http://www.st3recruitment.org.uk/recruitment-process/interview.html)

### 5.6 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 so, you may need to provide this to deaneries after the interview has been completed – you will be notified of this as is necessary. You must comply with requests for information in a timely fashion – failure to follow all reasonable instructions may make any offer of a post invalid.
Requesting feedback

Candidates wishing to obtain feedback on their application form and/or their interview performance should contact the lead deanery for that specialty.

Contact details for lead deaneries can be found on the ‘deanery/UoA contacts’ page of our website: http://www.st3recruitment.org.uk/contacts/deaneryuoa-contacts.html

Further information on requesting/providing feedback can be found on the DH medical specialty training office website: http://www.mmc.nhs.uk/specialty_training/specialty_training_2012/feedback__complaints.aspx

The RCP-SRO will contact all applicants via email once applications are submitted, to give details of the scores awarded to their applications; and again once interviews are completed, to provide breakdown of interview scores.

6 Offers & employment

6.1 Timing of offers

Once all interviews in a specialty have been completed, and all scores have been compiled and verified, the lead deanery/UoA will begin making offers to candidates. This is normally within about seven days of the final interview taking place.

6.2 Receipt of offers

As with other notifications relating to your application, any post offer made to you will be made via the online application system.

The lead deanery will make the offer, and you will then be sent an email (to your registered email address) to notify you of this; including details of the post offer, the options available to you and the next steps you will be able to take.

While the lead deanery in each case will be making offers, they will do so on behalf of all deaneries which have vacant posts in the specialty.

So, in cardiology (for instance), even where a post is located in South West Peninsula Deanery, the initial post offer will be made by Mersey Deanery, on SWP’s behalf.

6.3 Responding to offers

Following receipt of a post offer, you will have 48 hours to give your response.

Upon receiving an offer via email, you will have three choices of response – accept, decline or hold. Candidates who have also applied to other specialties and who are awaiting the outcome of their applications can opt to hold an ST3 offer they receive beyond the usual 48 hour deadline.

However, they must still respond to the offer within 48 hours to confirm that they wish to hold. Candidates are only permitted to hold offers if they are expecting another, preferred offer.
Holding offers is only possible up until the overall holding deadline of Tuesday 16 October 2012. After this point, all offers on hold must be either accepted or declined; any offers made after this point will only have ‘accept’ and ‘decline’ as possible option.

For more information on these responses, please see the ‘offers & employment’ page of our website: http://www.st3recruitment.org.uk/recruitment-process/offers-and-employment.html

6.4 After you have accepted an offer

6.4.1 Offer/Contract of employment

For more information on this, please see the ‘offers & employment’ page of our website: http://www.st3recruitment.org.uk/recruitment-process/offers-and-employment.html

6.5 Future recruitment

In the event you do not gain a post through this recruitment round, or you believe that you will be looking to apply again in future, the next nationally-coordinated RCP-SRO round of ST3 recruitment will be for 2013 posts; this will likely open in March 2013.

Please review the ST3 website over the coming weeks and months for more information.

Otherwise, vacancies can be found on www.jobs.nhs.uk.

7 Finally

We have endeavoured to make the process of recruitment to ST3 in 2012 as fair, transparent and streamlined as 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.st3recruitment.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 st3recruitment@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