1. Introduction

1.1. The Medical Programme Board (England) have approved the arrangements for recruitment to specialty training in 2010.

1.2. Strategic Health Authorities (SHAs) will manage the process through their local Deaneries except for those specialties for which nationally co-ordinated recruitment has been agreed. This guidance constitutes the minimum requirements expected of SHAs.

1.3. Those specialties for which nationally co-ordinated recruitment has been approved and is being led by a Royal College or specialty, must follow the agreed process for their specialty.

1.4. NHS Trusts may lead recruitment for particular specialties, as agreed with the Deanery, and where that is the most appropriate strategy locally. Where this happens NHS Trusts are subject to this guidance.

1.5. This document sets out the approach to be taken for 2010 recruitment to specialty training posts in England and covers:

- Recruitment rounds
- Units of Application (UoAs)
- Exceptions to local recruitment
- Run-through training and uncoupling
- Eligibility
- Timetable
- Recruitment
- Applications & offers
- Period of Notice
- Quality assurance
- Support and care for applicants
- Complaints

This and further information will be made available on the MMC website at [www.mmc.nhs.uk](http://www.mmc.nhs.uk)

2. Recruitment Rounds

2.1. There may be two or more recruitment rounds during 2010 with the first recruitment round commencing 4 December 2009 and finishing on 26 March 2010. This will be the main round for recruitment to CT1/ST1 specialty training for August (or by exception September) 2010 entry.

2.2. Advertisements for all CT2/ST3 uncoupled specialties will commence from 15th February for 4 weeks with interviews taking place from 6th April.
Round two will commence on April 6th for all posts vacant from Round 1.

2.3. Deaneries and specialties can decide independently when further rounds of competition are run but must give a minimum of two weeks notification of recruitment before commencing further rounds. There will be no national co-ordination for these rounds.

2.4. From 2010, there will be a requirement to advertise and invite applications to all posts for a minimum period of 4 weeks to satisfy Resident Labour Market Test (RLMT) requirements.

   • this guidance will mean that all vacancies advertised for the first time in Round 2 must be open for application for a minimum period of 4 weeks
   • Round 1 vacancies should be preceded by a pointer advert in the BMJ and also on NHS Jobs during November 2009

2.5. No further recruitment round can commence until after the first recruitment episode is completed on 26 March 2010 and the start of Round 2, April 6 2010. Advertisements for Round 2 can be placed from 15th February.

3. Units of Application

3.1. The Units of Application (UoAs) agreed for 2010 are available via deanery websites.

3.2. All deaneries should ensure that the template detailing specific rotations within a particular UoA is published and accessible on deanery websites in advance of the 2010 process.

4. Exceptions to local recruitment

4.1. Recruitment into specialty training for a larger number of specialties will be undertaken nationally using either a single centre solution, regional cluster/consortium or locally delivered, nationally approved criteria based on the national person specification for the specialty and level of post.

4.2. The approved exceptions to a locally organised recruitment are:

   • Small specialties, with few posts that are best suited for recruitment organised nationally
   • Larger specialties for which shortlisting and interview processes and scoring systems across the country have been standardised so that an applicant’s score from one UoA can be compared fairly with another applicant’s score from another UoA
   • Academic Clinical Fellows for which there will be a nationally organised process under the auspices of the National Institute for Health Research (NIHR) Trainees Coordinating Centre
• Specialties organising recruitment nationally must have approval of the Medical Programme Board.

The following specialties will run a national co-ordinated recruitment process for posts at the following levels:

Specialties where a nationally coordinated selection process is being undertaken and interviews are held within a single centre or regional clusters

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Level</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergy</td>
<td>ST3</td>
<td>London deanery</td>
</tr>
<tr>
<td>Audiological Medicine</td>
<td>ST3</td>
<td>London deanery</td>
</tr>
<tr>
<td>Cardiothoracic Surgery</td>
<td>ST3</td>
<td>West Midlands deanery</td>
</tr>
<tr>
<td>Clinical Genetics</td>
<td>ST3</td>
<td>West Midlands deanery</td>
</tr>
<tr>
<td>Clinical Neurophysiology</td>
<td>ST3</td>
<td>Yorkshire and the Humber deanery</td>
</tr>
<tr>
<td>Clinical Oncology</td>
<td>ST3</td>
<td>KSS deanery</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>ST4</td>
<td>Yorkshire and the Humber deanery</td>
</tr>
<tr>
<td>Histopathology</td>
<td>ST1</td>
<td>London deanery</td>
</tr>
<tr>
<td>Immunology</td>
<td>ST3</td>
<td>London deanery</td>
</tr>
<tr>
<td>Neurosurgery</td>
<td>All levels</td>
<td>Yorkshire and the Humber deanery</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>ST3</td>
<td>London deanery</td>
</tr>
<tr>
<td>OMFS</td>
<td>ST3</td>
<td>Severn deanery</td>
</tr>
<tr>
<td>Otolaryngology (ENT)</td>
<td>ST3</td>
<td>Yorkshire and the Humber deanery</td>
</tr>
<tr>
<td>Paediatric Surgery</td>
<td>ST3</td>
<td>Northern deanery (consortium)</td>
</tr>
<tr>
<td>Plastic Surgery</td>
<td>ST3</td>
<td>London deanery</td>
</tr>
<tr>
<td>Rehabilitation Medicine</td>
<td>ST3</td>
<td>Severn deanery</td>
</tr>
<tr>
<td>Rheumatology</td>
<td>ST3</td>
<td>Severn deanery</td>
</tr>
<tr>
<td>Sports &amp; Exercise Medicine</td>
<td>ST3</td>
<td>East Midlands deanery (clusters)</td>
</tr>
<tr>
<td>Urology</td>
<td>ST3</td>
<td>Northern deanery</td>
</tr>
</tbody>
</table>

It should be noted that other medical ST3 specialties not listed above are still to confirm if they will organise a nationally coordinated process in 2010. This table will be updated in the event of any changes

Specialties where there is a standardised recruitment process across the country and interviews are held locally

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Level</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaesthetics</td>
<td>CT2, ST3</td>
<td>West Midlands deanery</td>
</tr>
<tr>
<td>Cardiology</td>
<td>ST3</td>
<td>RCP</td>
</tr>
<tr>
<td>CMT</td>
<td>CT1</td>
<td>RCP</td>
</tr>
<tr>
<td>Clinical Radiology</td>
<td>ST1</td>
<td>London deanery</td>
</tr>
<tr>
<td>Dermatology</td>
<td>ST3</td>
<td>North Western deanery</td>
</tr>
<tr>
<td>Endocrinology &amp; Diabetes</td>
<td>ST3</td>
<td>RCP</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>ST3</td>
<td>RCP</td>
</tr>
<tr>
<td>General Practice</td>
<td>ST1</td>
<td>National Recruitment Office</td>
</tr>
<tr>
<td>Geriatric Medicine</td>
<td>ST3</td>
<td>RCP</td>
</tr>
<tr>
<td>Haematology</td>
<td>ST3</td>
<td>Peninsula deanery</td>
</tr>
<tr>
<td>Obstetrics &amp; Gynaecology</td>
<td>all levels</td>
<td>RCO&amp;G</td>
</tr>
<tr>
<td>Paediatrics &amp; Child Health</td>
<td>all levels</td>
<td>RCPCH</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>CT1, ST4</td>
<td>RCPsych and North Western deanery</td>
</tr>
<tr>
<td>Public Health</td>
<td>ST1</td>
<td>East Midlands deanery</td>
</tr>
<tr>
<td>Renal Medicine</td>
<td>ST3</td>
<td>RCP</td>
</tr>
<tr>
<td>Trauma &amp; Orthopaedic Surgery</td>
<td>ST1¹</td>
<td>Yorkshire and the Humber deanery</td>
</tr>
</tbody>
</table>
5. Run-through training and uncoupling

5.1. There will be a “mixed economy” of offers for 2010 with some specialties offering run-through training and other specialties “uncoupling” by offering specialty training entrants two years of specialty core training (3 years for Psychiatry) followed by open competition for ST3 (ST4 for Psychiatry).

5.2. FTSTA posts should not be available in specialties that have uncoupled.

5.3. The table below identifies which specialties are offering run-through training and which will be uncoupled.

<table>
<thead>
<tr>
<th>Offer of run-through training in 2010</th>
<th>Offer with Uncoupling in 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obstetrics &amp; Gynaecology</td>
<td>Core Medical Training, leading to competitive entry to 28 medical specialties</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>Anaesthesia</td>
</tr>
<tr>
<td>Paediatrics &amp; Child Health</td>
<td>Psychiatry (three years of core training)</td>
</tr>
<tr>
<td>General Practice</td>
<td>Emergency Medicine (three years of core training)</td>
</tr>
<tr>
<td>Public Health Medicine</td>
<td></td>
</tr>
<tr>
<td>Neurosurgery</td>
<td>Core Surgical Training, leading to competitive entry to nine surgical specialties</td>
</tr>
<tr>
<td>Histopathology</td>
<td></td>
</tr>
<tr>
<td>Chemical Pathology</td>
<td></td>
</tr>
<tr>
<td>Medical Microbiology/Virology</td>
<td>Trauma &amp; Orthopaedic Surgery</td>
</tr>
<tr>
<td>Clinical Radiology</td>
<td></td>
</tr>
<tr>
<td>Trauma &amp; Orthopaedic Surgery¹</td>
<td></td>
</tr>
</tbody>
</table>

¹In Trauma and Orthopaedics, most training programmes are uncoupled, but four deaneries are also offering run-through training. The deaneries offering run-through as well as core training are Northern, West Midlands, North Western and Yorkshire and the Humber.

- The Faculty of Pharmaceutical Medicine has confirmed that recruitment is outside the NHS, in pharmaceutical companies, after completion of ST2 (or equivalent) into ST3.
- The Royal College of Pathologists have confirmed RTT offers for histopathology, and chemical pathology and medical microbiology and virology with entry at ST1.
- The Royal College of Surgeons have confirmed run-through training opportunities in Neurosurgery at ST1, ST2, ST3 and ST4.
- Entry into clinical oncology, chemical pathology (metabolic medicine) and medical microbiology and virology / infectious diseases (dual CCT) is at ST3 only, following core medical training.
- The College of Emergency Medicine has extended core training to three years, with competitive entry into ST4. Candidates enter EM through the ACCS route where CT1 and CT2 will be EM themed ACCS followed by a specialty specific CT3 (offers will therefore be for 3 years).
- ACCS provides core training – successful completion of an acute medicine themed ACCS will provide eligibility for training at ST3 in the medical specialties. For anaesthetics a further specialty specific CT2 will be linked to the anaesthetic themed ACCS CT1 and CT2.
5.4. For 2010 entry to Trauma and Orthopaedics in the following deaneries will be mixed with 50% of posts offering run-through training and 50% offering core training: Northern, West Midlands, North Western, and Yorkshire and the Humber.

6. Eligibility

6.1. Eligibility to apply will be determined as at the closing date for the receipt of applications for the post being applied for.

6.2. GMC registration – applicants will need to confirm their General Medical Council (GMC) registration status or General Dental Council (GDC) registration status where required before applying for specialty training. Applicants will need to hold full GMC registration at the time of appointment. Applicants should visit www.gmc-uk.org/doctors/before_you_apply/registration_factsheet.asp for more information.

NB: This does not apply to Public Health applicants from a background other than medicine.

6.3. Applicants will need to consider ways to provide evidence of having met Foundation Programme and other required competences relevant to the level of training applied for. Specialties have been asked to adopt the alternative certificates developed within GP recruitment for verifying foundation competence for applicants who have not undertaken a foundation programme since August 2007.

6.4. Right to work in the UK – Doctors who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK should be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals with limited leave to remain in the UK whose employment will require a Work Permit (such as those on student or working holiday visas), are subject to the resident labour market test and may only be considered if there is no suitable UK or EEA national candidate for the post. Evidence of immigration status should normally consist of a date stamped passport and accompanying letter from the Home Office. Applicants and assessors should visit http://www.ukba.homeoffice.gov.uk/ for more information. All non UK/EEA applications will be longlisted out in Round 1 and applicants advised to reapply in Round 2. Applications can be processed in Round 2 and offers can only be made to non UK/EEA applicants after all appointable UK/EEA applicants have been processed.
The following table sets out the main categories of limited leave to remain and eligibility to take up specialty training programmes.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refugee status awarded by UK, and partner/civil partner or spouse</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of a UK citizen</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of a UK citizen on a probationary period</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>HSMP or partner/civil partner or spouse of HSMP (no restriction placed</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>on you to prevent you working as a ‘doctor in training’).</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Doctor or Dentist or partner/civil partner or spouse</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Medical graduates of Scottish medical schools on a ‘Fresh Talent:</td>
<td>Can take up a training programme, provided you are currently on the</td>
</tr>
<tr>
<td>Working in Scotland’ visa</td>
<td>Foundation Programme or in Specialty training.</td>
</tr>
<tr>
<td>Tier 1 clearance or partner/civil partner or spouse of Tier 1 (no</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>restrictions placed on you to prevent you working as a ‘doctor in</td>
<td></td>
</tr>
<tr>
<td>training’).</td>
<td></td>
</tr>
<tr>
<td>UK Ancestry or partner/civil partner or spouse</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of work permit holders</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of students with initial grant of more</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>than 12 months</td>
<td></td>
</tr>
<tr>
<td>Citizens of other EEA country</td>
<td>Can take up a training programme</td>
</tr>
<tr>
<td>Residents of other EEA countries (with only indefinite leave to remain</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>in other EEA country)</td>
<td></td>
</tr>
<tr>
<td>Non EEA partners of EEA nationals</td>
<td>Cannot normally take up a training programme unless have been</td>
</tr>
<tr>
<td>have been granted leave to enter the UK as the partner of an EEA</td>
<td>partner of an EEA national</td>
</tr>
<tr>
<td>HSMP or partner/civil partner or spouse (restriction placed on you to</td>
<td>Cannot take up a training programme on this visa status, but can</td>
</tr>
<tr>
<td>prevent you taking specialty training posts – your endorsement will</td>
<td>switch into Tier 2, if the Resident Labour Market Test is satisfied.</td>
</tr>
<tr>
<td>read ‘no employment as a doctor in training’).</td>
<td>New Entry Clearance must be sought from outside the UK</td>
</tr>
<tr>
<td>Tier 1 clearance (restriction placed on you to prevent you taking</td>
<td>Cannot take up a training programme on this visa status, but can</td>
</tr>
<tr>
<td>specialty training posts – your endorsement will read ‘no employment</td>
<td>switch into Tier 2, if the Resident Labour Market Test is satisfied.</td>
</tr>
<tr>
<td>as a doctor in training’).</td>
<td>New Entry Clearance must be sought from outside the UK</td>
</tr>
<tr>
<td>Clinical attachment visa</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Partner/civil partner or spouse of students with initial grants of</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>less than 12 months</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Working Holiday Makers</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Visitors</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>Non EEA nationals with leave to remain in other EEA countries (including</td>
<td>Cannot take up a training programme</td>
</tr>
<tr>
<td>those with refugee status in other countries)</td>
<td></td>
</tr>
<tr>
<td>PBS Tier 2 sponsored workers</td>
<td>a new Certificate of Sponsorship can be issued in respect of the</td>
</tr>
<tr>
<td>PBS Tier 5 sponsored workers</td>
<td>training post, If the Resident Labour Market Test is satisfied.</td>
</tr>
<tr>
<td>Partner / civil partner or spouse of a PBS Tier 2 worker with a visa</td>
<td>a new Certificate of Sponsorship can be issued in respect of the</td>
</tr>
<tr>
<td>endorsement which reads “no employment as a doctor in training”</td>
<td>training post, If the Resident Labour Market Test is satisfied.</td>
</tr>
<tr>
<td>Partner / civil partner or spouse of a PBS Tier 5 worker with a visa</td>
<td>New Entry Clearance must be sought from outside the UK</td>
</tr>
<tr>
<td>endorsement which reads “no employment as a doctor in training”</td>
<td></td>
</tr>
</tbody>
</table>
The immigration rules were changed on 29 February 2008. From that date, some doctors with leave under the HSMP (and their partners) will not be able to take employment as ‘doctors in training’ – see note above.

The immigration rules were changed on 27 November 2008. From that date, new applicants for Tier 2 or Tier 5 sponsorship (and their partners) will not be able to take employment as ‘doctors in training’ unless the resident Labour Market Test has been satisfied.

6.5. English language skills – if the applicant’s undergraduate training was not undertaken in English and they do not have a current International English Language Testing System (IELTS) certificate at the level specified in the person specifications, they need to provide other evidence of English language skills. This evidence must be in writing and verified by an appropriate employer or supervisor. Applicants need to bring this evidence with them to any interviews or assessment centres they attend.

6.6. For 2010 the required IELTS score is 7 in all domains (speaking, listening, reading and writing), to be achieved in a single sitting within 24 months of the time of application.

6.7. Career progression – all previous experience in the particular specialty/specialty group must be declared. This includes experience outside the UK and all experience in the UK, whether within educationally approved posts or not. It should be noted when longlisting/shortlisting that all posts within the specialty (excluding foundation and honorary/unpaid posts) count when assessing length of experience against person specification requirements

6.8. College exams - where College exams are a requirement for entry at the level to which the applicant is applying, they must have received notification of having sat and passed the exam by the closing date for receipt of applications for the post being applied for.

6.9. Eligibility for selection to ST1/CT1 requires a maximum experience of 18 months or less in the specialty unless otherwise specified on the person specification.

6.10. There is no limit on experience for eligibility for selection to ST2/CT2 although applicants are required to have at least 12 months experience in the specialty to which they are applying

6.11. There is no limit on experience for eligibility for selection to ST3/CT3 although applicants are required to have at least 24 months experience in the specialty to which they are applying

6.12. There is no limit on experience for eligibility for selection to ST4 although applicants are required to have at least 36 months experience in the specialty to which they are applying

7. Timetable

7.1. The national timetable for the first recruitment episode to Medical Specialty Training 2010 will commence on 4 December 2009 and should be completed by 26 March 2010. It will be for Deaneries/UoAs/Colleges
to determine their own timetable for specialty recruitment within this national timeframe.

7.2. If Deaneries/UoAs/Colleges decide to delay the start, they must ensure that recruitment is completed by 26 March 2010 to give NHS Trusts sufficient time to complete the required pre-employment checks.

7.3. It is expected that Round 2 will commence on April 6 2010 and that most recruitment for August intake will be completed by June 14 2010. Round 2 vacancies can be advertised from February 15 onwards however interviews must not be held before April 6 2010. Round 2 will be the first recruitment round for CT2 and ST3 posts in uncoupled specialties.

8. Recruitment

8.1. In 2010 most recruitment is nationally coordinated by one of the English Royal Colleges or by a lead deanery on behalf of all the English deaneries. Recruitment to specialty training for a small number of specialties, such as Core Surgery and ACCS, will be undertaken at local level using local criteria based on agreed national person specifications for specialty and level of post. The exceptions to a locally organised recruitment are detailed in paragraph 4.2.

8.2. SHAs and Deaneries must publish in advance on their website, the timetable they are working to, including when applications open and close, and interview dates to allow applicants to plan their applications.

8.3. Once applications have been received, Deaneries should undertake an administration check to include:

- Right to work status
- GMC or GDC registration
- English language skills as per the eligibility criteria
- Any examination requirements in line with the post
- Match to specialty level

N.B. These checks should not be completed by consultants. They should be completed by appropriately trained administrative staff in the Deanery and/or NHS Trusts.

8.4. All recruitment processes must meet legal requirements. It will be prudent for SHAs/Royal Colleges/specialty/local Trusts to seek legal advice on their proposed recruitment processes. Recruitment processes must meet the following requirements:

- Publication of the recruitment timetable for all specialties that are being recruited to.
- Access to shortlisting scoring frameworks along with the person specifications.
- As a minimum all posts in Round 1 must be advertised on each Deanery website for 14 days. This requirement is expected to be extended to 4 weeks for new posts advertised in Round 2.
• Pointer adverts should be placed on NHS Jobs to ensure these are picked up by Job Centre Plus and satisfy UKBA requirements

• It should be noted that if a post has already been advertised in Round 1 for two weeks, then if this is to be readvertised in Round 2 that this only needs to be advertised for a further 2 weeks (ie 2 plus 2)

• Deaneries need to send initial details of their posts to be advertised to DH for publication in November 2009 on the MMC website www.mmc.nhs.uk

• All applications should be made electronically

• Application forms and the interview processes must map to the national person specifications

• The nationally agreed Part One application forms should be used except where specific agreement has been given not to do so

• Applicants will be able to make unlimited and multiple applications subject to specific specialty rules

• Random recruitment and selection processes must not be used

• All shortlisters and interviewers must be trained in recruitment and selection principles and processes including current equality and diversity legislation

• Shortlisters and interviewers must get a full copy of the application form, but must not have access to the equal opportunities or personal data

• Interviewers will take account of applicants’ portfolios, their structured CV and the summary of their portfolio of evidence

• Applicants should be asked to bring their portfolios to the interview

8.5. Advertisements, information for applicants and application forms must be clearly structured so they are accessible to applicants with disabilities and so that applicants can easily find relevant details when carrying out a search.

8.6. The scoring systems for shortlisting and interviews can be determined locally except where there are nationally agreed processes, provided that the local systems are in agreement with national guidance on interviewing which specifies aspects such as the composition of interview panels. This guidance was issued in 2007 by NHS Employers (A logistics guide to recruitment into specialty training 2007 England).
8.7. To support the process, SHAs, Deaneries and NHS Trusts are expected to have appropriate management and governance arrangements in place with a named Executive Director with overall responsibility as well as appropriate operational arrangements for making appointments. These should include trained shortlisting and interviewing panel members and project teams at Trust level to manage any risks to patient safety. Royal Colleges/specialties need to have comparable arrangements in place.

8.8. It is important that Deaneries, Trusts and specialties maintain real-time management information on any likely gaps in recruitment, so that potential gaps can be anticipated and appropriate action taken.

8.9. Patient care and safety are the priority concern. Any variation from the national rules would have to be a reasonable and proportionate response to local circumstances and not lead to conspicuously unfair results.

9. Applications & Offers

9.1. Applicants can make unlimited new and multiple applications, regardless of UoA or specialty. The exceptions to this are those specialties for which nationally co-ordinated recruitment has been approved and whose process limits the number of applications but not preferences.

9.2. Applicants should not be asked to give details about their preferences between Units of Application (UoAs) with the exception of those specialties where recruitment is being organised nationally.

9.3. Training offers will be made locally. Deaneries in their training programme offer letter need to state that the offer is conditional on the doctor not having accepted other offers and agreeing to withdraw from other applications in the recruitment round. The letter also needs to tell the applicant that the offer is subject to successful pre-employment checks including verification of references.

9.4. For Round one only – Applicants to General Practice, Core Medical Training, Psychiatry and Paediatrics have the option of accepting, holding or rejecting an offer from any of these 4 specialties. The applicant can only hold one offer at a time. Where an offer is accepted the applicant must withdraw from other applications/specialties in this coordinated approach. Where the offer is held the applicant must inform the deanery/NRO that they are holding an offer waiting for the outcome of their applications to either of the other 3 specialties.

9.5. For specialties not participating in this coordinated offers process, applicants will have 2 working days (48 hours) (excluding Saturday, Sunday and Bank Holidays) to accept or decline an offer. After 2 working days (48 hours), the offer will expire and will be deemed to have been declined. Where it is possible to give applicants more time to consider offers without jeopardising the recruitment timetable it is recommended that this be done.

9.6. Deaneries should require applicants to give an undertaking when accepting a post that they have not accepted another post and agree to
withdraw from other applications in the current recruitment episode. It needs to be clear that if this does not happen then the offer will be withdrawn. Exceptions to this are:

- A doctor who accepts a run through training post, can apply for an Academic Clinical Fellowship post.

- A doctor who accepts a fixed-term specialty training appointment (FTSTA) in a run-through specialty may continue to compete for run-through training posts or for uncoupled training programmes that offer two years or more of core training.

- A doctor who accepts an FTSTA may not apply for other FTSTAs or other posts that only offer one year of training. For example, a doctor who has secured an FTSTA2 post can apply for CT2 in emergency medicine or psychiatry as these programmes offer 2 years of training (CT2 and CT3). The same applicant could not apply for CT2 in general surgery as this would only offer one year of core training.

- A doctor who accepts a one year training post (CT2 or CT3 in emergency medicine or psychiatry), may continue to compete for run-through training posts.

- A doctor who accepts a two year training post (CT1 or CT2 in emergency medicine or psychiatry), may not continue to compete for either a CT or run-through training post.

9.7. An applicant who rejects an offer and has no other current applications at the time of rejecting the offer can at a later date recommence applying without infringing the offer rules.

9.8. Applicants who infringe the offer rules risk having their offer withdrawn.

9.9. Applicants who accept a post in the first recruitment episode are able to apply and accept posts in future recruitment rounds. When accepting a post in another recruitment round applicants are required to give the appropriate notice.

9.10. NHS Employers ‘Employment check Standards’ set out the NHS requirements for pre-employment checks as established by the Department of Health, including CRB disclosure. They can be accessed at http://www.nhsemployers.org/RECRUITMENTANDRETENTION/EMPLOYMENT-CHECKS/Pages/Employment-checks.aspx

9.11. In relation to doctors in training the guidance advises (in line with CRB advice) that a disclosure may not be required where a risk assessment is completed and a check has been completed in the previous 3 years. This would not apply where a doctor changed status into a post requiring a PoCA check, in which case a new CRB disclosure is always required:

Specialty training posts are considered a “regulated activity” within the terms of the Safeguarding Vulnerable Groups Act 2006, and appointments
made after 26 July 2010 will be subject to applicant registration with the Independent Safeguarding Authority (ISA). This will become a mandated requirement from 1<sup>st</sup> November 2010. Only successfully registered employees will be permitted to continue their training and employment after that date.

10. Period of Notice

10.1. Doctors who are appointed to another NHS Trust may be required to work their notice preventing them taking up their training posts as early as they would wish. Patient care and safety is the main priority. However, Trusts should be asked to try to release doctors as soon as they are able and make all reasonable endeavours to avoid successful applicants being unable to take up their new post.

11. Quality Assurance

11.1. SHAs and Deaneries need to quality assure their appointment process to ensure that appropriate arrangements are in place to avoid administrative errors. For example, incorrect offers of appointment cause distress to applicants and must be avoided through quality assured systems that include double-checking of offers.

12. Support and Care for Applicants

General Communications and Information

12.1. To help applicants with their job-searches, Deaneries and local recruiting NHS Trusts will publish on their websites all potential posts that they will be advertising. This should include where possible information on posts in the rotation. These will also be published on the MMC website www.mmc.nhs.uk.

12.2. SHAs/Deaneries will need to:

- Have in place mechanisms for ongoing email communications to applicants;
- Provide on their websites timely and effective information for applicants that is specific to their application process;
- Provide guidance to applicants on completion of the application form;
- Provide details of shortlisting criteria and weightings including any scoring scheme used;
- Provide effective telephone and/or email responses to applicants queries and a helpdesk service or equivalent;
- Ensure NHS Trust consultants, clinical tutors and others are well informed and up to date with process information in order to provide effective applicant support;
- Have available personal support services to applicants.
Provision of applicant support

12.3. Applicants will need support, career information and guidance to help them make the best choices in entering the next round of recruitment and subsequently. SHAs/Deaneries will need to provide:

- *Career information:* applicants need good quality information to enable them to consider other career choices.
- *Feedback from the recruitment process:* consider ways in which applicants can access feedback from their applications and interviews. It is recommended that applicant’s shortlisting and interview scores be made available to them.

12.4. The minimum support that should be available to applicants from each deanery is at Appendix 1

12.5. A national applicant guide, which provides a detailed guide to the application process is available on the MMC website. A “Quick Guide” to the recruitment process is also available (www.mmc.nhs.uk)

12.6. Doctors must be given written information about how they can access confidential advice. This should include Occupational Health Departments, other local Employment Assistance Programmes to which NHS Trusts have access and organisations such as BMA’s Doctors for Doctors Unit. Deaneries should brief Occupational Health departments or appropriate networks about the position in order that they can provide counselling support to doctors if required.

13. Complaints

13.1. There is no national complaints procedure for Medical Specialty Training 2010 recruitment. Any complaint will be handled locally. SHA and deaneries are required to ensure that they have an up to date complaints procedure to respond to complaints by applicants about Medical Specialty Training 2010 recruitment.

13.2. A log of all complaints, how they were handled and subsequent outcomes should be maintained by each deanery.
APPENDIX 1

Minimum standards of information to support doctors applying for specialty training in 2010

Introduction
Recruitment to specialty training posts/programmes since 2007 has been carried out on a larger scale than in previous years, to national timescales, via local Deanery processes from Round 2 in 2007 onwards.

Applicants have received varying levels of support from Deaneries and the following minimum standards of support are proposed for recruitment episodes in 2010:

1. Support throughout the recruitment period

From the first day of advertising posts/programmes, through to the close of recruitment to them, Deaneries to run the following:

As a minimum standard
- Helpdesk e-mail address, advertised on Deanery websites, which will respond via e-mail to queries within two working days, prioritising those queries which are received within 48 hours of their application deadline.
- Deanery websites will either display or link to up to date information on all recruitment activity, shortlisting and interview timeframes as well as an updated Frequently Asked Questions section.
- Up to date and relevant electronic information including job descriptions and application forms to be available on the deanery website or directly via links to the relevant recruiting Trust from the opening of applications to the deadline for submission
- Applicants will receive an automated response to any e-mails sent, so they know their e-mail has been received

If resources allow
- Dedicated recruitment telephone help line, advertised on Deanery websites, open on Monday – Friday from 10am – 4pm

2. Shortlisting

Given the large volume of applicants to each Deanery, it is not always possible to inform unsuccessful applicants that they have not been shortlisted. However, the following should be put into place:

- Deanery website will give interview dates for each specialty indicating that, for example: “Interviews for general surgery will be completed by 1.2.10. If you have not heard by this date you will not have been shortlisted on this occasion”.
- Any changes to agreed recruitment deadlines must be updated on Deanery websites as soon as they are known.
• Applicants who contact Deaneries for their shortlisting scores should receive a copy of the following information:
  ➢ Total number of applicants
  ➢ Rank and/or score required to gain an interview

• Applicants who write or phone for more specific feedback on their application form will be asked to meet with either their Educational Supervisor in the first instance or, if not readily available, someone who has previously and recently been involved in recruitment and selection for their specialty, who will be able to go through their form with them.

• Any requests for further details other than those outlined above will be dealt with by Deaneries under the DPA.

• Applicants with a declared disability who meet the person specification criteria will be shortlisted for interview under the Guaranteed Interview Scheme. Recruiters will ensure that reasonable adjustments are made at interview to meet the needs of applicants with disabilities.

3. Pre-interview support

• Applicants should ideally be given at least 5 working days’ notice of any interview. However it is acknowledged that some applicants will be given shorter notice if late gaps arise due to drop outs. Applicants will be informed of the reason for their late notice if this occurs.

• Deanery websites to state interview dates

• Interview invite letters/communications should include full details of all documents applicants need to present at interview.

• Reasonable effort should be made to accommodate applicants’ personal situations regarding interview time slots, recognising that interview dates are usually not able to be moved.

• Applicants who have not responded by the expected deadline to an invite to interview letter should be contacted by telephone within the 48 hours following the deadline. This will enable confirmation of the slot and if the applicant is not attending, allows the possibility of offering the slot to an alternative applicant.

• Deaneries with read receipt e-mail facilities will enable ‘read receipts’ as a way of ensuring correct e-mail addresses are used.
4. Post-interview support

Post/Programme Offers

- The following post-interview information should be sent to all interviewees, via e-mail and/or letter:

  (a) post/programme offers to successful applicants, giving a clear deadline for a decision and response to be made (minimum time 48 hours to respond)
  (b) e-mail to appointable but unappointed applicants, letting them know an offer cannot be made to them at the present time, but that they were considered appointable and if appropriate vacancies present themselves due to other applicants rejecting offers, they may be contacted in the near future.

- Applicants who have not responded to their offer will be telephoned before the deadline set for acceptance expires to check whether they have received the offer and are accepting/rejecting it, in line with the GMC’s Good Medical Practice Guidance (2006) on acceptance of offers. Text messaging could also be used (if IT systems have this functionality) to ensure candidates receive and act upon any communications sent to them in relation to offers. Releasing an unwanted offer speedily to another appointable but unappointed candidate, as described above, will help to fill vacant posts more efficiently.

- Unappointable applicants will be sent an e-mail confirming they have been unsuccessful on this occasion.

- All applicants who write or e-mail requesting feedback after interview should be sent:
  - Rank and/or score
  - Rank required to receive an offer
  - Total number of applicants interviewed

- Applicants writing or e-mailing to request copies of their interview scoresheets should be sent them within 40 days (as per Subject Access Request under the DPA). Scoresheets should be anonymised.

- Deaneries with read receipt facilities will use ‘read receipts’ as well as checking with applicants on the phone to ensure correct e-mail addresses are used.

- As soon as possible after successful appointment to a training programme doctors should receive details from the deanery of the post allocated to them. Once this information has been passed on, an offer of employment from the employer (subject to pre-employment checks) will follow.

Offers of employment

- Once the deanery has determined where the trainee’s first post is likely to be, they should ensure the trainee is informed of the following details about their potential employment:
  - The name of the employer
• The start date and length (or likely length) of the period of employment
• The name of the position needing to be filled and the work needing to be done
• The location of the work
• The hours needing to be worked
• Any potential risks to the doctor’s health & safety
• The qualifications/experience required to do the job
• Any expenses payable (e.g. removal/relocation)
• The minimum rate of remuneration payable and any other benefits on offer
• The intervals at which the doctor would be paid
• The notice period applicable

• The employing organisation must also ensure that the doctor possesses all the required certificates and permissions to be employed as a doctor in the post concerned before the doctor is introduced to the trust.

• Trainees must receive their contract within two months of starting in post, as per NHS Employers guidance

• Trainees are expected to take up any employment formally accepted and to work their contracted notice period in line with GMC’s Good Medical Practice 2006, paragraph 49.

Obtaining support

There are a number of different ways for applicants to receive support at the application or interview stage:

Current doctors in training can
(a) contact their Educational Supervisor
(b) contact their Trust Careers Lead
(c) contact the Trust Director of Medical Education
(d) contact the Deanery careers advisor/support team

Doctors in service posts in the UK can
(a) contact their Clinical Supervisor
(b) contact the Trust Director of Medical Education
(c) contact the Deanery careers support team

Doctors from outside the UK or not in current medical employment who are considering applying for specialty training should contact the Deanery they are applying to, and/or relevant Royal College for advice.

Useful documents

Applicant Guide 2010

Quick Guide to recruitment in 2010