How to make a good application
Guide for Applicants to Core Medical Training
2009 recruitment round

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Introduction

Welcome to the national online application process for Core Medical Training recruitment for all English Deaneries in 2009. This on-line system is for CMT CT1 posts commencing in August 2009.

In this document we have tried to provide specific guidance on how to tackle the application form, and some indication of what the scoring panels will be looking for. We hope that this handbook, along with all the other information available at www.CMTrecruitment.org.uk, will address most of your questions. The applicants guide on https://www.mmc.nhs.uk/default.aspx?page=468 also provides more general information about applications.

Disclaimer
Please be aware that if you have downloaded this document, a more up-to-date version may have been published on www.CMTrecruitment.org.uk. In addition, the Frequently Asked Questions (FAQs) section is updated regularly.

Overview of the process

Ensure that you are eligible to apply.
If you are expecting to gain Foundation competencies from a UK-based Foundation School before August 2009, or have gained Foundation competencies already, but will not have exceeded one year in CMT-level medical specialty posts by August 2009, you are likely to be eligible to apply. More details on eligibility are on the MMC website http://www.mmc.nhs.uk/ and in the sections below.

Prepare your information.
From 23rd December 2009, the information required on the application form will be available on www.CMTrecruitment.org.uk

Decide which Deaneries/UoAs you wish to apply for.
Visit their websites to find out about the areas and specialties within the Deanery – you will be asked to supply some information about your preferences on registration. Once registered, you will not be able to alter your preferences, other than by deleting your application and starting again.

5th January 2009
Register online by accessing the application portal from www.CMTrecruitment.org.uk. You cannot register before that date. You must decide which Deaneries & sectors (remember to choose your preferences carefully as these cannot be changed) you wish to apply for – you will be asked for these on registration, before you can access the online application form. You will receive an email to confirm successful registration.

5th January – midday 16th January 2009
Complete the online application form. Start as soon as possible, allowing for several sessions lasting 1 – 2 hours. Aim to submit at least a week before the closing date. You will receive an email to confirm successful submission of your application. Late applications will not be accepted. If you have started your application before the closing time, but do not submit until after the closing time, your application will not be accepted. You will not receive any reminder emails.
Applications are screened for eligibility (‘long-listing’) by the first choice scored UoA. If you are not eligible, you will be informed, and your application will not progress further.

27th January 2009
If you have been asked to supply any supporting information with regard to your eligibility, you must ensure your first choice UoA receives it by this date.

26th January – 21st February 2009
Your application will be marked by at least two independent clinical recruiters (‘short-listing’) in each of the top two UoAs you have preferenced.

19th January – 28th January 2009
You will be invited to book on-line for the Machine Marked test (MMT), which is being held in centres throughout the UK, on 21st February. You must schedule your booking for this as soon as you are invited, otherwise your application cannot progress in the system. Applicants also applying for GP will be informed about the MMT arrangements by the GP application system. If you have not received an invitation to book by the first week in February, please email your first choice Deanery.

21st February 2009
All CMT applicants sit the MMT, consisting of two papers (Clinical Problem Solving and Situational Judgement Test). If you have also applied to GP you will have been invited by the GP recruitment service to sit this test, which is the same, and mandatory, for all applicants to GP & CMT. However, the GP system incorporates the MMT mark into your final assessment score. CMT applicants must have a valid score (or valid exemption), but the mark is not used as part of the overall assessment score. If you do not attend the MMT without a valid reason, it will be assumed that you do not wish your CMT application to continue. Your mark will be sent to you after all GP interviews are completed, but rest assured it will not be used at the interview, or be made available to any employers.

February – March 2009
If your application has passed the short-listing stage, you will be invited for interview subject to interview capacity. It is possible that if you don’t receive an immediate invitation (the timing of which will vary between UoAs) you may gain an invitation to interview due to a last minute cancellation. You must respond to an invitation to interview within 48 hours – if you do not, it will be assumed you have declined and the interview will be offered to someone else. The dates of interviews in each UoA are posted on www.CMTrecruitment.org.uk. Your 3 referees will be approached for references. If you have not sat the MMT or do not have a valid exemption, any offer of an interview will be withdrawn.

2nd March – 27th March 2009
Interviews will be held throughout March 2009. See www.CMTrecruitment.org.uk for details of individual Deanery dates and venues. You must respond to any invitation to book an interview within 48 hours (excluding weekends & bank holidays). If you are offered two interviews for CMT you should be able to avoid clashes by use of the self-scheduling facility. Please ensure you consider service & rota issues wherever possible when booking your interview slot.

March & April 2009
You will be notified by email by the interviewing UoA of your interview result. Either you will be offered a post, or you will be advised of your appointability status. If you are appointable, but there were not enough posts to accommodate you, it is possible you will receive a later offer of a post if someone else rejects an offer (this will happen, because successful applicants may get offered up to 2 CMT posts, and / or other specialty posts). If you are not appointable, you will be advised of this fact. Feedback will be available after the recruitment round has been completed. If you are offered a post you MUST respond within 48 hours (excluding weekends and bank-holidays) otherwise it will be assumed you have declined the post.
During this period, the CMT Programme Directors will be allocating specific programmes within the UoA. You will be notified about the allocation result by the UoA responsible.

If you are appointable, but have not yet received an offer from your first or second choice Deaneries your application score will be passed onto the next available UoA you have listed. In the event of their having no vacancies you will be informed where there are vacancies, and asked to state your preferences. If however you have already accepted another specialty, please withdraw your CMT application. This then allows an offer to go to the next person (who may be your colleague) on the list.

28th April 2009
If you are expecting offers for any 2 or 3 of the participating specialties (CMT England, Psychiatry England, or GP) you may hold an offer from these whilst waiting for your other offers. Beyond this date you must definitively accept or reject the offers. Note this applies only to the participating specialties. You cannot hold an offer from any of these specialties beyond 48 hours (excluding weekends and bank holidays) if your other expected offers are from non-participating specialties.

May 2009
If you are appointable, but have not yet received an offer from the Deaneries you have preferenced, and have not withdrawn your application in favour of another specialty, you will be informed where there are vacancies, and asked to state your preferences. If however you have already accepted another specialty, please withdraw your CMT application. This then allows an offer to go to the next person on the list.

3rd week in May 2009
The first round of recruitment finishes, Round 2 commences. It will not be known until the end of March whether Round 2 recruitment for CMT will be needed.

April and May 2009
Pre-employment checks begin. Your prospective employer will run criminal records and other checks and may require that you attend an interview or verify answers from your application form before issuing your contract.

July / August 08
A contract of employment is issued to you. Your employer will also confirm your salary details, pay banding, rota, induction arrangements and so on.

Preparing to apply – ensure you are eligible

Please look at the CMT CT1 person specification on [http://www.mmc.nhs.uk/default.aspx?page=326](http://www.mmc.nhs.uk/default.aspx?page=326) carefully. You must fulfil all of the essential criteria. In a highly competitive system, your application should aim to document as many as possible of the desirable criteria. During the initial stages of the application, the application form is your sole means of demonstrating your suitability for appointment.

There are some basic requirements. You must hold a recognised primary medical qualification. Applicants will be required to produce their qualifying certificate when attending the interview. You must be fully registered with the UK GMC at the time of application OR be eligible for full UK GMC registration at time of application. Applicants will be required to produce their certificate when attending the interview. You must have evidence of English Language Proficiency – applicants whose primary medical degree was not taught in English or those who have not achieved an overall IELTS score of 7.0
will not be considered unless they can provide alternative supporting evidence of their English Language proficiency – this evidence will need to be brought to any CMT interview.

For additional advice, please check the following Frequently Asked Questions:

**How can I demonstrate that I have achieved Foundation competency?** Applicants must demonstrate achievement of Foundation competency at the time of application. Those currently undergoing UK Foundation Programme Training will be assumed to be on course to demonstrating competency although they will not be able to commence training unless evidence of this is provided by the time of commencement of a CMT programme.

If you have not completed a UK Foundation Programme, there are other ways you can demonstrate achievement of foundation competency. Read the guidance on [http://www.CMTrecruitment.org.uk/recruitment/person_specification.htm](http://www.CMTrecruitment.org.uk/recruitment/person_specification.htm) page for more information.

**Will any of my previous experience count towards my training?** The person specification for CMT CT1 states that you must *not exceed 12 months* experience in the specialty (note that any medical specialty posts you have done during your Foundation training do not count towards that year of ‘experience in the specialty’). If you have undertaken 12 months or less in a CMT equivalent post, you will be applying to start at CT1 level. However, if appointed, any CMT-level competencies gained will be taken into account during your training programme.

Entrance to CMT is at CT1 level only for this coordinated scheme. If your experience in CMT-level posts exceeds 1 year, and you wish to apply for CMT CT2 posts, you should apply to individual deaneries directly.

**Are doctors who qualified overseas eligible to apply for CMT training?** Yes, as long as you are able to work legally in the UK as a doctor in training. You must be registered with the UK GMC at time of application OR have passed both parts of PLAB and be eligible for UK GMC registration at the time of application. The GMC website link can be found on our contacts page [http://www.CMTrecruitment.org.uk/contacts.htm](http://www.CMTrecruitment.org.uk/contacts.htm) or visit [https://www.mmc.nhs.uk/default.aspx?page=440](https://www.mmc.nhs.uk/default.aspx?page=440)

You must also be able to demonstrate that you have achieved the equivalent of UK Foundation Programme competency. See [http://www.CMTrecruitment.org.uk/recruitment/person_specification.htm](http://www.CMTrecruitment.org.uk/recruitment/person_specification.htm)

Overseas doctors should be aware that work permits will be only be issued if there are no suitable applicants who do not require a work permit. It is possible that in this situation, your application will be progressed, and you may be invited to interview. However you would only be offered a post if there were no other eligible applicants.

**Do I need a work permit?** Overseas doctors whose immigration status entitled them to work as a doctor in training in the UK are eligible to apply for specialty training programmes. Other non-UK or non-EEA nationals with limited leave to remain in the UK, whose employment will require a Work Permit, are subject to the resident labour market test. The labour market test means that you would only be considered for a training programme if there are no suitable UK or EEA national candidates.

**Does my immigration status affect my application?** Some applicants may be considered before others on the basis of immigration status in accordance with the Immigration, Asylum and Nationality Act 2006. If you are not a UK or EEA national but your immigration status entitles you to work without restriction in the UK, you will be considered on an equal basis with UK and EEA nationals. See [https://www.mmc.nhs.uk/default.aspx?page=440](https://www.mmc.nhs.uk/default.aspx?page=440) for further information.
Other non-UK or non-EEA nationals with limited leave to remain in the UK, whose employment will require a Work Permit, are subject to the resident labour market test. The labour market test means that you would only be considered for a training programme if there are no suitable UK or EEA national candidates.

Preparing to apply – ensure you have all the information:

What information do I need to complete an application?

- An e-mail address that you check regularly. N.B. Please see advice about nhs.net emails on [www.CMTrecruitment.org.uk](http://www.CMTrecruitment.org.uk). Due to maintenance, access to nhs.net emails will be limited during certain weekends during the first half of 2009.
- A password that you can remember so that you can log back in to the system. It must be at least 6 characters, containing letters and digits.
- Your UK GMC registration details and National Insurance number, if you have them, or an explanation of why not if you don’t.
- Your four preferred Deaneries in preference order, together with information about the sectors & specialties you prefer.
- Evidence of Foundation competency (gained or expected).
- Evidence of your right to work in the UK, including language skills, dates of any permits, fitness to practise etc.
- Dates of your medical qualifications including your primary medical degree.
- Dates of your previous employment including any gaps.
- Details of any other achievement you wish to mention (e.g. honours, prizes, other undergraduate or postgraduate degrees, other achievements, details about teaching experience, audit, training courses for example).
- Details of three clinical referees including their names, addresses, e-mail addresses and telephone numbers.
- Names, addresses & contact details of each employer or institution covering the last 3 years.

The Application Process:

When can I register on the web-based application system? As soon as the registration console is open, the link to it from [www.CMTrecruitment.org.uk](http://www.CMTrecruitment.org.uk) will become live. This will be no later than January 5th 2009 but note the application form itself will not be available to you until January 5th.

When can I start my application? Although the application form is not available until January 5th 2009. It is suggested that you start preparing now, and then access the application form as soon as possible from the 5th because it is likely to take you longer than you expect. Plan to allow several sessions of 1 to 2 hours per session. It may take you some time to identify all the information you wish to mention. You may not be able to progress through the form until you have completed a mandatory box requiring you to obtain some additional information. It may also take you some time to complete some of the questions which ask for a word-limited response. You are strongly recommended to save regularly as you complete the form. Then go back later to review the whole form before submission. See What Information Do I Require if you wish to start preparing in advance.

How many Deaneries can I apply to? You will be asked to select up to 4 Deaneries and rank them in order of preference. Your application will be assessed initially by your first and second choice deanery Because CMT uses a coordinated recruitment and selection process involving all English Deaneries, you need make only ONE application for CMT training but it will be assessed TWICE (independently) during
this recruitment episode. However, if your application is not successful in the 4 Deaneries you have
ranked, your application, if satisfactory, will be cascaded to all other English Deaneries where there are
vacancies. Should this occur, you will be contacted so you can express further preferences about the
Deaneries available.

How long will it take me to complete my application form? Plan to allow several sessions of 1 to 2
hours per session. It may take you some time to identify all the information you wish to mention. You
may not be able to progress through the form until you have completed a mandatory box requiring you to
obtain some additional information. It may also take you some time to complete some of the questions
which ask for a word-limited response. You are strongly recommended to save regularly as you
complete the form. Then go back later to review the whole form before submission.

Can I link my application with my partner’s? There is no facility to formally link applications with that
of a spouse or partner. Candidates should ensure that both partners indicate the same four deanery
preferences in the same order. Please mention in the text box adjacent to each deanery that you wish to
link your application and name your partner, & partner’s GMC number (remember this information is not
visible to the short-listing panels). We cannot guarantee to keep you both linked, but will make all
reasonable attempts to do so.

Can I complete a paper based application form or copy my electronic information into the form?
We can only accept applications submitted via the on-line application system. You may wish to
copy/paste some of your personal information from your own records into the text boxes. This is
recommended so you can spell check and word-count your text before pasting into the web-based form.

Can you help me complete my application form? Guidance and help text is provided in the applicants
guide – How to make a good application. This is available on www.CMTrecruitment.org.uk. In addition
there is some help text throughout the form and where possible drop down menus are used to facilitate
completion. You do not need to complete the application form in one go. You can complete the form
section by section, saving each section as you go, over a number of days if you wish. Please remember
the application form will take you some time to complete, so start early, and submit as soon as you can.

Completion of the form is your own responsibility and the content must be your own. You can discuss
various aspects with your supervisor or Programme Director but you must not copy any material for
inclusion in your form.

We are unable to complete the form on your behalf and we are also unable to change any of your details
either before or after you have submitted your form.

Should I ask an online service to help me with my application? We know there are websites &
courses which offer to help with your application. They may use many of the same phrases, so the
plagiarism software we use will pick it up. In general, those who have used these facilities regret
spending the money on the facility.

What if I miss the closing date? If you do not manage to submit an application form by midday on 16th
January 2009, you will have to apply again at the next opportunity. We do not accept late applications
under any circumstances. We emphasise very strongly that you aim to submit your application at least a
week before the closing date. This will allow you, and us, to resolve any queries and problems in
advance of the closing time. The closing time and date are final.
Applying – section-by-section guide

General points
The online application form is divided into separate sections. Each section is represented on-line by a separate page. Pages are delineated by the menu on the right hand side of the screen. Below is a description of what each section is about, along with guidance on what the scorers are looking for. Make sure you read each question carefully - answers need to be relevant, well constructed and appropriate. You may come back to any section you have previously saved to edit your answers up until the time you submit your application form. **The only section you can't change is your registration section in which you have preferred your choices of UoAs, and made any comments about preferred areas, &/or linked applications.** If you change your mind about your preferences, you will have to delete your application and start again.

When you have completed each section, this will be shown by a green tick. Incomplete sections will have a red cross, so it will be very obvious to you which sections you need to complete. You will not be able to submit your application until every section has a green tick. But you will be able to go back to a section with a green tick and alter it before submission.

**IMPORTANT NOTE:** If you do not press save on each section, you may lose your answers when you go to the next section. If you spend a long time on a section without 'activity' you may find yourself 'timed out' and you will need to log back in. This is a standard security measure. If you wish to move to another section but have not completed mandatory fields, these will be marked by ![]. If you wish to delete your whole application you may do so. If you wish to complete the form afresh, delete application, go to the 'new user' option and re-register.

Supporting Evidence
If you have made any claim of achievement or competency, you must be prepared to bring supporting evidence to any CMT interview to which you are invited. The evidence is likely to be in the form of certificates for the 'hard' achievements, or a copy of a paper or abstract. For 'softer' achievements you will have to judge the evidence to bring. It might be a one page summary of an audit presentation, or a copy of the teaching programme you were involved with, perhaps with the feedback you received. You may wish to start gathering this information in advance of the interviews.

Word counts, spelling and grammar check
The application form does not have these as a facility. We recommend therefore that you check that your spelling and grammar are correct. Accurate and clear communication, together with an attention to detail, is an important part of being a doctor, and your application is an opportunity to demonstrate those skills. If you exceed the designated word count, this will show when you save a section, and it will prevent you submitting your application. It would be wise therefore to check these aspects in a word document before pasting into the web-based application form. Ensure you paste into the correct section.

Which parts of my application form can the short-listers see?
Deanery Human Resources staff will be able to see all the information required for long-listing, to ensure you are eligible. This will include all sections of your application, with the exception of the Equal Opportunities section. Once your application is deemed eligible, it is anonymised before being passed to the clinical short-listers. They will not be able to see any personal details, or which other Deaneries you have ranked. They will be able to see the sections that evidence your application i.e. qualifications, additional achievements, supporting information and previous experience. Do not include any information which could identify you in these sections.
Don’t be tempted to use someone else’s material or share yours.
The application system uses sophisticated anti-plagiarism software to detect any form of standard answer. Don’t share your answers with another CMT applicant – not only could this reduce your own chances of success, but you would both risk referral to the GMC for copying.

Registration section
Here you will not only need an email address, and password, you will also need to have your choices of UoA prepared. It is vital that you enter your preferences correctly, as you will not be able to change these later, other than by deleting your application and starting again. You do not need to complete all four boxes, but remember if you complete only one choice of UoA it will be assumed that if you are not successful in this UoA that you are not willing to have your score cascaded to other UoAs. Alongside each choice of UoA there is a free text box for you to record particular requests. For example, some UoAs will want you to rank the sectors you prefer to work in, and you may also indicate which choice of CMT specialty posts you would prefer. Please visit the relevant Deanery website involved to find out the sort of information to put in this box. The text box however is not mandatory to complete, and some UoAs will not use this information, but seek clarification later from successful applicants about their preferences. You may also use this box to indicate a linked application – you will need to specify the linkage (name & GMC number). There is no definite mechanism for linking applications, but clearly it is important to state the same preferences, so that recruitment staff can try to place you in the same locality, should you both be successful in your applications.

Application section – Personal Information. You will need to enter the usual contact details. You will need to state whether you have a disability that will require special arrangements to be made for interview, whether you qualify for the guaranteed interview scheme, and whether you wish to work part time. There is also a question about deferred start dates, but please note this is only allowed in exceptional circumstances. If you are planning to work abroad and start CMT in August 2010, please apply in January 2010. Please note this section is not viewed by short-listers.

Application section – Foundation Competency. You will be asked to state which Foundation programme you are undertaking, or whether you have achieved Foundation competencies by another route. In the latter case, you may be prompted to download certificates for your supervisor to sign to confirm you have Foundation competencies. These forms should be sent as requested – the UoA will not necessarily remind you – it is your responsibility to submit information as required.

Application section – Medico-legal details. This section will ask you for details of your right to work in the UK, dates of any permits and details of your English Language skills. You will also need your National Insurance number, or an explanation of why you don’t have one.

Application section – Qualifications. This section asks you for your medical degree, with dates. Your qualifying medical degree is not scored, but additional qualifications may receive a score.

You should enter any other relevant undergraduate or postgraduate degree. Each space for this has a ‘drop-down’ menu that allows you to select the most appropriate description. You must then complete the text box (word limit = 30) to give further information (e.g. title of course / degree, dates, etc.). If you have further qualifications to add, press ‘add qualification’. If you want to change it, press ‘delete qualification’ and re-enter, as appropriate.

Each qualification you add is considered for a mark, so please ensure you add all relevant qualifications. If it is not deemed relevant it will not attract a mark, but it may still be information that you wish the recruitment team to see. These are the sentences that you can select:
Additional Undergraduate Degrees and Qualifications. Maximum points = 10
Degree obtained during medical course e.g. intercalation, BSc BA etc.1st class honours
Undergraduate degree prior to starting medicine 1st class
Degree obtained during medical course e.g. intercalation, BSc BA etc.2.1
Degree obtained during medical course e.g. intercalation, BSc BA etc.2.2
Degree obtained during medical course e.g. intercalation, BSc BA etc. other
Undergraduate degree prior to starting medicine 2.1 or less
Other: please specify

Please note that it is important to select the correct sentence, taking particular care with the intercalated degree question. Some applicants may find they are unable to view the full sentence on the web-based form – please refer to the sentences above, which are identical and in the same order, to select your choice. You will be required to bring the evidence to any interview to which you are invited.

The following is a list of the options you can select for Postgraduate Degrees and Qualifications. Please note the difference between a dissertation MD (e.g. some MDs done as part of the medical qualification in the Indian subcontinent) and a research-based MD. Also please note that although you can document that you have passed MRCP Part 1, it does not attract a specific score at the short-listing stage of the recruitment process. As with other sections, please document all that apply, using the ‘add new qualification’ option. Remember to add all the relevant details in the associated text box (word-limit = 30), and bring the evidence with you if you are invited to a CMT interview.

Postgraduate Degrees and Qualifications. Maximum points = 10
PhD or DPhil Doctor of Philosophy
MD Doctor of Medicine - 2 year original research-based
MPhil Master of Philosophy
MD Doctor of Medicine - dissertation
MSc
Other postgraduate diploma or certificate
MRCP Part 1
Other - please specify

This section also has space for other relevant achievements, such as honours degrees, merits, distinctions & prizes. Add each achievement in a separate box, and remember to add the qualifying information in the text box (word limit = 30 for each achievement). Because medical schools use different terminology, you will have to judge which category to select. Be prepared to bring the evidence with you to any CMT interview. Some applicants may find they are unable to view the full sentence on the web-based form – please refer to the sentences below, which are identical to the choices in the web-based form, in order to select your choice.

Additional achievements. Maximum points = 10
National prize related to medicine
Award for primary medical qualification (e.g. honours or distinction typically given to the top 10%)
More than one prize or distinction or merit related to parts of the medical course
One prize or distinction or merit related to parts of the medical course
Scholarship or bursary or equivalent awarded during medical course
Other - please specify

It doesn’t matter what order you list all your undergraduate, postgraduate, and other achievements. Not all will attract a mark but it may be information you wish recruiters to have.
Please also note that if you do not have any of these additional achievements but you are otherwise eligible, your application will still be considered. You may be able to pick up marks in other sections of the application.

The last part of this section asks you to include all training courses relevant to the specialty. You can enter as many as you wish, but do please ensure that you can justify their relevance to CMT. You do not need to list any mandatory training days you undertook during a Foundation Programme. Please note that training courses do not gain a mark, but the information is available to clinical recruiters, and may help demonstrate some of the skills relevant to CMT.

**Application section – supporting information.** This section has a number of important domains which are marked, and it is a key section for you to spend some time on.

**Achievements outside Medicine (65 words). Maximum points = 6**
This is a free text box. If you give one or more examples of an achievement, ensure that you include details of your role, the effort required, and the relevance of the achievement in relation to CMT. For example, just stating that you were headboy/girl will not attract as many marks as a statement that includes the relevance of this to your application and future training.

**Presentations.** In this section please provide details of your most relevant presentations and or posters to local bodies, regional or national societies. Please give a statement about your personal contribution to the work. Do not include audit presentations here, use the separate Audit section. Please select the sentence highest on the list that applies to you. You can select only one statement. Some of the statements carry equivalent weight.

**Presentations. Maximum score = 6**
- I have presented at a national or international meeting
- I have presented at a regional meeting or I have shown a poster
- I have presented at a local meeting on one or more occasions
- I have made no presentations nor shown any posters

You will be asked to complete a text box (maximum 100 words) to expand further, and you will be required to bring any supporting evidence required.

**Publications** In this section please provide details of your most relevant publications. Please give full citation details (as in Pubmed, excluding your own name) of any published work, specify any abstracts and then give a statement about your personal contribution to the work. Please select the sentence highest on the list that applies to you. You can select only one statement. Some of the statements carry equivalent weight. Peer-reviewed journals include the BMJ, Lancet, New England Journal of Medicine and most specialty journals. If you are unsure, visit the journal’s website to determine whether submissions are peer-reviewed. You then have a text box (150 words) to cite the publication.

**Publications. Maximum score = 8**
- I am first author in more than one peer reviewed publication
- I am first author in one peer reviewed publication
- I am co-author in more than one peer reviewed publication
- I am co-author in one peer reviewed publication
- I have published one or more abstracts or articles
- I have no publications or abstracts

**Teaching** In this section please provide details of your teaching experience. Please give full details about the type of teaching, your personal contribution and details of any feedback obtained. Please
select the sentence highest on the list that applies to you. You can select only one statement. Some of the statements carry equivalent weight, in order to cover as many combinations of experience as possible. We appreciate that your experience might not exactly match a sentence. Use your judgement in selecting the most appropriate sentence, and be prepared to back up your claim. You should then complete the text box (word limit = 150). Remember you will need to bring some evidence – this might include a timetable demonstrating your teaching slot, feedback received, correspondence relating to the teaching programme etc. Because most Foundation programmes and many undergraduate programmes include some mandatory training on how to teach, we are looking for evidence of a more substantial training course in teaching methods, typically, but not always, training in different teaching methods lasting at least a week.

NB Some applicants may find they are unable to view the full sentence on the web-based form – please refer to the sentences below, which are identical and in the same order, to select your choice.

**Teaching Experience. Maximum score = 10**

I have designed and led a regional teaching programme and have undergone formal training in teaching methods
I have designed and led a regional teaching programme and have evidence of formal feedback
I have designed and led a regional teaching programme
I have designed and led a local teaching programme and have evidence of formal feedback
I have designed and led a local teaching programme and have undergone formal training in teaching methods
I have designed and led a local teaching programme
I have had a regular teaching slot on the same programme over at least 3 months
I teach health professionals at least weekly
I have taught health professionals occasionally
I have no experience of delivering teaching to health professionals

**Audit** In this section please provide details of clinical audit experience, giving titles and dates. What specifically was your contribution, what did the audit show, was the audit presented or published and was the audit cycle was closed? Please select the statement that best applies to you, and expand further in the text box (max 250 words). You can select only one statement. Some of the statements carry equivalent weight. We appreciate that your experience might not exactly match a sentence. Use your judgement in selecting the most appropriate sentence, and be prepared to back up your claim at any CMT interview you attend.

NB Some applicants may find they are unable to view the full sentence on the web-based form – please refer to the sentences below, which are identical and in the same order, to select your choice.

**Clinical Audit. Maximum score = 10**

I have designed & led an audit project and closed the audit cycle (including re-audit), and I have presented it at a meeting
I have led an audit project and closed the audit cycle (including re-audit)
I have designed, led and completed an audit project and I have presented my findings at a local meeting
I have designed, led and completed an audit project
I have helped others undertake one or more audit projects
I am currently undertaking an audit project
I have not participated in an audit project

**Commitment to specialty (300 words). Maximum points = 10**

In this important section describe how you believe you meet the Person Specification for the Programme you are applying for. Include the particular skills and attributes that make you suitable for a career in this specialty. Use the space to provide fresh supporting information rather than repeating the information you have already provided in previous sections.
Application section – experience

In this section you are asked to list all your previous posts, starting with the current / most recent. You will need to document the name of the person you worked for, the post you were in, the level you worked at and the name of the Trust, together with dates. You must list each separate component of your Foundation posts, rather than ‘Foundation Year 1 post’ and ‘Foundation year 2 post’ each of which covers several separate attachments. Click ‘add new post’ for each post you wish to list. Please list posts in reverse order. Press ‘delete post’ if you have made an error, and then re-enter correctly. Please note that this section is not marked.

Application section – equal opportunities

This section includes the equal opportunities monitoring information required by the National Health Service to monitor their recruitment practices. This section asks you to provide your age, gender, ethnic origin, religious beliefs, and whether you have a disability. In order to comply with the obligations placed on them under equalities legislation, employers are obliged by law to collect and analyse this information. The information you provide in this section will be held on a secure database and compiled into a statistical report which will not identify individual applicants. This will be sent to your employing organisation to help them ensure they are adhering to equality and diversity guidelines. The scoring panels will not have access to this information at any time during the scoring process.

Application – references.

This section asks you to list 3 referees. One must be your current, or most recent supervisor. For all 3 you will need address, email, contact number and dates you worked with the referee. Please remember to check with your referees that they are able to provide you with a reference. They will have to agree to complete a standard online reference for you between 21 January and end-Feb 2009. It is usually helpful for a referee to have your latest CV, or at least talk to you about your application. They then have enough information to provide you with a fully-informed reference. The reference is sent to each UoA that has invited you for interview. **References are not used in the scoring process, but are required by your prospective employer prior to issue of a contract.** This means that even if your application is successful, you cannot start your job until your references are received. Keep in mind it is your responsibility to ensure your references are submitted.

In this section, you are also obliged to provide an employer’s reference for the last 3 years of employment. You may therefore need to quote your medical school, as well as the employers relevant to your Foundation or other training programme. Please quote the name & contact of the HR person who dealt with your contract. If not known, please state ‘not known’.

Application section – declaration

You must complete this section prior to submission. By ticking the declaration box, you are declaring that your application is entirely correct and your own work. Please be aware of the very serious implications if your application is found to be false.

Application – submission

Once all the sections you have completed have a green tick in the right-hand panel of your application form, and once you are happy that no further alterations are required, submit your application. We can’t emphasize too strongly that you should aim to submit several days before the closing time. If you leave it until the last minute, it does not give you, or us, any time to resolve queries about your application. Even if you log-on with the aim of submission before the closing time, if you press the submit button **after** the
closing time, it will not be accepted under any circumstances. We are sorry to be so strict, but we have to fair to all applicants – so please don’t jeopardise your application.

**IMPORTANT:** Once your application has been submitted, it cannot be changed. Make sure you double check everything and ensure it is saved before you submit.

**Application – after submission**

You will receive a confirming email. If you don’t then please inspect your ‘spam’ folder, and if the email is there, mark as ‘not spam’ so that all future emails go to your inbox.

If you need to alter any of your personal details (change of address, mobile, surname etc) you will be able to do this on-line.

You may see some unanswered questions when you view your application. Do not worry. If you have managed to submit your application form, it will be complete. Some of the questions on the application form are only required depending upon your answer to the previous question. When you view your application form these contextual questions are identified with an asterisk (*). This will not prevent your application from being submitted nor will it affect the progress of your submitted application.

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

It is suggested that you save your application as a web page or Word document, for your own records. You may also wish to save any Word document that you used for a ‘paste / copy’ function, as a basis for your CV. When you prepare your portfolio pro-forma, and attend any interview, you may wish to print out your application form / CV so you can refresh your memory about the contents – you could be asked about any aspect of this in the interview.

**Contacting you**

Remember to check your email regularly throughout the process. We will use your email address to send you updates and personal messages about your application throughout the entire recruitment period. There is no facility for texting or reminder emails, so please do check your emails regularly and respond promptly.

**How applications will be scored**

Answers to the application questions will be scored by panels of two people, using a detailed set of National Shortlisting guidelines. Prior to scoring, all those involved in the panels undergo “calibration training”. This is to ensure that scorers are marking as consistently as possible. Where possible, your answers will be scored horizontally. This means that each panel will only score one question at a time (e.g. all Question 2s; or all Question 3s) rather than scoring an entire application. The result is that each application is scored by a number of panels, which will ensure consistent and fair scoring for all applicants. Each member of the panel will score an application question independently.
I have not been short-listed for interview. What can I do?

Please remember that invitation to interview may be delayed right up until late March 2009, if for example you are given a late cancellation slot. However, if your application fails to be short-listed for interview, you will be advised of the process to obtain feedback. You can apply again in the next recruitment round.

Advance information about your Portfolio

Do I have to bring my portfolio to the interview?
My portfolio is web-based – do I have to print it all out?
My portfolio is my personal developmental training tool – I do not wish to share it with anyone not involved with my training.

Because the portfolio for many applicants is a web-based, personal training tool (amongst other things), we are not asking applicants to bring their portfolio, or print off all sections, and we will not be ‘logging-on’ to access your portfolio at the interview.

However, we recognize that applicants will wish to demonstrate their achievements logged in the portfolio. We will therefore be asking all applicants invited to interview to complete a standard and structured 2 page pro-forma to list various aspects such as work-based assessments, meetings, educational activities, competencies etc. You will also be able to list all the evidence that you have claimed on your application form. You will need to get an Educational or Clinical Supervisor who knows you to countersign this form to confirm validity of your claims. Applicants who pass the long-listing stage will be sent details of the portfolio proforma – we anticipate this will be in early February. The portfolio proforma will also be made available as a download from www.CMTrecruitment.org.uk

Finally

In this inaugural year for coordinated CMT recruitment we have endeavoured to make the process as fair and as streamlined as possible for trainees. We have consulted widely with trainees groups, Consultants, the Department of Health and Deaneries, as well as within the Royal College of Physicians. We have had feedback from the BMA and Remedy UK. We appreciate we might not get things absolutely perfect the first time. We will be seeking feedback from all stakeholders about the process and use this to improve the recruitment experience year on year. We would therefore be very grateful if you could complete any feedback surveys that you are sent. Of course, if you have a particularly serious issue you wish to draw to our attention, please contact us separately.

This handbook will be updated regularly, in particular to include further information about the portfolio proforma, interviews, the post offers process and clearing.

Please check www.CMTrecruitment.org.uk for updates.

Good luck with your application,

The RCP CMT Recruitment Team