PROCESS FOR NATIONALLY CO-ORDINATED RECRUITMENT INTO ANAESTHESIA CT2 (MMC 2011)

GUIDANCE FOR APPLICANTS

(CO-ORDINATED BY THE WEST MIDLANDS WORKFORCE DEANERY ON BEHALF OF THE ROYAL COLLEGE OF ANAESTHETISTS)

Last updated 03/02/2011
APPLICATION WINDOW
Advertisements will appear in the BMJ, on NHS Jobs and on the West Midlands Intrepid Pathway recruitment portal on Friday 4 February 2011.

Applications will be accepted from 9.00am on Friday 18 February 2011 until 5.00pm on Friday 4 March 2011. No late applications will be accepted.

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

Applications will be made through the Intrepid Pathway central portal to the West Midlands Workforce Deanery who will be co-ordinating the recruitment process on behalf of the Royal College of Anaesthetists. Access to the Intrepid Pathway central portal will be through the West Midlands Workforce Deanery website (www.westmidlandsdeanery.nhs.uk).

UNITS OF APPLICATION
Candidates will be asked to preference up to eight Units of Application (UoAs), but candidates’ application forms will only be forwarded to the two highest preferenced UoAs. Each of these UoAs will read the application individually, and may offer you an interview. This means that applicants may be offered one, two or no interviews. UoA preferences cannot be amended once an application has been submitted.

Units of Application for CT2 in 2011 are listed on the West Midlands Workforce Deanery website (www.westmidlandsdeanery.nhs.uk).

Scotland will not be part of the nationally co-ordinated process, but will follow a similar model and timeline.

When deciding which UoAs to preference first and second, candidates should consider the historical competition ratios in each area. This is the second year that Anaesthesia CT2 recruitment has been co-ordinated on a national basis. In 2010, 219 unique applicants submitted 401 applications for 119 vacancies, giving an overall competition ratio of 3.37:1.

The following table shows the number of applications each recruiting deanery received for Anaesthesia CT2 in 2010:

<table>
<thead>
<tr>
<th>UoA</th>
<th>No. of posts</th>
<th>No. of applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands North</td>
<td>9</td>
<td>23</td>
</tr>
<tr>
<td>East Midlands South</td>
<td>8</td>
<td>28</td>
</tr>
<tr>
<td>Kent, Sussex and Surrey</td>
<td>3</td>
<td>51</td>
</tr>
<tr>
<td>London</td>
<td>9</td>
<td>105</td>
</tr>
<tr>
<td>Mersey</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>Northern</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>Severn</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td>Wales</td>
<td>20</td>
<td>31</td>
</tr>
<tr>
<td>Wessex</td>
<td>5</td>
<td>27</td>
</tr>
<tr>
<td>West Midlands</td>
<td>12</td>
<td>46</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td>39</td>
<td>44</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>119</strong></td>
<td><strong>401</strong></td>
</tr>
</tbody>
</table>

Last updated 03/02/2011
Competition ratios for the other nations, outside of the national process, can be found on the relevant MMC websites.

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

Candidates who are not invited to interview in either of their first two preferred UoAs will not come back into the process at the clearing stage.

**SUB PREFERENCES**

Once the application window closes and first and second choice UoA preferences have been frozen, candidates will be able to rank sub preferences for their chosen Units of Application via their Intrepid Pathway account. Sub preferencing will close at 5.00pm on Thursday 21 April 2011. Candidates will be able to change the rankings of their sub preferences right up until this time.

**DEFERMENT OF START DATE**

Candidates will only be permitted to defer their start date for reasons stated in the Reference Guide for Postgraduate Specialty Training in the UK (Gold Guide) i.e. for statutory grounds such as maternity leave, ill health.

**ASSESSMENT OF CT1 COMPETENCY**

Candidates will be expected to show that they have achieved CT1 competence or that they are expected to by the start date. This evidence should be presented at interview.

Satisfactory evidence would be units of training signed off on the *Record of basic level units of training* from the curriculum.

For candidates applying from non-training posts, the local College Tutor should be requested to complete the same form to demonstrate equivalence of training.

**FITNESS TO PRACTISE**

Candidates who answer yes to any of the Fitness to Practise questions on the application form will be required to provide further information to each of the deaneries that they preference first and second. Details should be emailed directly to the deaneries, using the following email addresses:

<table>
<thead>
<tr>
<th>Deanery</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands (North and South)</td>
<td><a href="mailto:marcia.reid@nhs.net">marcia.reid@nhs.net</a></td>
</tr>
<tr>
<td>East of England</td>
<td><a href="mailto:helen.mckee@oeo.nhs.uk">helen.mckee@oeo.nhs.uk</a></td>
</tr>
<tr>
<td>Kent, Sussex and Surrey</td>
<td><a href="mailto:declaration@kssdeanery.ac.uk">declaration@kssdeanery.ac.uk</a></td>
</tr>
<tr>
<td>London</td>
<td><a href="mailto:fitnesstopractise@londondeanery.ac.uk">fitnesstopractise@londondeanery.ac.uk</a></td>
</tr>
<tr>
<td>Mersey</td>
<td><a href="mailto:susan.mccarthy@merseydeanery.nhs.uk">susan.mccarthy@merseydeanery.nhs.uk</a></td>
</tr>
<tr>
<td>North Western</td>
<td><a href="mailto:helpdesk.recruitment@pat.nhs.uk">helpdesk.recruitment@pat.nhs.uk</a></td>
</tr>
<tr>
<td>Northern</td>
<td><a href="mailto:joanna.brown@northeast.nhs.uk">joanna.brown@northeast.nhs.uk</a></td>
</tr>
<tr>
<td>Oxford</td>
<td><a href="mailto:pgmde.recruitment@oxford-pgmde.co.uk">pgmde.recruitment@oxford-pgmde.co.uk</a></td>
</tr>
<tr>
<td>Severn</td>
<td><a href="mailto:Severn.TPD@southwest.nhs.uk">Severn.TPD@southwest.nhs.uk</a></td>
</tr>
<tr>
<td>South West Peninsula</td>
<td><a href="mailto:Pen_STRHelpdesk@southwest.nhs.uk">Pen_STRHelpdesk@southwest.nhs.uk</a></td>
</tr>
<tr>
<td>Wales</td>
<td><a href="mailto:BassettL@cardiff.ac.uk">BassettL@cardiff.ac.uk</a></td>
</tr>
<tr>
<td>Wessex</td>
<td><a href="mailto:kerry.tregust@nesc.nhs.uk">kerry.tregust@nesc.nhs.uk</a></td>
</tr>
<tr>
<td>West Midlands</td>
<td><a href="mailto:fitnesstopractise@westmidlands.nhs.uk">fitnesstopractise@westmidlands.nhs.uk</a></td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td><a href="mailto:claire.bunker@yorksandhumber.nhs.uk">claire.bunker@yorksandhumber.nhs.uk</a></td>
</tr>
</tbody>
</table>

Last updated 03/02/2011
LONGLISTING
Following the deadline for receipt of applications, the co-ordinating deanery will conduct longlisting on all applicants, regardless of which UoAs candidates have applied to.

Candidates who fail to meet the following criteria will be longlisted out and will not progress any further in the recruitment process:

- Full registration with the General Medical Council
- At least 12 months post Foundation experience in Anaesthesia and Intensive Care Medicine (at least 3 months must be in ICM), anywhere in the world
- Appropriate immigration status to allow applicant to take up a training post
- Evidence of English Language skills

SHORTLISTING
On completion of the longlisting process, applications that have met the minimum eligibility criteria will be forwarded to the UoAs that each candidate has preferred first and second for scoring against a nationally agreed, standardised shortlisting scoring framework.

Where a UoA has capacity to interview all candidates that have applied to them, shortlisting may not take place.

Applicants could be shortlisted for a maximum of two interviews. Invitations to interview will be sent out with at least 5 working days notice of the interview date. Candidates who do not receive any invitations to interview by this date should assume that they have been unsuccessful and will not be eligible for clearing.

INTERVIEWS
All interviews will be required to take place between 4 April 2011 and 21 April 2011.

Interview dates for individual UoAs are listed on the West Midlands Workforce Deanery website (www.westmidlandsdeanery.nhs.uk).

Whilst interview dates have been co-ordinated between UoAs, interview clashes may still occur. It is the applicant’s responsibility to inform both UoAs as early as possible to allow rescheduling of interviews.

If a candidate is invited for interview and is unable to attend due to unforeseen circumstances or an emergency, it is the candidate’s responsibility to contact the interviewing deanery to ascertain whether alternative arrangements can be made, but alternative arrangements cannot be guaranteed.

The interview format will be standardised across all UoAs and will consist of three standardised 10 minute panels; a structured interview, a portfolio station and a presentation. Deaneries may choose to add additional deanery preferred stations to assist them in making a decision about appointability.

REFERENCES
Generally, references will be requested by appointing deaneries once offers have been made and accepted, meaning that offers will be made subject to references. To avoid delays in the appointment process, some Units of Application may ask candidates to bring completed references with them to their interviews.

Last updated 03/02/2011
Candidates will have the ability to change their referees, using their Intrepid Pathway account up until 5.00pm on Thursday 21 April 2011. After this date, no further changes to referees will be permitted.

Successful candidates are responsible for requesting their references, however, guidance on how and where these should be sent will be provided by the appointing deanery.

OFFERS
All offers will be sent out by the co-ordinating deanery, regardless of which UoA a candidate is being offered a training rotation in. Any offers received in any other way will be deemed invalid.

The first wave of offers will be sent out on Wednesday 27 April 2011. Candidates should not contact the co-ordinating deanery about offers prior to this date.

Candidates will receive two offers if they rank highly enough in each of their top two preferred UoAs to be offered a post in both.

Candidates will be given 48 hours to respond to an offer and have the option to accept or decline. Where a candidate receives an offer for their second choice only, they will have the option to hold. Candidates must give the co-ordinating deanery a definitive response on any held offers by no later than 5.00pm on Friday 27 May 2011.

Candidates that fail to respond to an offer within this 48 hour timeframe will be deemed to have declined the offer.

Once the 48 hour response window has lapsed, any declined posts will be reoffered.

Once a candidate accepts a post, they will not receive any further offers.

APPLYING FOR BOTH CT2 AND ST3
It is known from the co-ordinated recruitment that took place in 2010 that many candidates will choose to apply for both CT2 and ST3 to maximise their chances of continuous employment.

In this case, candidates who accept a CT2 offer and later receive a ST3 offer will be permitted to withdraw from the CT2 and accept the ST3 post.

CLEARING PROCESS
If vacancies and appointable UK/EEA candidates still exist at the end of the offer process detailed above, clearing will commence.

Candidates that go into the clearing process should expect to be interviewed again by UoAs with vacancies remaining.

Candidates who were deemed appointable but who have not been appointed will be emailed a list of the remaining posts and ask to preference the UoAs.

UoAs with vacancies remaining should inform the co-ordinating deanery of how many candidates they wish to interview. The co-ordinating deanery will then provide a list of candidates who have stated a wish to be considered for posts in that UoA. Once the UoA informs the co-ordinating
deanery who they wish to interview, the candidates’ Intrepid Pathway application records will be released to them.

Offers from clearing interviews will be made on Monday 20 June 2011. Any candidates who become part of the clearing process are asked not to contact the co-ordinating deanery about offers prior to this date.

If the pool of appointable UK/EEA candidates becomes exhausted before all vacancies have been filled, then appointable non UK/EEA candidates will be offered the posts.

FEEDBACK
All feedback requests should be addressed to the co-ordinating deanery.

The co-ordinating deanery will respond to requests for feedback following shortlisting. The only feedback that will be given for shortlisting will be rank and score. No further information will be supplied.

Candidates requesting feedback following interview should submit their requests to the co-ordinating deanery who will forward these on to the appropriate recruiting UoAs for them to respond directly. It is expected that UoAs will respond to applicants within the timescales stated in the MMC Applicant Guide.

UNFILLED POSTS
Any posts that are left unfilled at the end of this process will be handed back to deaneries to fill through local recruitment processes.