Nationally Coordinated Recruitment to
Anaesthesia CT1 and
ACCS (Anaesthesia) CT1

Guidance for Applicants
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**Application Window**

Advertisements will appear in the BMJ, on NHS Jobs and on Intrepid Pathway Monday 12 November 2012.

Applications will be accepted from 9.00am on Monday 26 November 2012 until 12.00pm noon on Friday 7 December 2012. Late applications will not 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 Intrepid Pathway to the West Midlands Workforce Deanery who will be coordinating the recruitment process on behalf of the Royal College of Anaesthetists. Intrepid Pathway can be accessed through the West Midlands Workforce Deanery website (www.westmidlandsdeanery.nhs.uk/recruitment2013/anaesthesia.aspx).

Please be aware that the Intrepid Pathway system does not support Internet Explorer 6.

**Recruitment to ACCS CT1**

Anaesthesia and ACCS (Anaesthesia) will be recruited as one process coordinated by the West Midlands Workforce Deanery, following the process outlined in this document.

If you who wish to follow a career in Anaesthesia, you should apply with a single application which covers both core Anaesthesia and ACCS (Anaesthesia). There is no need to submit a separate application for each.

Applicants wishing to follow a career in Emergency Medicine should apply for ACCS (Emergency Medicine) via the London Deanery. This is a separate process to ACCS (Anaesthesia) and ACCS (Acute Medicine) and requires a separate application on an Emergency Medicine application form. Further details will be available from the London Deanery.

Applicants wishing to follow a career in Acute Medicine should apply for the joint Core Medical Training (CMT) and ACCS (Acute Medicine) process via the Royal College of Physicians. This is a separate process to ACCS (Anaesthesia) and ACCS (Emergency Medicine). Further details on the process will be available from the Royal College of Physicians.

**Units of Application**

You will be asked to preference all Units of Application (UoAs) that you would be prepared to work in. Preferences cannot be amended once an application has been submitted.
Providing you meet the longlisting criteria and you rank a sufficient number of UoAs, you are guaranteed an interview. Each candidate will have a maximum of one interview which will cover both Anaesthesia CT1 and ACCS (Anaesthesia) CT1. You will not have a separate interview for each programme.

The UoA that you are interviewed in will be decided based on your ranking against other candidates in relation to your self assessment score and whether your chosen UoA has capacity to interview you when your rank is reached.

If you choose to preference just a few UoAs, you may find that you are not invited to interview. You should understand that if you rank insufficient UoAs then you cannot be guaranteed an interview in one of your preferred locations - other, higher ranking candidates will not be displaced from their allocated interview slots to allocate you.

A list of the Units of Application recruiting at this level is available on the website (www.westmidlandsdeanery.nhs.uk/recruitment2013/anaesthesia.aspx).

When deciding which UoAs to preference, you should consider the historical competition ratios in each area available on the MMC website (www.mmc.nhs.uk). In 2012, 93% of candidates were invited to interview in their first choice deanery.

Please be aware that the recruitment process will be very competitive with many more applicants than posts available.

**Self Assessment**

The application form will contain a number of self assessment questions. The score generated from this will be used to determine which Unit of Application you are interviewed in, and ultimately considered for appointment in.

It is imperative that you answer the self assessment questions accurately and honestly. The self assessment will be ratified as part of the portfolio station at interview and you will be required to provide evidence to support the score that you give yourself. Deliberately falsifying or giving dishonest answers is in breach of Good Medical Practice and may need to be referred to the General Medical Council on the grounds of probity.

**Deferment of Start Date**

Deferments to start date will only be considered for reasons stated in the Gold Guide i.e. for statutory grounds such as maternity leave, ill health.

Deferment for any other reason will not be permitted.

If you wish to request a deferment to your start date, you need to declare this in your application form and contact your recruiting deanery as soon as possible.
Application process for International Medical Graduates (IMGs) without Right of Residence

The expectation is that the recruitment process will be competitive with enough UK/EEA/right of residence candidates to fill the posts. Therefore, international medical graduates without right of residence will not be permitted to apply for posts advertised in this recruitment round.

Any posts not filled from the first advertisement will be advertised again for commencement in February 2014. IMGs will be able to apply for readvertised posts. However, in order for these candidates to be appointed, the Resident Labour Market Test would first have to be satisfied.

Tier 4 Visa Applicants

Applicants with a Tier 4 visa, currently in a UK Foundation Programme who have graduated from a UK Medical school will be eligible for consideration in round 1. They will not be longlisted out and will not be required to satisfy the Resident Labour Market Test.

Assessment of Foundation Competency

Evidence of Foundation Competences can be proven in two ways:

1. FACD 5.2 signed off no earlier than August 2010 for applicants who have already completed Foundation training
2. Currently working as a Foundation Year 2 trainee, with a letter of support from your Clinical Tutor to confirm that you are on track to be issued with a FACD 5.2 before August 2013. If subsequently offered a post, you will be required to provide your employer with a copy of your FACD 5.2 before commencement

Candidates who do not fall into one of these categories should complete an Alternative Certificate, have it signed off and upload this to Intrepid Pathway with their application, prior to submission.

Fitness to Practise

If you answer yes to any of the Fitness to Practise questions on the application form, you will be required, in the first instance to send information about this declaration to the coordinating deanery (fitnessstopractise@westmidlands.nhs.uk). Failure to provide this evidence by the closing date for applications will result in your application not being processed any further in the recruitment round.
Once you have been allocated to a Unit of Application for interview, you will also need to provide evidence directly to them, using the appropriate email address from the list below:

<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@eoe.nhs.uk">helen.mckee@eoe.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:lindamaxwell@nhs.net">lindamaxwell@nhs.net</a></td>
</tr>
<tr>
<td>Northern Ireland</td>
<td><a href="mailto:HR@nimdta.gov.uk">HR@nimdta.gov.uk</a></td>
</tr>
<tr>
<td>Oxford</td>
<td><a href="mailto:recruitment@oxforddeanery.nhs.uk">recruitment@oxforddeanery.nhs.uk</a></td>
</tr>
<tr>
<td>Scotland</td>
<td><a href="mailto:fiona.small@nhs.net">fiona.small@nhs.net</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:jemma.fisher@wessexdeanery.nhs.uk">jemma.fisher@wessexdeanery.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:specialty.recruitment@yorksandhumber.nhs.uk">specialty.recruitment@yorksandhumber.nhs.uk</a></td>
</tr>
</tbody>
</table>

Deaneries will handle Fitness to Practise declarations in line with their local processes

**Exclusion Policy**

This prevents trainees previously removed from the training programme from reapplying, except in exceptional circumstances.

If you have previously been removed from an Anaesthesia training programme, but you believe that you have exceptional circumstances that would allow you to reapply, you should ask your current Postgraduate Dean for a letter of support. This letter, along with any other evidence should be submitted to nationalrecruitment@westmidlands.nhs.uk by the closing date for applications. Emails should be titled *Exclusion Policy Evidence*. Any applications from excluded trainees without submitted evidence by the closing date will not be processed any further in the recruitment process.

Evidence submitted will be reviewed by the Postgraduate Dean in the coordinating deanery, who will make decisions on an individual basis on whether or not the applications can be permitted to progress to the next stage.
**Longlisting**

Following the deadline for receipt of applications, the coordinating deanery will conduct longlisting on all applicants, regardless of the Unit of Application applied to.

If you fail to meet the following criteria your application will be longlisted out and you will not progress any further in the recruitment process:

- Eligible for full registration with the General Medical Council, at the time of appointment
- No more than 18 months post Foundation experience in Anaesthesia and/or Intensive Care Medicine, by time of appointment, anywhere in the world
- Appropriate immigration status to allow you to take up a training post
- Evidence that Foundation Competences have been achieved no earlier than August 2010, or that you are currently in a Foundation Programme and are expected to achieve all competences by August 2013
- Confirmation that you have not previously been removed from an Anaesthesia training programme

**Allocation to Units of Application for Interview**

On completion of the longlisting process, all candidates that have met the minimum eligibility criteria will be considered for interview.

Each Unit of Application will notify the coordinating deanery of the maximum number of interviews it wishes to carry out.

The Unit of Application that interviews you will be determined by your self assessment score. All candidates that apply will be ranked according to their self assessment score and interview slots will be allocated in rank order.

If, when your name is reached in the ranked list, your first choice deanery has interview slots available then, you will be allocated an interview in that Unit of Application. However, if all of the interview slots have already been filled, you will be transferred to the next highest preference that still has interview slots available.

If you are transferred to another Unit of Application for interview, this will become your first choice and you will only be considered for appointment in this deanery. You will not be considered for appointment in the deanery that was ranked first on your original application form.

Interview invitations will be sent by the coordinating deanery on Thursday 20 December 2012.
Programme Preferences
At the time of application, you will just make one application that will be considered for both Anaesthesia CT1 and ACCS (Anaesthesia) CT1 and you will not be asked to make a distinction between the two.

Once you have been allocated to a Unit of Application for interview, you will be asked to make more detailed programme and geographical preferences. These preferences will need to be made on the UK Offers System and your stated preferences will be used when offers are made. Please be aware that preferences expressed in any other way will not be taken into consideration.

If you fail to express your preferences online and you are made an offer, you should expect that the offer made will be for one of the least popular rotations in the allocated UoA. You will also not be eligible for an upgrade as there will be no higher preferred rotation that you could be upgraded into.

Interviews
All interviews will be take place between Monday 7 January 2013 and Friday 1 February 2013.

Interview dates for individual Units of Application can be found on the website (www.westmidlandsdeanery.nhs.uk/recruitment2013/anaesthesia.aspx).

On the day of the interview, please ensure that you allow yourself plenty of time to get to the interview venue and ensure that you take a hard copy of your portfolio of evidence with you. Guidance on preparing your portfolio for interview is available on the website. It is important that it contains evidence to support every score you have awarded yourself in self assessment.

If you are invited for interview and are unable to attend due to unforeseen circumstances or an emergency, you must contact the interviewing deanery to ascertain whether alternative arrangements can be made. Alternative arrangements cannot be guaranteed.

Interview Format
A standardised interview/selection format is in place, which is mandatory for all Anaesthesia and ACCS (Anaesthesia) interviews to ensure that there is a consistent national standard.

The standardised format incorporates a generic scoring system and structure for interviews across all Units of Application but allows the addition of local deanery specific stations to complement the nationally standardised stations.

At each of the standard stations, you will be assessed by a minimum of two consultant assessors. Each assessor will score you independently.
Clinical Interview – 10 minutes
This is a scenario based interview assessing:

- Clinical judgment and decision making
- Working under pressure
- Teamwork

Portfolio (Paper Based Only) – 20 minutes
The Portfolio station is designed to assess past achievements, commitment to specialty and career progression to date. 10 minutes of the station time will be used to confirm your self assessment score. You will therefore be expected to have evidence to show for each of the self scoring domains. Failure to supply suitable evidence to fully support the score awarded will result in your score being reduced.

The second half of the portfolio station will be used to explore areas of your portfolio in more detail. In particular, assessment will be made on evidence of reflective practice, your commitment/insight into Anaesthesia and your commitment to the training programme/Unit of Application you are applying for. Achievements and interests outside of medicine will also be taken into account.

Presentation – 10 minutes (5 minutes for delivery and 5 minutes for questions)
This station gives you an opportunity to demonstrate how you can perform, with an associated time pressure, to prepare and deliver a presentation. Topics are carefully chosen so that this exercise tests the delivery of a presentation in challenging circumstances rather than being a pure test of knowledge.

You will be given the presentation topic on the day and will be given 10 minutes to prepare your presentation.

Assessors will score you against the following domains:

- Communication
- Working under pressure
- Organisation and planning

In addition, for each of the three national standard stations, you will be given a score from each assessor on their overall view of your performance at the station.

Deanery specific stations
Individual Units of Application are able to supplement the above three standardised stations with local deanery specific stations. If used, these will be designed to test attributes described in the national person specification. If UoAs choose to adopt local stations, it is expected that you would be informed of this and the attributes that are being tested.
Evaluation of the Interview Process
Anonymous data from the interview process including scores awarded and feedback collected on the day of the interview, will be used to evaluate and refine the national selection process. Data may be correlated with anonymised scores from outcome measures during your future training such as success in professional examinations, for this purpose.

References
Obtaining references is a candidate’s responsibility.

Recruiting deaneries do not all follow the same process in terms of reference collection. The table below informs you of the process for each of the recruiting deaneries and you should familiarise yourself with the process for the deanery you are being interviewed by:

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<thead>
<tr>
<th>Region</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>East Midlands</td>
<td>References should be brought to interview in sealed envelopes</td>
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<tr>
<td>(North and South)</td>
<td>References should be brought to interview in sealed envelopes, signed by the</td>
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<td>referee across the seal</td>
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<tr>
<td>East of England</td>
<td>References are accepted by email as long as they come directly</td>
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<td>from the referee’s NHS email account. Emailed references should be sent to</td>
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<td></td>
<td><a href="mailto:recruitment.helpdesk@oeo.nhs.uk">recruitment.helpdesk@oeo.nhs.uk</a></td>
</tr>
<tr>
<td>Kent, Surrey and Sussex</td>
<td>References should be brought to interview in sealed envelopes, with a</td>
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<td>signed compliments slip or letter from the referee confirming that this is</td>
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<td>a true reference</td>
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<td></td>
<td>References are accepted by email as long as they come directly</td>
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<tr>
<td></td>
<td>from the referee’s NHS email account if the referee is in the UK or the</td>
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<tr>
<td></td>
<td>hospital email address for those outside of the UK. Clear contact details</td>
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<td></td>
<td>for the referee should be included in the email.</td>
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<tr>
<td>London</td>
<td>References should be brought to interview in sealed envelopes, with the</td>
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<td>candidate’s name clearly printed on the front. London’s reference process</td>
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<td>is explained in full at: <a href="http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references#ld">http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references#ld</a></td>
</tr>
<tr>
<td>Mersey</td>
<td>References should be brought to interview in sealed envelopes. References</td>
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<td></td>
<td>are accepted by email as long as they come directly from the referee’s NHS</td>
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<tr>
<td></td>
<td>email account. Emailed references should be sent to <a href="mailto:leademployerrecruitment@sthk.nhs.uk">leademployerrecruitment@sthk.nhs.uk</a></td>
</tr>
<tr>
<td>North Western</td>
<td>References should be brought to interview in sealed envelopes. References</td>
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<td></td>
<td>are accepted by email as long as they come directly from the referee’s NHS</td>
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<td></td>
<td>email account.</td>
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<tr>
<td>Northern</td>
<td>References should be brought to interview in sealed envelopes. References</td>
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<td></td>
<td>are accepted by email as long as they come directly from the referee’s NHS</td>
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<tr>
<td></td>
<td>email account. Emailed references should be sent to <a href="mailto:Jonathan.Armstrong@nhs.net">Jonathan.Armstrong@nhs.net</a></td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>References should be brought to interview in sealed envelopes</td>
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<tr>
<td>Oxford</td>
<td>References should be brought to interview in sealed envelopes</td>
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<td>Region</td>
<td>Instructions</td>
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<td>Severn</td>
<td>References should be brought to interview in sealed envelopes. References are accepted by email as long as they come directly from the referee’s NHS email account. Emailed references should be sent to <a href="mailto:severn.reference@westmidlands.nhs.uk">severn.reference@westmidlands.nhs.uk</a></td>
</tr>
<tr>
<td>Scotland</td>
<td>References should be brought to interview. References are only accepted by email if they were not brought to interview and must come directly from the referee’s NHS email account.</td>
</tr>
<tr>
<td>South West Peninsula</td>
<td>References should be brought to interview in sealed envelopes. References are accepted by email as long as they come directly from the referee’s NHS/employer email account.</td>
</tr>
<tr>
<td>Wales</td>
<td>References should be brought to interview in sealed envelopes. References are accepted by email as long as they come directly from the referee’s NHS/employer email account.</td>
</tr>
<tr>
<td>Wessex</td>
<td>References should be brought to interview in sealed envelopes with the referee’s signature and hospital stamp directly over the seal. References are accepted by email as long as they come directly from the referee’s NHS email account.</td>
</tr>
<tr>
<td>West Midlands</td>
<td>References should be brought to interview in sealed envelopes. References are accepted by email as long as they come directly from the referee’s NHS email account.</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td>References should be brought to interview in sealed envelopes. References are accepted by email as long as they come directly from the referee’s NHS email account. Emailed references should be sent to <a href="mailto:specialty.recruitment@yorksandhumber.nhs.uk">specialty.recruitment@yorksandhumber.nhs.uk</a></td>
</tr>
</tbody>
</table>

You will have the ability to change your referees on Intrepid Pathway up until 5.00pm on Friday 1 February 2013. After this date, no further changes to referee details will be permitted.

**Offers**

All offers will be made on the UK Offers System by the coordinating deanery and not through Intrepid Pathway. Offers received in any other way will be deemed invalid. If you are made an offer, you will need to respond to this on the UK Offers System.

The first wave of offers will be sent out on Monday 11 February 2013. Please do not contact the coordinating deanery about offers prior to this date, as it could delay the release.
You will be given 48 hours (inclusive of weekends and bank holidays) to respond to an offer and have the option to accept, decline or hold. Only one offer can be held at any one time, across all specialty applications. If you fail to respond to an offer within the 48 hour window you will be deemed to have declined the offer.

Once you have accepted a post, you will not receive any further offers from any other specialty.

Offers that are declined will be recycled and offered in rank order to other candidates.

If you choose to hold an offer, you can hold this up until Thursday 7 March 2013. Before this deadline, you will be required to go back into the UK Offers System and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to have been declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept or decline.

**Upgrading of Offers**

You will be able to express more detailed preferences for training programme and geography within the Unit of Application (please see Programme Preferences).

If you rank highly enough to be made an offer, this will be made to the highest ranked sub preference that is available when your interview rank is reached. If you are happy with this offer, you can choose to simply accept it.

However, if you would like the option of getting one of your higher ranked sub preferences, should they become available, you can opt into upgrading. The upgrading option is available to all offers that have been held or accepted, but not where an offer has been declined. A candidate who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until 14 March 2013.

Once the upgrading deadline has been passed, no further CT1 upgrades will be offered.

If you opt into upgrading and a higher preferred offer becomes available, the upgrade will be automatic. You will be placed in the higher preferred post without the coordinating deanery making any further contact with you and you will not be given 48 hours to decide whether you wish to accept or decline the new post. If an upgrade is made, the previously held or accepted post will be released and will be reoffered to another candidate.

Depending on the way you rank your preferences, it is possible that you could receive an upgrade from a core Anaesthesia training programme to an ACCS (Anaesthesia) one and vice versa.
Once you have been upgraded you will be contacted to inform you of this. Details of the upgrade made will be available in the UK Offers System.

**Clearing**

Clearing will be available to applicants who were deemed appointable at interview but who have not been made an offer. It will not include candidates who have been made an offer that they chose to decline.

If you are eligible, you will be asked to preference the clearing posts.

Offers will be made in rank order based on the score that you achieved in the three standard stations (Portfolio, Clinical Interview and Presentation) in your interview. You will not be required to attend another interview for clearing posts.

**Feedback**

If you want feedback at any point in the process, you should forward your request to the coordinating deanery, regardless of where you were interviewed. Feedback requests should be forwarded to nationalrecruitment@westmidlands.nhs.uk.

Following the interview window, if you request feedback on your interview performance, you will be provided with a breakdown of your scores by interview station and by scoring domain. No further information will be provided. If you wish to receive more information than this will be required to contact the recruiting deaneries directly, but should be aware that the provision of any further information is only likely to be provided at a cost.

**Candidate Interview Expenses**

Any claims for expenses incurred in travelling to an interview should be made to the deanery that interviewed you, not the coordinating deanery.

**Unfilled Posts**

Any posts that are left unfilled at the end of this process will be readvertised as another national process for commencement in February 2014.