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APPLICATION WINDOW
Advertisements will appear in the BMJ, on NHS Jobs and on the West Midlands Deanery website on Friday 3 February 2012.

Applications will be accepted from 9.00am on Friday 17 February 2012 until 12.00pm noon on Monday 5 March 2012. 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 coordinating the recruitment process on behalf of the Royal College of Anaesthetists. The Intrepid Pathway central portal can be accessed through the specialty recruitment pages of the West Midlands Workforce Deanery website (www.westmidlandsdeanery.nhs.uk/recruitment2012/anaesthesia.aspx).

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

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.

You are guaranteed an interview, providing you rank a sufficient number of UoAs. Each candidate will have only one interview.

The UoA that you are interviewed in will be decided based on your ranking against other candidates in relation to the self assessment section of the application form 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 an 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 accommodate you.

The Units of Application recruiting in 2012 can be found on the West Midlands deanery website (www.westmidlandsdeanery.nhs.uk).

Scotland will not be part of the nationally coordinated process, but will follow a similar model and timescale

When deciding which UoAs to preference, you should consider the historical competition ratios in each area. 2012 will be the third year that Anaesthesia CT2 recruitment has been nationally coordinated and competition ratios are available on the MMC website (www.mmc.nhs.uk).

Please be aware that the recruitment process may be very competitive and it is anticipated that there will be more applicants than posts available.
SELF ASSESSMENT
The application form will contain a number of questions that you are required to self score. The score generated from this will be used to determine which UoA 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 in your application form. 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 the deanery that you are being interviewed in as soon as possible.

APPLICATION PROCESS FOR INTERNATIONAL MEDICAL GRADUATES (IMGs)
IMGs can apply, but cannot be considered for appointment until such time as the Resident Labour Market Test (RLMT) has been met.

Current immigration law requires that UK or EEA applicants/applicants with right of residence in the UK are given priority, and that candidates without right of residence are only offered jobs if there are no suitable UK/EEA/right of residence applicants. A full list of appropriate immigration statuses is available from the MMC website (www.mmc.nhs.uk).

ASSESSMENT OF FOUNDATION COMPETENCY
If you are applying from a training post, it will be assumed that your foundation competences have been previously assessed and you do no need to provide any further information with your application.

However, if you are applying from a non-training post we request that you have an Alternative Certificate completed and that you upload this with your application form. The form is available to download from the West Midlands Deanery website (www.westmidlandsdeanery.nhs.uk)

Applications where the achievement of foundation competences is unclear will be longlisted out, so it is important that the appropriate evidence is submitted at the time of application.
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.

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

If you are applying from a non-training post, you should ask your local College Tutor to complete the Record of basic level units of training form with units that you have completed to demonstrate equivalence of training. This should be uploaded with your application. Failure to provide this evidence by the closing date for receipt of applications will result in your application being longlisted out.

If you are applying from core training, there is no need to upload anything at the time of application as your eligibility will be clear from your current post.

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 on 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 UoA, 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>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:khalida.rahman@yorksandhumber.nhs.uk">khalida.rahman@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 an Anaesthesia training programme from reapplying for the same specialty, 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 through longlisting.

Evidence submitted will be reviewed by the Postgraduate Dean in the coordinating deanery, who will make decisions on an individual basis on the applications.

LONGLISTING
Longlisting is the process of checking that you satisfy the eligibility requirements for the post. Following the deadline for receipt of applications, the coordinating deanery will conduct longlisting on all applicants, regardless of which UoA you will be interviewed in.

If you fail to meet the following criteria your application will be rejected.

Candidates need:

- Full registration with the General Medical Council
- At least 12 months post Foundation experience in Anaesthesia and Intensive Care Medicine (at least 6 months must be in Anaesthesia and 3 months in ICM), anywhere in the world
- Appropriate immigration status to allow applicant to take up a training post
- Evidence of English Language skills
- Evidence of achievement of CT1 competences, by time of appointment

ALLOCATION TO INTERVIEWS/UNITS OF APPLICATION
On completion of the longlisting process, all candidates that have met the minimum eligibility criteria will be considered for interview.

Each UoA will notify the coordinating deanery of the number of interviews it can accommodate. Typically this is between 3 and 4 times the number of vacancies that the UoA has.

If your first choice deanery has interview slots available then, you will be added to the interview list for that UoA. However, if there are too many applicants in your preferred UoA then you may be transferred to your second or subsequent UoA until there are interview slots available. This will be based on your score in the self-assessment part of the application. The UoA that you are ultimately offered an interview in will become your first preference UoA.

If your interview is successful then you will be made an offer in the UoA that interviewed you, irrespective of where you placed it in your initial ranking.
UoAs will be given the details of the applicants they will be interviewing no later than Tuesday 13 March 2012. Invitations to interview will be sent from Tuesday 20 March 2012 to Monday 26 March 2012. You should expect to receive at least 5 working days notice of your interview date.

SUB PREFERENCES
Once you have been allocated an interview in a UoA you will be required to rank your detailed geographical preferences for that UoA on Intrepid Pathway.

These will be the preferences that will be taken into account at the time offers are made. Preferences stated or submitted in any other way will not be considered.

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 preferenced rotation that you could be upgraded into.

INTERVIEWS
All interviews will be required to take place between 27 March 2012 and 18 April 2012.

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

INTERVIEW FORMAT
A standardised interview/selection format is in place, which is mandatory for all Anaesthesia interviews. This is to ensure that there is a consistent national standard.

The standardised interview format for 2012 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 – 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 the self assessment score received from the responses you provided in your application form. You will therefore be expected to provide evidence to support each of the self scoring domains.
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/UoA 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 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 UoAs 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**

You are advised to refer to individual deanery websites for advice on when to request references. To avoid unnecessary delays, you should expect that most deaneries will want you to bring completed references with you to interview, in sealed envelopes.

Obtaining references is the candidate’s responsibility

You will have the ability to change your referees, using your Intrepid Pathway account up until 5.00pm on Friday 18 April 2012. After this date, no further changes to referees will be permitted.

**OFFERS**

All offers will be made and responded to through Intrepid Pathway, by the coordinating deanery. Offers received in any other way will be deemed invalid.
The first wave of offers will be sent out on 23 April 2012. Candidates should not contact the coordinating deanery about offers prior to this date, as this could delay the release of offers.

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. The exception to this is if you subsequently become eligible for a run through training offer.

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 31 May 2012. Before this deadline, you will be required to go back into Intrepid Pathway and make a final decision on this 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.

**APPLYING FOR BOTH CT2 AND ST3**

It is known from previous rounds of nationally coordinated recruitment that many candidates will choose to apply for both CT2 and ST3 to maximise their chances of continuous employment.

If you are offered and accept a CT2 offer and later receive a ST3 offer, you will be permitted to withdraw from the CT2 and accept the ST3 post.

In addition, if you are offered both CT2 and ST3 posts at the same time and you are awaiting the outcome of your Primary FRCA examination attempt, you will be allowed to accept both posts until you receive the results of your examination attempt. Once you have received your results, you will be expected to confirm your acceptance of one and decline/withdraw from the other.

**UPGRADING OF OFFERS**

You will be able to express more detailed preferences for programme and geography within a UoA.

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 Thursday 31 May 2012.

Once this deadline has been passed, no further CT2 upgrades will be offered.

If you opt into upgrading and a higher preferenced offer becomes available, the upgrade will be automatic. You will be placed in the higher preferenced 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.

Once you have been upgraded you will be contacted to inform you of this. Details of the upgrade made will be available in Intrepid Pathway.

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

Clearing will be available to applicants who were deemed appointable in their 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 invited to a clearing interview at the Royal College of Anaesthetists in London. Clearing interviews will take place on 15 and 18 June 2012.

You will be asked to preference the UoAs with vacancies in clearing. Offers will be made in interview rank order, taking into account your expressed preferences.

Clearing offers will be made centrally by the coordinating deanery from Wednesday 20 June 2012.

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
If you want feedback at any point in the process, you should forward your request to the coordinating deanery who will respond on behalf of all deaneries.

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, you 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 carried into the next round of national recruitment. Unfilled posts will not be handed back to deaneries to fill through local recruitment processes.