Please read these guidelines before completing your online application form. We advise you to print them out and refer to them while you are working on your application as they have been written to help you through each stage of the form.

Please also refer to the F2 LAT Recruitment web page and other Foundation School web pages on the Health Education Wessex website for more information.

Any queries about F2 LAT recruitment and the Wessex Foundation Programme should be emailed to: wessexfs.enquiries@wessex.hee.nhs.uk
1: Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications open</td>
<td>Tuesday 6th May</td>
<td>Applications must be made online via the Intrepid Pathway application system:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://secure.intrepidonline.co.uk/Pathway2014/sys_Pages/MainMenu/MainMenu.aspx">https://secure.intrepidonline.co.uk/Pathway2014/sys_Pages/MainMenu/MainMenu.aspx</a></td>
</tr>
<tr>
<td>Applications close</td>
<td>Tuesday 20th May (12 noon)</td>
<td>No late applications will be accepted.</td>
</tr>
<tr>
<td>Shortlisted applicants invited to interview</td>
<td>Wednesday 18th June</td>
<td></td>
</tr>
<tr>
<td>All applicants notified of application outcome</td>
<td>By Wednesday 18th June</td>
<td></td>
</tr>
<tr>
<td>Interviews</td>
<td>Thursday 26th June</td>
<td>Venue: Health Education Wessex, Southern House, Otterbourne, Winchester, SO21 2RU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link to directions and travel information</td>
</tr>
<tr>
<td>Offers made to successful applicants</td>
<td>Friday 27th June</td>
<td>Offers will be sent by email.</td>
</tr>
<tr>
<td>Deadline for applicants to accept any offer received</td>
<td>Monday 30th June (by 12 noon)</td>
<td></td>
</tr>
</tbody>
</table>

2. Registering

You will need to register on the online recruitment system before you can gain access to the Wessex F2 LAT application form.

1) Follow the link to the Intrepid: Pathway 2014 online recruitment system available from the Wessex Foundation School [F2 LAT Recruitment web page](#). Or alternatively follow the Intrepid Pathway web link in the table above.

2) Click on ‘REGISTER HERE’ link on the right hand side of the Intrepid Pathway home page.
3) Complete your personal details
   Please make sure that you provide your most up-to-date email address as we will use this throughout the application process and all important information will be sent to it. Please also ensure that this address is private as it will be used to issue a secure pin number.

4) Confirm a password

5) Each time you log on to the application system you will be asked to enter your email address and password.

Once logged in you can gain access to the application form

1) click on ‘Vacancies’ on the left side of the page

2) Under ‘vacancy search’ in the centre of the page, select ‘Foundation Programme Year 2’ from the first drop down list against ‘Training Grade’

3) Click on ‘Search’

4) The Foundation Year 2 application round will be displayed and you need to click on ‘Open’ Followed by ‘Apply here’

3. The application form

Whilst working on your application you can save your work at any time and come back to it at a later stage until it is submitted as your final application. Please note that after 30 minutes of inactivity the application system will time you out; if you have not saved your work, you may lose it. You are strongly advised to save every page of the application before moving on to the next page. Please note that there are 11 pages of the application form.

Page 1 of 11: PERSONAL DETAILS
Please enter all details as requested. The information will not be used in assessing your application, however if you are successful these details will be passed to the Human Resources (HR) department of your employer.

If you have a disability as set out in the Disability Discrimination Act (DDA) and wish to be considered under the Guaranteed Interview Scheme please ensure you complete the
The Guaranteed Interview Scheme only applies to applicants with a disability and in order to qualify you must also meet the essential job criteria. You are asked to give details of specific arrangements you require to attend interview if invited. This information will not be made available to short listing panels.

More information about the DDA can be found at: http://www.legislation.gov.uk/ukpga/1995/50/contents

Page 2 of 11: ELIGIBILITY TO APPLY

It is important that you study the person specification for these posts; if you do not match ALL the essential requirements of the person specification you will NOT be short-listed.

You are eligible to apply for a one year F2 LAT programme within the Wessex Foundation School if you can confirm ALL of the following statements:

Applicants must:

a) have been awarded a primary medical qualification

b) have completed or expect to complete 12 months’ clinical experience managing patients, post qualification by 6 August 2014

c) not have completed nor expect to complete an F2 programme by 6 August 2014

d) have GMC FULL registration with a licence to practise or reasonably expect to have this by the time of starting an F2 post in August 2014

You will be asked to enter your GMC number in the relevant box. If you do not currently have a GMC number, please contact the GMC directly.

e) have a standard of written and spoken English sufficiently good to allow effective written and verbal communication about medical issues with patients and colleagues

f) have trained successfully to the level of Intermediate Life Support*

OR  Have specific plans to train successfully to the level of Intermediate Life Support** by 31 July 2014.

*Intermediate Life Support (ILS). ILS trains healthcare personnel in skills that enable them to manage patients in cardiac arrest until arrival of a cardiac arrest team and to participate as members of that team. If invited for interview, you will be expected to provide evidence of having achieved this level of training or your plans to do so.

** You must tell us what arrangements you have put in place for completing ILS training on the
application form. If you have not made specific and appropriate arrangements, your application will be excluded (word limit 50).

g) be in a position to commence in post on 6 August 2014 (exact start date to be agreed with employer)

h) confirm either that you do not require PLAB 2 in order to register with the GMC OR that you have passed PLAB 2 at time of application OR that you have booked to sit PLAB 2 in time to take up an offer of F2 on 6 August 2014

i) be willing to travel as required
To be eligible for an F2 post, you must be willing to travel from the acute Trust base to any community based posts in your rotation. Some such posts may require about an hour’s travelling time. You must tick the relevant box if you are willing to travel by public or your own transport. You do not need to have your own car or be able to drive.

J) be up to date and fit to practise
You must answer the question in this section about whether you have worked continuously in a clinical capacity during the last year. By working in a clinical capacity, we mean working as a doctor only. Answer ‘yes’ if you have worked continuously in this way.

If you have not worked as a doctor continuously during the last year, then you must select ‘no’ and describe what you have done to keep your clinical skills and medical knowledge up to date (word limit 50). For example, you might have attended conferences, courses, teaching or training sessions and/or conducted a period of shadowing or work experience.
Failure to provide this information may result in your application being withdrawn.
If you are called to interview, you will also be expected to provide evidence to support what you have told us about how you have kept up to date.

Language skills
Please provide appropriate evidence of your English language proficiency by selecting all of the options that apply to you.

- Primary medical qualification was taught in English
- Current academic IELTS minimum score of 7.5 in each of the domains (speaking, listening, reading and writing)
- Worked in the NHS for 2 years or more
- Other

If you select ‘other’, you must provide details in the relevant box (word limit 50); ‘other’ evidence might include:

- Completed 12 month internship in English speaking hospital
• Certificate in Advanced English level A or B (CAE)
• Certificate in Proficiency in English (CPE)
• National Qualification Framework (NQF) level 3
• Common European Framework (CEF) level C2

Right to work in the United Kingdom
Doctors whose immigration status entitles them to work without restriction in the UK at the time of application will be considered on an equal basis with UK and EEA nationals. Applicants are subject to the Resident Labour Market Test (RLMT).

You must indicate your right to work in the UK by ticking the category that applies to you and providing explanatory information if this is asked for. If you do not complete this section fully and we cannot assess your right to work, then your application will not progress. If shortlisted, you will need to bring appropriate evidence of your right to work with you to interview. Please see interview guidance for details.

Page 3 of 11: CRIMINAL RECORDS AND FITNESS TO PRACTISE
All applicants are required to consider every category of this section and answer all items fully and honestly. If you answer ‘yes’ to any of the drop-down boxes you must provide full details and place in a sealed envelope addressed to: Amelia Isaac, Wessex Foundation School, Health Education Wessex, Southern House, Otterbourne, Winchester, SO21 2RU. Please mark the envelope ‘CONFIDENTIAL’ and ensure that it arrives by Friday 23rd May 2014. If you are matched to a post, this information will be provided to the relevant trust and will form part of their pre-employment checks.

Page 4 of 11: REFERENCES
You are asked to provide three referees – these must have supervised your clinical work during the last two years of your employment or undergraduate training. They should be medical practitioners at consultant level or equivalent. One must be your current employer or your last employer if you are currently not working. Failure to list three references may result in your application being withdrawn. Offers of employment are subject to satisfactory references being received. You should include full contact details so that your referees can be easily contacted.

If you are successfully appointed, referees will be contacted by your employing Trust as part of their pre-employment checks. Please contact your chosen referees in advance to ask whether you can nominate them.
Page 5 of 11: EVIDENCE OF COMPETENCES AND EXPERIENCE
In this section you are asked to insert details of your primary medical qualification including start and completion dates.

Page 6 of 11: FULL EMPLOYMENT HISTORY
Please make sure that you include your full employment history from the date of completion of your primary medical qualification to the current time. Any breaks in employment of more than 4 weeks duration must be recorded and explained in the relevant section, as failure to do so may result in your application being withdrawn (word limit 150).

You should include breaks of ANY nature e.g. maternity leave, sickness, study, training or relocation. You will not be excluded from the process for taking such leave but we do need to be able to account for your entire working history since medical school and we can only do this if we know about every break you have had, however small that was.

You should include details of any known future posts in the first two sections on this page, followed by your current or most recent employer and finally details of all your past clinical employment.

For each relevant period of employment, you must answer ‘yes’ or ‘no’ against ‘Observer/Clinical attachment/unpaid post’ to indicate whether you were working primarily in a shadowing/observational capacity or were routinely responsible for initiating first line management of patients (which includes prescribing responsibilities). You will be required to provide evidence of this experience at interview. Failure to do so or misrepresentation of your experience will result in your application being withdrawn.

Page 7 of 11: EVIDENCE OF SELECTION CRITERIA

Clinical and practical skills
You are required to indicate which clinical and practical skills you already have or will have achieved by the time you take-up pre-employment screening. Any false declaration of skills and abilities will be taken very seriously. You will be expected to bring evidence to any interview that you are competent in the skills you indicate or that you have realistic plans to achieve these skills.

Additional undergraduate and postgraduate degrees and qualifications
Please make sure that you give all details required in this section. You are asked to list all your academic qualifications additional to your primary medical qualification e.g. BSc, MSc, and PhD.
Additional achievements
You are asked to list details of any prizes, honours or evidence of high academic achievements you’ve gained. Each individual prize, honour, or academic achievement record needs to be entered separately.

Training courses attended
You are also asked to list any relevant training courses you have attended and successfully completed or are currently undertaking. You must include details of ILS or equivalent training in this section (please see page 5 of this guide for a definition of this training).

Page 8 of 11: SUPPORTING INFORMATION

Presentations and publications
Please provide details of presentations you have given and list any written work you have had published in this section. You must state your personal contribution to the work in order for it to be taken into account as part of your application. (Word limit 200)

First line management of patients
Please describe the experience you have of the first-line management of patients, in particular as it relates to your capability to assess patients, form initial management plans and prescribe. (Word limit 200)

Suitability for F2
You must use this section to explain fully how you believe you meet the person specification for F2. (Word limit 200)

Page 9 of 11: PREFERENCES

Applicants are not required to rank any job preferences as part of their application on the Intrepid Pathway system. In the interim, programme vacancies and information will become available on the Wessex Foundation School F2 LAT recruitment web page.

If you are shortlisted to attend interview you will be asked to rank your vacancy/programme preferences prior to interview day, and these will be submitted to Wessex via email. The programmes advertised on the website may change from when they are first published and you are therefore advised to review the list regularly and prior to your interview date. There may be changes subsequent to interview, including additional vacancies and any such vacancies will be offered to reserve candidates.
There is a requirement to monitor recruitment processes on the basis of race, gender, age, ethnic origin, nationality, sexual orientation, religion and disability. This information will be kept for all those who apply. Key personal information, including monitoring data, will not be made available to short-listing or interview panels. The data will be recorded and processed on secure information technology systems in order to process and monitor appointments as well as to produce recruitment statistics.

Completing this section is not mandatory. It will not make any difference to your application if you do or do not complete this section. However, providing us with this information will help us to evaluate our employment practices and ensure that these are fair.

In order to submit your application you must confirm all declarations on this page.

Please note that once you have submitted your application, you will not be able to amend, remove or add any information to it. Once you have submitted your application you will be able to view it and we advise you to print a copy for your records so that you can refer to it prior to any interview should you be shortlisted.

Your application will show onscreen as ‘submitted’ and you can view the status of your application at any time you are logged in.

No hard copy applications or CVs will be accepted.

You must only submit one application. If you submit more than one application then all your applications will be disqualified.

When answering the questions as part of your application, you must answer them honestly. Trusts will use their own processes to validate the information you give them so do not include any information that you cannot substantiate. Any false or misleading information provided may result in any offer of employment being withdrawn, employment being terminated and/or referral to the General Medical Council. You will be expected to provide evidence to support the information you have provided on your application if invited to interview.

If your application is successful, we are unable to guarantee that you will be offered one of your most preferred posts. Occasionally it is necessary to change the placements within a rotation due to unforeseen changes in the Foundation Programme.
4. Shortlisting

All correctly submitted applications will be considered. Those applications which pass the longlisting stage will go on to be considered by two clinicians during a shortlisting phase.

5. Interviews

All applicants will be contacted via email by Wednesday 18th June and notified whether they have been short listed for interview.

Interviews are being held on Thursday 26th June at Health Education Wessex, Southern House, Otterbourne, Winchester, SO21 2RU.

If shortlisted for interview, you will receive instructions by email on how to book an interview date and time slot.

Interview expenses
Those attending interview are entitled to claim back reasonable expenses incurred as a result of attending the interview. However, there are certain rules regarding receiving this entitlement which must be adhered to. Please ensure you are aware of these rules prior to making your journey. A guide to claiming interview travel and subsistence expenses can be found on the Wessex Deanery website.

If you are invited to interview you will be provided with a claim form and a copy of the guidance and a deadline by which all claims must be submitted. Please ensure you read the guidance carefully before submitting a claim.

Incomplete Interview Claim Forms
Claims will not be accepted without relevant receipts attached and incomplete forms will be returned to you.

Deadline for Submission
The deadline for receipt of claims is one calendar month after your interview date. Candidates are advised to keep a copy of the form and receipts that they submit, in case of problems with the postal service.

Interview day set up
Applicants will be interviewed by one panel. The interview will last for approximately 30 minutes and will include a clinical scenario. The panel will consist of two senior clinicians and at least one of them will be a Foundation Programme Director at a Trust in Wessex.
Interview panels will have seen your application with the exception of the equal opportunities and personal data sections.

**Interview process**
If you are invited for interview you must be prepared to bring a number of documents with you. We will need to see both the original documents and photocopies of the documents. The photocopies will be retained for our records and will be checked against the originals. Photocopies alone will not be accepted.

You **must** bring the following paperwork:

<table>
<thead>
<tr>
<th>Document / Evidence</th>
<th>Bring to interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid GMC certificate with full registration and licence to practise (if available)</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>If PLAB 2 required and not yet passed provide proof of booked place on test.</td>
<td>Original letter from GMC plus 1 x photocopy</td>
</tr>
<tr>
<td>Two proofs of address (e.g. utility bill, bank statement, both issued in last 3 months)</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>If available your own copy of an enhanced DBS/CRB Clearance Form – (if issued within last 3 years)</td>
<td>Originals only</td>
</tr>
<tr>
<td>Valid passport (and appropriate visa or biometric residence permit and any relevant correspondence)</td>
<td>Original plus 1 x photocopy of front cover, main page and visa pages <strong>(black &amp; white photocopy only)</strong></td>
</tr>
<tr>
<td>Letter or document showing immigration status and any date of expiry of that status</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>English language proficiency <em>(Undergraduate trainee was in English/ IELTs certificate/ has worked in NHS for 2 years or more /Other – see page 6)</em></td>
<td>Original plus 1 x photocopy of qualification or IELTSs certificate if required</td>
</tr>
<tr>
<td>If already employed by the NHS your most recent NHS payslip</td>
<td>Original plus 1 x photocopy</td>
</tr>
</tbody>
</table>

**Career Evidence:**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Bring to interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary medical degree certificate</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>Certificates for additional undergraduate degrees and qualifications</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>Certificates for postgraduate degrees and qualifications</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>Certificate for additional achievements - prizes, awards and other distinctions</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>ILS certificate or evidence of equivalent training</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>Certificates for completed training courses relating to medicine (e.g. ALS)</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>Evidence of 12 months’ post qualification clinical experience (by 6 August 2014) of managing patients (including prescribing) under supervision</td>
<td>Evidence to be documented in portfolio</td>
</tr>
<tr>
<td>Publications, presentations, research, abstracts listed in application</td>
<td>Evidence to be documented in portfolio: Publications – please provide evidence of title, authors name, publication title and reference (e.g. PubMed ID). Presentations – please provide letter of evidence or a certificate from the event organiser, or the event programme or relevant page from the abstract book.</td>
</tr>
<tr>
<td>Clinical and practical skills listed in application</td>
<td>Evidence to be documented in portfolio</td>
</tr>
</tbody>
</table>

**IMPORTANT:**
Applicants who attend interview should note that failure to provide the required evidence on the day may result in their application being withdrawn from the process. Each applicant will attend a document checking session prior to the start of their interview and Wessex Deanery staff will check all documentation provided by the applicant. Any documentation missing will be confirmed and applicants will have **3 working days** to provide this to the Wessex Foundation School. The exact deadline will be confirmed to the applicant on the day and also in writing. Any post offer made to the applicant will be subject to receipt of the missing documentation.

Applicants who fail to provide missing documentation by this deadline may have their application withdrawn.
6. Post offers and acceptances

Post offers will be made to the applicants who rank the highest in interview. If offered a post, it will not necessarily be one of your top programme choices (assuming more than one vacancy exists); this will depend on how you scored at interview and if higher scoring applicants ranked your top preferences.

Post offers will be emailed to successful candidates on Friday 27th June 2014. If you wish to accept an offer you must confirm this in writing (via email) by 12 noon on Monday 30th June 2014. If you do not wish to accept an offer please let us know as soon as possible and by the deadline of 12 noon on Monday 30th June 2014 so that the offer can be made to another applicant.

All offers made by Wessex Foundation School Health Education Wessex are subject to satisfactory Trust pre-employment checks. Pre-employment checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients.

Checks will include verification of references, fitness to practice updates from the General Medical Council (GMC), occupational health clearance, Disclosure and Barring Service (DBS) and immigration status checks. They may also include validation of the evidence you presented at interview, such as English language proficiency. Appointments will also be subject to your registration with the Independent Safeguarding Authority.

Following satisfactory pre-employment checks you will receive a contract of employment from your employing trust. You are expected to take up any employment you have formally accepted and to work your contracted notice period in line with the GMC Good Medical Practice (2013), paragraph 38.

Agreed terms, such as the notice period, will apply even if you have not received your contract. You have responsibility for patients and services. As the GMC’s Good Medical Practice points out, patient care may be compromised if there is insufficient medical cover. You need to ensure that your employer has reasonable time to make other arrangements (such as minimum, contractual notice period) if you later decline a post you have accepted.

Failure to arrive for work on the start date previously notified by your employer could affect patient services and their care, and may have an adverse impact on the working conditions of medical colleagues. You may be in breach of contract if you do not comply with the minimum contractual notice.
7. Feedback

Requests for feedback will only be accepted in writing (via email) between 2 July 2014 – 6 August 2014. The Wessex Foundation School will complete all feedback requests within 40 calendar days as outlined in the Data Protection Act 1998. Applicants should email their feedback request to: wessexfs.enquiries@wessex.hee.nhs.uk

Shortlisting Feedback
All applicants who request feedback will be provided with the following information only:

- Overall Score
- Minimum score to be shortlisted

The Wessex Foundation School is unable to provide feedback on the content of applications.

Interview Feedback
Following interviews all candidates who request feedback will be provided with the following information only:

- Overall score
- Breakdown of score (if applicable to interview scoring system)
- Rank
- Minimum score to be appointed

Applicants who require any additional feedback other than that listed above (e.g. free text comments / copies of score sheets) will need to complete a Data Protection 1998 - Subject Access Request Form. Please note a charge of £10.00 will be made for the request.

The Wessex Foundation School retains all recruitment information for a period of 13 months following interview. After this time all recruitment material, other than statistics, is destroyed.