## Essential Criteria

### Qualifications

Applicants must have MBBS or equivalent medical qualification

### Eligibility

Applicants must:

- Be eligible for full registration with, and hold a current licence to practise\(^2\) from, the GMC at time of appointment\(^3\)
- Have evidence of achievement of foundation competences from a UKFPO-affiliated foundation programme or equivalent, by time of appointment\(^4\) in line with GMC standards / Good Medical Practice; including:
  - make the care or your patient your first concern
  - provide a good standard of practice and care
  - take prompt action if you think that patient safety, dignity or comfort is being compromised
  - protect and promote the health of patients and of the public
  - treat patients as individuals and respect their dignity
  - work in partnership with patients
  - work with colleagues in the ways that best serve patients’ interests
  - be honest and open and act with integrity
  - never discriminate unfairly against patients or colleagues
  - never abuse your patients’ trust in you or the public’s trust in the profession.
- Be eligible to work in the UK.
- Have evidence\(^5\) of one of the below (as defined by the relevant curricula):

  | CT1 competences in medicine (ACCS or CMT) at time of application and CT2 competences in medicine (ACCS or CMT) by time of appointment\(^6\). | CT/ST1 competences in surgery at time of application and CT/ST2 competences in surgery by time of appointment\(^6\). | CT/ST1 competences in psychiatry at time of application and CT/ST2 competences in psychiatry by time of appointment\(^6\). | ST1, ST2 and ST3 competences in general practice by time of appointment\(^6\). | Achieve the following scores achieved in the academic International English Language Testing System (IELTS), in a single sitting, no more than 24 months prior to the date of application:
  - Overall 7.0, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0

- If applicants believe they have adequate communication skills, but do not have evidence in one of the above forms, they must provide alternative supporting evidence of language skills\(^6\).

### Fitness to practise

Is up to date and fit to practise safely.

### Language skills

Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues; as demonstrated by one of the following:

- undergraduate medical training undertaken in English;
- or the following scores achieved in the academic International English Language Testing System (IELTS), in a single sitting, no more than 24 months prior to the date of application:
  - Overall 7.0, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0

If applicants believe they have adequate communication skills, but do not have evidence in one of the above forms, they must provide alternative supporting evidence of language skills\(^6\).

### Health

Applicants must meet professional health requirements (in line with GMC standards / Good Medical Practice).

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1. "When evaluated" is indicative, but may be carried out at any time throughout the selection process.
2. The GMC introduced the licence to practise in 2009. Any doctor wishing to practise in the UK after this date must be both registered with and hold a licence to practise from the GMC at time of appointment.
3. "Time of appointment" refers to the date at which the post commences, not (necessarily) the time an offer is accepted.
4. All routes must be supported by evidence eg ARCP or equivalent, Certificate C or equivalent certification of competences.
5. "Selection centre" refers to a process, not a place. It involves a number of selection activities which may be delivered within the unit of application.
6. An example of alternative evidence could be testimony from a clinical/education supervisor, in the form of a signed letter (this will be subject to review by any unit of application to which you apply).
**Career progression**

Applicants must:

- Be able to provide complete details of their employment history
- Have evidence that their career progression is consistent with their personal circumstances
- Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training
- Have the minimum experience gained in one of the specialties below:
  - **24 months’ experience** (not including foundation modules) in a UK CMT/ACCS programme or equivalent (physicianly medical specialties as defined by JRCPTB); at least 12 months of this experience must include the care of in-patients admitted with general medical problems
  - **24 months’ experience** (not including foundation modules) in core surgical training or equivalent
  - **24 months’ experience** (not including foundation modules) in a public health training programme or equivalent
  - **24 months’ experience** (not including foundation modules) in a core psychiatric training programme or equivalent
  - **36 months’ experience** (not including foundation modules) in a general practice training programme or equivalent
- Not already hold, nor be eligible to hold, a CCT/CESR in occupational medicine; and must not currently be eligible for the specialist register, or equivalent, for occupational medicine in any other EU member state
- Not have previously relinquished or resigned / been released / removed from a training programme in occupational medicine, irrespective of the length of time in the training programme; except under exceptional circumstances.

**Application completion**

ALL sections of application form completed FULLY according to written guidelines.

**Selection criteria**

<table>
<thead>
<tr>
<th>Essential criteria</th>
<th>Desirable criteria</th>
<th>When evaluated</th>
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</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>● MRCP(UK), MRCGP or DOccMed</td>
<td>Application form Interview/selection centre</td>
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<tr>
<td>(as above – see entry criteria)</td>
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<tr>
<td><strong>Clinical experience</strong></td>
<td>● Evidence of experience in a range of acute specialties, with experience of managing patients on unselected medical take during core training, or equivalent</td>
<td>Application form Interview/selection centre</td>
</tr>
<tr>
<td>(as above – see entry criteria)</td>
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<tr>
<td><strong>Clinical skills – clinical knowledge &amp; expertise</strong></td>
<td></td>
<td>Application form Interview/selection centre</td>
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<tr>
<td>● Demonstrates appropriate technical and diagnostic competence</td>
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<td>● Ability to apply sound clinical knowledge and judgement and prioritise clinical need</td>
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<tr>
<td>● Competence at core or GP completion level in the management of medical emergencies, in-patients and outpatients as required by the relevant curriculum</td>
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<td>● Able to work without direct supervision where appropriate</td>
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<tr>
<td>● Ability to prioritise clinical need</td>
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<tr>
<td>● Ability to maximise safety and minimise risk.</td>
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</tbody>
</table>

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1 Experience in posts at any level counts, irrespective of the country the experience was/is gained in; and any time periods specified in this person specification refer to full-time-equivalent.

2 The list of 30 ‘physicianly medical specialties’, as defined by JRCPTB, can be viewed on their website at: [http://www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx](http://www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx).

3 Examples might include ARCP outcome 4, or failure to progress after two or more failed RITA-Es. Applications will only be considered if there is a letter of support from the postgraduate dean or designated deputy of the deanery in which the applicant worked. Should the postgraduate dean not support the application, appeal may be made to the recruitment lead, whose decision will be final. The recruitment lead may be the recruitment team at the office managing recruitment, or the deanery to whom the applicant is making their application.
### Academic skills

#### Research and audit skills:
- Demonstrates understanding of research, including awareness of ethical issues
- Demonstrates understanding of the basic principles of audit, clinical risk management, evidence-based practice, patient safety, and clinical quality improvement initiatives
- Demonstrates knowledge of evidence-informed practice

#### Teaching:
- Evidence of teaching experience and/or training in teaching.

### Research and audit skills:
- Demonstrates an understanding of research methodology
- Evidence of relevant academic and research achievements, and involvement in a formal research project
- Evidence of relevant academic publications
- Evidence of involvement in an audit project, a quality improvement project, formal research project or other activity which:
  - Focuses on patient safety and clinical improvement
  - Demonstrates an interest in and commitment to the specialty beyond the mandatory curriculum
- Evidence of a portfolio of audit/quality improvement projects, including where the audit loop has been closed and there is evidence of learning of the principles of change management
- Demonstrates an understanding of clinical governance
- Evidence of exceptional achievement in medicine.

#### Teaching:
- Evidence of involvement in teaching students, postgraduates and other professionals
- Evidence of participation in a teaching course.

### Probity – professional integrity

- Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)
- Capacity to take responsibility for own actions.

### Commitment to specialty – learning and personal development

- Shows initiative/drive/enthusiasm (self-starter, motivated, shows curiosity, initiative)
- Demonstrable interest in, and understanding of, the specialty
- Commitment to personal and professional development
- Evidence of attendance at organised teaching and training programme(s)
- Evidence of self-reflective practice.

- Extracurricular activities/achievements relevant to the specialty
- Evidence of participation at meetings and activities relevant to the specialty.
- Attendance at relevant courses/training, eg deafness & disability awareness, manual communication skills

### Application form

**Interview/selection centre**

**References**

(cont.)
<table>
<thead>
<tr>
<th>Personal skills</th>
<th>Management and leadership skills</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication skills:</strong></td>
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<tr>
<td>- Demonstrates clarity in written/spoken communication, and capacity to adapt language to the situation, as appropriate</td>
<td>- Evidence of involvement in management commensurate with experience</td>
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<tr>
<td>- Able to build rapport, listen, persuade &amp; negotiate.</td>
<td>- Demonstrates an understanding of NHS management and resources</td>
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<tr>
<td><strong>Problem solving &amp; decision making:</strong></td>
<td>- Evidence of effective multi-disciplinary team working and leadership, supported by multi-source feedback or other workplace-based assessments</td>
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<tr>
<td>- Capacity to use logical/lateral thinking to solve problems/make decisions, indicating an analytical/scientific approach.</td>
<td>- Evidence of effective leadership in and outside medicine.</td>
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<tr>
<td><strong>Empathy and sensitivity:</strong></td>
<td><strong>IT skills:</strong></td>
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<tr>
<td>- Capacity to take in others’ perspectives and treat others with understanding; sees patients as people</td>
<td>- Demonstrates information technology skills.</td>
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<tr>
<td>- Demonstrates respect for all.</td>
<td><strong>Managing others &amp; team involvement:</strong></td>
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<tr>
<td>- Able to work in multi-professional teams and supervise junior medical staff</td>
<td>- Evidence of achievement outside medicine</td>
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<tr>
<td>- Ability to show leadership, make decisions, organise and motivate other team members; for the benefit of patients through, for example, audit and quality improvement projects</td>
<td>- Evidence of altruistic behaviour, eg voluntary work.</td>
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<tr>
<td>- Capacity to work effectively with others.</td>
<td><strong>Organisation and planning:</strong></td>
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<tr>
<td><strong>Organisation and planning:</strong></td>
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<tr>
<td>- Capacity to manage/prioritise time and information effectively</td>
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<tr>
<td>- Capacity to prioritise own workload and organise ward rounds</td>
<td><strong>Vigilance and situational awareness:</strong></td>
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<tr>
<td>- Evidence of thoroughness (is well-prepared, shows self-discipline/commitment, is punctual and meets deadlines.)</td>
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<tr>
<td><strong>Vigilance and situational awareness:</strong></td>
<td><strong>Coping with pressure and managing uncertainty:</strong></td>
<td></td>
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<tr>
<td>- Capacity to monitor developing situations and anticipate issues.</td>
<td>- Capacity to operate under pressure</td>
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<tr>
<td><strong>Coping with pressure and managing uncertainty:</strong></td>
<td>- Demonstrates initiative and resilience to cope with changing circumstances</td>
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<tr>
<td>- Is able to deliver good clinical care in the face of uncertainty.</td>
<td>- Is able to deliver good clinical care in the face of uncertainty.</td>
<td></td>
</tr>
</tbody>
</table>

**Application form**

**Interview/selection centre**

**References**