CT1 Recruitment

CMT & ACCS-(acute medicine)

Applicants’ guide 2012
Round 1

Version 1.0

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Contributors:

Dr Emma Vaux    JRCPTB associate medical director & CMT clinical lead, RCP-SRO
Stephen Harding  CT1 recruitment project manager, RCP-SRO
Dr Thomas Kelley  foundation trainee representative
Tom Waterman     senior coordinator, RCP-SRO

This document is a guide for candidates applying for CT1-level posts in core medical training and/or acute care common stem [acute medicine] commencing in August 2012 in England, Northern Ireland & Wales; and recruited to via the coordinated national recruitment system in round 1 of recruitment.

Should you have any comments, suggested amendments or queries relating to this guide or any other related issue, please forward them to ct1recruitment@rcplondon.ac.uk.

Disclaimers:

Please be aware that the information provided here is guidance from the RCP specialty recruitment office (RCP-SRO) team. Ultimately, it is the responsibility of the deaneries/units of application (UoAs) to which you apply to judge your eligibility and suitability for an offer of a post, based on the information you supply during the recruitment process.

The coordinated recruitment process described here refers only to recruitment to first year (ie CT1) posts in core medical training (CMT) and acute care common stem [acute medicine] (ACCS-AM) in England, Northern Ireland and Wales in 2012.

Recruitment to second-year (ie CT2) posts, and to any CT1 posts in Scotland, will not be carried out under the RCP-coordinated scheme in 2012.

It may be the case that some of the information contained within this guide could be applicable and suitable to the recruitment process of specialties outside of CT1. However, this is not intended to be a guide to anything other than CMT/ACCS-AM CT1 recruitment, and candidates wishing to apply to other specialties are advised to seek information and guidance from the appropriate body or bodies in each case.

Some of the content in this guide makes reference to, or reproduces, content of the department of health specialty recruitment applicant guide. Otherwise, the content of this guide is solely the work of the specialty recruitment office of the Royal College of Physicians. Full citation and credit should be given wherever any section or part of this document is re-printed or used elsewhere.
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1 Introduction

Welcome to the 2012 CT1 round 1 applicants’ guide! This guide is designed to give an overview of the recruitment process, and some introductory guidance on the different stages involved in applying to CT1 posts in 2012.

More comprehensive and regularly updated information on the process can be found on our website at www.ct1recruitment.org; links to sections of particular relevance and significance are included in appendix I of this guide.

This applicants’ guide is produced with a focus on CT1 recruitment in 2012, and is designed to accompany the guide produced and published by the Department of Health (DH) medical specialty training office. This can be viewed and downloaded from their website at http://www.mmc.nhs.uk/default.aspx.

1.1 Terms

While we have attempted to keep this guide as free from jargon and acronyms as possible, in some instances it is not possible to avoid using terminology. For a glossary of some of the terms used in this guide, please see appendix II.

‘CT1’

The RCP-coordinated CT1 recruitment process will see candidates appointed to CT1-level posts in two-year CMT programmes and three-year ACCS-AM programmes. CT1 posts in other ACCS programmes (anaesthesia, emergency medicine, intensive care medicine) or CST are not included here.

‘UoAs’ vs deaneries

One term used very prominently in this guide will be ‘UoA(s)’ – the acronym for ‘Unit(s) of Application’. The reason for this usage is that the UK is divided up into a number of areas to which candidates apply, which are responsible for assessing and appointing candidates.

For the most part, these are ‘deaneries’, ie the bodies which coordinate training in different regions of the country; however, in some cases, deaneries are split up – such as the East Midlands Deanery, which is split into ‘North’ and ‘South’ UoAs for the purposes of recruitment. In this guide the terms can be used interchangeably, but will normally be referred to as ‘deaneries/UoAs’ to try and make this clear.

1.2 Single application

All candidates will complete and submit a single application via the recruitment process. Regardless of whether candidates wish to apply for ACCS-AM or CMT posts (or both), a single application form will be completed.

At interview, candidates will be invited to give preferences for the available CMT and ACCS-AM CT1 posts within the relevant deanery/UoA, and can select whichever posts they wish; either just CMT, just ACCS-AM, or a combination of the two, should they prefer.

Please note – candidates will only be invited to a maximum of one interview each. This interview will assess suitability for CT1 posts in both CMT and ACCS-AM; and candidates will only receive a maximum of one CT1 offer, based on their rank and preferences.
1.3 2012 recruitment timeline

All applications to CT1 will be completed, submitted, received and managed via our online application system, managed by Konetic. It will be possible to access this via a link from our website (www.ct1recruitment.org) from 9.00am on Friday 25 November 2011 onwards. Please note that it is not necessary, nor is it possible, to register with the system before this date.

All applications must be submitted by 1.00pm on Tuesday 13 December 2011. No late applications can be accepted.

Interviews will be held between Tuesday 24 January and Friday 17 February 2012.

More specific information about when interviews will be held within each deanery/UoA can be viewed on our website at the link below:
http://www.ct1recruitment.org.uk/Calendar/deaneryuoanew_interview_dates.html.

1.4 Posts outside the RCP process

The only posts included in the CT1 recruitment process are two-year core medical training programme posts, and three-year acute care common stem (acute medicine) posts; both of which have entry at CT1-level, ie at first year. All deaneries/UoAs in England, Northern Ireland and Wales are participating.

Similar posts which are not entered into the RCP-SRO recruitment process for 2012 include:

CT2 posts

Where candidates wish to apply directly to single-year CT2-level posts, they should contact directly any deaneries/UoAs to which they are keen to apply, as CT2 recruitment is coordinated on a local basis.

Non-acute medicine ACCS posts (ie anaesthesia or emergency medicine)

The only ACCS posts included in the RCP-SRO CT1 recruitment process are those with acute medicine as the ‘parent’ specialty.

Recruitment to ACCS posts with anaesthesia or emergency medicine as parent specialties will be coordinated by the West Midlands and London deaneries respectively (see the ‘about ACCS’ page of our website for details: http://www.ct1recruitment.org/ct1_general_info/about_accs.html).

Scotland

All CT1 posts in England, Northern Ireland & Wales are included in the CT1 recruitment process; however Scotland is not participating in the process in 2012. For information on applying to posts in Scotland, please visit the Scottish medical specialty website: www.scotmt.scot.nhs.uk.

Academic Clinical Fellowships (ACFs)

The recruitment process for ACF posts is run by the national institute for health research trainees coordinating centre (NIHRTCC) – for details please visit their website: www.nihrtcc.nhs.uk.
1.5 Process summary chart

The 2012 CT1 recruitment process is summarised in the flowchart below:

1. Complete application and submit:
   - 25 November 2011 – 13 December 2011

2. Application assessment
   - until 13 January 2012

3. Invitations to interview sent out & interview places booked:
   - From 16 January 2012

4. CMT CT1 Interviews held:
   - 24 January – 17 February 2012

5. Offers sent out:
   - February – April 2012

6. Candidates formally recruited:
   - CT1 posts begin August 2012

Applications completed and submitted online from 25 November; submit by 13 December (1pm). See section 4 for more information.

Once applications have been submitted, deaneries/UoAs will begin assessing them for eligibility (‘long-listing’), and then applications will be scored and ranked (‘short-listing’). See section 5 for more information.

Following long/short-listing, deaneries/UoAs will begin inviting candidates to interview. Candidates will be able to respond to invitations and book interview places online, via the online application system – see section 6.

Please see section 6 for information on CT1 interview format and content.

Deaneries/UoAs can start offering posts to candidates as soon as all of their interviews have been completed. Section 7 gives more information here.

As candidates accept offers, deaneries/UoAs will give details regarding posts and programmes as they can. Start date for all CT1 posts is 1 August 2012.
1.6 Communications

Once registered with the application system (see section 3.2), you should check your email and your candidate portal regularly throughout the application process. We will use your email address to send you updates and personal messages about your application throughout the entire recruitment period, and some emails will require you to take action within 48 hours.

Please note that all emails sent to you regarding your application will be saved in your account in the application system.

The RCP-SRO has set up a twitter feed for 2012 recruitment, which can be followed by anyone with a twitter account. To follow the feed, either visit http://twitter.com/#!/ct1recruitment, or alternatively log in to your twitter account and search for ‘CT1recruitment’.

Please check our website – www.ct1recruitment.org – regularly. It is likely that you will access the application system via the link on our website, but in any case please be aware that we will add any important information to our website as and when we become aware of it.

2 Candidate eligibility

When applying to CT1, you must meet certain stringent criteria to be eligible for a post. These are listed as essential requirements in the CT1 person specifications, which can be viewed on the DH medical specialty training website at the links below:

- 2012 CT1 ACCS-AM person specification: http://www.mmc.nhs.uk/pdf/PS%202012%20CT1%20ACCS_AM.pdf
- 2012 CT1 CMT person specification: http://www.mmc.nhs.uk/pdf/PS%202012%20CT1%20CMT.pdf

These criteria are listed below:

To be eligible for CT1, a candidate must:

- have gained MBBS or equivalent medical qualification
- be eligible for GMC registration & licensing
- provide evidence of achievement of foundation competences
- be eligible to work in the UK
- be confirmed as fit to practise safely
- possess suitable language skills
- meet professional health requirements
- have career progression consistent with personal circumstances, and can provide full career history

(cont.)
have no more than 18 months’ postgraduate experience in medicine (excluding foundation training)

• have not previously relinquished or been released or removed from a CMT or ACCS programme

• complete all sections of the application form in full.

More information on each of these items can be found on the ‘application form’ page of our website at this link: http://www.ct1recruitment.org/applying_to_ct1/application_form.html

3  Before applying

Please consider the below points before beginning your application.

3.1 Offline considerations

3.1.1  Consider the eligibility criteria

See chapter 2 for more information on the eligibility criteria, and for links to the relevant person specification. More information on the criteria, plus how they can be met, can be viewed on the ‘eligibility’ page of our website at this link: http://www.ct1recruitment.org/applying_to_ct1/eligibility.html

As these are the essential requirements, all candidates must meet these to be eligible for CT1.

3.1.2  Choosing your deanery/UoA preferences

Within your application form, you will be able to specify up to four deanery/UoA choices, in preference order, prior to submission.

You do not have to select four by any means, but if a candidate’s application does not score highly enough for consideration at a particular deanery/UoA preference, it will be cascaded to their next-highest preference; if there is no next-highest preference, then their application will not progress any further. Please note that once allocated to a deanery/UoA this is the only one who will be able to make you an offer in this round; applications cannot be transferred after short-listing.

You will need to select at least one deanery/UoA preference before your application can be submitted. While it is likely that you will already have some idea of the deaneries/UoAs in which you would like to work, you may wish to take some time to gather further information on the potential choices before you begin applying.

Information on all participating deaneries/UoAs, along with the available post numbers in each, and the dates on which each will be holding CT1 interviews, can be viewed on the CT1 website at the links below:

Participating deaneries/UoAs: http://www.ct1recruitment.org/UoAs___Deaneries

Interview dates: http://www.ct1recruitment.org/Calendar/deaneryuoa_interview_dates.html

Post numbers: http://www.ct1recruitment.org/ct1_general_info/ct1_post_numbers.html
3.1.3 **Online application only**

Please be aware that only applications submitted via the online application system can be accepted. If you believe that you will have difficulty completing an online application, please contact our office via email at ct1recruitment@rcplondon.ac.uk.

3.1.4 **Linking applications**

Unfortunately, it is not possible for different candidates to formally link their applications. In the event that you would wish for your application to be linked to that of another candidate, you are advised to select the same deanery/UoA choices on the application form. Should you be invited to interview by different deaneries, you should contact the RCP-SRO immediately.

3.2 **Registration**

The first time you access the application system, you will be required to register; here, you will be asked to provide your name, email address, details of GMC ‘status’ (ie registration and licensing details); and to choose a password with which you can log back in.

You will also be able to select your deanery/UoA preferences at this point. You will need to select at least one preference, and can select up to four.

Once registration is complete, each time you log back in again you will be taken to what is referred to as your ‘candidate portal’ (essentially this is the same as an ‘account’). Here you can view your application form, copies of any messages you are sent, and at later stages of the process you can respond to interview invitations and offers you receive.

**Login**

Once you have registered with the application system, you can return to your application and log back in, at any time of day or night after the application window has opened.

**Password**

If you forget your password, there is an ‘I have forgotten my password’ link on the login screen which you can use to have your password emailed to you.

**Lockout**

Please note that when trying to log back in, if you have three consecutive unsuccessful login attempts, as a security measure the system will lock your candidate portal for 15 minutes, during which time you will not be able to log back in. Any attempt to log in during this period will also reset the ‘lockdown’ period to 15 minutes from that point.

**Timeout**

The system also contains a security measure whereby, if you are logged in to your application form, but are inactive – ie no editing has taken place – for 10 minutes, the system will automatically log you out. Before logging you out, the system will save your progress and allow you to choose if you wish to recover this copy.
4 The application form

All candidates wishing to apply to CT1 posts in 2012 will need to complete the online application form, which can be accessed via the homepage of our website (www.ct1recruitment.org) from 9.00am on Friday 25 November 2011.

All forms must be submitted by **1.00pm on Tuesday 13 December 2011**. Late applications cannot be accepted under **any** circumstances.

The time it will take to complete the application form will obviously vary between candidates; however, we would advise that you allow at least five or six sessions of one hour each to give you time to register, complete and check your application before submitting.

For further information on the structure of the application form, please see the ‘application form’ page of our website at this link: http://www.ct1recruitment.org/applying_to_ct1/application_form.html.

Each of the sections are summarised below:

### 4.1 Personal information

Below are listed the areas required for addition to the personal information page:

- contact/personal details (date of birth, home/work address, telephone number)
- information on any disability you may have
- interview requirements (related to above)
- guaranteed interview scheme
- deferred start date
- less-than-full-time training.

As suggested, if you wish to apply for the guaranteed interview scheme; to request particular arrangements for interview, related to any disability you have; a deferred start date; or less-than-full-time training; you will be given the opportunity to provide information here.

### 4.2 Foundation competence

The foundation competence section of the form requires you to state the evidence that you will use to demonstrate your achievement of foundation competence, and thus will use to show that your skills and experience are sufficient for you to progress to CT1 training.

There are a number of different methods which can be used here, which will depend on your current training/experience status. More information on this can be found on the ‘eligibility’ page of our website at this link: http://www.ct1recruitment.org/applying_to_ct1/eligibility.html.

**Submitting evidence**

If you are not currently on a UK/UK-affiliated foundation programme, you will be required to submit alongside your application some documentary evidence of your achievement of foundation competences. The easiest way to do this is to scan the document, and then attach the resulting electronic version of the document to your application – the form will prompt you as necessary.
4.3 Medico-legal details

Here you will need to provide details of your right to work in the UK, the dates of any permits, visas, etc. you may hold, and details (and evidence, if necessary) of your English language skills.

4.4 Qualifications

This section of the form is one of the two areas that your application can pick up points at the short-listing stage; where an area attracts marks, the maximum number of points available for each section is included in brackets below. You will be required to provide details of any qualifications you have gained to date; including:

› primary medical qualification (eg MBBS)
› undergraduate degree (eg BSc) – max 10 points
› postgraduate degree (eg MA) – max 10 points
› MRCP(UK) – for info only; no points awarded as not a criterion
› additional achievements (eg prize, distinction, bursary, etc.) – max 10 points
› training courses attended.

Please note that as it is not a criterion of entry to CT1 level, there are no points on offer for passing any part of the MRCP(UK). Information collected is for planning purposes only.

4.5 Supporting Information

This section of the form is very broad in scope, and is of most interest to recruiters/interviewers. This is the other area where your application can score points; where an area attracts marks, the maximum number of points available for each section is included in brackets below.

The items on this page are listed below:

› achievements outside medicine
› presentations made – max 6 points
› items/articles published – max 8 points
› teaching experience – max 10 points
› clinical audit – max 10 points
› commitment to specialty.

For more information on completing these fields of the form, please see the ‘application form’ page of our website (http://www.ct1recruitment.org/applying_to_ct1/application_form.html).

4.6 Experience

This section of the form requires you to give details of all of your previous medical posts in which you have been employed since leaving medical school, starting with the most recent/current, as well as any future posts you are scheduled to take up.

Please note that the person specifications require candidates to have no more than 18 months’ experience in medical posts at time of application (excluding foundation training).

(More information on the level of experience required can be found on the ‘eligibility’ page of our website at http://www.ct1recruitment.org/applying_to_ct1/eligibility.html.)
The experience section of the application form requires you to provide details of your:

› current employment status
› future posts
› current/most recent posts
› previous posts
› details of career gaps greater than 28 days
› current status – to declare that you do not exceed the experience requirements, nor have you previously relinquished or been released or removed from a CMT or ACCS programme.

For information on completing this part of the application, please see the ‘application form’ page (http://www.ct1recruitment.org/applying_to_ct1/application_form.html).

4.6.1 Career progression

The last field here requires you to state formally that you have not acquired more than 18 months’ experience. As the form suggests, if you select ‘Yes’, you will not be eligible to apply to CT1-level posts, and you will not be able to complete/submit your application.

Should you feel there are other factors that a deanery/UoA should take into account when considering your experience, the form will give you the opportunity to include such information at this stage. However, it is anticipated that candidates in this position will not normally be regarded as eligible.

4.7 Clinical references

Here you are required to list three referees who are familiar with your clinical development, from whom references can be sought by deaneries at a later stage of the recruitment process.

Please note that references will not play any part in the assessment process, and will not be consulted until after a decision has been made on whether or not to offer a post to a candidate.

4.7.1 Adding references to your form

For each of the three referees you add to your application, you will be required to give:

› name & title
› specialty
› contact email address
› postal address
› telephone number (general – ‘switchboard’ – and direct dial, if known)
› capacity in which you are known to the referee
› start and end dates of your time working/training with this referee.

Please be aware that it will not be possible to complete this section until you have added the details of three referees. It is expected that one referee will be your current or most recent supervisor at time of application, please use recent referees wherever possible; this is to allow deaneries/UoAs to gain as current a picture of your suitability as is possible.

For more information on adding referees’ details to the application form, please see our website.
4.8 Equality and diversity monitoring

This section includes monitoring information required by the NHS to monitor the recruitment practices throughout all specialties to ensure that recruitment policies are applied fairly and do not discriminate against individuals.

Here, you will be asked to provide factors including your age, gender, ethnic origin, religious beliefs, and whether you have a disability. In order to comply with the obligations placed upon them under equalities legislation, employers are obliged by law to collect this information.

4.9 Fitness to practise

There are a number of questions with ‘Yes’/‘No’ answer fields within this section, relating to issues of fitness to practise (FtP).

No further fields arise beyond these, regardless of the answer you select; however, please note if you answer ‘Yes’ to any question it is your responsibility to provide the deanery/UoA with further information as soon as you have applied so they can assess your eligibility. Appropriate contact details will be added to the ‘deanery/UoA contacts’ page of our website (http://www.ct1recruitment.org/Contact_Us/deaneryuocontacts.html) at time of application.

Please do be aware that the information you provide here will be regarded and treated as strictly confidential.

Declare all offences

A number of the FtP questions herein relate to criminal offences, convictions, proceedings, etc. with which you may have been involved. Please be aware that CT1 posts (as with most medical posts) are exempt from the Rehabilitation of Offenders Act 1974, and thus you must declare absolutely all criminal offences, convictions, etc. regardless of whether or not they can be regarded as ‘spent’.

The only exception to this is in the case of parking offences – these you do not need to declare. Additionally it is not mandatory to declare if you have ever received a police caution, reprimand or final warning, however, absolutely all other offences/convictions, including those relating to driving – even speeding tickets – must be declared.

4.10 Deanery preferences

As noted earlier, you can review your deanery/UoA preferences at any stage of completing your application, right up until you submit.

After you have submitted, it will not be possible to change these preferences; please think carefully about these prior to submission, and only submit once you are sure that they are your four preferred deanery/UoA choices.

4.11 Declaration

Before your application can be submitted, it is necessary for you to ‘sign off’ on seven declarations, which spell out your understanding and agreement with certain procedures. For further information on these, please see the ‘application form’ page of our website (http://www.ct1recruitment.org/applying_to_ct1/application_form.html).
To complete the declaration, thereby ‘signing’ the form to signify you have read and understood the above declarations, and agree with them, click on the ‘Declaration’ tickbox.

4.12 Submission

Once you have completed all sections of the application form – shown by all section headings in the right-hand menu being accompanied by a green tick – please go ahead and submit your application. Before submission we recommend that you use the preview function to review a copy of your application as it will appear to deaneries. This is to ensure it all appears as you intend, and to give it a final check before submission.

4.13 After submission

Notification

Once you have submitted your application, you will receive an email confirming your application has been received. If you do not, then first of all please check the ‘spam’ or ‘junk’ mail folders of your email account, and ensure you are checking the account corresponding to the email address you used to register initially.

Please note that the email may not arrive immediately upon submission of your application. However, if you have not received an email within several hours of submitting your application, please contact our helpdesk via email at ct1recruitment@rcplondon.ac.uk.

Post-submission changes

If you need to alter any of your personal details – such as change of address, mobile number, surname, etc. – you will be able to do this online. You will also be able to change your referees’ details at any point up until your interviewing deanery completes their interviews.

It is not usually possible to alter any other details on your application once it has been submitted. Answers to questions cannot be altered under any circumstances; even typing errors cannot be corrected. It is the responsibility of each candidate to ensure that their application is suitable for submission before they submit it.

Should you wish to change factors such as information recorded in your equal opportunities section, or the email address you have used to register with the system, you should email our helpdesk to request this (ct1recruitment@rcplondon.ac.uk).

Application progress

You will be able to track the progress of your application, and view all emails sent to you, in your messages folder in your candidate portal; there will be a bar showing the stage your application has reached.

It is suggested that you save your application as a webpage or MS Word (or other) document, for your own records. You may also wish to save any documents that you have used for drafting your answers while completing the application form, as a basis for your CV.
5 Application assessment

Once all applications have been submitted, deaneries/UoAs will begin the processes of assessing eligibility; once complete, they will then begin inviting candidates to interview.

At this stage, each application will be ‘handled’ by the deanery/UoA which was specified as first-choice by the candidate.

5.1 Long-listing

From submission of your application, deaneries/UoAs will begin long-listing. This is the process by which each of the applications they receive is checked to ensure that all the essential eligibility requirements, as laid out in the person specification, have been met.

Where this is not the case, candidates may be asked to provide more information to demonstrate eligibility; or if their application has already shown them to be ineligible, they will be informed that their application will not progress any further.

All long-listing will have been completed by Tuesday 10 January 2012 so all candidates should have been informed if they are eligible to proceed by this time.

5.2 Short-listing

All applications which progress through long-listing will then move on to the process of short-listing for interview. Here applications are scored according to their content, eg achievements, qualifications, etc.

The application form is scored via self-assessment based on the answers selected for the questions which attract marks (please see sections 3.7 and 3.8 for details of these areas, including the maximum marks available for each area). The maximum score possible is 64.

Applications are then ranked in score order. In the event that any deanery/UoA has received applications from more candidates than they are able to interview, applications from the lowest-scoring candidates will be cascaded to their second-choice preference deaneries/UoAs.

In the event that a candidate's application has not scored highly enough for them to be invited to interview at their second-choice deanery/UoA, their application will then be cascaded to their third-choice deanery/UoA - and so on.

Once all applications have been allocated to a deanery/UoA preference via the above process (where possible), deaneries/UoAs will then begin inviting candidates to interview.

The single-application system used in CT1 recruitment has enabled all eligible candidates to be offered an interview at one of their deanery/UoA preferences in the previous two years. In the first round of recruitment to CMT in 2011, 100% of eligible candidates received an interview invitation, 92% to their first-choice deanery/UoA preference. It is anticipated that even with the inclusion of ACCS-AM recruitment, this is likely to remain similar in 2012.

The evidence you provide in the boxes to support your claims are assessed at interview by a consultant at the Evidence & Suitability Station to ensure that they are in accordance with your claims.

Any instances of candidates found to be making claims on their application form which cannot be substantiated will be taken extremely seriously.
6 The interview

6.1 Invitation to interview

Once long- and short-listing has been carried out, deaneries/UoAs can begin inviting their allocated candidates to interview. For more information on interviews please see the ‘interviews’ page of our website (http://www.ct1recruitment.org/applying_to_ct1/interview.html).

Where possible, candidates will be given a minimum of five days’ notice before an interview. Invitations will be sent via email, copies of which can be viewed via the candidate portal.

Please note – candidates will only be invited to (a maximum of) one interview each. This interview will assess suitability for CT1 posts in both CMT and ACCS-AM.

6.2 Booking a place

Once you have received an invitation, you will be able to log in to your account and book a place at interview via the candidate portal of the application system.

Once you have done this, you will receive an email confirming your booking, and giving some information regarding preparation for your interview.

Booking deadline

When you receive your interview invitation, it will state by when you must book your interview slot. If you do not, it may be assumed that you have withdrawn; your place could be offered to someone else; your application formally withdrawn; and you will not progress any further.

Please consider service and rota issues when booking your interview slot. Should you have any issues with the available dates at your interviewing deanery/UoA, please contact them as soon as possible.

6.3 Interview dates

Provisional interview dates for each UoA will be posted on the ‘interview dates’ page of our website (http://www.ct1recruitment.org/Calendar/deaneryuo_interview_dates.html), and updated as necessary, to allow you to anticipate when you may require leave.

6.4 Documentation

As suggested elsewhere in this guide, you will be required to take with you to interview a certain amount of documentation to support your application. This will fall into two distinct categories – ‘eligibility’ and ‘evidence’.

Candidates are advised to keep the two sets of documents separate from each other – eg in separate folders. We will generally refer to these the ‘Eligibility Folder’ and ‘Evidence Folder’.

More information on these folders can be found on the ‘interview’ page of our website (http://www.ct1recruitment.org/applying_to_ct1/interview.html).

6.4.1 Patient identifiable information

One important point to note before considering documentation to take to your interview is that of patient identifiable information. You must ensure that none of the documentation you use at
The interview contains information which could be used to identify patients, as this would obviously be a breach of patient confidentiality.

In particular, if you will be bringing documents in support of your experience of audit, please do ensure that patient identifiable information is redacted.

### 6.5 The interview

All CT1 interviews will be held between Tuesday 24 January and Friday 17 February 2012.

For more comprehensive information on all aspects of the interview process, please see the ‘interview’ page of our website ([http://www.ct1recruitment.org/applying_to_ct1/interview.html](http://www.ct1recruitment.org/applying_to_ct1/interview.html)).

This is the most ‘valuable’ part of the recruitment process, in the sense that this is where you can earn the bulk of the points which will determine who is made an offer. The interview is based on the Multiple Mini-Interview format, and contains three independent stations, each assessed by two clinicians; with six different aspects of each applicant’s candidature being assessed overall.

While it is not possible to prepare in advance, ie ‘revise’, for any of the specific discussions of the interview (apart from gathering the various documentation you will require), you can of course give some thought to the process of being interviewed in general.

The interview will include discussion and analysis of your application form and the achievements, career history, qualifications, etc. at one station; another will see you given a clinical scenario to discuss, wherein your communication skills will also be assessed; and the third station will see you provided with an ethical scenario, again which you will discuss, before some discussion of your knowledge and analysis of professionalism and governance in a particular scenario.

In addition, making preparation for travel, leave, etc. particularly if you are likely to be overseas, is always advisable.

### 6.6 Interview structure and content

The structure and content of CT1 interviews between participating deaneries will be consistent; that is, in 2012, regardless of the deanery/UoA by which you are interviewed, the makeup of the interview will be the same.

For more information on the format, structure and content of the interview, please see the ‘interview’ page of our website ([http://www.ct1recruitment.org/applying_to_ct1/interview.html](http://www.ct1recruitment.org/applying_to_ct1/interview.html)).

### 6.7 After the interview

It may be the case that deaneries request further documentation (such as CRB checks, references, etc.) that was not requested, or could not be provided, prior to the interview. If this is the case, you may need to provide this to deaneries after the interview has been completed – you will be notified of this as is necessary.

At interview, each candidate will be given a total of twelve marks, which will make up their overall interview score. The interview panel will determine the appointability of each candidate; any candidates considered to be unappointable will be notified.

Each of the 12 marks, and the candidate’s short-listing score, will have a pre-determined weighting applied; the two are then combined, to give an overall, final assessment score for CT1. Decisions on whether candidates can be made offers will then be taken on the basis of their appointability and their final assessment score.
7 Offers & employment

7.1 Timing of offers

Each individual deanery/UoA can begin making offers to candidates once all CT1 interviews therein have been completed and all scores have been compiled and verified. This will likely be within seven days of the final interview taking place.

7.2 Receipt of offers

As with other notifications relating to your application, any post offer made to you will be made via the online application system.

The offering deanery/UoA will make the offer, and you will then be sent an email (to your registered email address) to notify you of this; including details of the post offer, the options available to you and the next steps you will be able to take.

7.3 Responding to offers

Following receipt of a post offer, you will have 48 hours to give your response. Please note that non-working days (bank holidays and weekends) are included in this time period – eg if an offer is made to you on a Friday afternoon, the response deadline would be Sunday afternoon. As such, you should ensure that you check your emails regularly throughout the offers period.

Upon receiving an offer via email, you will have three choices of response – accept, decline or hold. Candidates who have also applied to other specialties and who are awaiting the outcome of their applications can opt to hold a CT1 offer they receive beyond the usual 48 hour deadline.

However, they must still respond to the offer within 48 hours to confirm that they wish to hold. Candidates are only permitted to hold offers while awaiting the outcome of an application to another specialty.

Holding offers is only possible up until the overall holding deadline of Monday 19 March 2012. After this point, all offers on hold must be either accepted or declined; any offers made after this point will only have ‘accept’ and ‘decline’ as possible option.

For more information on these responses, please see the ‘offers & employment’ page of our website (http://www.ct1recruitment.org/applying_to_ct1/offers_and_employment.html).

7.4 After you have accepted an offer

7.4.1 Offer/Contract of employment

For more information on this, please see the ‘offers & employment’ page of our website (http://www.ct1recruitment.org/applying_to_ct1/offers_and_employment.html).

7.4.2 Requesting feedback

Candidates wishing to obtain feedback on their application form and/or their interview performance should contact the deanery/UoA which is managing their application at that point.

In most cases, the deanery/UoA managing a candidate’s application will be their first-choice preference. However, the deanery/UoA which has ‘ownership’ of a candidate’s application may
change during the recruitment process, as described in section 5.2. If this should occur, the candidate would be notified of the change, and of the new deanery/UoA handling their application.

After this point and from then on, the candidate in question should direct requests for feedback to their ‘new’ deanery/UoA. Contact details can be found on the ‘deanery/UoA contacts’ page of our website (http://www.ct1recruitment.org(Contact_Us/deaneryuoa_contacts.html).

Further information on requesting/providing feedback can be found on the DH medical specialty training office website: http://www.mmc.nhs.uk/specialty_training/specialty_training_2012/feedback_complaints.aspx

7.5 Round 2 & clearing

Round 2

It is likely that a second round of recruitment will be held in spring/summer 2012; this will be entirely independent of round 1, and will allow candidates to apply again – or to apply for the first time.

Whether or not a second round can be held will be dependent largely upon the numbers of posts remaining vacant from round 1, and the numbers of new vacancies arising during spring 2012. Judging by previous years it is anticipated that a second round will be required, but not all deaneries will participate.

For more information on this process, please see the ‘round 2’ page of our website (http://www.ct1recruitment.org/applying_to_ct1/round_2.html).

Clearing

Should a second round be held, this would be followed – if necessary – by a round of clearing. Here, candidates assessed as eligible and appointable, but who have yet to be offered a CT1 post, can opt to have their applications transferred for consideration at alternative deaneries/UoAs to which they have applied, where vacancies still remain. Only candidates applying in round 2 can be considered for clearing; scores from round 1 are not transferable to round 2.
8 Finally

We have endeavoured to make the process of recruitment to CT1 in 2012 as fair, transparent and streamlined as is possible for all parties – and for applicants in particular.

We have consulted widely with trainees’ groups of all levels, consultants, the Department of Health, postgraduate deaneries, as well as other groups and representatives involved with recruitment and the Royal College of Physicians, to move towards this goal.

More detailed information about the process is available on our website, this will also be the source for the most up to date information, so please check our website (www.ct1recruitment.org) regularly.

Should you have any queries relating to the recruitment process at any time, either to do with any information included in this guide or elsewhere, please email our helpdesk at ct1recruitment@rcplondon.ac.uk.

Good luck with your application,

The Specialty Recruitment Office team
Royal College of Physicians (London)
Joint Royal Colleges of Physicians Training Board
Appendix I – links

For additional information, you may wish to visit these websites:

East Midlands (South): http://www.eastmidlandsdeanery.nhs.uk/page.php?id=830
East of England: http://www.eoedeanery.nhs.uk/
Kent, Surrey & Sussex: http://kssdeanery.org/
London: http://www.londondeanery.ac.uk/
Mersey: http://www.merseyaneray.nhs.uk/
North Western: http://www.nwpgmd.nhs.uk/
Northern (England): http://mypimd.ncl.ac.uk/
Northern Ireland: http://www.nimdta.gov.uk/
Oxford: http://www.oxforddeanery.nhs.uk/
Severn: http://www.severndeanery.nhs.uk/
South West Peninsula: http://www.peninsuladeanery.nhs.uk/
Wales: http://www.walesdeanery.org/
Wessex: http://www.wessexdeanery.nhs.uk/
West Midlands: http://www.westmidlandsdeanery.nhs.uk/
Yorkshire & Humber: http://www.yorksandhumberdeanery.nhs.uk/
Scottish medical specialty training office: www.scotmt.scot.nhs.uk
NHS medical careers: http://www.medicalcareers.nhs.uk/
NHS Jobs: http://www.jobs.nhs.uk/
RCP London: http://www.rcplondon.ac.uk/
JRCPTB: http://www.jrcptb.org.uk/Pages/homepage.aspx
BMA: http://www.bma.org.uk/
### Appendix II – glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
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<tr>
<td>ACCS</td>
<td>Acute Care Common Stem</td>
</tr>
<tr>
<td>Applicants / candidates</td>
<td>Those applying to CT1 are referred to throughout the guide as either ‘applicants’ or ‘candidates’. The terms are used interchangeably and there is no difference between them</td>
</tr>
<tr>
<td>Assessment centre</td>
<td>This is the stage of recruitment where an applicant will visit a deanery/UoA to be assessed in person. This is referred to as ‘interview’ throughout our literature, and the assessment/selection centre will usually refer to the actual venue.</td>
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<tr>
<td>CMT</td>
<td>Core Medical Training</td>
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| CT1 | Core Training year 1 – equivalent to ST1 (specialty training year 1)  
For the purposes of this guide, appointment to ‘CT1’ posts usually refers to appointment to full training programmes (two-year for CMT, three-year for ACCS-AM) |
| CT2 | Core Training year 2 – equivalent to ST2 (specialty training year 2) |
| DH | The Department of Health |
| FACD 5.2 | Foundation Achievement of Competence Document 5.2  
This is the official form describing and verifying a trainee’s satisfactory achievement of all necessary foundation training competences |
| Foundation competences | These are the broad body of skills, experience, knowledge, etc. that all trainees are expected to have achieved, gained and demonstrated by the close of their time in foundation training. |
| GMC | General Medical Council  
The independent regulatory body of the UK medical profession |
| IELTS | International English Language Testing System  
This is a widely-used test of English language skill |
| JRCPTB | Joint Royal Colleges of Physicians Training Board |
| METP | Medical Education Training Programme  
A branch of the DH set up to coordinate national recruitment to specialty training – formerly known as MMC, and governed by the MPB (see below) |
| MMC | Modernising Medical Careers |
| MPB | Medical Programme Board  
The body that governs the medical specialty training office which coordinates specialty recruitment |
| R1 / round 1 | Round 1 is the initial recruitment phase for posts commencing in August 2012 |
| R2 / round 2 | Round 2 is the second recruitment phase for posts commencing in August 2012. This round is also open to candidates who require a Certificate of Sponsorship. However, non-UK/EEA doctors may be subject to the RLMT prior to an offer being made |

(continues)
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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</table>
| RCP          | Royal College of Physicians  
|              | NB – where ‘RCP’ is mentioned in this guide, it refers specifically to the Royal College of Physicians of [London](#) |
| RLMT         | Resident Labour Market Test  
|              | The RLMT is the test UK employers are required to carry out before employing eligible migrants who have restrictions on their right to work in the UK. See [http://www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further info |
| SRO (also RCP-SRO) | Specialty Recruitment Office  
|              | The SRO is based at the RCP, which co-ordinates national recruitment to CT1 posts in England, Northern Ireland & Wales, and are the authors of this document |
| UoA          | Unit of Application  
|              | Some deaneries are split into separate UoAs, such as the East Midlands. The term UoA will be used in relation to deaneries / units of application throughout this guidance document |