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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. Access to the Intrepid Pathway central portal will be through the West Midlands 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 need to preference a maximum of two Units of Application (UoAs). Each of these UoAs will read your application individually, and may offer you an interview. This means that you may be offered one, two or no interviews. UoA preferences cannot be amended once an application has been submitted.

The following Units of Application will be recruiting 2012:

- East Midlands North
- East Midlands South
- East of England
- Kent, Sussex and Surrey
- London/KSS
- Mersey
- North West
- Northern
- Northern Ireland
- Oxford
- Severn
- South West Peninsula
- Wales
- Wessex
- West Midlands
- Yorkshire and the Humber

Scotland will not be part of the nationally coordinated process, but will follow a similar timeline.

When deciding which UoAs to preference first and second, you should consider the historical competition ratios in each area. This is the third year that Anaesthesia ST3 recruitment has been coordinated on a national basis. In 2010, 1062 applications were received for 291 vacancies, giving an overall competition ratio of 3.65:1. In 2011, 562 unique applicants submitted 1124 applications for 317 vacancies, giving an overall competition ratio of 3.55:1.
The following table shows the number of applications each recruiting deanery received for Anaesthesia ST3 in 2011:

<table>
<thead>
<tr>
<th>UoA</th>
<th>No. of posts</th>
<th>No. of applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands North</td>
<td>10</td>
<td>19</td>
</tr>
<tr>
<td>East Midlands South</td>
<td>13</td>
<td>40</td>
</tr>
<tr>
<td>East of England</td>
<td>8</td>
<td>38</td>
</tr>
<tr>
<td>Kent, Sussex and Surrey</td>
<td>10</td>
<td>112</td>
</tr>
<tr>
<td>London/KSS</td>
<td>81</td>
<td>230</td>
</tr>
<tr>
<td>Mersey</td>
<td>17</td>
<td>83</td>
</tr>
<tr>
<td>North Western</td>
<td>25</td>
<td>114</td>
</tr>
<tr>
<td>Northern</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>29</td>
<td>31</td>
</tr>
<tr>
<td>Oxford</td>
<td>13</td>
<td>100</td>
</tr>
<tr>
<td>Severn</td>
<td>7</td>
<td>30</td>
</tr>
<tr>
<td>South West Peninsula</td>
<td>6</td>
<td>19</td>
</tr>
<tr>
<td>Wales</td>
<td>23</td>
<td>59</td>
</tr>
<tr>
<td>Wessex</td>
<td>16</td>
<td>57</td>
</tr>
<tr>
<td>West Midlands</td>
<td>21</td>
<td>80</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td>28</td>
<td>87</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>317</strong></td>
<td><strong>1124</strong></td>
</tr>
</tbody>
</table>

Competition ratios for the other nations, outside of the national process, can be found on the relevant MMC websites.

Applicants should be aware that the recruitment process may be very competitive and it is anticipated that there will be many more applicants than posts available.

Candidates who are not invited to interview in either of their first two preferred UoAs will not come back into the process at the clearing stage.

**SUB PREFERENCES**

Once the application window closes, your first and second choice UoA preferences will become frozen. At a later date, you will be required to log onto Intrepid Pathway and rank your detailed geographical preferences for the two UoAs.

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 preferred rotation that you could be upgraded into.

Sub preferencing will close at 5.00pm on Wednesday 18 April 2012. Candidates will be able to change the rankings of their sub preferences up until this time.
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.

SELF ASSESSMENT
The application form will contain a number of questions that you are required to self-score. The scores achieved for these questions, will be added to your shortlisting score to determine whether or not you will be invited to interview. Responses to self assessment questions will be ratified as part of the portfolio station, should you be invited to interview and you will be required to produce evidence to support the score that you have given yourself for each of the domains.

It is therefore imperative that you answer the self assessment questions accurately and honestly. Deliberately falsifying or giving dishonest answers is in breach of Good Medical Practice and may result in you being referred to the General Medical Council on the grounds of probity.

CATEGORIES OF APPLICANT
The Royal College of Anaesthetists has agreed that candidates who have the Primary MCQ and have applied to sit the OSCE/SOE part of the examination in May 2012 are eligible to apply for ST3 posts. However only those that have passed the full Primary FRCA examination by the time they take up appointment in August 2012 will be eligible for confirmation of an ST3 offer from this round of recruitment.

Because of the Primary FRCA timetable, candidates applying for posts in August 2012 will only have had one attempt to pass the full examination before taking up appointment, but those applying for posts commencing in February 2013 will have two attempts. However, it is anticipated that there will be fewer posts available for February 2013 posts. If you are a Category 2 candidate, you are advised to apply for August 2012.

The 2012 recruitment process (to include both August 2012 and February 2013 intake) will be the last year that applicants will be able to apply without the full Primary examination. In future, you will only be eligible if you have passed the full Primary examination by the time of your ST3 interview.

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).

Applicants will be considered in three distinct categories:

- **Category 1**
  Applicants with right of residency who have the full Primary FRCA examination, or equivalent, at the time of application
• **Category 2**  
  Applicants with right of residency who have, as a minimum, the Primary MCQ only, or equivalent, at the time of application, with an intention to sit the rest of the exam in May 2012

• **Category 3**  
  Applicants without right of residency in the UK, with Primary MCQ as a minimum

When filling in the application form, you will be asked to express which parts of the Primary FRCA examination you have passed.

**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 not 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 CT2 COMPETENCY**

You will be expected to show that you have achieved CT2 competence and have been issued with a Basic Level Training Certificate (BLTC), or that you are expected to by the start date. If you are currently in the CT2 year of a core training programme, this will be evident from your application form and you will not need to upload any further evidence at the time of application, but evidence of progression with core competences will need to be brought to interview. However, if you are not currently in a core training programme, you should upload a copy of your BLTC with your application.

For those applying from core training programmes, satisfactory evidence of progress with core competences would be units of training signed off on the Record of basic level units of training form from the curriculum and/or a letter from your current College Tutor stating that you are on track to be issued with a BLTC by August 2012.

If you are applying from a non-training post, your evidence of equivalence of training should be your BLTC.

Please note, if it is not clear from your application how you have achieved/will achieve core competences, your application will be longlisted out.
**FITNESS TO PRACTISE**

Candidates who answer yes to any of the Fitness to Practise questions on the application form will be required to provide further information to the deaneries that they preference first and second and the coordinating deanery (fitnessstopractise@westmidlands.nhs.uk).

Failure to provide details of Fitness to Practise declarations to the coordinating deanery and the deaneries you are applying to by the deadline for receipt of applications will result in your application being longlisted out.

Details should be emailed directly to the deaneries, using the following email addresses:

<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>

**EXCLUSION POLICY**

This prevents trainees previously removed from an Anaesthesia training programme from reapplying to 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**

Following the deadline for receipt of applications, the co-ordinating deanery will conduct longlisting on all applicants, regardless of which UoAs candidates have applied to.

Candidates who fail to meet the following criteria will be longlisted out and will not progress any further in the recruitment process:
• Full registration with the General Medical Council
• At least 24 months post Foundation experience in Anaesthesia and Intensive Care Medicine, anywhere in the world (at least 18 months must be in Anaesthesia and 3 months in ICM)
• Primary FRCA MCQ pass, as a minimum
• Evidence of achievement of core competences, prior to taking up appointment
• Appropriate immigration status to allow the applicant to take up a training post
• Evidence of English Language skills

SHORTLISTING
On completion of the longlisting process, applications that have met the minimum eligibility criteria will be forwarded to the UoAs that you have preferred first and second for scoring against a nationally agreed, standardised shortlisting scoring framework.

All shortlisting will be required to take place between 9 March 2012 and 19 March 2012.

Where a UoA has capacity to interview all candidates that have applied to them, they may decide to bypass the shortlisting process and invite all eligible candidates to interview.

You could be invited to a maximum of two interviews. You should expect to be given at least 5 working days notice of an interview. If you do not hear from a UoA by the time their interviews take place, you should assume that you have been unsuccessful on this occasion.

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/recruitment2012/anaesthesia.aspx)

Whilst interview dates have been coordinated between UoAs, interview clashes may still occur. It is your responsibility to inform both UoAs as early as possible to allow rescheduling of interviews.

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

INTERVIEW FORMAT
A standardised interview/selection format is in place, which is mandatory for all Anaesthesia 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 and 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 form 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. References should be requested on the nationally agreed reference form, available to download from the West Midlands Deanery website (www.westmidlandsdeanery.nhs.uk).

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. Please do not contact the coordinating deanery about offers prior to this date, as this could delay the release.

ST3 offers will be sent to Category 1 applicants who ranked highly enough at interview to be offered a post. At the same time, Category 2 candidates who have ranked highly enough to be offered a post in one of the UoAs that they preferred first or second, will be informed that they have a provisional ST3 offer, subject to passing the May Primary FRCA examination. Where candidates holding a provisional offer subsequently fail the May sitting of the Primary FRCA examination, their offer will be withdrawn.

Candidates will receive two offers if they rank highly enough in each of their top two preferred UoAs to be offered a post in both.

Example 1 Category 1 candidate is deemed appointable for ST3 in both first and second preference UoAs. Candidate receives two offers.

Example 2 Category 1 candidate is deemed appointable for ST3 in both first and second preference UoAs, but only ranks highly enough to be offered a post in second preference UoA. Candidate will be offered post in second preference UoA. In this case the candidate will be given the option to hold the offer until 31 May 2012, as Category 2 candidates who fail the Primary FRCA exam may release ST3 places in this candidate’s first choice UoA.

Example 3 A ST3 candidate who is interviewed in both their first and second choice UoAs, but is only deemed appointable in their second preference could only be offered that post. In this case, candidates would not benefit from holding their offer as they would not be eligible to receive an offer from their first choice UoA.

Example 4 Category 2 candidate is deemed appointable for CT2 in their chosen UoA and ST3 in first and second preference UoAs, and ranks highly enough to be offered a post in all. Candidate will receive one CT2 offer in April and will receive two provisional ST3 offers, subject to success in the May sitting of the Primary FRCA exam. The candidate would be allowed to accept the CT2 offer and one of the ST3 offers. If they are successful in the May exam, they would be allowed to withdraw from the
CT2 acceptance. Candidates in this position would be expected to decline one of the ST3 posts within the initial 48 hour offer window.

**Example 5** Candidate is deemed appointable, but does not rank highly enough to be offered a post. As offers are recycled, due to declines of other successful candidates, the candidate will move up the appointable list. If they move high enough to be offered a post, they will be, if not, they will be moved into the clearing process with other appointable but unappointed candidates.

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 levels of application. 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 ST3 post, you will not receive any further offers from any other specialty.

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

If you choose to hold an offer, you can hold this up until 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, if you are a Category 2 candidate, you will be allowed to accept both posts until you receive the results of your Primary FRCA 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 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 ST3 upgrades will be offered and the post you get offered will be the only offer you will receive for the particular UoA.

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

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 PROCESS**

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 at least one their interviews 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.

**CATEGORY 3 OFFER PROCESS**

Category 3 candidates can only be offered where vacancies still exist after the clearing process has taken place and after the list of appointable candidates with right of residence has been completely exhausted.

If vacancies exist in deaneries where Category 3 candidates were interviewed and deemed appointable, offers will be made, in rank order without further interview. However, if vacancies only exist in other deaneries, candidate details will be forwarded onto deaneries to allow them to arrange local clearing interviews. Central clearing interviews will not be organised at this stage.
FEEDBACK
All feedback requests should be addressed to the coordinating deanery.

Following completion of the shortlisting process, shortlisting score and rank will be published on Intrepid Pathway. No further information will be supplied.

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

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

UNFILLED POSTS
Any posts that are left unfilled at the end of this process will be carried into the next round of national recruitment. Unfilled posts will not be handed back to deaneries to fill through local recruitment processes.

ST3 LOCUM APPOINTMENTS FOR TRAINING (LATs)
Locum Appointments for Training will not be part of this process. However, applicants will be asked if they would like to be considered for a LAT post on their application form. This information will not be made available to any deaneries until all ST3 offers have been made and accepted (i.e. after completion of the clearing process).

Once the ST3 offer process has been completed in its entirety, details of those candidates who ticked the LAT box on their application form and were deemed appointable at interview but who have not received a ST3 offer will have their details forwarded on.

Any offers to LAT posts will be dealt with by the appointing deaneries, not the coordinating deanery.