

# Medical Specialty Recruitment

## 2017 Applicant Handbook



Issue 1.0

Published 04/11/2016

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## Overview of Medical Specialty Recruitment

This applicant guide is intended to help you make the best possible applications, starting with your specialty choices and continuing through the entire application process. In addition to reading this guide you must also ensure that you read the specialty specific guidance for the specialty/specialties to which you are considering making an application. Specialty specific guidance will be available from the recruitment leads for the individual specialties.

The majority of specialty recruitment is organised nationally by one of the Royal Colleges or by a lead HEE local office/Deanery on behalf of all local offices and deaneries. This means that you complete one online application and state your preferred local office/Deanery, rather than submitting multiple applications.

The following table shows the lead recruiters for 2017:

Specialty	Level	Lead Recruiter
Acute Medicine	ST3	Joint Royal Colleges of Physicians Training Board
ACCS Emergency Medicine	ST1	HEE – London and the South East
Allergy	ST3	Royal College of Physicians
Anaesthetics and ACCS Anaesthetics	CT1	HEE – West Midlands
Anaesthetics	ST3	HEE – West Midlands
Audiovestibular Medicine	ST3	Joint Royal Colleges of Physicians Training Board
Cardiology	ST3	Joint Royal Colleges of Physicians Training Board
Cardiothoracic Surgery	ST1 ST3	HEE – Wessex
Clinical Genetics	ST3	Joint Royal Colleges of Physicians Training Board
Clinical Neurophysiology	ST3	Joint Royal Colleges of Physicians Training Board
Clinical Oncology	ST3	HEE – London and the South East
Clinical Pharmacology and Therapeutics	ST3	Joint Royal Colleges of Physicians Training Board

<b>Specialty</b>	<b>Level</b>	<b>Lead Recruiter</b>
Clinical Radiology	ST1	HEE – London and the South East
Combined Infection Training	ST3	Joint Royal Colleges of Physicians Training Board
Community Sexual and Reproductive Health	ST1	HEE – East of England
Core Medical Training and ACCS Acute Medicine	CT1	Joint Royal Colleges of Physicians Training Board
Core Psychiatry Training	CT1	HEE – North West
Core Surgical Training	CT1	HEE – London and the South East
Dermatology	ST3	Joint Royal Colleges of Physicians Training Board
Diagnostic Neuropathology	ST3	HEE – London and the South East
Emergency Medicine – Direct Route of Entry	ST3	HEE – Yorkshire and the Humber
Emergency Medicine	ST4	HEE – Yorkshire and the Humber
Endocrinology and Diabetes	ST3	Joint Royal Colleges of Physicians Training Board
Gastroenterology	ST3	Joint Royal Colleges of Physicians Training Board
General Practice	ST1	GP National Recruitment Office
General Surgery and Vascular Surgery	ST3	HEE – London and the South East
Genitourinary Medicine	ST3	Joint Royal Colleges of Physicians Training Board
Geriatric Medicine	ST3	Joint Royal Colleges of Physicians Training Board
Haematology	ST3	Joint Royal Colleges of Physicians Training Board
Histopathology	ST1	HEE – London and the South East
Immunology	ST3	Joint Royal Colleges of Physicians Training Board

<b>Specialty</b>	<b>Level</b>	<b>Lead Recruiter</b>
Intensive Care Medicine	ST3	HEE – West Midlands
Medical Oncology	ST3	Joint Royal Colleges of Physicians Training Board
Medical Ophthalmology	ST3	Joint Royal Colleges of Physicians Training Board
Metabolic Medicine	ST3	HEE – East Midlands
Neurology	ST3	Joint Royal Colleges of Physicians Training Board
Neurosurgery	ST1 ST3	HEE – Yorkshire and the Humber
Nuclear Medicine	ST3	HEE – London and the South East
Obstetrics and Gynaecology	ST1	HEE – North West
Occupational Medicine	ST3	HEE – London and the South East
Ophthalmology	ST1 ST3	HEE - South West
Oral and Maxillo Facial Surgery	ST1 ST3	HEE - South West
Otolaryngology (ENT)	ST3	HEE – Yorkshire and the Humber
Paediatric and Perinatal Pathology	ST3	HEE – London and the South East
Paediatric Cardiology	ST4	HEE – Wessex
Paediatric Surgery	ST3	HEE – Yorkshire and the Humber
Paediatrics	All	Royal College of Paediatrics and Child Health
Palliative Medicine	ST3	Joint Royal Colleges of Physicians Training Board
Plastic Surgery	ST3	HEE – London and the South East
Public Health	ST1	HEE - East Midlands
Rehabilitation Medicine	ST3	Joint Royal Colleges of Physicians Training Board

Specialty	Level	Lead Recruiter
Renal Medicine	ST3	Joint Royal Colleges of Physicians Training Board
Respiratory Medicine	ST3	Joint Royal Colleges of Physicians Training Board
Rheumatology	ST3	Joint Royal Colleges of Physicians Training Board
Sport and Exercise Medicine	ST3	Joint Royal Colleges of Physicians Training Board
Trauma and Orthopaedic Surgery	ST3	HEE – Yorkshire and the Humber
Urology	ST3	HEE – Yorkshire and the Humber

Further information on the lead recruiters can be found on the Recruitment Leads page of the Oriol recruitment system: <https://www.oriol.nhs.uk/Web/RecruitmentLead>

Each recruitment office is responsible for some or all of the following:

- advertising vacancies
- providing information on the recruitment process
- receiving applications
- longlisting applications against a set of agreed eligibility criteria
- shortlisting based on set criteria and scoring systems
- interviewing and selecting successful applicants
- making offers and receiving acceptances

### Competition

When deciding which posts and specialties to apply for, applicants are advised to consider carefully the likely levels of competition involved and be prepared to be flexible about their specialty choices; not all applicants will be successful in getting a place in their first choice specialty and/or region.

The medical specialty training website <http://specialtytraining.hee.nhs.uk> provides direct links to competition ratios from previous recruitment rounds.

These figures do not show what will happen in 2017, but offer a broad indication of the most and least subscribed specialties and areas in the previous recruitment year.

In “uncoupled” training programmes, there are high levels of competition for higher specialty training posts particularly in the surgical specialties. In addition to those who are currently in

their final year of core training, there will be applicants in non-training posts who will also be applying for these.

### Recruitment to Academic Clinical Fellowships (ACF)

Applicants applying to Academic Clinical Fellowships (ACFs) will need to meet the criteria in both the clinical and ACF person specifications.

Applicants are required to demonstrate appropriate competence in both an academic and a clinical interview for the specialty that they are applying to.

Applicants who currently hold a National Training Number (NTN) or Deanery Reference Number (DRN) which required clinical interview in the GMC specialty associated with the ACF, at the same level of training, will only be required to attend an academic interview as they will have met the requirements of the clinical interview previously.

Applicants holding a Deanery Reference Number for core training, who are applying for an academic post at a higher training level must attend and be deemed appointable at a clinical interview at a level that matches the level of academic training being applied for (e.g. CT2, ST3, ST4).

Applicants applying for NIHR Academic Clinical Fellowships who require clinical benchmarking will be required to complete and submit both an academic application form and the associated clinical application form for the specialty in which they will require clinical benchmarking. Applicants will be asked in the clinical application form what posts they wish to be considered for; academic only or clinical and academic posts. It is important that applicants understand the implications of their response to this question as they will not be permitted to change their answer to this at a later date. Applicants stating that they only wish to be considered for academic appointments will not be considered for clinical training programmes, regardless of their performance at selection.

If shortlisted, academic applicants will be required to attend an integrated academic interview, consisting of both academic and clinical questions and assessors. Those who are considered appointable at the academic interview, who do not hold an NTN or DRN in the specialty, will be invited to attend a clinical interview in the same specialty, at the same training level, providing they have also completed the associated clinical application form. Any academic offers made will be conditional upon meeting the appointability threshold at the clinical interview.

*See Annex A for Frequently Asked Questions*

### Flexibility in training – less than full time training

If you are applying to enter specialty training but are unable to train full time, you may apply for less than full time training (LTFT), providing you can show that training on a full time basis would not be practical for you for well-founded reasons. Well-founded reasons may include, for example, disability, ill health, carer's responsibilities, religious commitments and unique opportunities for personal or professional development.

Less than full time training must meet the same requirements as full time training, except that there will be fewer hours of work per week.



Please note that you will need to secure a full time post in open competition before you can make an application to work LTFT. You should apply for eligibility through your current HEE local office/Deanery ahead of this and indicate your desire to work less than full time on your application form.

If you are, or will be, on a Tier 2 visa, your salary must meet the minimum salary threshold for Tier 2. Please contact the lead recruiter if you are planning to apply for LTFT training.

### Accreditation of Transferable Competences Framework

Many core competences are common across specialty curricula. When moving from one approved training programme to another, competences gained in core, specialty or general practice training should not have to be repeated if already achieved. The Academy of Medical Royal Colleges has developed the Accreditation of Transferable Competences Framework (ATCF) to assist trainee doctors in transferring competences achieved in one core, specialty or general practice training programme, where appropriate and valid, to another training programme.

Trainees who decide to change career path could transfer competences achieved in another training programme and reduce the length of their new training programme by a maximum of 2 years.

The ATCF applies only to those moving between periods of GMC approved training and is aimed at the early years of training. The time to be recognised within the ATCF will need to be reviewed at the trainee's first Annual Review of Competence Progression (ARCP), if appointed. Where accreditation is not granted, trainees will be expected to complete the full training programme.

Applicants wishing to be considered for shortened training through the ATCF route should indicate this on their application form, but apply separately through the region where the post is accepted.

Please note, the ATCF is not available for all specialties.

Further information on the ATCF is available from the Academy of Medical Royal Colleges (<http://www.aomrc.org.uk/publications/reports-guidance/accreditation-of-transferable-competences-0914/>).

## Planning your Application

Once you have decided which specialty or specialties you wish to apply for it is essential that you first ensure that you are eligible to make an application. Person specifications are available from [www.specialtytraining.nhs.uk](http://www.specialtytraining.nhs.uk)

You should familiarise yourself with the application period, find out where and how you access the application form and make sure you read all of the guidance information provided by the lead recruiter for that specialty.

We advise that you do this as soon as possible to ensure that any queries you have can be resolved in good time, ahead of you beginning your application.

*See Annex B for links to further information*

### 2.1 Eligibility to apply for specialty training in 2017

There are strict eligibility requirements when applying for specialty training, with some person specification criteria being *essential*. If you are applying for more than one specialty, ensure you read the person specification for each specialty/level to which you are applying.

#### 2.1.1 Fitness to Practise

If you make a Fitness to Practise declaration on your application form, you **must** email further details to the lead recruiter and the region in which you are being interviewed/considered for appointment, where this differs from the lead recruiter.

Supporting information should provide, as a minimum:

- The specialty and level applied to
- Applicant full name
- Application ID
- An outline of the events leading to the Fitness to Practise issue
- The date/s of the event/s
- A reflection on the event and the outcome of any investigation/action

Further details on the nature of the declaration may be requested and should be provided prior to the deadline for submission of applications. Failure to provide this detail by the closing date may result in the application being rejected.

*Contact details are available in Annex C*

#### 2.1.2 Right to work in the UK

UK and EEA nationals and doctors whose immigration status entitles them to work as a doctor in training in the UK are eligible to apply for specialty training. Evidence of immigration status would be a biometric residence card, date stamped passport and/or identity card. All of these documents need to be dated as at or prior to the application closing date.

Please visit <https://www.gov.uk/government/organisations/uk-visas-and-immigration> for more information.

Other non-UK or non-EEA nationals with limited leave to remain in the UK, whose employment will require a Tier 2 visa, are subject to the Resident Labour Market Test and would only be considered for appointment if there were no suitable UK or EEA national (settled status) candidates for the post.

Applicants will be asked to bring their date stamped passport and/or identity card together with proof of their immigration status to any interviews or assessment centres.

Applicants in the following categories are eligible to be considered for appointment in both Round 1 (CT1/ST1 recruitment) and Round 2 (ST3/ST4 recruitment):

- UK or EEA national
- Non-UK or non-EEA national where immigration status allows work without restriction in the UK e.g. those holding Tier 1 status with no restriction against working as a doctor or dentist in training **or** dependent status with no restriction against working as a doctor or dentist in training.
- Already on Tier 2, applying to continue training with the same sponsor and/or the same training number.
- Applying for a specialty in a shortage occupation.
- Non-UK or non-EEA national who has graduated from a UK medical or dental school, who currently has UK Tier 4 status to work in the Foundation Programme. Applicants in this category will need to apply for Tier 2 sponsorship, but will be exempt from the Resident Labour Market Test (RLMT) if they have had continuous immigration status in the UK since graduation. Applicants currently undertaking a UK Foundation Programme in the Isle of Man **will not** be exempt from the RLMT.
- Non-UK or non-EEA national who currently has Tier 4 status to complete a Masters or PhD. Applicants must have completed their Masters or completed 1 year of their PhD to be exempt from the RLMT.

**Please note:** In 2017, applicants to General Practice who are subject to the Resident Labour Market Test will be considered for appointment in Round 1.

The following applicants can apply and be considered for appointment in core and specialty training in Round 2:

- Already on Tier 2 and applying for a different specialty and changing sponsor. Applicants in this category will require Tier 2 sponsorship and will be subject to the RLMT.
- Non-UK or non-EEA national who has limited leave to remain in the UK, who does not fall into one of the above categories. Applicants in this category will require Tier 2 sponsorship and will be subject to the RLMT.

- Non-UK or non-EEA national who does not currently hold a UK visa status. Applicants in this category will require Tier 2 sponsorship and will be subject to the RLMT.

**Please note:** Where immigration status changes part way through a recruitment round, this could change an applicant's right to work status. Any applicants in this position should contact the lead recruiter immediately.

*See Annex D for more information for overseas nationals*

### 2.1.3 Evidence of Foundation Competence

All applicants to CT1/ST1 posts are required to provide evidence of achievement of Foundation Competence within the 3 years prior to the intended commencement date for the advertised post(s).

The acceptable methods for demonstrating foundation competences are:

- **Currently on a Foundation Programme**

Applicants currently undertaking a recognised foundation programme in the UK<sup>1</sup> which is due to finish in August 2017, will need to confirm the name of their Foundation School but do not need to submit any other evidence at the point of application. Any offer of a training programme will be conditional upon successful completion of the Foundation Programme and being awarded a Foundation Programme Certificate of Completion (FPCC) before August 2017. Those applying who will require a delayed start date due to illness or maternity, will be permitted to apply and defer in order to allow them to complete their Foundation Programme.

- **Already completed a Foundation Programme**

Applicants who have already completed a UK Foundation Programme will be asked to confirm that they have been awarded an FACD 5.2, signed no earlier than 1<sup>st</sup> January 2014. A scanned copy of the FACD 5.2 **MUST** be uploaded to the Oriel application.

- **Currently on a Specialty Training Programme**

Applicants currently in active clinical or clinical and academic practice in a UK educationally approved training post (CT/ST/LAT or equivalent), holding either a National Training Number (NTN) or Deanery Reference Number (DRN) will be considered as having had their foundation competences assessed on entry to their current post and do not need to demonstrate these again, regardless of when foundation competences were signed off.

Applicants who do not fall into any of the above categories will be required to submit an Alternative Certificate of Foundation Competence signed by a consultant who has supervised them for at least 3 months (whole time equivalent and continuous period) since

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<sup>1</sup> UK Affiliated Foundation Programmes include those in Malta. The Maltese Foundation School awards the Foundation Programme Certificate of Competence (and previously FACD 5.2) to the same standards as other UK Foundation Schools and as such is considered equivalent.

1st August 2014. Applicants may submit multiple Alternative Certificates, from different posts in order to show evidence of achievement of all competences. All submitted certificates must relate to posts undertaken for at least 3 months (whole time equivalent and a continuous period) since August 2014. Scanned copies of the certificates **MUST** be attached to the Oriel application form. Original document(s) will be requested at a later date.

When submitting an Alternative Certificate, all competences must be signed as achieved at the time of application.

Only Alternative Certificates from the current recruitment year will be accepted. For 2017 recruitment, the 2017 Alternative Certificate of Foundation Competence should be submitted at the time of application.

The only exception to this is if you are a refugee. Refugees (as defined on the UKVI website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>) are advised to contact the recruiting organisation for further guidance but should submit an Alternative Certificate, if possible.

In addition, applicants are required to have had 12 months experience **after** achieving full GMC registration, or equivalent by the start date for the post they are applying for.

#### 2.1.4 Evidence of Core Competence

Acceptable forms of evidence for demonstration of core competence will vary between specialties. Please refer to specialty specific guidance for further information.

#### 2.1.5 Person specifications for jobs

Each specialty (and entry level for training) has a nationally agreed person specification that lists the required competences for that specialty. When completing applications, applicants will need to provide evidence of achievement of the specified competences; some will need to be demonstrated at time of application, others by commencement of post.

Person specifications are available from: <http://specialtytraining.hee.nhs.uk>

Applicants applying to Academic Clinical Fellowships (ACFs) will need to meet the criteria in both the clinical and ACF person specifications.

## Vacancies and Applications

### Advertisements and where to find them

All recruitment offices will work to a nationally coordinated advertisement and application window.

<b>Academic Clinical Fellow (ACF) Recruitment</b>	
For further information on the ACF recruitment process, please visit the National Institute for Health Research website: <a href="http://www.nihr.ac.uk">http://www.nihr.ac.uk</a>	
<b>Applications open</b>	Monday 10 October 2016
<b>Applications close</b>	Monday 7 November 2016
<b>Interview window</b>	Wednesday 9 November 2016 to Friday 23 December 2016
<b>Initial offers released from</b>	Monday 9 January 2017
<b>Hold deadline</b>	Monday 16 January 2017

**Please note:** Academic Clinical Fellowships in General Practice (Primary Care) and Cardiothoracic Surgery are recruited to at the same time as specialty training applications (i.e. Round 1)

<b>Round 1</b>	
Predominantly recruitment to CT1/ST1 for commencement between August and December 2017	
<b>Advertisements</b>	Thursday 3 November 2016
<b>Applications open</b>	Wednesday 9 November 2016 (10:00hrs)
<b>Applications close</b>	Thursday 1 December 2016 (16:00hrs)
<b>Interview window</b>	Wednesday 28 December 2016 to Wednesday 1 March 2017
<b>Initial offers released by</b>	Thursday 2 March 2017 (17:00hrs)
<b>Hold deadline</b>	Thursday 9 March 2017 (13:00hrs)
<b>Upgrade deadline</b>	Thursday 16 March 2017 (16:00hrs)
<b>Hierarchical deadline</b>	Tuesday 21 March 2017 (16:00hrs)

<b>Round 1 Re-Adverts</b>	
Re-advertisement of posts still vacant following completion of Round 1	
<b>Advertisements</b>	Thursday 16 February 2017
<b>Applications open</b>	Tuesday 28 February 2017 (10:00hrs)
<b>Applications close</b>	Thursday 16 March 2017 (16:00hrs)
<b>Interview window</b>	Tuesday 11 April to Friday 28 April 2017
<b>Initial offers released by</b>	Tuesday 2 May 2017 (17:00hrs)
<b>Hold deadline</b>	Friday 5 May 2017 (09:00hrs)
<b>Upgrade deadline</b>	Friday 5 May 2017 (13:00hrs)

<b>Round 2</b>	
Predominantly recruitment to ST3/ST4 for commencement between August and December 2017	
<b>Advertisements</b>	Wednesday 25 January 2017
<b>Applications open</b>	Wednesday 1 February 2017 (10:00hrs)
<b>Applications close</b>	Wednesday 22 February 2017 (16:00hrs)
<b>Interview window</b>	Monday 6 March to Wednesday 26 April 2017
<b>Initial offers released by</b>	Thursday 27 April 2017 (17:00hrs)
<b>Hold deadline</b>	Wednesday 3 May 2017 (13:00hrs)
<b>Upgrade deadline</b>	Friday 5 May 2017 (16:00hrs)
<b>Hierarchical deadline</b>	Tuesday 9 May 2017

Further rounds of recruitment may happen in a number of specialties where vacancies arise later in the year.

Some specialties will run a re-advertised Round 2 in late summer/early autumn 2017 for a later start date.

## Religious Holidays

Wherever possible, recruitment offices will avoid religious holidays when planning interview dates, but this cannot be guaranteed. Applicants unable to attend an interview date for this reason should contact the specialty recruitment lead at the earliest opportunity to establish if it is possible to make alternative arrangements.

**IMPORTANT:** It is not always possible to give exact numbers of vacancies, but organisations will provide the most up to date information possible. Post numbers are indicative only and may be subject to change.

Vacancy information is available from Oriel and the recruitment office websites.

## Planning your application choices

You can make as many applications as you wish to different specialties, providing you meet all the eligibility criteria and required competences of the post(s) as detailed in the person specification.

Applicants are advised to consider the high level of competition for some specialties and geographies. Competition for specialties in previous recruitment years can be found at <http://www.specialtytraining.hee.nhs.uk>

## The application form

All applications are in an electronic format and are to be completed online through Oriel.

**Contact regarding applications will be via direct messaging through Oriel. Applicants are therefore advised to log into their Oriel accounts regularly throughout the recruitment process.**

**Most recruitment offices will also send applicants an email to a stated email address, however, these emails should not be relied upon. Applicants should ensure that the email account can be accessed at any time and will not be blocked by their employer's IT security system.**

Many specialties are recruiting by means of a national process. In these specialties, you will be able to make a single application where you are asked to state your order of preference between different geographical locations.

To ensure a fair, legal and equitable process, where shortlisting takes place, the people completing the shortlisting will not see your personal details when they consider your application.

Before starting an application, applicants should ensure that they:

- **Read all supporting documentation** – Applicants should ensure that they read all available documentation before commencing an application to understand what is required of them e.g. specialty specific applicant guidance, criteria contained within the person specification, any mandatory documentation that needs to be uploaded to the application form



- **Gather evidence** – Applicants should ensure that they have gathered all evidence required to complete the application form e.g. dates and titles of qualifications, publications, presentations, research, audit etc. If invited to interview, original evidence of these will all need to be provided.

**Please note:** Your portfolio of evidence **MUST NOT** contain patient identifiable data and should only include your own original work.

- **Career research** – Applicants need to be able to demonstrate reasons for applying for a specialty and what they can bring in terms of skills and personal attributes.
- **Plan time** – Work out how long it will realistically take to complete the application form, including getting feedback from colleagues.

The application form will take some time to complete so applicants should ensure they allow enough time to complete the form and submit it ahead of the published deadline. **Under no circumstances will late applications be considered.**

- **Referees** – Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference.

Applicants will need to provide details, including up to date email addresses of three referees who have supervised clinical training in the last 2 years. Those applying to more than one specialty may opt to nominate different referees for each specialty.

It is important that applicants confirm referee email addresses prior to completing the application form. Once offers have been accepted, referees will be contacted by email with details of their referee account. It is therefore important that email addresses provided are correct and for email accounts that are regularly accessed.

- **Key content of application forms** – Applicants **MUST** ensure that any work submitted or referenced is their own. Any plagiarism in applications will be treated extremely seriously and will result in further action being taken.

Submitted application forms will need to pass an eligibility check before they can be considered for shortlisting and/or interview. Recruitment teams will ensure that application forms meet the following eligibility criteria in addition to any other specialty specific criteria:

- Immigration status and right to work in the UK
- GMC (and GDC) registration, if required
- English language skills as per the eligibility criteria and as demonstrated by registration with the appropriate regulator

- Any examination/competency/experience requirements in line with the post

By allowing applicants to progress to the shortlisting and/or interview stage, recruitment offices have not accepted or confirmed that applicants meet eligibility requirements. Applicants may still be withdrawn from the recruitment process at any stage, including after interviews have taken place if the evidence pertaining to an eligibility criterion is found to be unsatisfactory by the recruitment office.

When completing the employment history section of the application form all previous clinical experience should be declared; this includes experience both inside and outside of the UK, in both training and service posts. Applicants should also ensure that they detail any time spent out of work to ensure that there are no unexplained career gaps.

**Please note:** Recruitment offices will not be able to make any changes to submitted application forms on Oriel. Applicants must therefore ensure that they check the content of their application form prior to submission as there will be no opportunity to correct mistakes at a later date.

#### Applying in Round 2 having accepted a post in Round 1

Applicants can apply for vacancies advertised in later recruitment rounds (e.g. Round 1 Re-Advert, Round 2), even if they have already accepted a post in the first round of recruitment.

Applicants who have already received and accepted an offer of employment must make it known to the recruitment office to which they are applying that they have already secured a post in the first round. They will also need to notify the recruitment office where they had previously accepted a post. This should be done by email at the time of application and at interview. This will not prejudice the application. This is purely for the benefit of the organisations that are providing patient care, so that they can manage services and maintain standards.

Applicants will also be required to give notice before they can take up the new post. Even though applicants may not have received their written contracts, they should still discuss the notice required with the employing organisation.

#### Applying for specialty training having previously relinquished or been removed from a training programme in the same specialty

Applicants who are applying to a specialty training programme that they have previously been removed or relinquished/resigned from must declare this on their application form. Where applicants are applying for higher training (ST3/ST4) having previously been removed from the associated core training programme, this must also be declared.

At the time of application, a *Support for Reapplication to Specialty Training* form (available from <https://www.oriel.nhs.uk/Web/ResourceBank>) must be completed, approved by the previous Training Programme Director/Head of School and previous Postgraduate Dean and submitted to the confidential email address supplied by the lead recruiter for the specialty at the time of application (*Please see Annex E for email addresses*). Failure to provide this documentation will result in the application being rejected. No other evidence will be accepted in support of reapplication.

### Applying to continue specialty training in the same specialty in another region

Applicants who are already in a specialty training programme and are applying again to the same specialty, in another area/region must declare this on their application form.

At the time of application, a *Support for Reapplication of Specialty Training in a Different Region* form (available from <https://www.oriel.nhs.uk/Web/ResourceBank>) must be completed, approved by the current Training Programme Director/Head of School and submitted to the confidential email address supplied by the lead recruiter for the specialty at the time of application (*Please see Annex E for email addresses*). Failure to provide this information will result in the application being rejected.

In addition, applicants considering applying for the same specialty training programme in another region should communicate this to their existing Training Programme Director/Head of School at the earliest opportunity. Specialty training vacancies available for recruitment are confirmed well in advance of interviews/selection centres taking place. Early conversations with existing training programmes could allow for provisional plans to be put in place to replace the trainee, should they be successful in their application.

## Flexibility in Deployment of Trainees (England, Scotland and Wales)

In 2017, two initiatives are being introduced to assist applicants to train in desired locations of the country.

### Special Circumstances

A process is being implemented, across all specialty recruitment processes, to ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way.

Any applicant who falls into one of the following eligibility criteria will be pre allocated into the post, subject to it meeting the requirements of their training programme:

- **Criterion 1** – the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010
- **Criterion 2** – the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement

**Applicants with parental responsibilities:** those who fall into this category will be asked to declare this on their application form. We expect that numbers in this category will be high. They will not be pre allocated in the 2017 recruitment process, so this information will not be taken into consideration when running the offers algorithm. However, the information will be used to help us establish how we can improve our systems to better account for parental responsibilities in future recruitment years. It will also be shared with the applicant's programme director, if they accept an offer, who may find it helpful to be aware of this in making local post allocations this year.

### Applying for special circumstances

Applicants wishing to be considered for special circumstances pre allocation should ensure that they state this on their application form and submit supporting evidence directly to the appropriate lead recruiter for the specialty, by email. Requests for consideration of special circumstances received in any other way will not be accepted.

### Supporting Evidence

Applicants wishing to be considered for special circumstances should forward the following supporting evidence to the lead recruiter by email, as soon as the application has been submitted electronically:

#### Criterion 1

- Written statement from a general practitioner or social services professional who you will have normally known for at least 6 months, confirming your role as primary carer for this person
- Care plan
- Proof of current address e.g. driving licence, utility bill dated within the last 3 months

## Criterion 2

- A report by the current medical specialist treating your condition or Occupational Health physician, in which they will be required to:

Describe the current medical condition or disability

Describe the nature of the ongoing treatment and frequency

Explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK

Special circumstances applications will be reviewed by a specialty panel and a decision on whether the application has been successful will be communicated to the applicant.

Where the applicant is unhappy with the decision of the specialty review panel, they are permitted to submit an appeal to the national review panel. The decision of the national review panel will be final.

### Allocation

Applicants who have been accepted as having a special circumstance will be pre-allocated into the region of their choice, subject to the following criteria being met:

- Applicant is deemed appointable at interview/selection centre
- Applicant is ranked highly enough to receive an offer e.g. if there are 10 posts available, applicant will need to rank in the top 10
- The region the applicant wishes to be allocated to can fulfil all requirements of the curriculum for the specialty for which they have applied

If all of these conditions are met, the applicant will be pre allocated into the preferred region, before the main offers algorithm has run. Applicants are not guaranteed their preferred programme within the preferred region. Special circumstances applicants will be offered the highest ranked post within that region that they would have been offered, had the normal offers process run. Where applicants with special circumstances would not have been offered a post in the preferred region, they will be pre allocated to their lowest ranked programme within that region.

Where applicants with special circumstances do not rank highly enough to be offered a post in the first round of offers will be placed on a reserve, pending more posts becoming available or offers being declined.

Where a post becomes available in the preferred location, this will be pre allocated to the special circumstances applicant, subject to ranking, but there is no guarantee of matching special circumstances applicants to preferred locations after the first round of offers has been completed. An applicant without special circumstances who has accepted a post in the preferred location of an applicant with special circumstances **will not** be displaced to allow allocation of the special circumstances applicant.

When choosing posts, applicants must ensure that they meet the eligibility for those posts. This includes applicants who are currently on, or will require a Tier 2 visa. Where the choice of post requires the applicant to meet the Resident Labour Market Test, the offer cannot be pre allocated.

## Facilitated Placements

This will aim to offer solutions to applicants who have been allocated to different regions to their partner or family.

The process will be open to all applicants, except for those who are applying for academic posts, locally recruited posts or those who are looking to move into or out of Northern Ireland, who are not participating in the initiative. Applicants deferring their commencement in training will not be permitted to apply for a facilitated placement.

Where there is competition for a post, applicants will be categorised and prioritised in the following way:

### Priority 1

- Applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010
- Applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement

### Priority 2

- Committed relationship - this refers to the relationship a trainee has with a partner (husband, wife, boyfriend, girlfriend) and not with other family members or friends
  - Both parties are in the application process, either in the same specialty or different specialties
  - One party is in the application process and the other is already in medical training
  - One party is in the application process and the other is not currently in medical training
- Significant responsibility to care for another person, whether solely or as part of a group, where these do not fall into Priority 1 e.g. parental responsibility

### Priority 3

- Applicants not covered under any other eligibility criteria e.g. individual who wants to be in a particular region but has no apparent ties to it

Where there is competition for posts within a priority category, allocations will be made based on the interview/selection score obtained.

## Application Process

Applicants wishing to apply for a facilitated placement must have already accepted a post in the recruitment round from which they are applying. Held posts cannot be included as the facilitated placement process will take place after the hold deadline has passed.

Applicants interested in applying to change their accepted training post should submit a *Facilitated Placements Application Form*, together with any supporting evidence to [hee.nationalrecruitment@nhs.uk](mailto:hee.nationalrecruitment@nhs.uk) by the stated deadline for the recruitment round. The application form is available from <https://www.oriel.nhs.uk/Web/ResourceBank>.

No late applications will be accepted.

## Supporting Evidence

### Priority 1

#### Primary carer for someone with a disability

- Written statement from a general practitioner or social services professional who you will have normally known for at least 6 months, confirming your role as primary carer for this person; **or**
- Care plan; **and**
- Proof of current address e.g. driving licence, utility bill dated within the last 3 months

#### Has a medical condition or disability

- A report by the current medical specialist treating your condition or Occupational Health physician, in which they will be required to:

Describe the current medical condition or disability

Describe the nature of the ongoing treatment and frequency

Explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK

### Priority 2

#### Committed relationship

- Marriage certificate or civil partnership certificate; **or**
- 2 pieces of evidence of shared financial responsibility e.g. joint bank account statements, utility bills, joint mortgage/tenancy agreement; **or**
- 1 piece of evidence of shared financial responsibility and 1 piece of evidence from the following list:  
Evidence of regular transfer of funds to partners account on bank statement  
Letter of intent from mortgage lender/letting agent  
Letter of intent to marry from religious leader  
Wedding venue deposit receipts
- If you are applying because your partner has a job offer in another region you will also have to supply evidence of this in addition to the above  
If partner is a medic, please provide confirmation of training letter, including start date  
If partner is a non-medic, please provide official job offer letter or contract, including start date

#### Caring responsibilities (not covered in Priority 1)

- Copy of birth certificate(s) for the child(ren); **or**
- For legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate; **or**

- Statement confirming that you have significant caring responsibilities for the child(ren) from an appropriate professional who would normally have known you for a least 6 months; **and**
- Proof of address e.g. driving licence, utility bill dated within the last 3 months

### Priority 3

Applicants applying under this category will not be required to provide any supporting evidence.

Where a facilitated placement is being requested due to both parties of a relationship currently being in the application process, but allocated to different regions, both parties can apply, but will need to confirm the name of their partner on their *Facilitated Placements Application Form*.

Applicants will be required to state the posts that they would wish to be considered for. These should be taken from the original vacancy preferences. Applicants should ensure that they are eligible for the posts they apply for. If an applicant is currently on, or will require a Tier 2 visa, they will need to ensure that the posts that they preference will not require them to meet the Resident Labour Market Test.

When the facilitated placements panel meets, if any of the posts are available, the change will happen automatically. There will be no opportunity for applicants to accept or decline the new post and there will be no opportunity for the applicant to revert back to the originally accepted post.

The decision of the facilitated placements panel will be final. There will be no opportunity to appeal.

Applicants are only eligible for one facilitated placement per recruitment year.

#### Timeline

Applications for facilitated placements will only be accepted during the following application windows for each recruitment round

<b>2017 Round 1</b>
17 March 2017 (09:00hrs) to 24 March 2017 (16:00hrs)
<b>2017 Round 1 Re Adverts</b>
6 May 2017 (09:00hrs) to 12 May 2017 (16:00hrs)
<b>2017 Round 2</b>
6 May 2017 (09:00hrs) to 12 May 2017 (16:00hrs)

Late applications will not be accepted.



Facilitated placements will also be considered in Round 2 (re-adverts). An appropriate timeline for applications will be published once the dates of the recruitment round have been confirmed.

## Interviews and Offers

Some interviews in 2017 for specialty training will be arranged locally by HEE local offices/Deaneries, however many specialties now arrange national centres or clustered interviews where applicants will be considered for appointment across a number of regions.

Most specialties recruit by means of a national process handled by a lead HEE local office/Deanery, or Royal College on behalf of all appointing regions and these processes may vary in arrangements.

You should be given at least five working days' notice of any interview, however notice may be less if late gaps arise due to other applicants withdrawing from the interview process. You will be informed of the reason for the late notice if this occurs.

Assessment centre/interview dates will be published by recruitment offices well in advance and applicants should consider these when applying for posts.

Applicants who accept another offer, after booking an interview, should ensure they inform the appropriate recruitment office as soon as possible in order that they can be withdrawn from the interview.

Applicants will be asked to declare on their application form if they have a disability as set out in the Equality Act 2010 and whether they wish to be considered under the Guaranteed Interview Scheme. This information will not be available to shortlisting panels. Further information is available from:

<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/index.htm>

Recruiters will ensure, where possible, that reasonable adjustments are made at interview to meet the needs of applicants with disabilities. Applicants must ensure that they include this on their application form and enter into an early dialogue with the recruiting organisation. Failure to provide the requested information and documentation to the recruiting organisation by the stated deadline will result in adjustments and/or Guaranteed Interview Scheme status not being met.

### Shortlisting

In shortlisting, applications are scored according to their content, e.g. applicants' experience, achievements, qualifications, etc. The scoring systems used are based upon the nationally agreed person specification.

Not all specialty recruitment processes use shortlisting.

Where applicable, details of the scoring scheme should be made available to applicants.

Where shortlisting takes place applications that pass the eligibility checks will go ahead to be scored. The top-scoring applicants will be invited to interview or assessment. Typically, more applicants will be invited to interview than there are posts available.

Due to the large volume of applicants, some recruitment offices will only contact applicants if they are being invited to interview.

Applicants who are unsuccessful at the shortlisting stage, will receive feedback from the lead recruiter. This will consist of the following:

- Applicant's shortlisting score and/or rank
- Maximum possible shortlist score
- Shortlist score and/or rank required to be invited to interview

Where applicants feel that their application has not been managed correctly and have evidence of a failure in the process, there is a national complaints procedure. Applicants should contact the specialty recruitment office if they have any concerns about their application, or would like to know more about the complaints procedure.

### Interviews and Selection Centres

Many specialties publish information about interviews and selection centres on their recruitment websites.

Interviews last for a minimum of 30 minutes. The main aim of the interview is to ensure that applicants meet the requirements of the person specification and that the best applicants are selected.

The structure and content of interviews will vary across specialties and levels. Recruitment offices will normally inform applicants of the format of the interview or selection centre, including the number of stations and competences being assessed.

Interviewers may have access to anonymised application forms of interview candidates but will not have access to the equal opportunities or personal data.

Interview panel members will individually complete a scoresheet for each candidate and make any comments. The aggregate score given by all panel members, taking into account any associated weighting, will be the final score of the interview.

### Planning for the interview

Applicants will be given clear information on what will be required of them at interview. As a minimum, the following documents (originals and copies) should be provided:

- Proof of identity (e.g. passport or other photo ID)
- Evidence of all qualifications listed on the application form (translated if necessary)
- Full GMC registration with a licence to practise
- Evidence of competences cited on the application form
- Evidence of educationally approved posts cited on the application form
- Nationality/immigration status

- Evidence of skills in written and spoken English

When invited to interview, applicants need to consider ways to provide evidence of having met Foundation and other required competences. In some specialties, applicants will be asked to bring their professional portfolios to interview with them. Relevant evidence may include:

- Trainers' reports
- Logbook of clinical activity
- Audits
- Written workplace assessments e.g. mini-PAT, mini-CEX, CbD, DOPS

These are just some examples and should not be taken as an exhaustive list; many specialties openly publish information which will assist applicants in their preparation. It is important that applicants check what is required in the specialty applied for.

Where portfolios are used as part of the assessment, applicants should be prepared to answer questions on the parts of their professional portfolio that link to statements made in the application form. Applicants should be prepared to provide evidence for every statement made in the application form.

**Please note:** Portfolios **MUST NOT** contain patient identifiable data and must only include the applicant's own original work. In previous recruitment years there have been examples where some applicants have presented work which is not their own. If this happens, evidence will be collected and the applicant concerned will be reported to the Clinical Lead and Recruitment Lead at the interview/selection centre.

In preparation for interviews/selection centres, applicants should ensure that they do the following:

- Inform their current employer of potential leave requirements for attending interviews/selection centres in anticipation of being shortlisted and coordinate with colleagues wherever possible
- Discuss with clinical tutors or local consultants within the specialty about the types of areas the interviewers/assessors may seek to address
- Read and follow any specific guidance given for that specialty about how documentation should be prepared and anything else which may need to be prepared in advance of the day
- Plan the journey to the interview/selection centre to ensure arrival in plenty of time
- Investigate with the recruitment office whether travel expenses will be paid for attending the interview/selection centre. It should not be assumed that all costs will be reimbursed

### Internet and Telephone Interviews

Internet and/or telephone interviews are not permitted. All interviews should be conducted face to face.

## Training Offers

All specialty training offers will be made through Oriel.

Appointments to training programmes or posts will be offered in rank order, based on selection scores.

Not all candidates deemed eligible for appointment by the interview panel will be offered a post as recruitment offices will invite more applicants to interview than posts available.

Following interview and/or assessment, the recruitment office will contact applicants, if successful, with news of an offer. Unsuccessful applicants will receive a message informing them that they have not been successful on this occasion.

Applicants deemed eligible for appointment who rank below the number of vacancies available, could still receive an offer, if offers made to higher ranked candidates are rejected.

## Selecting preferences

In the period between submitting an application and offers being made, applicants will be asked to specify their regional/geographical preferences. Preference choices are ranked in Oriel.

The preferences made by applicants will be used, along with final selection rank to determine which offer, if any, they receive.

The order offers will be made in will be determined solely on the selection score and permissions to work in the UK, not preferences made. An applicant's preferences will only come into play when that applicant is reached in the ranked list and an offer is due.

**Applicants who are not prepared to accept an offer of training in a certain region/geographical area, should not rank it in their preferences (i.e. it should be added to the *not wanted* column). Applicants who choose this option, will never receive an offer for that particular preference, even if this means that the offer will go to a lower ranked applicant.**

**Preference choices should be made solely on desirability of the associated post for the individual applicant, not the perceived desirability for all applicants. Ranking a less popular preference highly will have no bearing on when an offer will be made.**

By ranking a preference, applicants are stating that they would be prepared to undertake a training programme in that area. **If you are made an offer and decline it, you will be withdrawn from the process and will not be made any further offers for that specialty.**

Interview panels will not have access to applicants' preferences.

## Receiving offers

Applicants receiving training offers through Oriel will have the option to accept, decline or hold (until a set date) the offer made. Applicants will be given 48 hours (**excluding weekends but not bank holidays**) from release of the offer to decide whether to accept, reject or hold it.

**Offers which are not responded to within the 48 hour deadline will expire and will be offered to another applicant.**

Applicants intending to decline a training offer are advised to do so as soon as possible to enable the offer to be made to another applicant.

Applicants who do not initially receive an offer may still be offered at a later date, during the process of re-offering declined and expired offers.

Applicants who fail to respond to their offer within the 48 hours and allow it to expire, but who would have liked to accept the post, should make contact with the recruitment office. Where possible, recruitment offices will look to reinstate applicants, however, as recycling of the initial offer may have already taken place, there is no guarantee that the applicant will receive an offer or that it will be the same offer as initially received.

Applicants who are still waiting for offers following interviews should not be alarmed to see the same specialties advertised again in the next recruitment round. No offers will be made until the list of appointable candidates from the initial round has been exhausted. Specialties are re-advertised based on the knowledge that there will still be opportunities available.

**Offer responses**

Response	Conditions attached to the response
<b>Accept</b>	<ul style="list-style-type: none"> <li>• The applicant is excluded from any further offers from this and any other specialty within this recruitment round, with the exception of hierarchical upgrades (up until the hierarchical upgrade deadline)</li> <li>• Pre-employment processes commence</li> </ul>
<b>Accept with upgrades</b>	<ul style="list-style-type: none"> <li>• The applicant will have their offer <b>automatically</b> upgraded if a higher ranked preference becomes available. If an applicant has opted into upgrades, no contact will be made with them prior to the upgrade taking place</li> <li>• The upgraded offer becomes the accepted offer and the previously accepted post is released and offered to another applicant</li> <li>• No offers will be received from any other specialty unless the offer is a hierarchical upgrade (up until the hierarchical upgrade deadline)</li> <li>• Upgrades will continue to be made until the upgrade deadline for the recruitment round</li> </ul> <p><b>Please note:</b> If an improved preference becomes available the current offer will automatically be upgraded. Applicants are notified of the upgrade by message within their Oriel account. Applicants should not preference posts that they would not want to be upgraded into</p>

Response	Conditions attached to the response
<b>Holding offers</b>	<p>The held offer can be accepted or declined at any time up until the hold deadline. Only <b>ONE</b> offer can be held at any time in the same recruitment round.</p> <p>Before the hold deadline, offers must be confirmed as accept, accept with upgrades or decline. <b>If no action is taken the held offer will be deemed as expired and will be declined</b></p> <p>If a currently held offer is released as a result of holding another specialty's offer, then the previously held offer will be rejected</p>
<b>Hold without upgrades</b>	<ul style="list-style-type: none"> <li>• The applicant is reserving the offer</li> <li>• No upgrades by preference will be made</li> <li>• Offers from other specialties can still be received</li> <li>• The held offer can be accepted or rejected at any time until the hold deadline</li> </ul>
<b>Hold with upgrades</b>	<p>Applicants receiving offers which are not their first choice preference can select the <b>hold with upgrades</b> option.</p> <ul style="list-style-type: none"> <li>• The candidate is reserving the offer</li> <li>• The held offer preference will be automatically upgraded if preferred preferences become available. Offers from other specialties can still be received. Applicants who opt into upgrades will have their offer upgraded without further contact being made with them</li> <li>• The held offer can be accepted or rejected at any time until the hold deadline</li> </ul> <p><b>Please note:</b> Upgrades are <b>automatic</b> when opting to <b>hold with upgrades</b>. If an improved preference becomes available the current offer will automatically be upgraded. Applicants are notified of the upgrade by message within their Oriel account</p>
<b>Decline</b>	<p>An applicant choosing this option will have their offer removed and will receive no further offers from this specialty within that recruitment round. Applicants will continue to receive offers from other specialties, if applicable</p> <p><b>Please note:</b> If an applicant does not respond to their offer within the 48 hours, this will be interpreted as declining the offer and it will be offered to another applicant</p>

Response	Conditions attached to the response
<b>Withdraw</b>	<p>An applicant may withdraw completely from the process up until offers are released and should do so via their Oriel account.</p> <p>Once an offer has been accepted, applicants wishing to withdraw will need to contact the recruitment office directly</p>

### Upgrading of offers

Applicants who receive an offer through Oriel will **automatically** receive an upgrade if they accept or hold the offer **and** opt in for upgrades. Applicants who opt into upgrades will have the option to state which of their preferences they would like to be considered for an upgrade into. This means that should a higher ranked preference become available and the applicant who has opted in for upgrades is next in line to receive the offer, they will be automatically upgraded to this offer with no option to revert to the original offer.

Applicants can opt out of upgrades at any point.

Applicants who wish to be considered for upgrades into a particular post/programme should opt into this, even if the post/programme is showing no vacancies. If the post becomes available at a later date, an applicant will not be upgraded into it if they have not opted in, regardless of whether or not it was one of their higher ranked preferences in the original application form. Once an upgrade has been made there will be no opportunity for the affected applicant to request that their original acceptance be reinstated.

Offer upgrades are processed once all other offers for the specialty have been responded to. Upgrades will not be processed at the weekend or on bank holidays.

**Please note:** Upgrading of offers will not continue beyond the stated upgrade deadline, even if a preferred post becomes available at a later date. After the upgrade deadline, vacant posts will be offered to the next eligible applicant who has preferred the post and who has yet to receive an offer, not to applicants who have already accepted a post.

### Clearing

Depending on the specialty and the number of posts left at the end of the offer process, a clearing process of matching remaining candidates to available posts will be undertaken. Where clearing takes place, applicants will have the option to re-preference the remaining posts and the offers will then be made in rank order.

This only applies to specialties where applicants are not in contention for all posts nationally at the initial offers stage.

### After acceptance of a post

Any offers made are conditional upon the necessary pre-employment checks being carried out successfully.



Successful applicants will receive an offer of employment from their employer (subject to pre-employment checks). The offer of employment is distinct from the training agreement. Successful applicants may change employers several times during their training period.

The first employer will need to complete pre-employment checks before the successful applicant can start working for them. Pre-employment checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients. Applicants will be required to make declarations on the application form relating to their honesty and probity.

Checks will include verification of references, fitness to practise updates from the General Medical Council (GMC) or other regulatory bodies, occupational health clearance, Disclosure and Barring Service (DBS) and immigration status checks. They may also include validation of the evidence presented at the interview, such as English language proficiency and evidence of competence.

Once pre-employment checks have been completed successfully, the employer will confirm new starter details directly with the successful applicant.

An employment contract should be received within two months of starting in post, as per NHS Employers' guidance.

Applicants are expected to take up any employment they have formally accepted and to work the contracted notice period. Agreed terms, such as the notice period, will apply even if the employment contract has yet to be received.

Applicants unable to take up post on the given start date, due to serving notice, must ensure that they communicate this to the relevant HEE local office/Deanery and employer as soon as possible.

Successful applicants have a responsibility for patients and services. As the GMC's *Good Medical Practice* points out, patient care may be compromised if there is insufficient medical cover.

Failure to arrive for work on the start date previously notified by the employer could affect patient services and their care, and may have an adverse impact on the working conditions of medical colleagues. Successful applicants may be in breach of contract if they do not comply with the minimum contractual notice. The better approach would be to make sure the employer has a reasonable time to make other arrangements (as a minimum, the contractual notice period).

## Feedback

All applicants will be given feedback after each of the following stages of recruitment:

- Longlisting (if unsuccessful)
- Shortlisting (if applicable)
- Interview/selection centre

Interview/selection centre feedback should be given no later than 7 days after the national offer deadline. Where available, the feedback will include the following:

- Score per interview station
- Total interview/selection score
- Maximum interview/selection score available
- Applicant's appointability and the minimum score required for appointability (as appropriate)
- Applicant's individual ranking and the rank needed to obtain a post. Please note, if an applicant does not reach the required threshold for appointability, they will not be given a rank.

### Deferring the start date of a specialty training programme

Applicants can only defer the start of their specialty training programmes on statutory grounds such as personal ill health or maternity leave. Commencement cannot be deferred for reasons such as research.

Applicants who have had a period of ill health or maternity during the training programme from which they are applying will be permitted to defer their entry to specialty training by the same period of time.

Applicants applying for General Practice may be permitted to defer for non-statutory reasons, subject to approval. Further details are available from the General Practice National Recruitment Office website (<https://gprecruitment.hee.nhs.uk>).

Tier 2 visa applicants wishing to defer should also discuss this with the appropriate Tier 2 sponsor to ensure they are able to do so under current immigration rules.

## Avoiding problems

There are a number of steps applicants can take to avoid experiencing problems in the recruitment process:

- Logging into Oriel regularly to check progress on applications and to see if any communication has been received from the recruitment office. This is particularly important at the time that offers are released when applicants are advised to check their Oriel accounts on a daily basis.

Whilst many recruitment offices will also send communication via email, delivery of this cannot be guaranteed as it is being sent external to Oriel and should therefore not be relied upon.

- Inform the recruitment office/s of any periods that may cause them to be uncontactable e.g. being on holiday or on call. Most recruitment offices will consider this, but they should be contacted in advance to discuss whether alternative arrangements can be made. Applicants will still be expected to personally check their accounts regularly during the offers period.
- Plan to submit their application form well in advance of the application deadline. Typically, during each recruitment round, approximately 60% of applications are submitted in the last 48 hours of the application window. Due to the volume of applicants completing and submitting applications in the final hours, users can experience the Oriel system running slowly. Late applications will not be accepted under any circumstances

## Support for Applicants

### Support from the local region

Applicants may need support, careers information and guidance to help them make the best choices in entering the next round of recruitment.

The region in which they are currently working should be able to offer careers advice, in addition to the advice that can be obtained from senior colleagues and mentors. Trust consultants, clinical tutors and others should be well informed with up to date process details.

If applicants are unsure about local arrangements, the current employer may provide information about how to get confidential advice and support. This information should include for example, contact details for the local Occupational Health Department, employment assistance programmes and other organisations. The British Medical Association's Doctors for Doctors Unit, for example, gives doctors in distress or difficulty the choice of speaking in confidence to another doctor about a wide variety of issues including the pressures and stresses of work and of the application process.

In summary, the best ways for applicants to receive support at the application or interview stage are as follows:

Current doctors in training:

- Educational supervisors or Postgraduate Clinical Tutors
- Careers lead in the trust
- Director of Medical Education in the trust
- HEE local office/Deanery careers advisor/support team
- College Tutors

Doctors in service posts in the UK:

- Clinical Supervisor
- Director of Medical Education in the trust
- HEE local office/Deanery careers support centre
- College Tutors

Doctors from outside the UK or not in current medical employment who are considering applying for specialty training should contact the HEE local office/Deanery they are planning to apply to and/or relevant Royal College for advice.

In addition, junior doctor colleagues who have recently been through the specialty recruitment process may also be able to offer advice.

### Support from the specialty/region of application

Applicants should expect to receive helpful information from the specialty and/or region to which they are applying.

National guidance recommends the following basic elements of applicant support throughout the recruitment process.

Websites should provide clear guidance to applicants including:

- Up to date information on all recruitment activity; details of posts on offer and application requirements, shortlisting and interview timeframes.
- Information about posts in the rotation (where possible)
- An updated *Frequently Asked Questions* section.
- Information about shortlisting criteria and weightings, and any scoring scheme used.

Email helpdesk services will be available in each HEE local office/Deanery. The email address will be advertised on the HEE local office/Deanery websites.

Helpdesks will normally respond via email to applicants' queries within 72 hours. (Queries received within 48 hours of the relevant application deadline will be prioritised.)

### Fair, legal and equitable

All recruitment processes must meet legal requirements. Patient care and safety are the priority concern.

- As a minimum, all posts must be advertised on NHS Jobs
- All posts must be advertised for a minimum of 28 days
- Advertisements, information for applicants and application forms must be clearly structured so that they are accessible to applicants with disabilities and so that applicants can easily find relevant details when carrying out a search
- All applications must be made electronically
- Application forms and the interview processes must map to the national person specifications
- The nationally agreed application form must be used except where specific agreement has been given not to do so
- Applicants will be able to apply for multiple training programmes.
- Random recruitment and selection processes should not be used
- All applications submitted before the deadline will be considered, provided they meet eligibility requirements as outlined in the relevant person specification
- Shortlisters and interviewers will not have access to the equal opportunities and Fitness to Practise sections of the application form or personal data.
- Interviewers will take account of applicants' portfolios, their structured CV and the summary of their portfolio of evidence
- Applicants may be asked to bring their portfolios to the interview. Please refer to specialty specific guidance

Any variation from the national rules would have to be a reasonable and proportionate response to local circumstances and not lead to conspicuously unfair results.

### Complaints procedure

National recruitment offices use a nationally agreed process for handling complaints about recruitment. Applicants with concerns about the recruitment process or who wish to make a complaint should contact the recruitment office to which they applied to obtain further information on the complaints procedure.

## Feedback on the Recruitment Process

Following completion of a recruitment round, all applicants will be requested to participate in a national feedback survey. In addition to this, specialties may ask if you can complete a survey specific to their recruitment process.

Feedback responses are completely anonymous but feedback received is used when planning recruitment processes for future years.

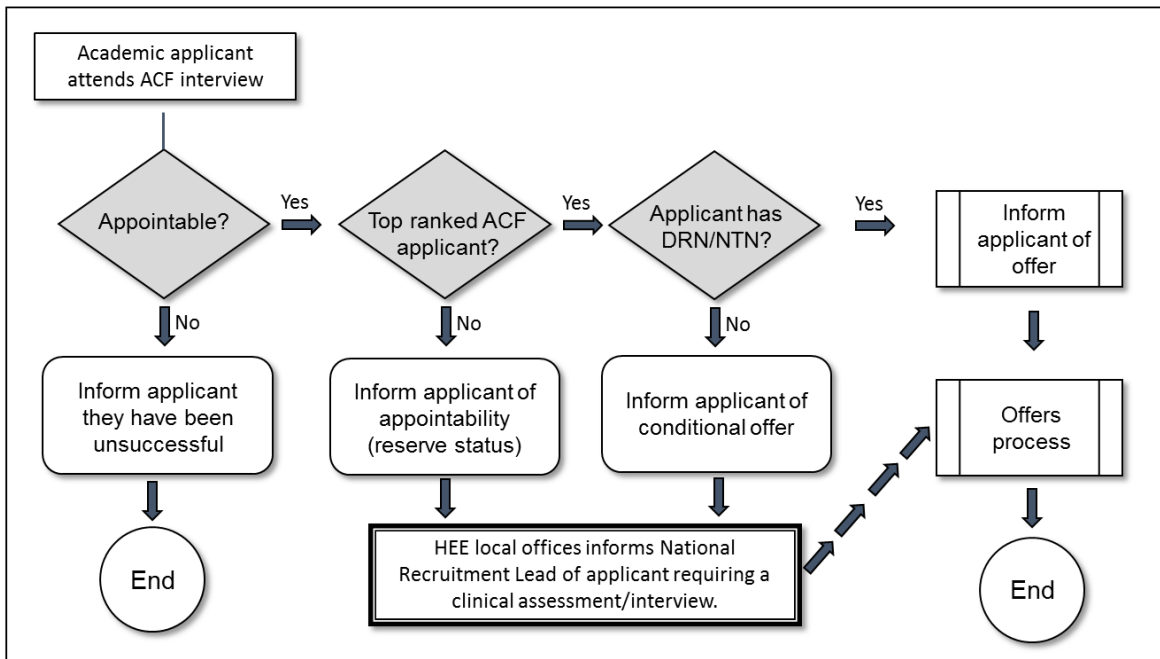
Feedback received from previous surveys has resulted in process changes so completion of the survey is recommended.

## Annex A: Frequently Asked Questions for ACF applicants

The following guidance is for NIHR ACF recruitment into all General Medical Council (GMC) specialties with the exception of General Practice and Cardiothoracic Surgery, who follow standard specialty recruitment.

Further information for General Practice (<https://gprecruitment.hee.nhs.uk/>) and Cardiothoracic Surgery ([http://www.wessexdeanery.nhs.uk/recruitment/recruitment\\_2015/recruitment\\_2014/specialty\\_adverts/ct\\_surg\\_st1\\_st3.aspx](http://www.wessexdeanery.nhs.uk/recruitment/recruitment_2015/recruitment_2014/specialty_adverts/ct_surg_st1_st3.aspx)) recruitment can be found on the lead recruiter websites.

**I wish to apply for an NIHR ACF post to commence in 2017. What is the process?**



NIHR ACF posts are allocated annually to Integrated Academic Training (IAT) partnerships comprising an HEE local office, Higher Education Institute and NHS organisation. The recruitment process is managed by the relevant HEE local office in the IAT partnerships and advertisements will appear on their websites from October 2016. You will need to apply for NIHR ACF posts using the online Oriel application system (<https://www.oriel.nhs.uk/Web/>).

**ACF application form:** Applicants will need to complete the ACF application form for the ACF posts advertised in the relevant specialties and levels using Oriel



**Specialty Training application form:** ACF applicants who require clinical benchmarking if successful at the ACF interview will also need to complete the relevant specialty training application form, when the national application window opens

Following assessment of the ACF application forms, shortlisted applicants will be invited for ACF interviews (9 November to 23 December 2016) organised by the HEE local office hosting the ACF post. The ACF interview will have an academic and clinical component; you will be required to pass all components of the interview. Appointable applicants at the ACF interviews will be ranked, with the top ranked applicant being offered the ACF post (conditionally if clinical benchmarking is required) when the offers window opens on 9 January 2017.

Conditional offers will be given to successful applicants at the ACF interviews that do not already hold a National Training Number (NTN) or Deanery Reference Number (DRN) in the GMC specialty and level to which they are applying for academic training. The condition of the offer relates to clinical benchmarking in the GMC specialty of the ACF post for which you are applying.

If the top ranked applicant at the ACF interviews requires clinical benchmarking then reserve appointable applicants, at the ACF interview, will also be invited for clinical benchmarking, if required. Any offer to the reserve applicants who pass clinical benchmarking, will be dependent on higher ranked applicants at the ACF interviews withdrawing or failing clinical benchmarking.

It is up to each applicant to decide whether they would like to hold or accept the ACF offer based on their individual circumstances.

### **What is clinical benchmarking?**

Clinical benchmarking relates to reaching the threshold of appointability at the national standard clinical interviews/assessments for the GMC specialty and level of the ACF post for which you are applying. Only applicants successful at the ACF interviews that do not hold an NTN/DRN in the GMC specialty and level to which they are applying need to be clinically benchmarked.

For example:

- Applicants who hold a DRN in a core specialty, who are applying for an ACF at ST3/4 will be required to attend clinical benchmarking at the higher level. The clinical interview that resulted in the award of the DRN will not be acceptable for clinical benchmarking
- Applicants who hold an NTN at ST3 Cardiology, who are applying for an ST3 Cardiology ACF post do not need to attend clinical benchmarking as they would have already passed the clinical benchmarking required for this post

If applicants require clinical benchmarking at national clinical assessment/interviews, the HEE local office hosting the ACF post will arrange this.

Applicants who fail to reach the appointability threshold at clinical benchmarking will be ineligible for appointment to the ACF post in that recruitment round. Under these circumstances, the conditional ACF offer will be withdrawn. Withdrawal of a conditional ACF offer does not prevent the applicant from applying in future recruitment rounds.

**Do I need to submit separate applications for standard clinical training in that specialty in order to be able to attend an interview for clinical benchmarking?**

If you require clinical benchmarking then you **must** also complete a separate standard clinical application form. You will be asked on your standard clinical application form whether you wish to be considered for academic recruitment only (i.e. clinical benchmarking only) or whether you wish your standard clinical application to be considered for both academic and clinical appointments. Once you have made your selection and submitted the standard clinical application form you will not be able to change this decision. The two options are described below:

**Academic Recruitment only:** This informs the national recruitment office that you wish your standard clinical application form to **only** be used for clinical benchmarking for the ACF post you have applied for. You will only be invited to standard clinical interviews if you were appointable at the ACF interviews and thus invited for clinical benchmarking. Selecting this option on the clinical application form informs the national clinical recruitment office that they should withdraw your application from the offers process for the standard clinical training posts. Your score will only be used to assess whether you reached the level of appointability, you should be informed of the outcome as soon as possible.

**Academic Recruitment and Specialty Training:** This advises the national clinical recruitment office that in addition to using the standard clinical application form for clinical benchmarking as part of the ACF recruitment process (as above), you would also like to be considered for a standard clinical training post in the related specialty. Your score will be used to assess whether you reached the level of appointability for the ACF post offer and you should be informed of the outcome as soon as possible. If your interview/ assessment score is also high enough to be appointed to a standard clinical training post then you will receive this offer when the national standard clinical training offers window opens.

**I currently hold a clinical NTN in the GMC specialty associated with the ACF I am applying for. Do I need to be clinically benchmarked?**

No. You will have already passed the assessment at the national clinical interview for this GMC specialty and therefore will not have to do so again.

**I currently hold a Deanery Reference Number (DRN) having previously successfully applied for core level training. Will I still need to be clinically benchmarked?**

It depends on the level of training of the ACF that is being applied for.

If you hold a DRN whilst applying for a post linked to a GMC specialty that has relevant core level training (e.g. core trainee in Anaesthetics, Core Medical Training for medical specialties, Core Surgical Training for surgery), then you will have already passed the assessment at the clinical interview previously and therefore will not have to do so again.

However, if you hold a DRN for core training but are applying to academic training at a higher training level (i.e. ST3/4) you will need to attend a national clinical assessment/interview at the appropriate level.

If the core level training you are undertaking is not relevant to the GMC specialty you will be applying for in the NIHR ACF round then you will need to undergo clinical benchmarking.

**I hold a National Training Number (NTN) but not in the same GMC specialty that I am applying for academic training. Will I still need to be clinically benchmarked?**

Yes. Although you have met the required standard in a national clinical interview before, it was not in the same GMC specialty. Therefore, to ensure a consistency of approach with all applicants, you will need to undergo clinical benchmarking for this GMC specialty.

**When will ACF offers be released?**

Academic Round 1 offers will be released in January 2017. If you already hold an NTN in the relevant GMC specialty and are the preferred candidate following the ACF interview then you can be offered the post. If you require clinical benchmarking then the offer will be conditional upon meeting the required standard in the clinical assessment/interview.

**What is the process of accepting an ACF post after clinical benchmarking?**

If, after confirmation of clinical benchmarking you choose to accept your ACF post, you must ensure that you withdraw from all other applications that you have submitted. It is your responsibility to contact the appropriate lead recruiter(s) and inform them that you would like to withdraw your application. This should be done within 5 working days of confirmation of clinical benchmarking. Withdrawal from other applications will not automatically occur in Oriol.

**What happens if I do not reach the required standard at clinical benchmarking?**

Your NIHR ACF offer will be withdrawn by the relevant HEE local office.

**Will I receive a rank at clinical interviews when I am clinically benchmarked?**

It depends on the option selected in the standard clinical application form.

Applicants who select **academic recruitment only** will not receive a rank at the standard clinical assessment/interview.

Applicants who select **academic recruitment and specialty training** will receive a rank at the standard clinical assessment/interview.

**What will be the likely delay between my round 1 ACF interview and my clinical benchmarking interview?**

It depends on the level of the NIHR ACF post that you are applying for. Round 1 NIHR ACF interviews will take place in November and December 2016.

Standard clinical assessments/interviews for ST1 level specialties will take place between January and March 2017. Interviews for ST3/4 level specialties will generally take place between March and April 2017 although some may take place earlier.

## Annex B: Links to further information

### Health Education England Local Offices

**Health Education East Midlands**

<http://www.eastmidlandsdeanery.nhs.uk>

**Health Education East of England**

<http://heeoee.hee.nhs.uk>

**Health Education Kent, Surrey and Sussex**

<http://www.ksseducation.hee.nhs.uk>

**Health Education South London**

<https://hee.nhs.uk/hee-your-area/south-london>

**Health Education North Central and East London**

<https://www.hee.nhs.uk/hee-your-area/north-central-east-london>

**Health Education North West London**

<https://www.hee.nhs.uk/hee-your-area/north-west-london>

**Health Education North East**

<https://www.hee.nhs.uk/hee-your-area/north-east>

**Health Education North West**

<https://www.nwpgmd.nhs.uk/>

**Health Education Thames Valley**

<http://www.oxforddeanery.nhs.uk/>

**Health Education South West**

<https://www.hee.nhs.uk/hee-your-area/south-west>

**Health Education Wessex**

<http://www.wessexdeanery.nhs.uk/>

**Health Education West Midlands**

<http://www.westmidlandsdeanery.nhs.uk/>

**Health Education Yorkshire and the Humber**

<http://www.yorksandhumberdeanery.nhs.uk/recruitment/>

### Royal Colleges

**The Royal College of Anaesthetists**

<http://www.rcoa.ac.uk>

**The Royal College of Emergency Medicine**

<http://www.rcem.ac.uk>

**The Royal College of General Practitioners**

<http://www.rcgp.org.uk>

**The Royal College of Nursing**

<http://www.rcn.org.uk>

**The Royal College of Obstetricians and Gynaecologists**

<http://www.rcog.org.uk>

**The Royal College of Ophthalmologists**

<http://www.rcophth.ac.uk>

**The Royal College of Paediatrics and Child Health**

<http://www.rcpch.ac.uk>

**The Royal College of Pathologists**

<http://www.rcpath.org>

**The Joint Royal Colleges of Physicians Training Board**

<http://www.jrcptb.org.uk>

**The Royal College of Physicians in Edinburgh**

<http://www.rcpe.ac.uk>

**The Royal College of Physicians and Surgeons of Glasgow**

<http://www.rcpsg.ac.uk>

**The Royal College of Physicians in London**

<http://www.rcplondon.ac.uk>

**The Royal College of Psychiatrists**

<http://www.rcpsych.ac.uk>

**The Royal College of Radiologists**

<http://www.rcr.ac.uk>

**The Royal College of Surgeons of Edinburgh**

<http://www.rcsed.ac.uk>

**The Royal College of Surgeons in Ireland**

<http://www.rcsi.ie>

**The Royal College of Surgeons of England**

<http://www.rcseng.ac.uk>

**The Royal Society of Medicine**

<http://www.rsm.ac.uk>

**Academy of Medical Royal Colleges**

<http://www.aomrc.org.uk>

**Academy of Medical Sciences**

<http://www.acmedsci.ac.uk>

**Faculty of Intensive Care Medicine**

<http://www.ficm.ac.uk>

**Faculty of Occupational Medicine (of the Royal College of Physicians)**

<http://www.fom.ac.uk>

**Faculty of Pharmaceutical Medicine (of the Royal Colleges of Physicians of the United Kingdom)**

<http://www.fpm.org.uk>

**Faculty of Public Health**

<http://www.fph.org.uk>

**Faculty of Sexual and Reproductive Healthcare**

<http://www.fsrh.org>

## **Other Links**

**British Medical Association**

<http://bma.org.uk>

**BMA Counselling and Doctor Advisor Service**

<https://www.bma.org.uk/advice/work-life-support/your-wellbeing/bma-counselling-and-doctor-advisor-service>

**Committee of General Practice Education Directors (COGPED)**

<http://www.cogped.org.uk>

**Committee of Postgraduate Dental Deans and Directors (COPDenD)**

<http://www.copdend.org.uk>

**Conference of Postgraduate Medical Education Deans of the UK (COPMeD)**

<http://www.copmed.org.uk>

**Core Surgery Recruitment**

[www.surgeryrecruitment.nhs.uk](http://www.surgeryrecruitment.nhs.uk)

**Department of Health**

<https://www.gov.uk/government/organisations/department-of-health>

**e-learning for Healthcare**

[www.e-lfh.org.uk](http://www.e-lfh.org.uk)

**Foundation Programme**

<http://www.foundationprogramme.nhs.uk/pages/home>

**General Medical Council (GMC)**

<http://www.gmc-uk.org>

**General Practice National Recruitment Office (GPNRO)**

<https://gprecruitment.hee.nhs.uk>

**Medical Schools Council**

<http://www.medschools.ac.uk>

**Medical Training Scotland**

<http://www.scotmt.scot.nhs.uk>

**Medical Research Council**

<http://www.mrc.ac.uk>

**National Association of Clinical Tutors (NACT)**

<http://www.nact.org.uk>

**National Association of Medical Personnel Specialists (NAMPS)**

<http://www.namaps.org.uk>

**National Institute for Health Research Trainees Coordinating Centre**

<http://www.nihr.ac.uk/>

**National Medical Careers Fair**

<http://careersfair.bmj.com>

**National School of Occupational Health (Medical Recruitment)**

<https://hee.nhs.uk/our-work/attracting-recruiting/national-schools/national-school-occupational-health>

**NHS Careers**

<http://www.nhscareers.nhs.uk>

**NHS Confederation**

<http://www.nhsconfed.org>

**NHS Employers**

<http://www.nhsemployers.org>

**NHS Improving Quality**

<http://www.nhsiq.nhs.uk>

**NHS Jobs**

<http://www.jobs.nhs.uk>

**Northern Ireland Medical and Dental Training Agency**

<http://www.nimmdta.gov.uk>

**Oncology Recruitment**

<http://oncologyrecruitment.nhs.uk>

**Skills for Health**

<http://www.skillsforhealth.org.uk>

**Wales Deanery**

<http://walesdeanery.org>

## Annex C: Fitness to Practise Declarations (Contact Details)

Recruiting Office	Email Address
Health Education England East Midlands	For Public Health applicants: <a href="mailto:Heem.fitnessstopractise@nhs.net">Heem.fitnessstopractise@nhs.net</a>  For all other specialties: <a href="mailto:Heem.fitnessstopractise@nhs.net">Heem.fitnessstopractise@nhs.net</a>
Health Education England East of England	<a href="mailto:HEEE.recruitmenthelpdesk@nhs.net">HEEE.recruitmenthelpdesk@nhs.net</a>
Health Education England North East	<a href="mailto:lethelpdesk@ne.hee.nhs.uk">lethelpdesk@ne.hee.nhs.uk</a>
Health Education England North West – Mersey	<a href="mailto:lead.employer@sthk.nhs.uk">lead.employer@sthk.nhs.uk</a>
Health Education England North West – North Western	For Obstetrics and Gynaecology applicants: <a href="mailto:norwest-dean.ftp@nhs.net">norwest-dean.ftp@nhs.net</a>  For all other specialties: <a href="mailto:norwest-dean.ftp@nhs.net">norwest-dean.ftp@nhs.net</a>
Health Education England South West – Peninsula	<a href="mailto:PEN.STRHelpdesk@southwest.hee.nhs.uk">PEN.STRHelpdesk@southwest.hee.nhs.uk</a>
Health Education England South West – Severn	<a href="mailto:severn.fitness@southwest.hee.nhs.uk">severn.fitness@southwest.hee.nhs.uk</a>
Health Education England Thames Valley	<a href="mailto:recruitment@thamesvalley.hee.nhs.uk">recruitment@thamesvalley.hee.nhs.uk</a>
Health Education England Wessex	<a href="mailto:wessex.recruitment@wessex.hee.nhs.uk">wessex.recruitment@wessex.hee.nhs.uk</a>
Health Education England West Midlands	<a href="mailto:fitnessstopractise@wm.hee.nhs.uk">fitnessstopractise@wm.hee.nhs.uk</a>



Recruiting Office	Email Address
Health Education England Yorkshire and the Humber	<a href="mailto:fitnesstopractise@yh.hee.nhs.uk">fitnesstopractise@yh.hee.nhs.uk</a>
London and the South East Recruitment Office	<a href="mailto:fitnesstopractise@southlondon.hee.nhs.uk">fitnesstopractise@southlondon.hee.nhs.uk</a>
Royal College of Paediatrics and Child Health	<a href="mailto:Fitness.ToPractise@rcpch.ac.uk">Fitness.ToPractise@rcpch.ac.uk</a>
NHS Education for Scotland	<a href="mailto:recruitment.ftp@nes.scot.nhs.uk">recruitment.ftp@nes.scot.nhs.uk</a>
Northern Ireland Medical and Dental Training Agency	<a href="mailto:hr.nimda@hscni.net">hr.nimda@hscni.net</a>
Wales Deanery	<a href="mailto:FTPWales@cardiff.ac.uk">FTPWales@cardiff.ac.uk</a>

## Annex D: Information for Overseas Nationals

If you are subject to immigration control (including limited leave to remain), you will be required to provide evidence of your immigration status as at the closing date of the post to which you are applying.

If you have limited leave to remain, you will be considered for the post as long as your immigration category allows you to take up a training programme and is valid on the closing date of the post to which you are applying.

The Resident Labour Market Test will be applied if you are in a relevant immigration category which does not allow you to take up a training programme, and you need to “switch” your status to the Tier 2 category. For further details please visit:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/428196/Tier\\_2\\_5\\_Sponsor\\_Guidance\\_v\\_1\\_1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428196/Tier_2_5_Sponsor_Guidance_v_1_1.pdf)

If you need to “switch” your immigration status, you should check the UK Visas and Immigration website to see if you may switch within the UK - <https://www.gov.uk/tier-2-general>

Categories that are not cited in the above guidance will require a “restricted” Certificate of Sponsorship (RCoS) from the sponsor. You will be required to return to your home country to make an application out of country. If you are unsure of the correct route to follow, please gain immigration advice from an authorised advisor/lawyer. We cannot provide advice regarding leave applications. Applications requiring RCoS cannot be guaranteed as they are dependent on the monthly allocation panel and there are a limited number of places available.

Non UK / EEA nationals who have graduated from a UK medical or dental school will have an additional exemption from the Resident Labour Market Test when moving from their Foundation Programme (in Tier 4) directly into specialty training (in Tier 2). This is a one off exemption when switching from Tier 4 to Tier 2. Nationally sponsored trainees (i.e. those sponsored by Health Education England or NHS Education for Scotland) requiring sponsorship for Core training /Higher Specialty Training will be classed as extension applications and will also be exempt from the Resident Labour Market Test within their sponsorship area. Nationally sponsored trainees will need to meet the Resident Labour Market Test when they apply for posts outside of their sponsorship area.

All applicants for specialty training must hold or be eligible to hold full registration with the GMC/GDC.

Please note it is the applicant’s responsibility to inform us of any changes to their immigration status during the process.

The tables below set out the main categories of limited leave to remain and eligibility to take up specialty training programmes.

### UK/EEA

Category	Status
UK national	Can apply to a training programme
Partner / civil partner or spouse of a UK national on a probationary period	Applicant will be given an initial grant of 5 years – then can apply for Indefinite Leave to Remain if the relationship is considered genuine by UKVI. Can apply to a training programme and be considered
Fiancé(e)s of a UK national	Can apply to a training programme. Will need to meet RLMT and assigned RCoS. Will need to apply outside of UK
EEA nationals <sup>2</sup> (excluding Croatian nationals)	Can apply to a training programme and be considered
Croatian nationals	Can apply to a training programme, but if appointed (working in the UK for the first 12 months) employer will need to assign a Certificate of Sponsorship, which the trainee can then use to apply for a Purple Registration Certificate. <a href="https://www.gov.uk/croatian-national/overview">https://www.gov.uk/croatian-national/overview</a>
Partner / civil partner or spouse of an EEA national resident in the UK	Can apply to a training programme and be considered
Swiss nationals	Can apply to a training programme and be considered

### Tier 1 Visas

Category	Status
Tier 1 (Post Study Work) no restriction on employment as a doctor or dentist in training – UK graduates only	Can apply to a training programme. Applicant will have to switch to Tier 2 visa once their current leave expires – but will be RLMT exempt – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>
Tier 1 (Post Study Work) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>
Tier 1 (General) – no restriction on employment	Can apply to a training programme. If

<sup>2</sup> Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

as a doctor or dentist in training	applicant's Tier 1 visa is about to expire, they will have to switch to Tier 2 visa or apply for Indefinite Leave to Remain – will need to satisfy RLMT unless applying to continue a training programme under the same NHS training number – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>
Tier 1 (General) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>
Tier 1 (Entrepreneur) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>
Tier 1 (Investor) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>
Tier 1 (Exceptional Talent) with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>
Dependant of Tier 1 with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>

## Tier 2

Category	Status
PBS - Tier 2 (General) - applying from inside the UK	Can apply for training programme. RLMT will need to be satisfied if the applicant changes sponsor or occupation code when applying for new Tier 2 visa <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301513/T2_guidance_04-14.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301513/T2_guidance_04-14.pdf</a>

Dependant of a PBS – Tier 2 (General) – no endorsement about employment as a Doctor or Dentist in training	Can apply to a training programme Can retain current visa status as a dependant. However, please be aware that if you wish to be employed under your own immigration status you will be required to meet RLMT and issued a RCOS Candidates will need to apply outside of the UK
Dependant of PBS – Tier 2 (General) – with endorsement “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT – see <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>  Applicant cannot switch visa status in country. Restricted CoS will be required. Candidate can only apply from outside the UK.

#### Tier 4/Student Visa

Category	Status
Tier 4 / Student visa holder – graduates of UK medical / dental school – currently FY2	Can apply for a training programme. Applicant will have to switch to Tier 2 visa – but will be RLMT exempt
Dependant of Tier 4 / Student visa holder – no endorsement about employment as a Doctor or Dentist in Training	Can apply for a training programme Can retain current visa status as a dependant. However, please be aware that if you wish to be employed under your own immigration status you will be required to meet RLMT and issued a RCOS. Candidates will be able to apply in the UK  <a href="https://www.gov.uk/tier-2-general/switch-to-this-visa">https://www.gov.uk/tier-2-general/switch-to-this-visa</a>
Tier 4 (Adult Student) – not a graduate of a UK Medical / Dental School but who would have qualified for Tier 1 (PSW)	Can apply for a training programme. Applicant will have to switch to Tier 2 visa – but will be RLMT exempt
Dependant of Tier 4 (Adult Student) – with endorsement – “no employment as a Doctor or Dentist in Training”	Can apply to a training programme. Applicant will have to switch to Tier 2 visa – will need to satisfy RLMT and Restricted CoS will be required. <a href="https://www.gov.uk/tier-2-general/eligibility">https://www.gov.uk/tier-2-general/eligibility</a>

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**Tier 5**

<b>Category</b>	<b>Status</b>
PBS – Tier 5 (Government Authorised Exchange) – Medical Training Initiative	Can apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.
Youth Mobility Scheme	Can apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.

**Other immigration status**

<b>Category</b>	<b>Status</b>
Indefinite Leave to Remain/Settled Status	Can apply for a training programme
Dependant of a person with Indefinite Leave to Remain/Settled Status	Can apply for a training programme
British National (Overseas) with Right of Abode	Can apply for a training programme
British National (Overseas) with no Right of Abode	Can apply for a training programme. Applicant cannot switch visa status in country. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.
PLAB/Clinical Attachment/ Business Visa/Visitor	Can apply for a training programme, but cannot be considered until RLMT has been met. Will need to satisfy RLMT Restricted CoS will be required. Candidate can only apply from outside the UK.
Refugee status awarded by UK, and partner/civil partner or spouse	Can apply for a training programme
UK Ancestry visa holder	Can take up a training programme
Dependant of UK Ancestry visa holder	Can take up a training programme

## Annex E: Confidential Enquiries (Contact Details)

Recruiting Office	Email Address
Health Education England East Midlands	For Public Health applicants: <a href="mailto:heem.publichealthrecruitment@nhs.net">heem.publichealthrecruitment@nhs.net</a>  For all other specialties: <a href="mailto:heem.medicalrecruitment@nhs.net">heem.medicalrecruitment@nhs.net</a>
Health Education England East of England	<a href="mailto:HEEE.recruitmenthelpdesk@nhs.net">HEEE.recruitmenthelpdesk@nhs.net</a>
Health Education England North East	<a href="mailto:lethelpdesk@ne.hee.nhs.uk">lethelpdesk@ne.hee.nhs.uk</a>
Health Education England North West – Mersey	<a href="mailto:lead.employer@sthk.nhs.uk">lead.employer@sthk.nhs.uk</a>
Health Education England North West – North Western	For Obstetrics and Gynaecology applicants: <a href="mailto:obsjobs@nw.hee.nhs.net">obsjobs@nw.hee.nhs.net</a>  For all other specialties: <a href="mailto:norwest-dean.ftp@nhs.net">norwest-dean.ftp@nhs.net</a>
Health Education England South West – Peninsula	<a href="mailto:PEN.STRHelpdesk@southwest.hee.nhs.uk">PEN.STRHelpdesk@southwest.hee.nhs.uk</a>
Health Education England South West – Severn	<a href="mailto:severn.stsupport@southwest.hee.nhs.uk">severn.stsupport@southwest.hee.nhs.uk</a>
Health Education England Thames Valley	<a href="mailto:recruitment@thamesvalley.hee.nhs.uk">recruitment@thamesvalley.hee.nhs.uk</a>
Health Education England Wessex	For Cardiothoracic Surgery applicants: <a href="mailto:ctsurgery.recruitment@wessex.hee.nhs.uk">ctsurgery.recruitment@wessex.hee.nhs.uk</a>  For Paediatric Cardiology applicants: <a href="mailto:paediatric.cardiologyrecruitment@wessex.hee.nhs.uk">paediatric.cardiologyrecruitment@wessex.hee.nhs.uk</a>

Recruiting Office	Email Address
	For all other specialties: <a href="mailto:wessex.recruitment@wessex.hee.nhs.uk">wessex.recruitment@wessex.hee.nhs.uk</a>
Health Education England West Midlands	For applicants to Anaesthetics: <a href="mailto:nationalrecruitment@wm.hee.nhs.uk">nationalrecruitment@wm.hee.nhs.uk</a>  For applicants to Intensive Care Medicine: <a href="mailto:icm@wm.hee.nhs.uk">icm@wm.hee.nhs.uk</a>  For applicants applying to all other posts in the West Midlands: <a href="mailto:specialtyrecruitment@wm.hee.nhs.uk">specialtyrecruitment@wm.hee.nhs.uk</a>
Health Education England Yorkshire and the Humber	<a href="mailto:specialty.recruitment@yh.hee.nhs.uk">specialty.recruitment@yh.hee.nhs.uk</a>
London and the South East Recruitment Office	<a href="mailto:confidentialenquiries@southlondon.hee.nhs.uk">confidentialenquiries@southlondon.hee.nhs.uk</a>
Joint Royal Colleges of Physicians Training Board	<a href="mailto:ct1recruitment@jrcptb.org.uk">ct1recruitment@jrcptb.org.uk</a> <a href="mailto:st3recruitment@jrcptb.org.uk">st3recruitment@jrcptb.org.uk</a>
Royal College of Paediatrics and Child Health	<a href="mailto:paedjobs@rcpch.ac.uk">paedjobs@rcpch.ac.uk</a>
NHS Education for Scotland	<a href="mailto:recruitment.ftp@nes.scot.nhs.uk">recruitment.ftp@nes.scot.nhs.uk</a>
Northern Ireland Medical and Dental Training Agency	<a href="mailto:hr.nimdta@hscni.net">hr.nimdta@hscni.net</a>
Wales Deanery	<a href="mailto:confidentialenquiries@cf.ac.uk">confidentialenquiries@cf.ac.uk</a>



## Annex F: Special Circumstances (Contact Details)

Recruiting Office	Email Address
Health Education England East Midlands	For Public Health applicants: <a href="mailto:heem.publichealthrecruitment@nhs.net">heem.publichealthrecruitment@nhs.net</a>  For all other applicants: <a href="mailto:heem.medicalrecruitment@nhs.net">heem.medicalrecruitment@nhs.net</a>
Health Education England East of England	<a href="mailto:HEEE.recruitmenthelpdesk@nhs.net">HEEE.recruitmenthelpdesk@nhs.net</a>
Health Education England North East	<a href="mailto:lethelpdesk@ne.hee.nhs.uk">lethelpdesk@ne.hee.nhs.uk</a>
Health Education England North West – Mersey	<a href="mailto:leademployer@sthk.nhs.uk">leademployer@sthk.nhs.uk</a>
Health Education England North West – North Western	For Obstetrics and Gynaecology applicants: <a href="mailto:obsjobs@nw.hee.nhs.uk">obsjobs@nw.hee.nhs.uk</a>  For all other specialties: <a href="mailto:norwest-dean.ftp@nhs.net">norwest-dean.ftp@nhs.net</a>
Health Education England South West – Peninsula	<a href="mailto:PEN.STRHelpdesk@southwest.hee.nhs.uk">PEN.STRHelpdesk@southwest.hee.nhs.uk</a>
Health Education England South West – Severn	<a href="mailto:Severn.stsupport@southwest.hee.nhs.uk">Severn.stsupport@southwest.hee.nhs.uk</a>
Health Education England Thames Valley	<a href="mailto:recruitment@thamesvalley.hee.nhs.uk">recruitment@thamesvalley.hee.nhs.uk</a>
Health Education England Wessex	<a href="mailto:wessex.recruitment@wessex.hee.nhs.uk">wessex.recruitment@wessex.hee.nhs.uk</a>
Health Education England West Midlands	For applicants applying to Anaesthetics: <a href="mailto:nationalrecruitment@wm.hee.nhs.uk">nationalrecruitment@wm.hee.nhs.uk</a>  For applicants to General Practice:

Recruiting Office	Email Address
	<p>Please contact first preference recruiting office</p> <p>For applicants applying to Intensive Care Medicine:</p> <p><a href="mailto:icm@wm.hee.nhs.uk">icm@wm.hee.nhs.uk</a></p> <p>For applicants applying to all other posts in the West Midlands:</p> <p><a href="mailto:specialtyrecruitment@wm.hee.nhs.uk">specialtyrecruitment@wm.hee.nhs.uk</a></p>
Health Education England Yorkshire and Humber	<a href="mailto:specialty.recruitment@yh.hee.nhs.uk">specialty.recruitment@yh.hee.nhs.uk</a>
London and the South East Recruitment Office	<a href="mailto:confidentialenquiries@southlondon.hee.nhs.uk">confidentialenquiries@southlondon.hee.nhs.uk</a>
Royal College of Paediatrics and Child Health	<a href="mailto:paedjobs@rcpch.ac.uk">paedjobs@rcpch.ac.uk</a>
NHS Education for Scotland	<a href="mailto:Recruitment.FTP@nes.scot.nhs.uk">Recruitment.FTP@nes.scot.nhs.uk</a>
Northern Ireland Medical and Dental Training Agency	<a href="mailto:hr.nimdta@hscni.net">hr.nimdta@hscni.net</a>
Wales Deanery	<a href="mailto:recruitmentwales@cardiff.ac.uk">recruitmentwales@cardiff.ac.uk</a>