



**NHS**  
*West Midlands*

**PROCESS FOR NATIONALLY CO-ORDINATED RECRUITMENT  
INTO ANAESTHESIA CT2 AND ST3 (MMC 2010)**

**GUIDANCE FOR APPLICANTS**

**(CO-ORDINATED BY THE WEST MIDLANDS WORKFORCE DEANERY  
ON BEHALF OF THE ROYAL COLLEGE OF ANAESTHETISTS)**

## INTRODUCTION

The drive to coordinated recruitment for CT2 and ST3 is in direct response to the requirement from MMC programme board and has the support of the College and trainee groups.

## APPLICATIONS

Candidates will be able to apply for CT2 and ST3 posts in Anaesthesia from 09:00 hours on Monday 15 February 2010 until 17:00 hours on Friday 12 March 2010. Advertisements will appear in the BMJ and on NHS Jobs. Support for applicants experiencing problems will be available from the West Midlands Workforce Deanery during office hours for the duration of the application window.

Applications will be made through the I:CAMS Central portal to the West Midlands Workforce Deanery who will be co-ordinating the recruitment process on behalf of the Royal College of Anaesthetists and the MMC program Board. Access to the I:CAMS Central portal will be through the West Midlands Workforce Deanery website ([www.westmidlandsdeanery.nhs.uk](http://www.westmidlandsdeanery.nhs.uk)).

For 2010, recruitment to Anaesthesia CT2 and ST3 will be a nationally co-ordinated process. Candidates will be asked to preference all Units of Application (UoA). Applications will initially only be considered by the two highest preferenced UoAs. Each of these two UoAs will read your application form independently, and may offer you an interview. So you may be offered one, two or no interviews. The third and subsequent choices will only be considered in the Clearing process if you are interviewed but not offered your first two choices.

The following Units of Application will be recruiting in 2010:

CT2	ST3
East Midlands North	East Midlands North
East Midlands South	East Midlands South
Kent, Sussex and Surrey	East of England
London	Kent, Sussex and Surrey (South Coast)
Mersey	London/Kent, Sussex and Surrey
Northern	Mersey
Severn	North West
Wales	Northern
Wessex	Oxford
West Midlands	Severn
Yorkshire & the Humber	South West Peninsula
	Wales
	Wessex
	West Midlands
	Yorkshire & the Humber

Candidates applying to London will be asked to make sub preferences on their application form. This is an essential requirement to assist the UoA in its local recruitment processes.

When deciding which UoAs to preference first and second, candidates should consider the historical competition ratios in each area, available on the MMC websites (England - [www.mmc.nhs.uk](http://www.mmc.nhs.uk), Wales – [www.mmcwales.org](http://www.mmcwales.org)). However, these can only ever be used as a guide and will not necessarily be representative of numbers applying to each Unit of Application in the 2010 recruitment process. Applicants should be aware that the recruitment process may be very competitive and it is anticipated that there will be many more applicants than posts available.

Candidates that are not shortlisted in either of their first two preferences will not be interviewed. However, they will be considered for interview in the clearing process if their cumulative shortlisting score is at least equal to the lowest score required for interview in the initial shortlisting process.

### **CATEGORIES OF APPLICANT (ST3 ONLY)**

The College has agreed that candidates who have the Primary MCQ and have applied to sit the OSCE/SOE part of the examination in May 2010 are eligible to apply. However they can only accept an ST3 post if they have passed the exam by the May sitting, at the latest.

Current immigration law requires that UK or EEA applicants are given priority, and that Non-UK/EEA applicants are only offered jobs if there are no suitable UK/EEA applicants.

Applicants will therefore be considered in three distinct categories:-

- Category 1 – Applicants with full Primary FRCA examination, or equivalent
- Category 2 – Applicants with Primary MCQ only, or equivalent
- Category 3 – Non UK/EEA applicants

International applicants who have completed a UK undergraduate training programme, UK foundation training programme or are on a current recognised postgraduate training programme will fall under either category 1 or 2, dependent on whether they passed the FRCA Primary or have the FRCA Primary MCQ and intend to sit the FRCA Primary OSCE/SOE in May 10. This also includes doctors without any prohibition about 'no employment as a doctor in training' on endorsements.

When filling in the application form, candidates need to make clear which parts of the Primary FRCA they have passed, Candidates in category 2 will be required to provide evidence of their intention to sit the remainder of the examination in May 2010 if invited to interview. Final confirmation of a place for the May FRCA Primary examination will not be available until after the closing dates for applications (13 Apr). Category 2 applicants must provide proof of application at interview and are strongly advised to apply for the exam early in order to ensure a place and thus satisfy this requirement. The Examinations Department at the Royal College of Anaesthetists provide confirmation of application to sit the May exam which should be brought to interview. Category 2 applicants are advised to attach a covering letter to their exam application form explaining that they are applying for a ST3 post, however, late applications or those received once the exam is full will not be considered. Failure to provide proof of application will render the applicant ineligible for interview and hence appointment.

When completing the application form, candidates are reminded of the importance of answering each question fully and with the appropriate amount of detail.

## **ASSESSMENT OF FOUNDATION COMPETENCES**

For 2010 recruitment, all candidates applying to specialty recruitment who have not completed a Foundation Programme since July 2007, have not undertaken all of their relevant clinical experience in training posts or who wish to count overseas experience will need to have their Foundation Competences assessed at the time of application. Applicants who have completed their training in the UK before the introduction of Foundation Training do not have to complete a Form A or B, but should be in possession of their SHO training certificate. The necessary documentation should be forwarded to the co-ordinating deanery at the following address by no later than 5.00pm on Wednesday 17 March 2010:

Anaesthetics Recruitment Team  
Medical and Dental Operations  
NHS West Midlands Workforce Deanery  
St Chad's Court  
213 Hagley Road  
Edgbaston  
Birmingham  
B16 9RG

Candidates who have listed posts outside of the UK within the experience part of the application form will need to submit an Alternative Certificate (A for specialties with acute medical responsibilities and B for specialties without) showing ALL competencies achieved in a post of at least 3 months duration since August 2007. Both forms are downloadable from the I:CAMS application system.

It is imperative that candidates submit the necessary documentation by the deadline as applications will not be progressed any further through the recruitment cycle without evidence being assessed.

## **LONGLISTING**

Following the deadline for receipt of applications, the co-ordinating deanery will run an electronic longlisting process. This will remove any candidates from the process that:

1. Failed to submit before the deadline
2. Have stated in their application form that they are not eligible for full GMC registration
3. Have stated that they do not have the appropriate experience to apply at the level in question

In addition, candidates who are unable to demonstrate skills in written and spoken English will be longlisted out.

## **SHORTLISTING**

Following the closure of the advertisement, applications will be forwarded to the UoAs that each candidate has preferenced first and second for scoring against a nationally agreed, standardised shortlisting scoring framework.

Applicants could be shortlisted for a maximum of two interviews for each level of training that they apply for (i.e. two for CT2 and two for ST3 if a candidate chooses to apply for both levels).

Shortlisting will be completed by 24 March 2010 and applicants will be invited for interview between 25 March 2010 and 1 April 2010.

## **INTERVIEWS**

All UoAs will interview between 6 and 23 April 2010.

Interview dates for individual UoAs are listed below. If you do not hear from the UoAs that you have been invited for interview then you should assume you have been unsuccessful.

<b>UoA</b>	<b>Interview Dates</b>
East Midlands North	7 and 8 April 2010
East Midlands South	20 April 2010
East of England	15 and 21 April 2010
Kent, Sussex and Surrey	6, 7, 13 and 14 April 2010
London and London/KSS	19 to 21 April 2010
Mersey	21 April 2010
North West	19 & 20 April 2010
Northern	21 & 22 April 2010
Oxford	20 to 23 April 2010
Severn	12 & 13 April 2010
South West Peninsula	16 April 2010
Wales	20 to 22 April 2010
Wessex	14 & 15 April 2010
West Midlands	12 to 15 April 2010
Yorkshire and Humber	16 & 19 April 2010

Whilst interview dates have been co-ordinated between UoAs, interview clashes may still occur. It is the applicants responsibility to inform both UoAs as early as possible to allow re-scheduling of interviews.

If you wish to find out any information about the interview process/format in the UoA(s) that you are shortlisted in, you are asked to address your queries directly to the relevant UoA(s).

## **REFERENCES**

Any offers made, will be made subject to satisfactory references. One reference must be from the current or most recent educational supervisor (or equivalent if currently working outside of the NHS).

Shortlisted candidates will be asked to forward a standard structured reference form to their referees as soon as they are aware that they have been invited for interview. Referees should be requested to return the structured reference form by post to the co-ordinating deanery for collation on behalf of all UoAs. This will reduce the need for referees to provide multiple copies of the same reference for different UoAs.

References can be returned by post or email. However, if they are returned by email, they must be sent from the referee's NHS email address (or equivalent work email address if the referee is from a non NHS organisation).

## **OFFERS**

All offers will be sent out by the co-ordinating deanery, regardless of which UoA is being offered. Any offers received from any other source will be invalid.

The first wave of offers will be sent out on Monday 26 April 2010.

Offers will be sent out to all successful CT2 candidates

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

Candidates will only receive one offer for each level of training that they apply for

**Example 1** Category 1 candidate is deemed appointable for ST3 in both first and second preference UoAs. Candidate receives an offer for first preference UoA only

**Example 2** Category 1 candidate is deemed appointable for ST3 in both first and second preference UoAs, but only ranks high enough to be offered a post in second preference UoA. Candidate will be offered post in second preference UoA. In this case candidates offered their second choice UoA will be given the option to hold that offer until 28 May 2010 as Category 2 candidates who fail the Primary FRCA exam may release ST3 places in that candidate's first choice UoA. Candidates who choose to hold their second choice offer would be expected to accept their first choice, should it become available.

**Example 3** A ST3 candidate who is interviewed in both their first and second choice UoAs, but is only deemed appointable in their second preference could only be offered that post. In this case, candidates would not be allowed to hold their offer as they would not be eligible for offer in their first choice.

**Example 4** Category 2 candidate is deemed appointable for CT2 in both first and second preference UoAs and ST3 in first and second preference UoAs, and ranks highly enough to be offered a post in all. Candidate will be offered CT2 in April in their first preference UoA and will be informed that they have a provisional offer of ST3 in their first preference UoA, subject to success in the May Primary FRCA exam. The candidate would be allowed to accept the CT2 offer and trade up to ST3 if they are successful in the May exam.

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

## **CLEARING PROCESS**

The clearing process will be used if there are unfilled posts after the initial first and second preferences have been taken into account.

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At this time, any suitable candidates without a post will be categorised by their further preferences. UoAs with unfilled places will be sent a list of candidates who have preferred them, together with their cumulative shortlist score (total of first preference and second preference shortlist scores).

In addition, the clearing process will also involve candidates who failed to score highly enough to be offered an interview in their first or second choice UoAs, but who would have been offered an interview in another UoA with the shortlisting score that they achieved.

As there is no standardised interview format, candidate interview scores in one UoA cannot be transferred to another. Candidates entering the clearing process should therefore expect to have further interviews.

### **ST3 LOCUM APPOINTMENTS FOR TRAINING (LATs)**

Once the ST3 offer process has been completed, ST3 LATs will be offered to candidates who have reached the appointable threshold but who have not been offered a post elsewhere in the process.

### **FEEDBACK**

Candidates can request feedback from any part of the process and this will be provided by the UoA responsible for the particular stage of the recruitment process in question. However, all requests for feedback should be directed to the co-ordinating deanery in the first instance, who will forward them on as appropriate.