

Lessons Identified for CT2 and ST3 Recruitment for 2010 – As At 10 May 2010

Subject	Lesson Identified	Action	Responsible	Remarks
Guidance	Some deaneries gave conflicting information to applicants on the issue of offers. This information was contrary to that issued in the guidance and caused confusion to both applicants and those coordinating the process.	Guidance to applicants issued by W Mids should contain all information. Guidance should be issued in advance to UoAs for comment to enable them to add information if required. UoA specific information must not contradict the Guidance.	All UoA W Mids	
Guidance	Information on deferment was not contained within the guidance as MMC guidance is readily available on their website.	Deferment information to be included in the guidance and FAQs, linked to MMC information.	W Mids	Applicants should be made aware of the Gold Guide section 6.20 which states; <i>The start of training may only be deferred on statutory grounds (e.g. maternity leave, ill health).</i>
IT	Some UoAs were unable to access I:CAMS and as such had difficulty in managing the process locally.	All UoAs should be able to access the IT system used by the lead deanery (in this case I:CAMS). Training must be given and sufficient time allocated to enable this.	Hicom W Mids All non Intrepid Deaneries	
Foundation Competences	Guidance on competences not clear. Trainees who have SHO training certificates of completed training in UK do not have to complete Forms A or B. Forms are only required to be completed by IMGs.	Guidance for Applicants amended.	W Mids	Complete.
Applications	Application form initially difficult to find on W Mids site for trainees. <i>Apply Now</i> link on round 2 list originally not available.	Website links established and i:cams website updated to signpost how to apply. Format of website discussed with RCoA and W Mids prior to applications going live. Advice added to applicant guidance. Website to be checked by Hicom, supervised by W Mids prior to going live.	Hicom W Mids RCoA NRWP	Links and guidance rectified.
Longlisting	There needs to be a 'human in the loop' as electronic only longlisting is not guaranteed to identify those eligible or	Longlisting must be scheduled for a week at least and must be sufficiently supported by the lead deanery	W Mids RCoA	

	ineligible. As such the longlisting process takes much longer than the 2 working days timetabled			
Short listing	TPDs in a number of UoAs unaware of nationally agreed shortlisting criteria.	Individual TPDs to be e-mailed shortlisting criteria and other templates prior to start date as well as them being issued to deanery HR staff as is already the case.	RCoA	To be included in the task matrix for 2011.
Shortlisting	The shortlisting criteria require 7 or more courses for maximum marks, but the application form only has space for 5.	Hicom to add the additional courses under the Specialty Experience question as this mentions training. Ensure criterion for every aspect maps to application form and IT templates.	Hicom RCoA NRWP W Mids	Initial change fixed by W Mids with W Mids. Mapping required by NRWP for all POE for 2011.
Shortlisting	Word Count for applicants too long resulting in significant amount of time taken for shortlisters to score application form.	Application form to be revised. Word count in application form to be significantly reduced. Suggested limit is a maximum of 200 words per box.	RCoA NRWP	
Shortlisting	Application form not mapped to shortlisting criteria and person specification, making shortlisting prolonged and complicated. Time taken for each application form was in excess of 20-30 minutes in some cases.	Shortlisting criteria, application form and person specification to match and be intuitive to shortlister. NRWP to consider self assessment for CT1.	RCoA NRWP	
Shortlisting	Online shortlisting did not enable horizontal shortlisting. Only vertical.	Hicom to ensure horizontal shortlisting is available as an option for 2011.	Hicom W Mids RCoA	
Shortlisting	The scoring criteria accidental discriminated against those who progressed through CT1 and CT2 without any delays to their training.	The scoring criteria must take into account successful trainees at CT2 who will or have gained all competencies within the training programme schedule.		
Communication	Deanery HR staff not passing on information to TPDs and consultant body of process.	Inform RAs, CTs and TPDs of the recruitment process and send them all relevant information. Include requirement to disseminate information to all involved in the recruitment rounds in the UoA guidance.	RCoA W Mids	
Communication	Some applicants found the numerous	Work to be done to consolidate the RCoA website	RCoA	

	websites confusing. A central recruitment portal may have been more efficient.	and ensure that all information is available on it. Links to W Mids, MMC and all UoAs should be easily accessible and user friendly.		
Changes of Preference	Applicant contacted W Mids to change preference during the interview process. It had been agreed that 1 Apr was the last opportunity that a change in preference could be requested. This was not included in FAQs or Guidance.	Rules regarding change in preference to be made clear in FAQs and Guidance to both UoAs and Applicants.	W Mids	
Withdrawal of Applications	A candidate contacted W Mids to withdraw their 1 st choice after the interviews and during the offers process. Withdrawing the offer at this late stage was unworkable.	Clear rules need to be communicated on withdrawal and change of preference. Guidance to be amended to include rules of withdrawing and changing preference with dates. The date given must be before the interview period.	W Mids All UoA	
Vacancies	A Deanery advertised significantly more vacancies than they eventually offered. This skewed the competition ratios and provided incorrect data from which trainees made their application decisions.	Deaneries are required to strictly adhere to the guidance issued by W Mids and RCoA regarding vacancies. Clear guidance on vacancies was issued but ignored. All UoA to adhere to guidance given where feasible and inform RCoA and W Mids where major changes may occur. MMC to intervene if feasible.	W Mids RCoA MMC All UoA	
Offers	Manual processing of the offers resulted in one applicant being incorrectly offered a post when they were not eligible. The mistake was discovered within the 48 hour offers period and rescinded.	Electronic matching for offers is the preferable option with an independent human check. A caveat in the guidance should be included to ensure that applicants are aware this could happen.	RCoA W Mids	
Offers	Applicants were contacting W Mids during the processing of offers thereby delaying the efficiency of W Mids to get offers to applicants on the due date.	Dates and times of the releasing of offers is to be given both in the guidance and advertised on all websites at the beginning of the recruitment process. Applicants to be told not to contact W Mids to ask about offers.	W Mids RCoA	
Offers	UoA offers and ranking from interview was in different formats making the transfer of data into the master	Spreadsheets to be standardised across all aspects of recruitment. These should be drawn up by W Mids and issued to all UoA in advance.	W Mids All UoA	

	spreadsheet more complicated.			
Offers	Successful applicants are contacted and informed of their offer. Unsuccessful applicants are not contacted and told of their situation.	Consideration should be given to informing applicants if unsuccessful and whether they were deemed appointable. Where feasible this should be coupled with a ranking score to their chosen UoA to give them an idea of whether they may receive an offer.		
Offers	A UoA did not issue all offers to W Mids by the date given. Instead offers were drip fed causing delay and confusion among candidates.	All offers must be conducted in the same way by all UoAs. W Mids must centrally coordinate these and if dictated by DH feed these into a national offers and matching system. This must be communicated in the Guidance and through coordination meetings.	W Mids All UoA	