

## **Interview advice for applicants to run-through training (MMC)**

The first round of online applications to specialty/GP training for 2007 (ST 2007) has now closed. This has been a mammoth task with many thousands of applications handled by MTAS in the last two weeks. Now the hard work begins: applications need to be long-listed, short-listed and then interview season will commence.

The Round 1 interview season begins on 28 February, so if you have applied, you may want to start preparing for interviews now. Below are a few tips and reminders that will help you prepare.

### **Proof of competences**

Remember, you will need to take along proof of any competences you have listed on your application, so you may want to pull these documents together now.

### **For applications to ST1**

If you are applying straight from the Foundation Programme, you will already be familiar with the concept of keeping a portfolio (or collection) of evidence of your progression through the programme. You will be able to use this as evidence of having achieved the Foundation Programme competences.

If you have completed 12 months of UK SHO training in an approved post, we believe this will be considered equivalent to having attained the Foundation Year competencies. We advise you however to check with MMC and the Deaneries on this matter.

If you have not completed 12 months of UK SHO training in an approved post, the Foundation Year competencies are summarised below. We suggest that under each of the seven main headings (and the six sub-headings in Section 1) you extract evidence from your CV to show that you have acquired these competencies during your PRHO and SHO years. More information may be available on the MMC website [www.mmc.nhs.uk](http://www.mmc.nhs.uk).

#### 1.0 Good Clinical Care

- 1.1 History taking, examination and record keeping skills
- 1.2 Demonstrates appropriate time management and decision making
- 1.3 Understands and applies the basis of maintaining good quality care and ensuring and promoting patient safety
- 1.4 Knows and applies the principles of infection control
- 1.5 Understands and can apply the principles of health promotion and public health
- 1.6 Understands and applies the principles of medical ethics, and of relevant legal issues

#### 2.0 Maintaining Good Medical Practice

#### 3.0 Relationships with Patients and Communication

#### 4.0 Working with Colleagues

#### 5.0 Teaching and Training

#### 6.0 Professional Behaviour and Probity

#### 7.0 Acute Care

### **For applications to ST2 and above**

Those who are applying at ST2 and beyond will need to consider other ways to provide evidence of having achieved the foundation and other required competences. This could include such things as shown below (these are simply examples and should not be taken as an exhaustive list):

- Log book of clinical activity
- Trainers' reports

- Audits
- Written workplace assessments (if any), e.g. mini-PAT, mini-CEX, CbD, DOPs.
- Outline the recognised training posts you have undertaken in anaesthesia or intensive care medicine.
- List the competencies that have been formally assessed and give the dates on which they were achieved.
- State if you have obtained the SHO Certificate of Competency and give the date
- State any examinations passed (e.g. Primary FRCA or equivalent) with dates and how many attempts were made.

### **Other documents for interviews**

In addition to the documentation required to support any statements made in your application, you are likely to be required to bring the following documents with you to any selection centre/interviews you are invited to attend. Additional documents may be required, but if this is the case you will be informed of this when invited to attend a selection centre/interview.

- original proof of identity (e.g. passport or other photo-ID)
- original and photocopy of your GMC Certificate
- original and photocopies of all qualifications listed on your application form (translated if necessary)
- verified evidence of competences cited on your application form
- evidence of immigration status if not UK/EEA citizen
- signed/verified references where available.

### **Useful reminders and key dates**

#### **References**

A contract of employment can't be issued until your signed/verified references have been received. Speak to your referees and make sure this is taken care of sooner rather than later - ideally by 24 February.

#### **Interviews**

You may be invited to up to four interviews. If you haven't done so already, check the deanery interview schedule (<http://www.mmc.nhs.uk/pages/home>) for your potential dates and make sure your employers know.

#### **E-mails and your MTAS account**

Keep an eye on the detailed timetable. If you are not getting e-mails around dates you should be, then maybe these are not being accepted by your email provider for some reason. Keep a regular check on your MTAS account to ensure you don't miss anything.

#### **Key dates**

**5–23 February:** Applications are being short-listed by local short-listing panels at each UoA

**Mid-February:** Eligible GP applicants will be contacted by e-mail and invited to attend an initial national selection day on Saturday, 24 February 2007

**24 February:** All non-GP applicants will be notified of short-listing outcomes. MTAS will send you an e-mail asking you to log into your account to see if you have been invited to an interview(s) and then you must book your interview time online.

**28 February–13 April:** Interviews take place.