

RCoA Proposed Plan for Coordinated Recruitment for 2011

Introduction

1. The National Recruitment Working Party (NRWP) of the RCoA has been working on introducing a pragmatic, coordinated national recruitment for anaesthesia process since Dec 08. A coordinated approach has many advantages including a reduction of consultant workload and a fair and transparent system for applicants. Introduced under the strap line '*Evolution rather than revolution*', the decision to move to a fully national recruitment process has been undertaken in a number of steps.
2. 2010 recruitment has been conducted in a fragmented fashion with CT1 for both anaesthesia and ACCS carried out locally but to an agreed timescale agreed by the Medical Programme Board (MPB). CT2 and ST3 recruitment has been coordinated centrally by West Midlands NHS Workforce Deanery (W Mids) for application and longlisting and locally using an agreed shortlisting criteria for shortlisting and interview. This process is ongoing.
3. Early planning for coordinated recruitment for 2011 is now in progress and a workable proposal must be in place as early as possible to allow suitable consultation and testing of the systems against the MPD requirements and those of the specialty.

2010 Recruitment

4. Lessons identified from 2010 recruitment have and will continue to be used to inform and improve the process for 2011. A table of lessons has been collated and will be added to as the process evolves. In addition, a customer satisfaction survey and DH survey will be sent to all involved recruitment stakeholders and feedback used to inform the 2011 recruitment rounds.
5. It is clear that the shortlisting process used for 2010 has a number of significant shortfalls that need to be rectified in time for 2011. Considerable constructive feedback has enabled an understanding of the issues and has set the conditions to improve this system for 2011. It is important to emphasise that 2010 coordinated recruitment was introduced at short notice which did not enable widespread consultation of the agreed processes. With more time available for 2011, wider consultation will take place. In addition, it was made clear from the outset that this was a coordinated recruitment was an evolving process and would not happen overnight.
6. A Recruitment Operational Group (ROG) has been formed by DH comprising of specialty recruitment leads from Deaneries and Colleges and has met once to discuss lessons from 2010 recruitment and plans for 2011 recruitment. Further meetings will be conducted in Jun, Aug and Oct 10.

Aim

7. The aim of this paper is to:
 - Outline the plan for recruitment to anaesthesia for all points of entry (POE) for 2011.
 - Identify the tasks and planning requirements for successful implementation
 - Identify a timeline

In order to allow wider consultation and the successful execution of coordinated recruitment for the specialty of anaesthesia.

Assumptions

8. MMC and the Medical Programme Board (MPB) will set agreed timings for advertisement and offers.
9. CT1 offers will be coordinated across all specialties and matching system is unlikely to be implemented in time for 2011 but may be piloted. To that end MMC is content that specialties plan in accordance with principles discussed and agreed at the Task and Finish Group on 30 Mar 10.
10. CT1 will be conducted in Round 1 and CT2/ST3 in Round 2.

Proposed Implementation Plan

11. **Planning Matrix.** The details of the recruitment plan for 2011 including work streams and planning milestones will be incorporated into a planning matrix.
12. **ACCS.** ACCS recruitment is complex involving 3 different colleges and a number of different deanery recruitment methods. DH is exceedingly keen to have coordinated recruitment for 2011 and RCoA must plan on including ACCS in any plan in order to avoid short notice enforcement of a potentially unworkable plan later.
13. **Timeline.** The proposed timeline will be broadly in line with 2010. Timings have been identified by MMC and were presented to the Task and Finish Group on 30 Mar 10. These timings are likely to be adhered to across all specialties and points of entry. An outline timeline is attached (Annex B)
14. **Lead Deanery.** CT2 and ST3 recruitment for 2010 was coordinated by W Mids deanery and it has been agreed that they should coordinate 2011 recruitment for all POE. Although there is some scoping work being conducted by DH into using NES processes.
15. **IT Support.** Hicom's I:CAMS system was used for 2010 recruitment. This had a number of limitations for coordinated national recruitment. However Hicom are assuring DH that they will have a workable system to support anaesthesia recruitment for 2011. Other systems will be considered by DH and the College but may prove financially preclusive.
16. **Application Form.** Separate application forms for CT1 and CT2/ST3 will be produced. They must be mapped carefully to the person specifications and shortlisting scoring matrix. The word count should be reduced on each area of the application form.
17. **Longlisting.** Longlisting will include a physical check of application forms as well as electronic. The process is scheduled to take a week for both CT1 and CT2/ST3.
18. **Shortlisting.** The shortlisting process for CT1 will either be self assessment or standard shortlisting. For CT2/ST3 a streamlined and improved system based on 2010 will be used. Work will be done on improving the shortlisting criteria and mapping to the application form and person specification.
19. **Interviews.** The interview format for both CT1 and CT2/ST3 rounds will be standardised with an interview template and guidelines produced by the NRWP based on the SW Peninsula work on

selection centres. A fair method of selection of candidates to interview must be agreed across all POE, this will mean agreeing a cut off shortlisting score that UoAs will have to interview to enable centralised clearing.

20. **Coordinated Offers.** At CT1 MMC is intending to coordinate offers across all specialties. It is likely that offers can be processed in advance of the release date (see Annex B) and the held by W Mids until authorised to release by MMC. It is unlikely that this is workable at CT2/ST3. However offers will be coordinated by the W Mids as they were for 2010.
21. **Clearing.** With standardised interviewing clearing will be much easier than 2010. The system should be supported by a robust IT system and will be coordinated by W Mids. UoAs must be prepared to accept applicants without further interview based on their interview scores.

Key Requirements and Work Packages

22. In order for the proposals to be successful the following is required to be in place:
 - Agreement from W Mids to support coordinated recruitment for all POE, including ACCS (Anaes).
 - Support from MMC and agreement from MPB and Task and Finish Group.
 - Dissemination of proposal to all RAs, CTs and TPDs for limited consultation.
 - Funding for RCoA and W Mids.
 - A workable IT solution suitably funded.
 - Agreement from CEM and RCP on ACCS recruitment.
 - UoA cooperation.
 - Constructive feedback from 2010 process from deaneries, RAs, CTs and TPDs.
 - Guidance for all POE for UoA, and applicants to include FAQ.
 - A clear and agreed timeline.

The list of work packages and tasks is included in the planning and task matrix (Annex C).

Summary

23. A considerable amount of detail needs to be clarified and a means of communicating the plan to all key stakeholders put in place. Early buy in to the proposals is essential.

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DoT&E
30 Mar 10