SPECIALTY TRAINING YEAR 3 (ST3)

APPLICANTS’ GUIDE 2010: RECRUITMENT ROUND 2

How to make a good application

Specialty Recruitment Office (SRO)

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This document is a guide for applicants applying for Specialty Training Year 3 (ST3) posts commencing between October 2010 and March 2011 within the specialities of endocrinology & diabetes, gastroenterology, geriatric medicine and/or renal medicine across all deaneries in England, Wales & Scotland, and within the specialty of cardiology in deaneries in England & Wales. Hereafter, these specialties will be referred to as ‘RCP-hosted’ specialties; similarly, all specialties other than these five will be referred to as ‘non-RCP-hosted’.

Please forward any comments, suggested amendments or queries relating to this guidance to st3recruitment@rcplondon.ac.uk.

Disclaimers:

Please be aware that the information provided here is guidance from the Specialty Recruitment Office Team. Ultimately, it is the responsibility of the deaneries/units of application (UoAs) to which you apply to judge your eligibility and suitability for an offer of a post, based on the information you supply during the recruitment process.

The coordinated recruitment process described here refers only to recruitment to ST3-level posts with a start date between October 2010 and March 2011 in the specialities of endocrinology/diabetes, gastroenterology, geriatric medicine and renal medicine in England, Wales & Scotland, and cardiology in England & Wales.

This guide also refers solely to the second period of recruitment to such posts, ie ‘Round 2’. The first period, held earlier in the year, will be referred to as ‘Round 1’.

Much of this Applicants’ Guide is generic, and relates to all applications made to any of the five RCP-hosted specialties; however the guide also contains five specialty-specific sub-sections, with information specific to each individual specialty.

It may be the case that some of the information contained within this guide is applicable and suitable to non-RCP-hosted ST3 specialties; however despite this, this is not intended to be a guide to recruitment to ST3 posts within all medical specialties. Candidates applying to non-RCP-hosted specialties are advised to seek information and guidance from the appropriate bodies in each case.

The content of this Guide is solely the work of the Specialty Recruitment Office of the Royal College of Physicians. Full citation and credit should be given wherever any section or part of this document is re-printed or used elsewhere.
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INTRODUCTION

This guide is for candidates applying Round 2 to ST3 posts commencing between October 2010 and March 2011 within the specialties of endocrinology/diabetes, gastroenterology, geriatric medicine and renal medicine in England, Wales & Scotland, and cardiology in England & Wales. Hereafter these five specialties, within the corresponding nations, will be referred to as ‘RCP – hosted’ specialties.

All applications will be received and managed via our online application system, which can be accessed via a link from our website – www.st3recruitment.org.uk – from Friday 27 August 2010 onwards; please note that there is no need to register before this date. We hope that this guide, along with all of the other information available on our website, will address most of your questions.

The guide aims to provide specific information and guidance on how to complete the application form, some pointers as to what the assessment/interview panels will be looking for, as well as some general information on how the process of recruitment takes place. For additional advice please visit http://www.mmc.nhs.uk/default.aspx for England; for Wales please visit http://www.mmcwales.org/, and for Scotland http://www.scotmt.scot.nhs.uk/.

Please be aware that if you have downloaded this document, a more up-to-date version may have been published on the ST3 website since then; please check the website for the latest edition. The website’s Frequently Asked Questions (FAQs) are also regularly updated.

Please note that Appendix 5 of this guide contains a glossary of terms used.

1.1 RCP-coordinated ST3 Recruitment 2010

This Applicants’ Guide will contain in-depth information on all aspects of recruitment to ST3 posts within our RCP-hosted specialties, from completion of application form, through interview, to acceptance/rejection of offers and beyond. Below is a brief summary:

• Not all deaneries/UoAs will be participating in Round 2. In some cases, all available posts within a region will have been filled during Round 1; in others, logistical considerations may mean it is sensible for deaneries/UoAs to recruit to posts on a local basis, independent of the national recruitment round.

• Applications will be made via an online application system, similar to that used in ST3 Round 1, CMT and GP recruitment. The application and candidate portal can be accessed via our website (www.st3recruitment.org.uk) at 9.00 am BST from Friday 27 August 2010 onwards.

• Candidates can apply to a maximum of two deaneries/UoAs within each RCP-hosted specialty, and can apply to as many or as few of the five RCP-hosted specialties as they wish; therefore, a candidate applying to gastroenterology, for example, can submit only two applications for gastroenterology; however, s/he could then submit two applications for cardiology, two more for geriatric medicine, and so on.

Any and all applications to these five RCP-hosted specialties can be completed and submitted via our online system.

• Additionally, candidates can apply to as many non-RCP hosted specialties – ie those not involved in our coordinated recruitment scheme – as they wish.

• Once applications have been submitted, they will be assessed for eligibility (ie ‘long-listed’) and if found to be eligible, applications will then undergo short-listing. Here the content of candidates’ applications are assessed, and scored accordingly by the clinicians of the specialty within each deanery. The limited interview places within a deanery will then be offered to those candidates whose applications achieve the highest short-listing score.
As interviews are completed, deaneries will begin making offers of posts to candidates. During this period, as candidates accept and reject offers, deaneries will undertake local clearing, offering posts to those on their reserve lists, in rank order.

In the main, candidates are required to respond to post offers within 48 (working) hours of receiving the offer. However, candidates who have made applications to more than one RCP-hosted specialty will be able to hold one offer at a time – if the offer was made before the holding deadline – while awaiting the outcome of their other RCP-hosted application(s).

If posts still remain after local clearing, national clearing will be undertaken. As the recruitment process is a standardised, national, centrally-coordinated scheme, application and interview scores are transferable; hence where candidates do not score highly enough overall to be offered a post within a deanery, they will be given the opportunity to have their application cascaded to other deaneries with vacancies.

### 1.1.1 Recruitment Round 2

While Rounds 1 and 2 are very similar in structure and content, they are separate from, and independent of, each other. This means that it is not necessary for candidates wishing to apply in Round 2 to have applied earlier in Round 1 – ‘new’ candidates are quite able and welcome to apply.

Similarly, this also means that candidates who did apply in Round 1, and who wish to apply in Round 2, will need to complete and submit a new application. As suggested, the two rounds are independent, thus candidates are quite welcome to include additional and/or different content to that included in their Round 1 application; but candidates are also quite welcome to include exactly the same content again, should they wish.

### 1.1.2 UoA/Deanery Participation

Please visit [www.st3recruitment.org.uk](http://www.st3recruitment.org.uk) to view the lists of the deaneries by specialty who will be participating in each specialty in Round 2. As suggested earlier, some deaneries may have filled all vacant posts during Round 1; in other cases, where a small number of vacant posts remains, some deaneries may have elected to recruit to those posts on a local basis rather than nationally.

If you wish to apply to a deanery which is not in the list below, we would advise contacting that deanery/UoA directly to establish if any vacant posts are available in your chosen specialty. Also, recruitment to locum posts is being carried out solely on a local basis by some deaneries in Round 2, so a number of deaneries may have LAT or LAS vacancies available that you may wish to look into.

### 1.2 Timeline

The table below (and continuing over the page) summarises the timeline of key events in the first round of recruitment to ST3 posts within our partner specialties in 2010:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 9 Aug 2010</td>
<td>ST3 ROUND 2 JOB ADVERTISEMENTS RELEASED</td>
</tr>
<tr>
<td>Fri 27 Aug 2010</td>
<td>APPLICATIONS OPEN (9.00am BST)</td>
</tr>
<tr>
<td>Mon 13 Sept 2010</td>
<td>CLOSING DATE FOR APPLICATIONS</td>
</tr>
<tr>
<td></td>
<td>THE PORTAL WILL CLOSE AT 12.00 midday (BST)</td>
</tr>
<tr>
<td>Tue 14 Sept 2010</td>
<td>LONG-LISTING &amp; SHORT-LISTING COMMENCES</td>
</tr>
<tr>
<td>Mon 4 Oct 2010</td>
<td>CANDIDATES START TO BE INVITED TO INTERVIEW</td>
</tr>
<tr>
<td>Mon 11 Oct 2010</td>
<td>INTERVIEWS COMMENCE</td>
</tr>
</tbody>
</table>
Following interviews, deaneries will begin making offers to candidates. The dates on which this will be done will depend on when interviews are completed; also the ability of candidates to hold offers will be determined by how early deaneries are able to make offers to candidates. For updates on this, please visit the ST3 website to view a timeline which will be updated as necessary (http://www.st3recruitment.org.uk/Calendar).

1.3 The Guaranteed Interview Scheme

We are keen that our recruitment process does not disadvantage any applicants to our partner specialties who may have a disability or long-term health condition. As such, these candidates will be able to apply to our ST3 specialties under the Guaranteed Interview Scheme (GIS).

At an early stage of completing the application form – entering personal information – candidates will be able to state whether they qualify to apply under the GIS. Those candidates who do qualify and are otherwise fully eligible will, as the scheme’s name suggests, be guaranteed to receive an invitation to interview at any of the deaneries or specialties they apply to.

Who is eligible for the Guaranteed Interview Scheme?

To be considered eligible to apply under the GIS, you must have a disability or long-term health condition that is expected to last for at least twelve months, and which puts you at a significant disadvantage in either obtaining or keeping jobs. You do not have to be registered as a disabled person to apply under this scheme. If you are unsure whether you are eligible you are advised to contact the deanery to which you are applying.

1.4 Locum posts

If a deanery / specialty is participating in Round 2, they may also include recruitment to LAT (Locum Appointment Training) posts as part of the process. However, deaneries / specialties not participating in Round 2 may choose to advertise LAT posts at a separate time. Recruitment to these LAT posts, and any LAS posts (Locum Appointment Service, short-term standalone posts) will not be recruited to via the national process.

Deaneries recruiting to locum posts may advertise these independently and will invite applications from eligible candidates directly. Applying to substantive ST3 posts via the national process will not affect candidates’ ability or eligibility to apply to locum posts.
2 PRE-APPLICATION

The applications portal will not open until Friday 27 August 2010 – and there is no need for candidates to register with the system before this date – but you can take steps to prepare in advance.

2.1 Consider the entry criteria

The entry criteria for each RCP-hosted specialty are listed in the Person Specification for each. These Person Specifications can be found in Appendix 1 of this guide, and also on the DH MMC website at the following links:

Cardiology: http://www.mmc.nhs.uk/PDF/PS%202010%20ST3%20cardiology_1.pdf


Obviously, each Person Specification applies solely to one specialty; however, there are a number of similarities between the five. Of these similar criteria, those which have caused some confusion to candidates in the past are:

- Evidence of achievement of Foundation competences from a UKFPO-affiliated Foundation Programme or equivalent by time of appointment in line with GMC standards / Good Medical Practice
- At least 24 months’ experience in medicine (not including Foundation modules) by the time the ST3 post is due to start
- Evidence of achievement of CT/ST1 competences in medicine at time of application & of CT/ST2 competences in medicine (as defined by the curricula relating to Core Medical Training) by the time the ST3 post is due to start
- Ability to provide complete employment history with no unexplained career gaps
- Eligibility to work in the UK
- ALL sections of application form completed FULLY according to written guidelines
- MRCP(UK) Part 1

2.1.1 Evidence of achievement of Foundation Competence (FC) by the time of application

While the requirement for evidence of achievement of Foundation Competence is explicitly stated on the Person Specification, this is superseded by evidence of achievement of Core/Specialty Competences when applying for ST3 posts.

That is to say, if a candidate can supply evidence that they have achieved and demonstrated CT/ST-level competences, it will be taken as read that they have achieved and possess Foundation Competence.

2.1.2 At least 24 months’ experience in medicine (not including Foundation modules) by the time the ST3 post is due to start

To be eligible to apply to an ST3 post in one of the five RCP-hosted specialties, you must have accrued a minimum of 24 months’ experience in physicianly specialties at ST/SHO level by the time the post is due to start. Time spent in Foundation modules cannot be counted towards this figure.
‘Experience in medicine’ means experience at CMT level, anywhere in the world, in any medical specialty post. CMT-level posts can include LAT, ST, SHO, FTSTA or equivalent posts, undertaken in any medical specialty post – please see http://www.jrcptb.org.uk/specialties/Pages/Introduction.aspx for a list of medical specialty posts.

Posts in other specialties, such as Emergency Medicine or Intensive Care Medicine, are allowable when included as a specified component of a balanced, PMETB-approved CMT Programme.

Posts in ACCS specialties are allowable.

Please note that the figure is a minimum of 24 months’ the time the ST3 post is due to start; you do not need to have accrued 24 months’ experience at the time of application, or time of interview.

2.1.3 Evidence of achievement of CT/ST1 competences in medicine at time of application & of CT/ST2 competences in medicine by the time the ST3 post is due to start

The evidence required to demonstrate your achievement of CT/ST 1 & 2 competences will be dependent upon your previous and current training. Eligible applicants will come under one of the following categories:

- You are on the second year of a PMETB (now GMC)-approved two-year CMT Programme

You must have a satisfactory ARCP at CT1 level; you will be required to show this documentation at any interview.

You must also be on track to gain a satisfactory ARCP at CT2 level, and possibly also a CMT Certificate issued by the JRCPTB or affiliated college in your nation.

One of these documents, showing satisfactory completion of Core Medical Training, must be shown to the employer before taking up an ST3 post.

- You have previously undertaken and completed Core Medical Training, and have a satisfactory ARCP outcome at CT2 level – and possibly also a CMT Certificate issued by JRCPTB or affiliated college in your nation.

This category will also include those who undertook SHO-equivalent training prior to CT2 training. You will be required to submit proof of satisfactory training at CT2 level, before the close of applications, for any application you make, and show the original documentation at any interview you attend.

- You have undertaken a College-approved SHO training programme, prior to the inception of PMETB-approval in August 2007

You will be required to submit proof of satisfactory General Professional Training (GPT) in the form of a satisfactory RITA or Educational / Clinical Supervisor’s report or Certificate C before the close of applications, for any application you make, and show the original documentation at any interview you attend.

- You have previously undertaken SHO or CMT-level training (which may be in training or non-training posts) but do not have adequate proof of completion of training, as defined in the categories above. This category may include applicants from ACCS programmes, and may also include refugees who have been unable to provide training documentation; any such candidates will be asked to explain why they have no documentation.

In this case, there will be a number of options available to you to prove competency:

- Completion of Certificate C by someone who has supervised you for a period of three months or more. Certificate C allows such a supervisor to attest to your achievement of the CMT-level competencies, despite your not having had them documented previously in a ‘formal’ fashion. This should be submitted with your application if possible.
Certificate C is essentially a list of CMT-level competencies as defined in the CMT curriculum, which can be viewed at the following link:


All competencies must be validated for the Certificate C Proof of Competency documentation to be valid; for this recruitment round, completion of Certificate C is optional.

Certificate C can be found in Appendix 2 of this guide, or alternatively is available for download from our website.

- Any other available evidence of CMT-equivalent competency (eg log books, appraisals, reflective practice, assessments, etc.) must be brought to the assessment centre.
- If you have no proof of CMT (or equivalent) training, it will be at the discretion of recruiters to accept your claims to have CMT-equivalent competency, based upon your previous experience. Use of Certificate C – completed by someone who has supervised you in a medical specialty post for at least 3 months – is strongly recommended in these circumstances.

Please note – while possession of the full MRCP(UK) diploma is considered to demonstrate many of the GPT/CMT competencies, this on its own is not sufficient proof of all competencies required.

You will be required to provide the relevant documentation demonstrating your CMT competencies to support your application. This will need to be provided to the deanery/UoA you have selected on your application.

One method of doing this is to scan and upload any document(s) to your application form prior to submission. A change to the Round 2 form since Round 1 is the ability to upload up to five separate documents if necessary, with a maximum size of 5MB each (increased from a single 1MB document in Round 1).

Alternatively, if this is not possible, you should email these documents to the deanery/UoA before the application submission deadline. Should this not be possible, please contact the deanery/UoA to make other arrangements.

Also, please be aware that this documentation must be shown also at any interview to which you are subsequently invited.

At present, there is no absolute time limit between gaining CMT (or equivalent) competences, and commencement of ST3 training, but recruiters will be required to satisfy themselves that claims to continuing competency in skills not practised for some years remain valid.

Lastly, please note that references are used after the recruitment process to confirm appointability, not during the process to establish it. While it is expected that referees will confirm possession of CMT-level competency, use of a reference on its own to prove CMT-equivalent competency will not be considered sufficient.

2.1.4 Ability to provide a complete employment history, with no unexplained career gaps

Please take care when completing the experience section of the application form. All dates must be consecutive from the date at which you obtained your primary medical qualification to the date at which you are making your application (and beyond where applicable),

You must enter your full employment history, even if you have undertaken any non-medical posts or voluntary work. Post dates should not overlap.

If there are any gaps of 29 days or more in your career history, you will be prompted to select a reason for each gap.
Please be aware that failure to provide this information may prevent your application from being submitted, or lead to your application being rejected on the grounds that you do not meet the entry criteria. Conversely, career gaps do not usually make a candidate ineligible.

2.1.5 Eligibility to work in the UK

Before an applicant can take up a post, they will need to demonstrate that they are eligible to take up employment within the UK. In accordance with the Immigration, Asylum and Nationality Act 2006, some applicants may be considered before others on the basis of their immigration status.

UK/EEA nationals do not need to obtain special dispensation from the UKBA (UK Borders Agency) to work in the UK, and need only provide their passport and (where applicable) naturalisation papers as evidence of their eligibility.

Candidates who are not UK or EEA nationals, and whose immigration status entitles them to work without restriction in the UK, will be considered on an equal basis with UK and EEA nationals.

Other non-UK or non-EEA nationals with limited leave to remain in the UK, and whose employment will require Tier 2 sponsorship, are subject to the Resident Labour Market Test (RLMT). An applicant in this category may only be considered if there is no suitable UK or EEA national candidate for the post.

Evidence of immigration status should normally consist of a date-stamped passport and accompanying letter from the Home Office. For more information, please visit: [http://www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

We stress that in all matters relating to immigration and visa status, applicants should contact the UKBA at the above link, and if necessary the DH at [http://www.mmc.nhs.uk](http://www.mmc.nhs.uk). All information relating to immigration and visa status that we have given in this guide is that which we have been given by these bodies; please be aware that the staff manning our helpdesk are not able to give specific advice relating to individual queries on immigration.

2.1.6 All sections of application form completed fully according to written guidelines

Please take care when completing your application form. If it is found to be incomplete, you will have failed to meet the entry criteria and may be rejected on these grounds. The recruiters are not obliged to give you the opportunity to provide further information.

The web-based application form will prompt you to complete all mandatory sections, but it is entirely your responsibility to check that your application form is complete before you submit it.

2.1.7 Candidates must have passed MRCP(UK) Part I or equivalent

Candidates are required to have obtained Part I of the MRCP(UK) diploma at the time of application to be regarded as eligible for ST3 posts in the RCP-hosted specialties.

Equivalent examinations – such as MRCP(Ireland) may be acceptable to demonstrate eligibility here. However, please be aware that PMETB have approved the CMT curriculum with MRCP(UK) as the exit examination, and this is the only examination to be recognised for training purposes; no other examination is recognised by PMETB for CMT training accreditation.

This means that those candidates who have undertaken CMT-level training, but have not gained MRCP(UK) prior to progression to ST4, will be deemed to have done part of their specialty training (the CMT-level part) in non-training posts. In turn, this means that their training will therefore lead to a CESR(CP), not CCT.

2.2 What information do I need to complete an application?

- An email address that you check regularly
- A password that you can remember so that you can log back in to the system as necessary. It must be at least six characters, and containing letters and digits. You must
remember this password carefully; if you enter it incorrectly on three occasions, you will be unable to gain access to your application form for at least 15 minutes until you have received a reminder email

- Your UK GMC registration and licensing details, and National Insurance number, if you have them; or an explanation of why not if you do not have them
- Evidence of CT/ST competence (gained or expected)
- Evidence of your right to work in the UK
- Evidence of your language skills (where necessary; IELTS scores if applicable)
- Evidence of your fitness to practise
- Dates of your medical qualifications, including your primary medical degree
- Dates of your previous employment, including any gaps
- Details of any other achievement you wish to mention, such as Honours, prizes, other undergraduate or postgraduate degrees, other achievements, details of teaching experience, audit, training courses, etc.
- Details of three clinical referees including their names, addresses, email addresses, and telephone numbers. If you have been in a research post, you may use an academic supervisor to supply one of the references.

2.3 Prepare your documentation in advance

If you are invited to interview, you will be required to bring the documentation described in this section to demonstrate your eligibility. This falls into two categories – firstly eligibility documentation; the second category is evidence, ie evidence of all claims of achievements you have made on the application form. We would advise keeping these different sets of documents separate from each other, possibly in different folders – such that you have an ‘Eligibility Folder’ and an ‘Evidence Folder’

For the Eligibility Folder, you will be asked to bring your original documents and two photocopies for the deanery/Trust HR representatives to retain – this folder will be inspected at the document-checking desk. For the Evidence Folder you are required to bring only one copy of the relevant documentation. This folder will be inspected in one of the interview stations.

Please note that in this guide, an ‘original’ document means ‘not a copy’ – it does not necessarily mean the first document you were given. In each case, you need to bring your current or most recent document.

Please prepare as early as possible by collating the original documents in the appropriate folder, with your full name, GMC number and Applicant ID number (you will receive this when applying) clearly marked on the front.

The following advice relates to the Eligibility Folder. Advice about the Evidence Folder can be found in section 2.3.9

Should you be invited to interview, the deanery carrying out your assessment will contact you to describe how they wish you to provide this eligibility documentation. It is important that you follow the deanery instructions carefully. As each deanery has slightly different rules at to what to bring, please make sure you do take the correct documents and any other appropriate information to each interview. It is likely that deaneries will request the following eligibility documentation:
2.3.1 Acceptable personal information documents

You are likely to need to provide either (a) or (b):

(a) Two forms of photographic personal identification (eg passport, photocard driving licence) and one document confirming your address (eg recent utility bill or bank/building society statement);

(b) One form of photographic personal identification (eg passport, photocard driving licence) and two documents confirming your address (eg two recent utility bills or bank/building society statements).

Acceptable forms of photographic personal identification include:

(i) Current UK or EU / other nationalities passport
(ii) Passports of non-EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK*
(iii) A current UK photocard driving licence
(iv) A national ID card and/or other valid documentation relating to immigration status and permission to work*

In addition to the above, candidates are also requested to bring two ‘passport’ photographs (ie. 35mm x 45mm) to give to the deanery.

* see section 2.3.2 below for further information

2.3.2 Original evidence of your eligibility to take up employment in the UK

Evidence of current immigration status is required for ALL applicants, including British citizens.

UK/EEA applicants must provide their passport and any naturalisation papers, plus photocopies for the deanery to retain.

For further information on immigration, please refer to the Right To Work checks document of the NHS Employment Check Standards, which can be viewed at the following link: 

2.3.3 Original current GMC certificate OR original current letter from the GMC

You need to provide evidence that you are currently registered with the GMC, or confirm that you are eligible for GMC registration, without restrictions.

From 16 November 2009, the GMC licence to practise has been in place. As such, to practise medicine in the UK, by law all doctors need both to be registered and to hold a licence to practise. You will need to provide evidence both of your registration with, and licensing by the GMC before you can formally take up an ST3 post. Information on licensing can be found on the GMC website at www.gmc-uk.org/doctors/licensing.asp.

2.3.4 Your original Medical Degree Certificate

You will need to provide your original Medical Degree Certificate and any certificates for any other qualifications listed on your application form (translated if necessary).

2.3.5 Proof of language skills (if applicable)

All applicants need to have demonstrable skills in written and spoken English. Applicants who have undertaken undergraduate medical training in English do not need to provide further evidence of their English skills.

Those who did not undertake undergraduate training in English will need to provide evidence of adequate English communication skills. The most common method of doing this is via the IELTS (International English Language Testing System) score; the minimum IELTS requirement is for
applicants to achieve a score of at least 7 overall, and also a minimum of 7 for each component – speaking, listening, reading and writing. The scores must have been obtained at the same sitting, and no more than 24 months before the date of submission of your ST3 application.

Applicants without undergraduate training or IELTS qualification will need to provide other supporting evidence of their English communication skills. Signed testimony from a recent – within the last two years – supervisor may be acceptable to this end; however we would advise contacting any deanery to which you wish to apply in advance to enquire as to whether they have any special requirements.

2.3.6 Evidence of achievement of CT/ST medical competencies

Please see section 2.1.3 for further information on providing evidence of CT/ST medical competencies.

2.3.7 Dates of passing MRCP Part I, Part II & PACES

As shown in the ST3 Person Specification for each of the participating specialties (see Appendix 1), attainment of MRCP(UK) Part I or equivalent is an essential criterion.

2.3.8 Other

It may be the case that some deaneries request candidates to bring to interview additional information beyond that described here – such as CRB check and/or references. This will vary from one deanery/UoA to the next; hence if this is necessary, your interviewing deanery/UoA will inform you in advance.

2.3.9 Your completed Evidence Summary Form and Evidence Folder

You are not required to bring your full portfolio to interview. Because for many applicants, the portfolio is a web-based, personal training tool (amongst other things), we do not ask applicants to bring their portfolio to interview, or to print off all sections of it; nor will any recruiters be requesting access to your portfolio at assessment centre.

However, at the assessment centre it will be necessary for you to provide the evidence for all achievements you have listed in your application form, and candidates may wish to demonstrate some other achievements they have logged in their training portfolio, for example to demonstrate commitment to specialty or possession of ST3 level skills. Additionally, you may have passed MRCP(UK) since you submitted your application.

To do so, candidates should collate such evidence in an ‘Evidence Folder’, and place at the front of this an ‘Evidence Summary Form’ (available from Appendix 4 of this guide), ensuring contents are then in the order described on the form. This will allow interviewers to view any such evidence easily and to cross-check that all the necessary evidence is present. The interviewers will retain the Evidence Summary Form for the record, but will return your evidence folder to you after the interview.

In addition, applicants are advised to print off a hard copy of their application to take with them to interview. Obviously, this will not need to be assessed formally again, but it will enable candidates to reference points raised on the form more clearly if they can show it to interviewers; also, candidates may wish to read through their application again in preparation for their interview.

When printing your application form for inclusion in your Evidence Folder (which will be seen by the interviewers), do not include the following sections: personal information, medico-legal details, fitness to practice, equality and diversity monitoring. Any details entered here play no part in the decision by the interviewing panel regarding your appointability; hence the panel should not view this section of the form.
2.4 Decide which Deanery Unit of Application (UoA) to apply for

Firstly – please note that ‘Deaneries’ and ‘UoAs’ are not necessarily the same thing; in some instances, it will be possible to apply to different areas within a deanery – such as East Midlands North and East Midlands South.

Information on the numbers of vacancies within each deanery UoA will be posted to the ST3 website, and will be updated regularly during the application window. Please note that not all deaneries will be participating in Round 2 recruitment within each specialty; see section 1.1.2 for more information.

You are permitted to submit a maximum of two applications within any one specialty; these applications will be regarded as being completely independent of each other.

On each application you complete, you will need to select a UoA. (Please note that you will not be able to submit two applications within the same specialty to the same UoA). Upon submission, your application will then be considered and assessed for long-listing and – if eligible – short-listing by this UoA.

Each application you make will not be classified as either a first or second-choice preference; you will simply apply for specialties and UoAs you are prepared to be considered for.

PLEASE NOTE: Once your application has been submitted, you will not be able to alter the UoAs you have specified thereon; so please consider your choices carefully before submitting your application(s).

Please visit the websites of UK Postgraduate Deaneries if you wish to find out about the areas and specialties within each UoA. These website addresses can be viewed in Appendix 3 of this guide, and also on our website (www.st3recruitment.org.uk).

2.5 Consider the ‘Desirable’ criteria

Please look carefully at the ST3 person specification for whichever specialty/ies you wish to apply for. Person Specifications for our hosted specialties can be found in Appendix 1 of this guide, and also at the link below:

www.mmc.nhs.uk/specialty_training_2010/recruitment_process/stage_2_-_choosing_your_specia/person_specifications.aspx

In a highly competitive system, your application should also aim to document as many of the desirable criteria as possible. During the initial stages of application to ST3, the application form is your sole means of demonstrating your suitability for appointment, and will be the sole source of information by which you will be ranked prior to assessment centre.
3 THE RECRUITMENT PROCESS

3.1 The application portal and how to access it

The portal opens for applications: 9.00 am (UK time) Friday 27 August 2010

To register to apply to ST3 posts in our RCP-hosted specialties, visit our website – www.st3recruitment.org.uk – and follow the ‘Apply/Login’ link that will be visible on the homepage. However, please note that you will not be able to register before 9.00 am on Friday 27 August, nor will you be able to view the application form before then.

Please note – if you visit our website prior to this date, and then return on 27 August and cannot see the login link, you may need to force-clear your computer’s cache. In most cases, you can do this by pressing Ctrl + F5.

3.2 Your login and password

Your email address will be your username

The email address that you use to register when you first access the portal will become your username that you use to login in future. Please be careful when typing it in; when asked to confirm your email address, please do not copy-and-paste it from the field above – you must enter it again.

Choose your email account carefully

Please remember which of your email addresses you select as your user name. You will not be able to change your email address during the recruitment process without making a formal request in writing to st3recruitment@rcplondon.ac.uk. As our helpdesk is very busy, particularly while the application window is open, you may have to wait for a period of time for your email address to be changed, and for our office to inform you of this; obviously, this is time that could be spent completing your application.

In addition, please do not choose an email account that will suddenly run out (for example, if you are currently using an internet provider account such as AOL, and your contract is due to come to an end.)

As suggested above, please avoid using hotmail accounts as these do not function well, and may block our communication with you.

The majority of communication with you during the recruitment process will be via email and via your application portal. Please choose a secure email address that you can access easily, as emails regarding your application will be sent to that email address.

Failure to check your account regularly may mean that you do not respond to requests in time, and your application may be withdrawn as a result.

Your password

Please ensure that you make a careful mental note of your password; and please be careful when entering your password.

When registering, you will need to select a password that is at least six characters long, and is a mixture of letters and numerical digits. We would also advise that the letters you choose are a mixture of UPPER and lower-case letters.

You will be able to request a password reminder if you forget it by clicking on the login page. The password reminder will be sent to the email address you have used to register with the system.
Password Security Warning

Your password is not accessible to anyone but you. Passwords are held encrypted in the portal database. Please ensure that you keep your login details secure and that you do not write them down or store them on your computer in such a way that might be accessed by others.

Recruiters cannot access your password under any circumstances. Therefore, if another individual accesses your application form and makes amendments, it is almost certain that they have obtained the password from you (albeit without your knowledge). If this occurs, there is nothing that the SRO can do to address it once your application has been submitted; so please ensure that you take great care with your login and password details.

3.3 Linked applications

Unfortunately, there is no facility to formally link applications with that of a spouse or partner. Applicants should ensure that both partners indicate the same UoA preference.

3.4 Online application only

We can only accept applications submitted via the online application system. You may wish to copy/paste personal information form your own records into the text boxes. This is recommended so that you can spell-check your text before pasting into the web-based form; so you can keep a copy of your application (eg using MS Word) for future reference; and for inclusion in your Evidence Folder.

3.5 Help with your application

Completion and submission of the application form is your own responsibility and the content must be your own. You can discuss various aspects with your supervisor or Programme Director, but you must not copy any material for inclusion in your form.

There are websites and training courses that offer to help you with your application; in general, those who have used these facilities regret spending the money on the facility. Applicants using these facilities also tend to use many of the same stock phrases, and this can be picked up by plagiarism software.

Official guidance and help is provided within this guide. Also, our SRO helpdesk – contacted via email at st3recruitment@rcplondon.ac.uk – can offer information and advice on some aspects of your application; however, please be aware that the SRO is unable to make individual recommendations about the information to enter on the application form; the SRO is also unable to change any of your details before or after you have submitted your form.

3.6 Multiple applications

Within the RCP/JRCPTB-coordinated process of recruitment to which this guide refers, candidates will be able to complete and submit a maximum of two applications to any one specialty; and to as many or as few of the five participating specialties as they wish.

All applications to the five RCP-hosted specialties will thus be completed and submitted through the Konetic online application system. As this may mean that candidates will be completing a number of different applications through the same system, we have included a function whereby a candidate can enter their details into one application, and then automatically copy any details marked with a ☑ into any future applications they begin completing via our system. More information on this can be found in Section 4 of this guide.
3.7  **STAGE 1: The application window**

9.00 am (UK time) Friday 27 August to 12.00 midday (UK time) Monday 13 September 2010

Please begin filling in your application as soon as possible after the portal has opened. It is likely that you will need several sessions lasting 1-2 hours each per application. Aim to submit well before the closing date. You will not receive any reminder emails to complete your application.

You will receive an email to confirm successful submission of your application.

**Late applications will not be accepted under any circumstances.**

If you have started your application before the closing time, but do not submit until after the closing time, your application **will not be accepted**.

If you are having trouble submitting your application, or believe you will not be able to submit your application before the closing time, you **must** notify the SRO helpdesk as soon as you can via email (st3recruitment@rcplondon.ac.uk) in advance of the closing date, otherwise we will be unable to help you. Please be aware that as the deadline approaches, the helpdesk gets very busy, so please contact them as soon as you can.

3.8  **STAGE 2: Long / Short-listing**

**Tuesday 14 September – Friday 1 October 2010**

3.8.1  **Long-listing**

During long-listing, applications are screened against the entry criteria on the person specification. If your application does not meet the entry criteria therein, your application portal will show this, you will be informed by email, and your application will not progress any further.

It may not have been possible for the deanery to be absolutely certain that you have met the entry requirements at this point. Therefore your application might be permitted to progress, but be found to be ineligible at a later point. If it is subsequently established that **you do not meet the entry criteria at any stage** in the recruitment process, it is normal practice that your application **will be rejected at that time. This still applies even if you have been interviewed and/or have received an offer.**

If you know or become aware that you are not eligible, but have not disclosed relevant information, it is much better to let the deanery know this at the earliest opportunity, to save both you and the recruiters the time and resources needed to progress your application.

3.8.2  **Short-listing**

Once long-listing is complete, all eligible applications will be scored and ranked based upon the answers and information that applicants have included on their application form.

This will then allow candidates to be invited to interview at assessment centre. Assessment centre capacity is limited; where this does not allow all applicants to a particular UoA to be assessed within that UoA, preference will be given to the highest-ranked applicants.

The applications of those candidates who do not score highly enough to be invited to interview will not progress any further; candidates in this situation will be notified by email.

3.9  **STAGE 3: Interview / Assessment Centre**

3.9.1  **Invitation to / booking of interview places at assessment centre**

**Monday 4 to Friday 8 October 2010**

If your application has passed long-listing, and has achieved a high enough short-listing score, you will be eligible to be invited to assessment centre. Invitations will be subject to deanery interview capacity.
For more detailed information on the interview process and content, please see section 5.1.

3.9.2 The interview

From Monday 11 October 2010 onwards

ST3 assessments will be held during this period. As suggested above, individual UoA dates and venues will be posted to www.st3recruitment.org.uk.

All candidates invited to interview will be required to bring some documentation with them, both to verify their eligibility for the post and to support the claims made in their application form. For more information on this, please see section 2.3 of this guide.

The ST3 assessment centre features a document-checking station where this documentation will be viewed; this desk is usually operated by deanery recruitment and/or HR staff. The interview itself consists of a number of different stations, giving you several opportunities to demonstrate the competencies outlined in the ‘essential’ and ‘desirable’ sections of the National Person Specification for the particular specialty.

The specific format of the interview may vary between specialties (see section 5.3), but will be consistent between different deaneries/UoAs, so as to allow scores to be cascaded during the clearing phase.

3.10 STAGE 4: Offers process

From Wednesday 27 October 2010 onwards; may be earlier, depending on UoA assessment dates

The UoA at which your assessment was held will notify you by email of your assessment result; either you will be offered a post, or you will be advised of your appointability status.

In some instances, deaneries will have sought your preferences about programmes (eg locality) at the assessment centre, and may be able to make an offer of a specific programme. In other instances, the offer will be for a programme, locality not specified. The offer of particular programmes, and the allocation of specific programmes, is entirely a matter for each deanery to decide; it is outwith the scope of the national process.

If you are appointable, but there are not enough posts to make you an offer initially, it is possible that you will receive an offer of a post later on, as some applicants will reject their offers. This will happen, as some applicants receiving offers will have already accepted posts with other specialties recruiting at the same time.

If you are considered not to be appointable, you will be advised of this by the UoA.

Feedback will be available after the recruitment round has been completed.

If you are offered a post, you must respond within 48 hours (excluding weekends and bank holidays), otherwise it will be assumed that you have withdrawn from the recruitment round, and subsequently the post offer and your application will be withdrawn.

Accepting or declining offers should be done via your portal; if you are having difficulties accepting or declining a post, you should contact the UoA directly.

If you receive and accept a post offer from one specialty, Good Medical Practice dictates that you should withdraw any applications you may have made to other specialties. This then allows potential offers/invitations to interview to be made to the next person on a deanery/UoA’s list (who may be a colleague of yours).

Withdrawing your application

If you wish to withdraw an application which has been submitted to any of the SRO-hosted specialties, enter the candidate portal and click on the ‘withdraw’ checkbox. Once this is tucked, please select a reason for your wish to withdraw your application and then choose ‘submit’. Once your application has been withdrawn, you will be sent an email confirming this.
Please note – once your application has been withdrawn, it cannot be re-submitted.

3.10.1 Holding offers
If you have applied to and are expecting offers from any of the five RCP-hosted specialties participating in coordinated recruitment, you may hold one offer from these specialties beyond the standard 48 hours limit while awaiting another; this is only possible up until the overall holding deadline. The deadline date and time will be included in the offers email.

That is; if a candidate has applied to, and received an offer in, Cardiology, normally they would need to respond within 48 hours (excluding weekends and bank holidays). However, if the candidate has also been interviewed by another of our RCP-hosted specialties – this can be either an alternative specialty, such as Gastroenterology, or to another UoA within the same specialty – then should they so wish, they can legitimately hold the offer beyond the 48 hours deadline while they await the outcome of their other application.

Please note that you cannot hold more than one offer at once. So for example, should you receive one offer from Endocrinology/Diabetes, and then receive another from Geriatric Medicine, but wish to await the outcome of your application to Renal Medicine, then you must decide which of the two offers you have received you wish to hold, and then reject the other.

In any instance where you wish to hold an offer, you must respond to the offer to inform the deanery of this. To do this, once you have been made an offer within your candidate portal you will be given the option to ‘hold’ the offer. To hold your offer, check the ‘hold’ option and select the reason for your wish to hold, before submitting this response to the deanery. You will receive an email response confirming that the deanery has received your hold request.

Also, please note that the option of holding in this fashion only applies to our five RCP-hosted specialties and the participating deanery UoAs – that is, all UoAs within England & Wales which are taking part in the national RCP-hosted recruitment process. Please note that if a deanery is recruiting to posts locally – i.e. independently of our process – then you will not be able to hold while waiting for an offer from them; and you may be unable to hold an offer from them while awaiting one from the RCP process.

You cannot hold an offer from any of these specialties for longer than 48 working hours if you are waiting for an offer from a non-participating specialty/UoA. Similarly, if you receive an offer from a non-participating specialty/UoA, the action you must take with regard to that offer will be determined by the specialty/UoA in question.

Scotland Exceptions
Within Scotland, all posts in endocrinology/diabetes, gastroenterology, geriatric medicine and renal medicine were filled during Round 1. As such, no posts in Scotland are available in Round 2.

For trainees who are keen to apply to Scotland, please contact the Scotland Deanery directly, as there may be LAT or other short-term posts available in these specialties.

3.10.2 Local clearing
Following the first batch of offers being made in late October/early November, ‘local clearing’ will then take place during early November 2010. Here, as UoAs make initial offers to candidates, many will reject these offers as a result of taking up posts elsewhere, etc. and consequently, the UoAs will recycle the offers of posts through eligible candidates they have interviewed and assessed. This phase of clearing is referred to as ‘local clearing’.

Therefore, if you have not received an offer in the initial offers window described above and you have an eligible score, please be aware that you may be made an offer during November 2010 as spaces become available through other candidates declining offers, more posts becoming, etc.

If you are deemed to be ineligible after assessment, you will be notified of this.
3.10.3 National clearing

At the end of the local clearing phase, any remaining posts will be returned to the SRO to be made available for national clearing. At this point, any eligible candidates who have been assessed and deemed eligible, but have not yet received a post offer will be invited to apply to national clearing, depending upon remaining vacancies available.

Here, candidates will be informed of the remaining vacancies across the participating UoAs in each specialty, and will be invited to rank these UoAs in preference order. Their overall assessment score – amalgamating their short-list score from their application form and their interview score from their assessment centre – can then be cascaded through these deanery UoAs for consideration, and any UoAs who wish to make post offers to candidates can do so.

Please be aware that clearing will be subject to availability; we cannot guarantee that there will be any posts available at all; similarly, if posts are available in clearing, we cannot predict, nor can we guarantee, in which UoAs or specialties these posts will be available.

3.11 Pre-employment checks and References

Early-Mid December 2010

Once a candidate has accepted a post offer, their prospective employer will run criminal records and other checks, and may require that the candidate attend an interview or verify answers from their application form before issuing them a contract.

Please note that some deaneries may seek references at an earlier stage of the recruitment process, so please advise your referees in advance; some UoAs may ask you to bring completed references to the assessment centre. The national reference form is available for download from www.ST3recruitment.org.uk; you must insert your details and application information before sending to your referee.

3.12 Contract of employment

December 2010/January 2011 onwards

Your employer will issue contracts of employment to appointed candidates. Employers will also confirm salary details, pay banding, rota, induction arrangements, and so on.
4 THE APPLICATION FORM

4.1 General points

The online application form is divided into separate sections, with each section represented online by a different page; these pages are delineated by the menu on the right-hand side of the screen. This section of the Applicants’ Guide describes what each section contains, along with guidance on what the assessors are looking for.

First of all, make sure you read each question carefully. The answers you give need to be relevant, well-constructed and appropriate. You may come back to any section that you have previously saved to edit your answers, at any time up until the point where you submit your application form. It is recommended that you print off and keep hard copies of all text sections (using MS Word, for example).

Once you have completed a section, this will be shown by a green tick next to the section’s title in the right-hand menu on the screen; partially complete sections will be marked by 3 orange dots; incomplete sections will be marked with a red cross. You will not be able to submit your application until every section is completed and marked with a green tick – although please note that even once a section is ticked green, you are still able to edit it at any time until you submit your application.

IMPORTANT NOTE: We recommend that you press ‘Save section’ regularly. If you do not save each section, you will lose your answers when you progress to the next section. If you spend a long time on a section without ‘activity’, you may find yourself ‘timed out’ and you will need to log back in (this is a standard security measure).

If you wish to move to another section using the ‘Complete Section’ function, but have not completed mandatory fields, this will be brought to your attention by the mandatory fields being marked with a ‘!’ symbol.

If you wish to delete your whole application, you may do so; obviously, we advise that you only do this if you are absolutely certain that you wish to start again. Please be aware that once you have submitted your application, you cannot delete it without contacting the Specialty Recruitment Office.

4.1.1 Supporting evidence

Please be aware that any claims of achievements, qualifications, competencies, etc. you make on your application will need to be backed up with supporting evidence at any ST3 interview to which you are invited. The evidence is likely to be in the form of certificates for the ‘hard’ achievements, or a copy of a paper or abstract.

For ‘softer’ achievements, you will have to judge the evidence to bring; it might be a one-page summary of an audit presentation, or a copy of the teaching programme you were involved with, with any feedback you received.

You are advised to begin gathering this evidence well in advance of the interviews. Please see Appendix 4 for the Evidence Summary Form; as you complete your application, note down any pieces of evidence you will need to provide, and bring all the evidence, plus any further evidence you wish to be considered, in your Evidence Folder.

Please be as accurate as you can when completing the section on achievements and competencies. If the evidence you submit at interview to support this section’s content is found to be inaccurate, it may result in your scores being re-evaluated.
4.1.2 Free-text sections

Some questions within the application form include free-text box areas to allow further supporting information to be provided. The functionality of these sections has been improved since Round 1, allowing candidates to check their spelling and word count automatically, as well as altering the size of the text field.

A new-style text box can be seen below:

![Text box with spell-check function]

Spelling/grammar-checking

Unlike in Round 1, the Round 2 application form contains a spell-check function on all of its free-text box sections. However, please do note that this is not automatically carried out as you type, as is the case in applications such as MS Word, for example. To check your spelling, you will need to click the button above the textbox, and then cycle through any spelling suggestions which are made.

Please note that this spell-checking function is generic, rather than medicine-specific. Therefore, it may be possible that some medical terms may not be recognised, even though they are spelt correctly.

Also, this function is for spelling only; it does not check grammar.

Lastly – please be aware that the spelling and grammar included within your application form is solely your responsibility, and will be assessed as such.

Formatting

Any formatting, such as bullet points, line breaks, indents, etc. added to text is not saved by the application system. Therefore, please make sure that your text makes sense without this type of formatting.

Also, please be aware that if you wish to draft your answers outside of the form, and then copy & paste the text into your application, it will be necessary to ‘clean’ the formatting beforehand. This can be done by first pasting the text into a plain text application (such as Notepad), and then copying from that and pasting into the application form.

Re-sizing

To view all of the content contained with a text box, hover your mouse cursor over the re-size button at the bottom-right of the box ( ), before clicking on it and dragging the corner to expand the text area as desired.

Word Count

Certain areas of the form require completion within a certain number of words, and the Round 2 application now contains a feature which displays the number of words and characters within a free-text box, at the bottom of the field. Please be aware that the number of words and characters may take a few seconds to render, or ‘catch up’, once you have finished typing.
An important point to note is that the only character recognised by the application system – other than letters and numerals – is the apostrophe; all other punctuation characters are ignored and treated as spaces. Below are some examples:

- The cat’s food. 3 words [MS Word count = 3 words]
- A&E 2 words [MS Word count = 1 word]
- Bose-Einstein 2 words [MS Word count = 1 word]
- red@black 2 words [MS Word count = 1 word]

As MS Word recognises punctuation characters, a word count using MS Word is likely to give a slightly lower number than a count of the same text produced by the application form’s word count validation system. Hence if you wish to draft your answer outside of the form using MS Word, or any other application, and then transfer the text in, you may need to check the word count again.

If you exceed the designated word count within a section, the system will inform you of this when you save that section. You will not be able to complete a section where a word count has been exceeded within a particular field, and hence you will be unable to submit your application.

Any use of wild card characters to try and exceed the word count (for example, word’one’word’two’word’three) is regarded as cheating. If you do this, the information you have provided in that section of your application may be disregarded completely.

4.1.3 Which parts of my application can recruiters see?

Only the registered users of the application system’s Recruiter Inbox have access to all of the information contained within your application form; these are the designated UoA Human Resources staff / recruitment administrators.

These staff are involved in assessing your eligibility and ensure that the UoA meets its equal opportunities policy requirements. However, please note that no-one involved in the decision-making process regarding your appointability has the ability to access the application system.

When printing your application form for inclusion in your Evidence Folder (which will be seen by the interviewers), do not include the following sections: personal information, medico-legal details, fitness to practice, equality and diversity monitoring. Any details entered here play no part in the decision by the interviewing panel regarding your appointability.

Do not be tempted to use someone else’s material, or to share yours. Anti-plagiarism software can detect any form of standard answer. Do not share your answers with another ST3 applicant – not only could this reduce your own chances of success, but you would both risk referral to the GMC for copying.

4.1.4 Multiple applications

Should you wish to complete and submit more than one application – you may submit up to two applications within each participating specialty, and apply to as many or as few of the five participating specialties as you wish – you can do so.

To save having to fill in the same fields with the same information on each occasion, the form contains a function where certain information can be copied to your new form automatically. As you complete your first application, please note that all fields marked with the icon will be copied into any further applications you might make. Any changes you make, and save, to any of the fields marked will be inserted into all of your other applications, whether they are submitted or un-submitted applications.

Please be aware that all information contained within your application form is your responsibility; you must ensure that all data entered on your application(s) is accurate.
4.2 Completing the Form

Below is a section-by-section guide to the application form you will need to complete to apply for an ST3 post in any of our RCP-hosted specialties in 2010.

4.2.1 Section 1 – Registration

Here you can enter details to create your account.

Registration Details:

- Your full name
- An email address that you check regularly
- A password that you can use to log back in to the system. This must be at least six characters long, containing letters and numerals. You must remember this password carefully

When trying to log back in to the system, if you enter your password incorrectly on three occasions, the application system will become locked, and you will be unable to gain access to your application form for a period of time.

UK GMC Registration

- Your UK GMC registration and licensing details

Please note that once you have registered, you will not be able to amend your GMC number, so please ensure it is correct.

If you do not have a GMC number, registration or licence, or a NI number, you will be required to give an explanation of why not.

Apply for Vacancy

This section requires you to select the specialty and deanery to which you wish to apply.

Firstly, select your preferred specialty from the list of five available from the drop-down menu. Once you have selected, you will then be able to select the appropriate deanery from the list below that on.

Please note that the number of deaneries available may vary depending upon the specialty you select; not all deaneries will have vacancies in all five specialties, plus not all UK deaneries are participating in all specialties. Please see the ST3 website – [www.st3recruitment.org.uk](http://www.st3recruitment.org.uk) – for details of the participating specialties and deaneries/UoAs.

4.2.2 Section 2 – ‘Personal Information’

Contact Details

Here you need to enter your personal contact details.

Disability

Here you will need to state whether you have a disability that will require special arrangements to be made for interview, and whether you qualify for the Guaranteed Interview Scheme (see Section 1.3).

Deferral

Also in this section, you can make clear if you wish to apply for a deferred start date. As suggested in the Gold Guide, deferring start date is usually only permitted in exceptional circumstances – the most common of which being health reasons or maternity leave – or a clash due to enrolment in, or current undertaking of, a degree.

In all cases, a decision over whether a proposed deferral of start date is permissible is solely at the discretion of the deanery to which you are applying, thus if you believe you ‘qualify’, you should
contact the deanery in question; however it is unlikely that this will be permitted for reasons other than those described above.

**Training**

If you wish to consider working on a less-than-full-time (LTFT) basis, you should indicate this here by selecting the appropriate option from the drop-down menu.

If you do intend to apply for LTFT, you should arrange an appointment with the Associate Dean at the deanery to which you are applying, in order to secure the necessary funding approval in advance. However, please be aware that securing such funding approval will not guarantee you a post, and an offer of a post will not guarantee supernumerary funding.

4.2.3 Section 3 – ‘Core Competency’

In this section, it is necessary to give full details of your Core competence. For more information on this, please see section 2.1.3.

NB – As suggested in section 2.1.1, satisfactory evidence of achievement of Core Competency will also be taken to represent satisfactory evidence of achievement of Foundation Competency.

4.2.4 Section 4 – ‘Medico-Legal Details’

Here you will need to provide details of your right to work in the UK, dates of any permits, and details of your English language skills. You will also need to give your National Insurance number, or an explanation of why you do not have one.

4.2.5 Section 5 – ‘Qualifications’

**Medical degree**

Firstly, this section asks you for your medical degree, with dates. This is not scored, but additional qualifications may receive a score.

Should you be invited to interview, you will be required to bring evidence of your medical degree with you.

**Undergraduate degree(s)**

You should enter any other relevant undergraduate or postgraduate degrees you have completed. Each space for this has a drop-down menu that allows you to select the most appropriate description; you must then complete the text box (word limit = 30 per degree) to give further information, such as title of course/degree, dates, etc.

If you have further qualifications to add, click ‘Add Qualification’; if you want to change it, click ‘Delete Qualification’ and re-enter as appropriate.

Each qualification you add is considered for a mark, so please ensure you add all relevant qualifications. If it is not deemed relevant it will not attract a mark, but it may still be information that you wish the recruitment team to see. These are the sentences you can select:

Additional Undergraduate Degrees and Qualifications. Maximum points = 10

- Degree obtained during medical course eg intercalation, BSc BA etc.1st class honours
- Undergraduate degree prior to starting medicine 1st class
- Degree obtained during medical course eg intercalation, BSc BA etc.2.1
- Degree obtained during medical course eg intercalation, BSc BA etc.2.2
- Degree obtained during medical course eg intercalation, BSc BA etc. other
- Undergraduate degree prior to starting medicine 2.1 or less
- Other: please specify

Please note that it is important to select the correct sentence, taking particular care with the intercalated degree question. Some applicants using certain web browsers may find that they are
unable to view the full sentence on the web-based form; if so, please refer to the sentences above, which are identical and in the same order, to select your choice.

Should you be invited to interview, you will be required to bring with you, in your Evidence Folder, evidence of all undergraduate degrees you have stated on your application.

**Postgraduate degree(s)**

Below is a list of the options that you can select for Postgraduate Degrees and Qualifications. Please note the difference between a dissertation MD (eg some MDs done as part of the medical qualification in the Indian subcontinent) and a research-based MD.

*Postgraduate Degrees and Qualifications. Maximum points = 10*

- PhD or DPhil Doctor of Philosophy
- MD Doctor of Medicine - 2 year original research-based
- MPhil Master of Philosophy
- MD Doctor of Medicine - dissertation
- MSc
- Other postgraduate diploma or certificate excluding MRCP
- Other - please specify

Please note that you **must not** enter details of MRCP(UK) here. You may lose marks unless you use the specific MRCP(UK) section in ‘Additional Achievements’ (see below). As with all sections, please document all that apply, using the ‘Add New Qualification’ option. Remember to add all the relevant details in the associated text box (word limit = 30 per degree), and to bring the evidence with you in your Evidence Folder if you are invited to interview.

**Additional achievements**

This section also has space for other relevant achievements, such as MRCP(UK), honours degrees, merits, distinctions, prizes, etc. Add each achievement in a separate box, and remember to add the qualifying information in the text box (word limit = 30 per achievement). Please note that for MRCP(UK), entries in this section are for parts of the exam that you have **passed** at the time you submit the application. It is appreciated that you may have sat PACES and have not yet received your result. You are at liberty to mention this fact in the ‘Commitment to specialty’ section.

Because medical schools use different terminology, you will have to judge which category to select. Be prepared to bring the evidence with you (in your Evidence Folder) to any interview to which you are invited. Some applicants using certain web browsers may find that they are unable to view the full sentence on the web-based form; if so, please refer to the sentences below, which are identical to the choices in the web-based form, in order to select your choice:

*Additional achievements. Maximum points = 10*

- National prize related to medicine
- Award for primary medical qualification (eg honours or distinction typically given to the top 10%)
- More than one prize or distinction or merit related to parts of the medical course
- One prize or distinction or merit related to parts of the medical course
- Scholarship or bursary or equivalent awarded during medical course
- Other - please specify

It does not matter in which order you list these additional achievements. Not all will attract a mark, but this may still be information that you wish recruiters to see.

Please also note that if you do not have any of these additional achievements, but are otherwise eligible, your application will still be considered. You may be able to pick up marks in other sections of the application.
Training courses
The last part of this section asks you to include all training courses you have attended relevant to the specialty. You can enter as many as you wish, but do please ensure that you can justify their relevance to the specialty for which you are applying. You do not need to list mandatory training days you have undertaken.

Please note that training courses do not gain a mark, but the information is available to clinical recruiters, and may help you to demonstrate some of the skills relevant, and thus your suitability, to the specialty in question.

4.2.6 Section 6 – ‘Supporting Information’
This section has a number of important domains which are marked, and it is a key section for you to spend some time on. Please do your best to enter something relevant in each text box, although be aware that completion of the text boxes is not mandatory if you have no evidence for this section. For all sections except ‘Achievements outside medicine’ the achievements must relate to the field of medicine. You must justify any sentences selected which claim achievements, and bring the relevant documentation in your Evidence Folder.

Future achievements – ie those to be ‘achieved’ after Monday 13 September 2010 – should not be recorded.

Achievements outside medicine
This is a free-text box (maximum 100 words). If you give one or more example of an achievement, ensure that you include details of your role, the effort required, and the relevance of the achievement in relation to the specialty. For example, just stating that you were head boy/girl will not attract as many marks as a statement that includes the relevance of this to your application and future training. This section is not mandatory.

Presentations
In this section, please provide details of your most relevant presentations and/or posters to local bodies, regional or national societies. Please give a statement about your personal contribution to the work. Do not include audit presentations here; use the separate Clinical audit section.

Please select the highest sentence on the list that applies to you. You can select only one statement. Some of the statements carry equivalent weight:

Presentations. Maximum score = 6
I have presented at a national or international meeting
I have presented at a regional meeting or I have shown a poster
I have presented at a local meeting on one or more occasions
I have made no presentations nor shown any posters

You will be asked to complete a text box (maximum 100 words) to explain your choice of sentence and expand further.

Should you be invited to interview, you will be required to bring any supporting evidence with you in your Evidence Folder.

Publications
In this section, please provide details of your most relevant publications. Please give full citation details (as in Pubmed, but excluding your own name) of any published work, specify any abstracts and then give a statement about your personal contribution to the work.

Please select the sentence highest on the list that applies to you; you can select only one statement. Some of the statements carry equivalent weight (over the page):
Publications. Maximum score = 8

I am first author in more than one peer reviewed publication
I am first author in one peer reviewed publication
I am co-author in more than one peer reviewed publication
I am co-author in one peer reviewed publication
I have published one or more abstracts or articles
I have no publications or abstracts

Peer-reviewed journals include the BMJ, Lancet, New England Journal of Medicine, and most specialty journals. If you are unsure, visit the journal’s website to determine whether submissions are peer-reviewed. You must justify your choice of sentence in the text box (maximum 150 words), and cite the publication. You will be required to bring any supporting evidence to interview in your Evidence Folder, should you be invited.

Teaching

Please provide details of your teaching experience. You should give full details about the type of teaching, your personal contribution, and details of any feedback obtained.

Attendance at mandatory, short training-to-teach sessions (many undergraduate, Foundation and CMT programmes include some training on how to teach) do not count as formal training in this context; we are looking for a more substantial training course in teaching methods – typically, but not always, training in different teaching methods lasting at least a week.

As with other sections above, to complete this section, select from the drop-down list the sentence highest on the list which applies to you. Please note that you can select only one statement, and that some of the statements carry equivalent weight in order to cover as many combinations of experience as possible:

Teaching Experience. Maximum score = 10

I have designed and led a regional teaching programme and have undergone formal training in teaching methods
I have designed and led a regional teaching programme and have evidence of formal feedback
I have designed and led a regional teaching programme
I have designed and led a local teaching programme and have evidence of formal feedback
I have designed and led a local teaching programme and have undergone formal training in teaching methods
I have designed and led a local teaching programme
I have had a regular teaching slot on the same programme over at least 3 months
I teach health professionals at least weekly
I have taught health professionals occasionally
I have no experience of delivering teaching to health professionals

We appreciate that your experience might not exactly match a sentence; use your judgement in selecting the most appropriate sentence, then you must back up your claim using the text box (maximum 150 words).

Should you be invited to interview, you will need to bring (in your Evidence Folder) some evidence of your claim here – this might include a timetable demonstrating your teaching slot, feedback received, correspondence relating to the teaching programme, etc.

NB Some applicants may find they are unable to view the full sentence on the web-based form – please refer to the sentences above, which are identical and in the same order, to select your choice.
Clinical Audit

Here, please provide full details of clinical audit experience, giving titles and dates. What specifically was your contribution? What did the audit show? Was the audit presented or published? Was the audit cycle closed?

Firstly, please select the strongest statement from the drop-down list that best applies to you, and then justify your choice of sentence in the text box below the list (maximum 250 words).

You can select only one statement; some of the statements carry equivalent weight.

Some applicants may find they are unable to view the full sentences on the web-based form; if so, please refer to the sentences below, which are identical and in the same order, to select your choice:

Clinical Audit. Maximum score = 10

- I have designed & led an audit project and closed the audit cycle (including re-audit), and I have presented it at a meeting
- I have led an audit project and closed the audit cycle (including re-audit)
- I have designed, led and completed an audit project and I have presented my findings at a local meeting
- I have designed, led and completed an audit project
- I have helped others undertake one or more audit projects
- I am currently undertaking an audit project
- I have not participated in an audit project

We appreciate that your experience may not exactly match a sentence; you should use your professional judgement in selecting the most appropriate sentence; and as with all other sections here, you must be able to back up your claims with evidence (in your Evidence Folder) at any interview you are invited to.

Commitment to specialty

In this important section, you need to describe how you believe you meet the Person Specification for the ST3 programme within the particular specialty to which you are applying. You should include the particular skills (eg specific ST3 level skills you may have obtained) and attributes that make you suitable for a career in this specialty. If you have embarked on a research project relevant to your application but have not yet managed to gain any presentations or publications it may be possible to gain credit in this section. You may wish to mention sections of the MRCP(UK) diploma that you have sat, but not yet received results for.

It is very important that you use the space (maximum 300 words) to provide fresh supporting information – do not simply repeat the information you have already provided in previous sections. You must be able to back up your claims with evidence (in your Evidence Folder) at any interview you are invited to.

4.2.7 Section 7 – ‘Experience’

In the Experience section of the form, you are asked to list all of your previous posts, starting with the current/most recent. You will need to document the name of the body you worked for (eg Trust); the post you were in (title and type); the level/grade you worked at; your specialty; together with the dates of each post.

You must list each separate component of your Foundation and CMT posts, rather than ‘CT2 post’ or ‘Foundation Year 1 post’, etc. as these cover several separate attachments.

Click ‘Add Previous Post’ for each post you wish to list. Please list posts in reverse order, ie most recent first. If you make an error, click ‘Delete Previous Post’, and then re-enter correctly.

As it likely that you will have a certain amount of training still to undergo between completing your application and the start date for most ST3 posts (August 2010 onwards), there is also a section to complete on any future posts you will be taking up. This section is completed in the same manner as that relating to previous posts, as described above.
Please be aware that the ‘Experience’ section is not marked.

The application system will ask you if you have any gaps in your career history; please be aware that if you select ‘No’, then if there are any significant time gaps (ie > 29 days) between the posts you have entered, the system will not allow you to submit the form unless you have provided an explanation. The recruiters may contact you to request further information in the event of long gaps.

Also, please note that you cannot submit the form without at least one post entered in this section.

**Post Grades**

The post grade refers to the year of your training in a particular programme. Because training programmes have changed over recent years (Foundation, Core Training, etc.), the terminology can be confusing/conflicting.

The question of post grades has been asked so that deaneries/UoAs can judge the current training level of applicants. We do not wish to disadvantage those candidates who have trained on different pathways, so this is important information for deaneries/UoAs to assess candidates’ eligibility for an ST3 post.

Please see the following examples of which grades apply to different years of training:

- Foundation Year 1 = 1
- Foundation Year 2 = 2
- CT1, FTSTA1, LAS, LAT or Trust posts **undertaken during the FIRST year after FY2** (or equivalent posts) = 1
- CT2, FTSTA2, LAS, LAT or Trust posts **undertaken during the SECOND year after FY2** (or equivalent posts) = 2

(And so on)

If you did not undertake an FY2 post, but instead did a first-year SHO post after a House Officer/FY1 post (or equivalent), this first-year SHO post could be equated to an FY2 post, so a subsequent SHO post in the following year would equate to the current CT1-level.

However, please note that as long as you enter all of your posts clearly in chronological order, deaneries/UoAs will not penalise you if you make an error when entering your grade.

### 4.2.8 Section 8 – ‘Clinical References’

Here you are required to list three referees. If possible, one must be your current or most recent supervisor, familiar with your clinical development. If you are currently in a ‘pure’ research post, it is acceptable to ask your research supervisor to provide a reference. The other two referees should relate to your most recent previous posts. If you feel unable to use a current or most recent supervisor, and instead use a referee from some time ago, it could be difficult to judge your current suitability, so please use the most recent referees possible. For all three referees you will need to provide their postal address, email address, contact telephone number, and the dates where you worked with them.

Please remember to check with your referees that they are able to provide you with a reference, as they will have to agree to complete a standard reference form (see [www.ST3recruitment.org.uk](http://www.ST3recruitment.org.uk) for a sample form) for you. It is usually helpful for a referee to have your latest CV, or to at least have the opportunity to talk to you about your application. They will then have enough information to provide you with a fully-informed reference. The reference is sent to the deanery/UoA that has invited you to attend interview.

**References are not used in the scoring process – but will be required by your prospective employer prior to issue of a contract.** Please note that clinical recruitment staff are **not** permitted to review the references until a late stage in the recruitment process; as such, a ‘good’
reference from a well-known or influential person will not influence the progress of your application. However, the absence of a reference from a recent referee might raise some questions. A recent referee may be unavailable for very good reasons (eg retirement, ill health, etc.), in which case you should approach your next most recent supervisor.

Even if your application is successful, you cannot start the job until your references are received and deemed to be satisfactory. Keep in mind that it is your responsibility to ensure your references are submitted. Some UoAs will ask you to bring completed references to the assessment centre.

4.2.9 Section 9 – ‘Equality and Diversity Monitoring’

This section includes the equal opportunities monitoring information required by the National Health Service to monitor their recruitment practices. Here you will be asked to provide factors including your age, gender, ethnic origin, religious beliefs, and whether you have a disability. In order to comply with the obligations placed upon them under equalities legislation, employers are obliged by law to collect and analyse this information.

Deanery-designated Human Resources/recruitment administrators are the only individuals with the right to access this information, and they will liaise with your employing organisation to help ensure that they are adhering to equality and diversity guidelines. The recruitment panels do not have permission to access this information at any time during the scoring process.

While you will notice that each of the fields here is marked as mandatory – ie you cannot submit your application if you do not give an answer to all fields – each question here gives the option of not disclosing, so that if you do not wish to provide this information you do not have to do so. Please remember that you must not print off this section for inclusion in your Evidence Folder.

4.2.10 Section 10 – ‘Fitness to Practise’

This section of the form contains a series of questions relating to matters concerning fitness to practise (FtP), each with a ‘yes/no’ drop-down field allowing an answer to be given. Where necessary, any deanery/ies to which you apply may wish to contact you directly to request further information on the content of this section; however, as described below, please do be aware that the information you provide in this section will be regarded and treated as strictly confidential.

A number of the FtP questions herein relate to criminal offences, convictions, proceedings, etc. which a candidate may have been involved with. Please be aware that ST3 posts – as with most medical posts – are exempt from the Rehabilitation of Offenders Act 1974, and as such, you must declare absolutely all criminal offences, convictions, etc. regardless of whether or not they would otherwise be regarded as ‘spent’.

The only exception to this is in the case of parking offences. All other offences/convictions, including those relating to driving, do count as those which must be declared.

Also, you must adhere to Good Medical Practice. This requires that you do your best to make sure that any information you provide to prospective employers is not false or misleading.

Please note that answering ‘Yes’ to any of the questions in this section will not automatically bar you from appointment.

CRB Check

Should you receive an offer of employment, your employer is obliged to carry out a CRB (Criminal Records Bureau) check at enhanced level. If you do not declare something that subsequently comes to light, this will be taken very seriously and you may find yourself dismissed from work and reported to the GMC.

Confidentiality

Please be assured that the information on the ‘Fitness to Practise’ page of your application is strictly confidential to the members of the Human Resources/administrative staff at your ‘target’
deanery registered with the RCP to process your application, and the Dean/delegated officer(s) there responsible for considering whether your declaration is or is not material to your application.

The Dean/delegated officer(s) may wish to contact you about any declarations you make, to give you the opportunity to provide further information. In the event that you are offered a post, this information will be passed on, in confidence, to your new employer’s Human Resources department.

Where material exceptions do arise, it does not necessarily mean that you will be rejected. An applicant may be accepted in cases where a material incident occurred several years ago and there is no evidence of any recurrence, and the applicant continues to be registered with the GMC.

Lastly – please remember that should you be invited to interview, this section of your application should not be printed off for inclusion in your Evidence Folder (see section 5.2.2 for more information).

4.2.11 Section 11 – ‘Declaration’

You must complete this section prior to submission. By ticking the declaration box, you are declaring that your application is entirely correct and your own work. Please be aware of the very serious implications if your application is found to be false.

4.3 Submission

Once you have completed all sections – shown by all section headings in the right-hand menu being accompanied by a green tick – and once you are happy that no further alterations are required, submit your application.

We cannot emphasise too strongly that you should aim to submit several days before the closing time (12.00 midday (BST) on Monday 13 September 2010). The helpdesk will be extremely busy responding to queries near to the closing date, hence if you leave completion and submission of your application form until the last minute it does not give you, or us, any time to resolve queries about your application. Additionally, the sooner you submit your form, the sooner recruiters can start the recruiting process so that invitations to interview go out in a timely fashion.

Also, please be aware that even if you log on with the aim of submitting your application before the closing time, if you click the submit button after the closing deadline, your application will not be accepted under any circumstances. We are sorry to be so strict, but we have to be fair to all applicants – so please do not jeopardise your application.

IMPORTANT: Once your application has been submitted, it cannot be changed, except for personal details. Make sure you double check everything and ensure it is saved correctly before you submit.

4.4 After submission

Once you have submitted your application, you will receive an email confirming your application has been received. If you do not, then first of all please check the ‘spam’ or ‘junk’ mail folders of your email account, and ensure you are checking the account whose email address you used to register. If the email is in spam/junk, please mark it as ‘not spam’, ‘safe’, etc. so that all future emails relating to your application will be delivered to your inbox directly. A copy of all emails will be visible in your candidate portal (accessed from the ‘log in’ link on www.ST3recruitment.org.uk).

Please note that the email may not arrive immediately upon submission of your application; however, if you have not received an email within several hours of submitting your application, please contact our helpdesk (ST3recruitment@rcplondon.ac.uk). A copy of all email
correspondence will also appear in the appropriate section of your account on the online application system.

If you need to alter any of your personal details – such as change of address, mobile number, surname, etc. – you will be able to do this online.

It is not usually possible to alter any other details on your application once it has been submitted. Obviously, answers to questions cannot be altered under any circumstances; even typing errors cannot be corrected – it is the responsibility of the applicant to ensure their application is suitable for submission before they submit it.

Should you wish to change factors such as information recorded in your equal opportunities section, or the email address you have used to register with the system, you should email the SRO helpdesk to request this (ST3recruitment@rcplondon.ac.uk).

When you view the post-submission version of the application, you will notice that the layout is different to that seen when you completed your application. Please be assured that all applications submitted will be in this layout, and all will appear this way when viewed by recruiters.

You may see some unanswered questions when you view your application post-submission; do not worry, if you have managed to submit your application form, it will be complete – those questions left blank will be the non-mandatory questions.

You will be able to track the progress of your application, and view all emails sent to you, in your messages folder in your application portal (accessed via the ‘log in’ link on ST3recruitment.org.uk).

It is suggested that you save your application as a webpage or MS Word (or other) document, for your own records. You may also wish to save any documents that you have used for drafting your answers while completing the application form, as a basis for your CV.

Should you be invited to interview, you must bring a copy of the relevant sections of your application form in your Evidence Folder when you attend the interview. This will refresh your memory about the contents therein – you could be asked about any aspect of this during the interview. You may also wish to refer to areas of your application during the interview. Remember that you must not include certain (personal) sections in your Evidence Folder.
5 THE INTERVIEW

5.1 Invite to interview

If your application has passed long-listing, and has achieved a high enough short-listing score, you will be eligible to be invited to assessment centre. Invitations will be subject to deanery interview capacity. If your application does not score highly enough for you to be invited to interview, the deanery considering the application will inform you of this.

It is scheduled that deaneries/UoAs will begin inviting candidates to interview from Monday 4 October 2010 onwards. It is possible that you will not immediately receive an invitation right at the beginning of this period (the timing may vary between UoAs); also, you may receive a late invitation due to a late cancellation. Similarly, it is possible that you may receive an invitation before 4 October, if UoAs complete their long- and short-listing at an earlier stage than expected.

Should you receive an invitation, you will be able to book an interview place at assessment centre via the online system – again accessed via our website. Please ensure that you consider service and rota issues wherever possible when booking your place at assessment centre. If you have any issues regarding the assessment, please contact the inviting UoA.

You must respond to an invitation to attend the assessment centre within the time frame stated in the email. If you do not, it will be assumed you have withdrawn and the place will be offered to someone else. Your application will be withdrawn and you will not progress any further in this round.

If you have any difficulties booking online, please try using an alternative web browser, or contact the UoA in question directly.

The interview dates for each UoA will be posted on our website – www.st3recruitment.org.uk – beforehand to allow you to anticipate when you may require leave. If you find that you are unable to attend the interview at the scheduled time, you must contact your interviewing UoA immediately.

5.2 Necessary documentation

Candidates who are invited to interview will be required to take with them some documentation. This will fall into two distinct categories – ‘eligibility’ and ‘evidence’:

5.2.1 Eligibility

Eligibility documents are those which demonstrate that a candidate is eligible to take up the post in question. This will mean providing documentation which show that you meet all of the essential criteria within the Person Specification for your particular specialty (see Appendix 1 for links to person specifications), as well as personal identification and proof of address.

Candidates must take the original versions of all eligibility documents, as well as two photocopies of each item – these photocopies will be retained by the deanery HR staff. More comprehensive information on this can be viewed in section 2.3.

If you are unable to provide all of the documentation requested, you must contact your assessing deanery/UoA prior to your interview.

5.2.2 Evidence

It will also be necessary for candidates to bring an ‘Evidence Folder’, containing documentation in support of the various claims made on their application form. This means that where a candidate has included additional qualifications, awards, publications, etc. on their application form, all must be supported by some documentary evidence which they can provide at interview.
The Evidence Folder should include these documents in the order in which they relate are included in the application form. This is to allow recruiters to review this evidence more quickly and easily.

In addition, all candidates are required to add an Evidence Summary Form to the front of their Evidence Folder. This will be a list of all the items included in the folder, along with where to find them. Thus, the Evidence Summary Form will act as both a contents page, allowing documents to be found quickly and easily, and also a checklist; when checking the folder, recruitment staff will tick off each item as it is viewed and checked.

At the end of the interview, this Evidence Summary Form will be retained by the deanery; the Evidence Folder will be returned to the candidate.

Please note that the documents included here should be the original versions of documents, where possible. Also, please be aware that it is not necessary for candidates to take photocopies of these evidence documents for recruiters to retain; the folder and its contents will be returned to the candidate once checked.

If you are unable to provide all of the documentation requested, you must contact your assessing deanery/UoA prior to your interview.

For more information, see section 2.3.9 of this guide.

5.3 The interview – structure and content

Within each specialty, the structure and content of all interviews will be consistent between different deaneries. That is, a candidate being interviewed within Deanery A and Deanery B for the same specialty can expect the format and content of the interview to be largely the same in both instances; although the precise timings and order of stations/questions may vary between deaneries.

However, the content and structure of the interview will vary between different specialties – e.g. a candidate being interviewed for an ST3 gastroenterology post will find the experience quite different to an interview for an ST3 renal medicine post, regardless of the deaneries involved. As such, we have summarised below the interview formats for different specialties:

5.3.1 Cardiology

The Cardiology interview will consist of three separate stations. At each station, candidates will be asked two main questions, and there will be two assessing clinicians – each of whom will provide a mark on the candidates’ answers. Thus, there will be two marks for each question, arrived at independently.

The station content is as follows:

Station 1

Candidates’ documentation will be reviewed here to verify their eligibility, the claims made on the application form, and their commitment to cardiology.

Questions asked here will concern candidates’ current experience and skills, and suitability for ST3 training.

Station 2

Just prior to station 2, candidates will be given a clinical scenario to review. The station will then involve discussion of this – communication skills will also be assessed here.

Station 3

Candidates will be given an ethical scenario in advance of station 3, which will be discussed here. This station will assess candidates’ professionalism and knowledge of governance.
Please note – candidates will not necessarily progress through the interview stations in this order.

Each station will last for around 10 to 15 minutes. Where a station involves discussion of a scenario, candidates will be given up to five minutes’ reading time prior to the beginning of that station. Thus the overall length of the interview cycle, taking into account station time, preparation time and transfer time (between stations) will be approximately 45 to 60 minutes.

5.3.2 Endocrinology & Diabetes
The Endocrinology & Diabetes interview will consist of three separate stations. At each station, candidates will be asked two main questions, and there will be two assessing clinicians – each of whom will provide a mark on the candidates’ answers. Thus, there will be two marks for each question, arrived at independently.

The station content is as follows:

Station 1
Candidates’ documentation will be reviewed here to verify their eligibility, the claims made on the application form, and their commitment to endocrinology/diabetes.

Questions asked here will concern candidates’ current experience and skills, and suitability for ST3 training.

Station 2

Just prior to station 2, candidates will be given a clinical scenario (on diabetes) to review. The station will then involve discussion of this – communication skills will also be assessed here.

Station 3
Ahead of station 3, candidates will be given a further clinical scenario (on endocrinology) to be discussed. This station will assess candidates’ professionalism and knowledge of governance.

Please note – candidates will not necessarily progress through the interview stations in this order.

Each station will last for around 10 minutes. Where a scenario is used, candidates will be given up to five minutes’ reading time prior to the beginning of the relevant station. Thus the overall length of the interview cycle, taking into account station time, preparation time and transfer time (between stations) will be approximately 45 minutes.

5.3.3 Gastroenterology
Gastroenterology interviews will consist of three distinct stations. Each station will include two main questions, and each station will be ‘staffed’ by two assessing clinicians, each of whom will provide an independent mark for each question.

Unlike other specialties, within gastroenterology one of the stations (station 3) involves candidates giving, and then subsequently discussing, a presentation; thus gastroenterology applicants will need to prepare their presentation in advance of their interview.

The makeup of the stations is as follows:

Station 1
Candidates’ documentation will be reviewed here to verify their eligibility, the claims made on the application form, and their commitment to gastroenterology.

Questions asked here will concern candidates’ current experience and skills, and suitability for ST3 training.
Station 2
In Station 2, candidates will be given two clinical scenarios to discuss, more information on which will be provided on the day of the interview.

Station 3
At station 3, candidates will be asked to give a five minute presentation which should be prepared in advance. The topic of the presentation should be:
‘An interesting (gastroenterology) case I have been involved in’
OR:
‘An interesting recent development in gastroenterology’

With regard to the presentation, please bear in mind that:
- You must not present both topics – please choose and prepare only one.
- The major purpose of the presentation station is to assess candidates’ communication skills. You should select a topic which is relevant to gastroenterology, and which you can present with clarity. This is more important than trying to impress by choosing a subject that is esoteric or complex.
- No aids will be available to you for your presentation – ie. there will be no projectors or laptops for PowerPoint, no OHPs or flip-charts etc. However, you are welcome to use prompts on small cards if you wish – but these should be for your own use only, and not given as handouts.

The presentation should last no longer than five minutes. Following completion of the presentation, candidates will be asked questions about their presentation for a further five minutes.

Please note – candidates will not necessarily progress through these interview stations in this order.

Each station will last for around 10 minutes. Candidates will be given five minutes’ preparation time in advance of each stations involving a presentation or discussion of scenarios; hence the overall length of the interview cycle, taking into account station time, transfer time and preparation time, will be approximately 45 minutes.

5.3.4 Geriatric Medicine
The Geriatric Medicine interview will consist of three separate stations. At each station, candidates will be asked two main questions, and there will be two assessing clinicians – each of whom will provide a mark on the candidates’ answers. Thus, there will be two marks for each question, arrived at independently.

The station content is as follows:

Station 1
Candidates’ documentation will be reviewed here to verify their eligibility, the claims made on the application form, and their commitment to geriatric medicine.

Questions asked here will concern candidates’ current experience and skills, and suitability for ST3 training.

Station 2
Just prior to station 2, candidates will be given a clinical scenario to review, which will then be discussed at the station; communication skills will also be assessed here.
Station 3
Ahead of station 3, candidates will be given an ethical scenario to review, which will then be discussed at the station. This station will assess candidates’ professionalism and knowledge of governance.

Please note – candidates will not necessarily progress through the interview stations in this order.
Each station will last for around 10 minutes. Where a scenario is used, candidates will be given up to five minutes’ reading time prior to the beginning of the relevant station. Thus the overall length of the interview cycle, taking into account station time, preparation time and transfer time (between stations) will be approximately 45 minutes.

5.3.5 Renal Medicine
Unlike the specialties described above, the Renal Medicine ST3 interview will consist of two interview stations. Candidates will be asked three main questions at each station; and there will be two clinicians assessing candidate responses at each station, each of whom will mark candidate responses independently.

The content of the stations is as below (over the page):

Station 1
Candidates’ documentation will be reviewed to verify and confirm their eligibility and the claims made within their application forms.
Questions asked here will cover candidates’ current experience and skills, suitability for ST3 training, as well as their communication skills and knowledge of governance.

Station 2
Station 2 will involve discussion of a clinical scenario – this station will assess candidates’ communication skills and professionalism reviewed as well.

Please note that candidates will not necessarily progress through the stations in this order.
Each station will last for around 15 minutes. Candidates will be given five minutes’ preparation/transfer time before each station, thus the overall interview cycle will last for approximately 35-40 minutes.

5.4 After the interview
It may be the case that deaneries request candidates to provide further documentation (such as CRB checks, references, etc.) that were not requested prior to the interview. If this is the case, candidates may be required to provide this to deaneries after the interview has been completed – they will be notified of this as is necessary.

At interview, each candidate – regardless of specialty and deanery – will be given a total of twelve marks, which will – when combined, and with the appropriate weighting for each aspect applied – make up their overall interview score.
Once a deanery/UoA’s interviews within a particular specialty have been completed, final interview scores for all candidates will be compiled. Each candidate’s interview score will be combined – again, with appropriate weighting applied – with their short-listing score to give their final, overall assessment score.
All applicants to the specialty within the deanery will then be ranked according to this score, and post offers will then be made as necessary (see section 3.11 for more information on the offers process).
Each Deanery/UoA will inform candidates of their final assessment score, and will either be offered a post or advised of their appointability status. If you are considered to be not appointable, the deanery/UoA will inform you of this.

Please note – if you have made more than one application to RCP-hosted specialties/deaneries, each application you have made will be treated entirely independently; thus your performance at interview for one application will have no bearing at all on any other applications you have made/interviews you have attended, even if they are within the same specialty or deanery.

If you have been invited to interview, and are found to be both eligible appointable, but are not offered a post in the main recruitment round; it is possible your assessment score can be later cascaded to other deaneries/UoAs during the clearing phase, should other available/vacant posts be present.

Also, some deaneries will be recruiting to single-year LAT posts via the RCP recruitment system, following the close of the recruitment round proper and the clearing round, hence your assessment score may also be eligible for this, should you so wish.

6 CONTACTING YOU

Remember to check your email regularly throughout the application process. We will use your email address to send you updates and personal messages about your application throughout the entire recruitment period. There is no facility for texting or routine reminder emails, so please do check your emails regularly and respond promptly. Please note that all emails sent to you regarding your application will be saved in your account in the application system.

Also, please check our website – www.st3recruitment.org.uk – regularly. It is likely that you will access the application system via the link on our website, but in any case please be aware that we will add any important news items and information to our website as and when we become aware of them.
FINALLY

We have endeavoured to make the process of recruitment to ST3 in 2010 as fair, transparent and streamlined as is possible for all parties, and for applicants in particular. We have consulted widely with trainees’ groups, consultants, the Department of Health, Postgraduate Deaneries, as well as other groups and representatives involved with recruitment and the Royal College of Physicians.

We will be seeking feedback on the process from all stakeholders, and will use this to improve the recruitment experience year-on-year where we can. We would therefore be very grateful if you could complete any feedback surveys that you are sent. Of course, if you have a particularly serious issue to which you wish to draw our attention, please contact us separately.

This guide will be regularly updated as more information becomes available, so please check www.st3recruitment.org.uk for future updates. The website will record which version of the applicants’ guide is the most up-to-date, and the version number will be recorded on the front page of the guide.

Should you have any queries relating to the recruitment process at any time, either to do with any information included in this guide or elsewhere, please email our helpdesk at st3recruitment@rcplondon.ac.uk.

Good luck with your application,

The RCP/JRCPTB Specialty Recruitment Office & ST3 Recruitment Team
Appendix 1 – Person Specifications

Please see below for links to the Person Specifications for each of the five RCP-hosted ST3 specialties:

Cardiology: http://www.mmc.nhs.uk/PDF/PS%202010%20ST3%20cardiology_1.pdf

Endocrinology & Diabetes:  


Appendix 2 – Certificate C

Candidates applying for ST3 posts may use this certificate when applying to the JRCPTB-coordinated specialties (cardiology, diabetes/endocrinology, gastroenterology, geriatric medicine and renal medicine.) Other medical ST3 specialties may choose to use it. It is NOT required if you:

A) Are currently on a Core Medical Training Programme and are on track to gain a satisfactory ARCP outcome (you will be required to show this evidence prior to commencing an ST3 post) or
B) Have completed a CMT Programme and have adequate certification of training (satisfactory ARCP outcome &/or JRCPTB Certificate of CMT completion)

C) Have completed 2 years as an SHO in the medical specialties listed below and have satisfactory Supervisors reports for all the training you wish to be taken into account.

It is recommended that you use this certificate if you have the required 2 years of experience (post-Foundation or equivalent training) but do not have sufficient documentation to prove adequate training & skills.

Submission of this form is not mandatory for the recruitment round commencing February 2010, but is strongly recommended. Assessment panels may accept other evidence in lieu of Certificate C (eg satisfactory appraisals, log book). Please note that unless you are currently on a CMT training programme, you may need to submit evidence of previous satisfactory training prior to the close of the ST3 application window so it is advised that you prepare your documents in advance.

When using this certificate, please note:
1. This certificate can only be signed by a consultant in one of the medical specialties listed below.
2. You must be rated “able to demonstrate” for each and every competence listed on this certificate. If the certifying consultant is unable to comment on some competencies, you may obtain another Certificate from another consultant with whom you have worked.
3. Consultants are only eligible to sign these certificates if you have worked with them for a minimum of three months.
4. The certificate MUST be complete in every detail, including details about the person completing it for you.
5. Failure of the person certifying your competency to correctly complete the section about themselves in every particular will render you, the candidate, ineligible to be considered further for specialty training in this recruitment round. It is recommended that you check the form after they have completed it using the attached checklist.
6. You must complete and sign the declaration below, and submit the certificate according to the instructions in the applicants guide for your Specialty application and Deanery.
**Candidate declaration:**

I confirm that I have worked for at least 24 months (whole time equivalent) in Medical Specialty posts (see the list of relevant posts below) since Foundation Training (or equivalent) and I have worked for the consultant who has completed this certificate for a minimum of three months.

<table>
<thead>
<tr>
<th>Candidate First name</th>
<th>Candidate Surname</th>
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<table>
<thead>
<tr>
<th>Candidate GMC No</th>
<th>Speciality you are applying to</th>
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<thead>
<tr>
<th>Candidate signature</th>
<th>Candidate No. and Application No. if known</th>
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**This is a list of medical specialty posts.**

**Please tick all specialties that you have worked in for a period of at least 3 months:**

<table>
<thead>
<tr>
<th>Acute Medicine</th>
<th>General (Internal) Medicine</th>
<th>Nuclear Medicine</th>
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<tbody>
<tr>
<td>Allergy</td>
<td>Genitourinary Medicine</td>
<td>Paediatric Cardiology</td>
</tr>
<tr>
<td>Audiological Medicine</td>
<td>Geriatric Medicine</td>
<td>Palliative Medicine</td>
</tr>
<tr>
<td>Cardiology</td>
<td>Haematology</td>
<td>Pharmaceutical Medicine</td>
</tr>
<tr>
<td>Clinical Genetics</td>
<td>Immunology</td>
<td>Rehabilitation Medicine</td>
</tr>
<tr>
<td>Clinical Pharmacology &amp; Therapeutics</td>
<td>Infectious Diseases &amp; Tropical Medicine</td>
<td>Renal Medicine</td>
</tr>
<tr>
<td>Clinical Neurophysiology</td>
<td>Medical Oncology</td>
<td>Respiratory Medicine</td>
</tr>
<tr>
<td>Dermatology</td>
<td>Medical Ophthalmology</td>
<td>Rheumatology</td>
</tr>
<tr>
<td>Endocrinology &amp; Diabetes Mellitus</td>
<td>Metabolic Medicine</td>
<td>Sport and Exercise Medicine</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>Neurology</td>
<td>Stroke Medicine</td>
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<tr>
<td>Other medical specialty</td>
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**Instructions to those completing the certificate:**

The person who has asked you to fill in this form has applied for Speciality Training at ST3 level in the United Kingdom. In order to process their application, we need to know that they have achieved the competences listed in this certificate to the standard expected of UK Core Medical Training year 2 doctors. Before filling in this certificate please view the standards expected of CMT doctors by following the links:

- **For an overview:** [http://www.jrcptb.org.uk/Pages/default.aspx](http://www.jrcptb.org.uk/Pages/default.aspx)
- **For assessments:** [http://www.jrcptb.org.uk/assessment/Pages/AssessmentPilotProject(WBA).aspx](http://www.jrcptb.org.uk/assessment/Pages/AssessmentPilotProject(WBA).aspx)

**Please note that in order to progress, candidates need to have demonstrated ALL the listed competences.** If you are unable to comment on some competencies, the candidate is permitted to obtain an additional certificate C (CMT).

Please also note that this document has to be correctly completed in every particular, including the section about you, and failure to complete it fully will render the candidate ineligible to be considered further for ST training in this recruitment round. Thank you for your assistance.
### About the person signing the certificate:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Your name</td>
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<tr>
<td>Professional status</td>
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<tr>
<td>Current post</td>
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<tr>
<td>Address for correspondence</td>
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<tr>
<td>Email address</td>
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<tr>
<td>Contact telephone number</td>
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<tr>
<td>Your UK GMC Number</td>
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<tr>
<td>Name of your registering body</td>
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<tr>
<td>Your Registration Number</td>
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<tr>
<td>If not registered with the UK GMC:</td>
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<tr>
<td>If not registered with the UK GMC please attach photocopy evidence of your professional status to this certificate.</td>
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</table>

### About how you know the candidate and their work:

Please give details of the post this candidate held at the time when you observed their work

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Specialty and level</td>
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<tr>
<td>Hospital name &amp; address</td>
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<tr>
<td>Country</td>
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</table>
About the candidate’s competencies:

<table>
<thead>
<tr>
<th>Core Medical Training CT2 Competence</th>
<th>Able to Demonstrate ✓</th>
<th>Unable to Demonstrate ✗</th>
<th>Unable to Comment ✗</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Good Clinical Care:</strong></td>
<td></td>
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<tr>
<td>1.1 Demonstrates the knowledge, attitudes, behaviours, skills and competences to be able to take a history and examine patients, prescribe safely and keep an accurate and relevant medical record</td>
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<tr>
<td>(i) History taking</td>
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<tr>
<td>(ii) Examination</td>
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<td></td>
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<tr>
<td>(iii) Diagnosis and clinical decision making</td>
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<tr>
<td>(iv) Safe prescribing</td>
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<tr>
<td>(v) Medical record-keeping, letters, etc</td>
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<tr>
<td>1.2 Demonstrates appropriate time management and organisational decision making</td>
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<tr>
<td>1.3 Understands and applies the basis of maintaining good quality care and ensuring and promoting patient safety</td>
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<tr>
<td>(i) Always maintains the patient as the focus of care</td>
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<tr>
<td>(ii) Makes patient safety a priority in own clinical practice</td>
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<td>(iii) Understands the importance of good team working for patient</td>
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<tr>
<td>(iv) Understands the principles of quality and safety improvement</td>
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<tr>
<td>(v) Understands the needs of patients who have been subject to medical harm or errors and their families</td>
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<td>1.4 Demonstrates the knowledge, skills, attitudes and behaviours to reduce the risk of cross infection.</td>
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<td>1.5 Understands the importance of good team working for patient</td>
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<tr>
<td>1.6 Understands and applies the basis of maintaining good quality care and ensuring and promoting patient safety</td>
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<tr>
<td>1.7 Demonstrates the knowledge, skills, attitudes and behaviours to be able to educate patients effectively, effective health promotion</td>
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<tr>
<td>1.8 Demonstrates the knowledge and skills to cope with ethical and legal issues which occur during the management of patients with general medical problems.</td>
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<tr>
<td>(i) Understands the principles of medical ethics and ethical research</td>
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<td>(ii) Demonstrates understanding of, and practises appropriate procedures for valid consent</td>
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<tr>
<td>(iii) Understands the legal framework for medical practice</td>
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<tr>
<td><strong>2. Maintaining Good Medical Practice:</strong></td>
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<tr>
<td>(i) Demonstrates the knowledge, attitudes, behaviours, skills and competences needed to continue self-directed life-long learning</td>
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<tr>
<td>(ii) Demonstrates the knowledge, skills, attitudes and behaviours to use evidence and guidelines that will benefit patient care.</td>
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<tr>
<td>(iii) Demonstrates the knowledge, skills, attitudes and behaviours to use audit to improve patient care</td>
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<tr>
<td><strong>3. Teaching and Training:</strong></td>
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<tr>
<td>(i) Demonstrates the knowledge, skills, attitudes and behaviours to undertake a teaching and training role to a variety of health professionals</td>
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<tr>
<td><strong>4. Relationships with Patients and Communication:</strong> Demonstrates the knowledge, skills, attitudes and behaviours to be able to communicate effectively with patients, relatives and colleagues in the circumstances outlined below.</td>
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<tr>
<td>(i) Within a consultation</td>
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<td>(ii) Breaking bad news</td>
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<tr>
<td>(iii) Complaints</td>
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</table>
5. **Working with Colleagues:** Demonstrates effective teamwork skills within the clinical team and in the large medical context.

   (i) Communication with colleagues and teamwork

   (ii) Interface with different specialties and with other professionals

<table>
<thead>
<tr>
<th>Core Medical Training CT2 competence</th>
<th>Able to Demonstrate ✓</th>
<th>Unable to Demonstrate ✓</th>
<th>Unable to Comment ✓</th>
</tr>
</thead>
</table>

6. **Professional Behaviour and Probat:*** Develops the knowledge, skills, attitudes and behaviours to always act in a professional manner

   (i) Doctor-patient relationships

   (ii) Health and handling personal stress

   (iii) Avoid acting in a discriminatory manner towards patients

7. **Acute Care**

7.1 **Core Skills in relation to acute illness**

   (i) Promptly assesses and manages the acutely ill or collapsed patient

   (ii) Appropriate decision-making and clinical reasoning

   (iv) Reassesses ill patients appropriate after starting treatment

   (v) Requests senior or more experienced help when appropriate

   (xii) Ensures safe continuing care of patients on handover between shifts

   (xiii) Considers appropriateness of interventions according to patients’ wishes, severity of illness and chronic or co-morbid diseases

7.2 **Demonstrates the knowledge, competencies and skills to be able to recognise and treat critically ill patients – cardiac arrest, shock, anaphylaxis and the unconscious patient**

7.3 **Demonstrates the knowledge, competencies and skills to be able to run acute care safely when on call – competency in the ‘top 20’ presentations**

7.4 **Demonstrates the knowledge and skills to be able to plan discharge for patients, starting from the point of admission and taking into account the effects of any chronic disease.**

8. **Care of patients with other conditions and long term conditions**

   Managing long term conditions in a variety of settings, promoting patient self-care

   Managing patients with other important presentations (‘the other 40’)

9. **Knowledge of the NHS and hospital management**

   Understands the structure of the NHS and the management of local healthcare systems in order to be able to participate fully in managing healthcare provision

10. **Procedures**

    Arterial blood gas sampling

    Lumbar Puncture

    Pleural tap and aspiration

    Intercostal drain insertion: Seldinger technique

    Ascitic tap

    Abdominal paracentesis

    Central venous cannulation

    Initial airway protection: chin lift, Guedel airway, nasal airway, laryngeal

    Basic and, subsequently, advanced cardiorespiratory resuscitation

    DC cardioversion

    Knee aspiration

    Temporary cardiac pacing by internal wire or external pacemaker
**Declaration:**

<table>
<thead>
<tr>
<th>CANDIDATE’S FULL NAME:</th>
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A) [ ] I confirm that I have viewed the JRCPTB website http://www.jrcptb.org.uk/Pages/default.aspx and that I am aware of the standard expected of UK Core Medical Training doctors.

B) [ ] I confirm that the doctor named above has worked for me for a minimum of three months (whole time equivalent) in a medical specialty post (as listed above)

C) [ ] I can confirm that I have observed the doctor named above demonstrate all of the above competences that I have assessed as ‘able to demonstrate’ - or where I have not personally observed them, I have received alternative evidence that I know to be reliable.

**NB** This form is invalid unless all three boxes above are checked.

<table>
<thead>
<tr>
<th>SIGNATURE of person completing certificate</th>
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<th>DATE</th>
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<th>HOSPITAL STAMP</th>
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</table>
CHECKLIST FOR CANDIDATES SUBMITTING CERTIFICATE C (CMT)

Page 1 – This page is specific to the specialty you have applied for.
1. Have you put your name, candidate no. & application no. (where known), GMC number and specialty of the post(s) the certificate relates to in the relevant boxes of the Candidate Declaration section?
2. Have you ticked all the medical specialties that you have worked in for a period of 3 months or more?
3. Have you signed the Candidate Declaration?

Page 2
Has the consultant you have asked to sign the certificate filled in their details correctly:
   a) Name
   b) Professional status
   c) Current post
   d) Address for correspondence
   e) Email address & telephone number
   f) GMC number OR if NOT registered with the UK GMC, the name of the registering body and their registration number
2. Have they told us how they know you?
   a) Specialty and level of the post this certificate relates to
   b) The hospital
   c) Country

Pages 3 & 4
1. Has the consultant signing this certificate rated you as “able to demonstrate” for every competence? If a competency is not able to be assessed have you provided another form from another consultant (with whom you have worked for at least 3 months) providing evidence of competency?

Page 5
1. Have they put your name in the box at the top?
2. Have they ticked boxes A B and C?
3. Have they signed the declaration and printed their name and the date?
4. Is there a hospital stamp?

Have you inserted your name (first name SURNAME) and GMC number at the foot of every page?

If the answers to any of the above questions are NO, then your certificate may be rejected and you may be deemed not to have demonstrated that you have achieved Core Medical Training competence. Please keep a copy of this certificate for your own records / portfolio.

PLEASE SUBMIT THE CERTIFICATE ACCORDING TO THE INSTRUCTIONS IN THE APPLICANTS GUIDE AND APPLICATION FORM.

If you are sending a copy by post or email, please bring the original to any interview you attend.
**FOR OFFICE USE ONLY**

**Countersignature confirming final decision agreed by all panel members** *(please ✅ as appropriate and Associate Director to sign & print name)*

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<thead>
<tr>
<th>Sufficient evidence of Core Medical Training Competency demonstrated to permit continued assessment via the selection process</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Insufficient evidence has been submitted for continued progression in the current recruitment round <em>(give details)</em></td>
</tr>
</tbody>
</table>

**AD Signature** .................................................................

**Print Name** .................................................................

*Signed on behalf of Core Medical Training Competence Assessment Panel*
# Appendix 3 – UoA ST3 Contact Details

<table>
<thead>
<tr>
<th>Deanery</th>
<th>Website</th>
<th>Contact email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands (North)</td>
<td><a href="http://www.eastmidlandsdeanery.nhs.uk">www.eastmidlandsdeanery.nhs.uk</a></td>
<td><a href="mailto:medicalrecruitment2010@eastmidlands.nhs.uk">medicalrecruitment2010@eastmidlands.nhs.uk</a></td>
</tr>
<tr>
<td>East Midlands (South)</td>
<td><a href="http://www.eastmidlandsdeanery.nhs.uk">www.eastmidlandsdeanery.nhs.uk</a></td>
<td><a href="mailto:medicalrecruitment2010@eastmidlands.nhs.uk">medicalrecruitment2010@eastmidlands.nhs.uk</a></td>
</tr>
<tr>
<td>East of England</td>
<td><a href="http://www.eoedeanery.nhs.uk">www.eoedeanery.nhs.uk</a></td>
<td><a href="mailto:recruitment.helpdesk@eoe.nhs.uk">recruitment.helpdesk@eoe.nhs.uk</a></td>
</tr>
<tr>
<td>KSS</td>
<td><a href="http://www.kssdeanery.org">www.kssdeanery.org</a></td>
<td><a href="mailto:specialtyrecruitment@kssdeanery.ac.uk">specialtyrecruitment@kssdeanery.ac.uk</a></td>
</tr>
<tr>
<td>London</td>
<td><a href="http://www.londondeanery.ac.uk">www.londondeanery.ac.uk</a></td>
<td><a href="mailto:recruitmentenquiries@londondeanery.ac.uk">recruitmentenquiries@londondeanery.ac.uk</a></td>
</tr>
<tr>
<td>Mersey</td>
<td><a href="http://www.merseydeanery.nhs.uk">www.merseydeanery.nhs.uk</a></td>
<td><a href="mailto:pamela.jones@rlbuht.nhs.uk">pamela.jones@rlbuht.nhs.uk</a></td>
</tr>
<tr>
<td>North Western</td>
<td><a href="http://www.nwpgmd.nhs.uk/specialties/?q=RCP_ST3_Med">www.nwpgmd.nhs.uk/specialties/?q=RCP_ST3_Med</a></td>
<td><a href="mailto:helpdesk.recruitment@pat.nhs.uk">helpdesk.recruitment@pat.nhs.uk</a></td>
</tr>
<tr>
<td>Northern</td>
<td><a href="http://www.mypimd.ncl.ac.uk/PIMDDev">www.mypimd.ncl.ac.uk/PIMDDev</a></td>
<td><a href="mailto:scott.hunter@nhs.net">scott.hunter@nhs.net</a> <a href="mailto:cdda-tr.geriatricmed@nhs.net">cdda-tr.geriatricmed@nhs.net</a> (Geriatric Med)</td>
</tr>
<tr>
<td>Oxford</td>
<td><a href="http://www.nesc.nhs.uk/primary_areas/oxford_deanery.aspx">www.nesc.nhs.uk/primary_areas/oxford_deanery.aspx</a></td>
<td><a href="mailto:pgmde.recruitment@oxford-pgmde.co.uk">pgmde.recruitment@oxford-pgmde.co.uk</a></td>
</tr>
<tr>
<td>Scotland</td>
<td><a href="http://www.nes.scot.nhs.uk">www.nes.scot.nhs.uk</a></td>
<td><a href="mailto:nationalst3med@scotmt.org.uk">nationalst3med@scotmt.org.uk</a></td>
</tr>
<tr>
<td>Severn</td>
<td><a href="http://www.medicine.severndeanery.org">www.medicine.severndeanery.org</a></td>
<td><a href="mailto:severn.stsupport@southwest.nhs.uk">severn.stsupport@southwest.nhs.uk</a></td>
</tr>
<tr>
<td>SW Peninsula</td>
<td><a href="http://www.peninsuladeanery.nhs.uk">www.peninsuladeanery.nhs.uk</a></td>
<td><a href="mailto:pen.strhelpdesk@southwest.nhs.uk">pen.strhelpdesk@southwest.nhs.uk</a></td>
</tr>
<tr>
<td>Wales</td>
<td><a href="http://www.cardiff.ac.uk/medic">www.cardiff.ac.uk/medic</a></td>
<td><a href="mailto:stjobs@cf.ac.uk">stjobs@cf.ac.uk</a></td>
</tr>
<tr>
<td>Wessex</td>
<td><a href="http://www.nesc.nhs.uk/primary_areas/wessex_deanery.aspx">www.nesc.nhs.uk/primary_areas/wessex_deanery.aspx</a></td>
<td><a href="mailto:wessexrecruitment@nesc.nhs.uk">wessexrecruitment@nesc.nhs.uk</a></td>
</tr>
<tr>
<td>West Midlands</td>
<td><a href="http://www.westmidlands.nhs.uk">www.westmidlands.nhs.uk</a></td>
<td><a href="mailto:mmcteam@westmidlands.nhs.uk">mmcteam@westmidlands.nhs.uk</a></td>
</tr>
<tr>
<td>Yorkshire &amp; the Humber</td>
<td><a href="http://www.yorksandhumberdeanery.nhs.uk/index.aspx">www.yorksandhumberdeanery.nhs.uk/index.aspx</a></td>
<td><a href="mailto:specialtyrecruitment@yorksandhumber.nhs.uk">specialtyrecruitment@yorksandhumber.nhs.uk</a></td>
</tr>
</tbody>
</table>
Appendix 4 – Evidence Summary Form

EVIDENCE SUMMARY FORM required for Application & Evidence Station

You are required to bring any evidence you have quoted on the application form to the assessment centre. The evidence you are required to bring is in two sections.

Firstly you are required to show proof of your eligibility (eg proof of name, address, medical qualification etc). Please follow the Deanery instructions regarding the evidence (and number of copies) you are required to bring to the assessment centre. This information will be checked at the ‘document checking’ desk in the assessment centre.

Secondly, you are required to provide evidence for all the achievements you have quoted on your application form. The interviewers will wish to see all the evidence you have quoted on your application form. In order to make the evidence easier to find, and to be fair to all applicants we are asking you NOT to bring your personal training portfolio. Instead, you must bring to the interview an ‘Evidence Folder’ which shows all the evidence you have quoted on your application form, in the order in which it is quoted. Please try to use any original documents, but copies may be acceptable. It is not necessary to bring duplicate copies for your Evidence Folder.

Evidence folders and personal training portfolios which do not follow the structure as defined may not be looked at.

You should use this check list as the first page in your evidence folder, so the interviewers can see, at a glance, what you have brought and find it easily. You should use dividers, or other markers, to identify the relevant sections. You may bring other evidence of satisfactory training and assessments, but anything you bring must be listed below, and filed in your evidence folder in the order listed below.

You must take the evidence folder into the relevant interview station. It will be returned to you after the interview – please do not leave the assessment centre without it, as it might not be possible to post it back to you.

<table>
<thead>
<tr>
<th>Description of evidence</th>
<th>Tick if evidence is quoted on your application form</th>
<th>Tick if appears in folder</th>
<th>Page in folder</th>
<th>Confirmed by interview panel &amp; comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of your application form</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional undergraduate degrees and qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postgraduate degrees and qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional achievements eg prizes, honours etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training courses attended</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achievements outside medicine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical audit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to specialty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other evidence – please list below:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Evidence confirmed by interviewer [name & signature] date:
## Appendix 5 – Glossary

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCP</td>
<td>Annual Review of Competence Progression</td>
</tr>
<tr>
<td>CCT</td>
<td>Certificate of Completion of Training</td>
</tr>
<tr>
<td>CESR (CP)</td>
<td>Certificate of Eligibility for Specialist Registration (Combined Programme)</td>
</tr>
<tr>
<td>CMT</td>
<td>Core Medical Training</td>
</tr>
<tr>
<td>DH</td>
<td>Department of Health</td>
</tr>
<tr>
<td>EEA</td>
<td>European Economic Area</td>
</tr>
<tr>
<td>FC</td>
<td>Foundation Competency</td>
</tr>
<tr>
<td>FTSTA</td>
<td>Fixed-Term Specialty Training Appointment</td>
</tr>
<tr>
<td>GIS</td>
<td>Guaranteed Interview Scheme</td>
</tr>
<tr>
<td>GMC</td>
<td>General Medical Council</td>
</tr>
<tr>
<td>GMP</td>
<td>Good Medical Practice</td>
</tr>
<tr>
<td>GPT</td>
<td>General Professional Training</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing System</td>
</tr>
<tr>
<td>JRCPTB</td>
<td>Joint Royal Colleges of Physicians Training Board</td>
</tr>
<tr>
<td>LAS</td>
<td>Locum Appointments (Service)</td>
</tr>
<tr>
<td>LAT</td>
<td>Locum Appointments (Training)</td>
</tr>
<tr>
<td>Mini-CEX</td>
<td>Mini Clinical Evaluation eXercise</td>
</tr>
<tr>
<td>MMC</td>
<td>Modernising Medical Careers (now the Medical Programme Board)</td>
</tr>
<tr>
<td>MPB</td>
<td>Medical Programme Board</td>
</tr>
<tr>
<td>MRCP(UK)</td>
<td>Exam diploma denoting Membership of the Royal College of Physicians (UK)</td>
</tr>
<tr>
<td>NTN</td>
<td>National Training Number</td>
</tr>
<tr>
<td>PMETB</td>
<td>Postgraduate Medical Education and Training Board</td>
</tr>
<tr>
<td>RCP</td>
<td>Royal College of Physicians</td>
</tr>
<tr>
<td>RITA</td>
<td>Record of In-Training Assessment</td>
</tr>
<tr>
<td>RLMT</td>
<td>Resident Labour Market Test</td>
</tr>
<tr>
<td>SHO</td>
<td>Senior House Officer</td>
</tr>
<tr>
<td>SRO</td>
<td>Specialty Recruitment Office</td>
</tr>
<tr>
<td>ST3</td>
<td>Specialty Training year 3</td>
</tr>
<tr>
<td>UKBA</td>
<td>United Kingdom Borders Agency</td>
</tr>
<tr>
<td>UKFPO</td>
<td>United Kingdom Foundation Programme Office</td>
</tr>
<tr>
<td>UoA</td>
<td>Unit of Application</td>
</tr>
</tbody>
</table>