



Scottish
Medical Training

APPLICANT GUIDE 2012

November Recruitment
Round 1
CT/ST1+

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Introduction to the Applicant's Guide

Please read this Introduction before proceeding to the rest of the Guide

For General Practice recruitment please visit: www.gprecruitment.org.uk

Your application: your responsibility

The application process is dependent on you completing your application to Scotland comprehensively. Getting it right is an important part of maximising your chances in achieving entry to your preferred training programme. Therefore, please read this Guide carefully - it contains all the information (or links to information) you need to take you through the 2012 application process. A summary of all updates will be added to the back of this Guide.

NHS Education for Scotland will not be responsible for rejected applications due to applicants failing to follow the guidance in this document and on the SMT website.

Plagiarism

Your application is yours and should be completed by you alone. Any incidences of plagiarism may invalidate your application. You are advised to keep a copy of your final submitted application.

Newsletter

Please ensure you subscribe to the e-Newsletter via the home page of the website this will ensure you receive all updated information as soon as it is available.

Training Programme Places and Employment Contracts

You are applying for a place on an educational training programme not a specific post of employment. NHS Education for Scotland (NES) is responsible for the educational implementation of Scottish Medical Training. The role of NES is to manage the application and recruitment process of applicants to training programmes in Scotland in partnership with NHSScotland Boards.

An offer of a place on a training programme does not constitute an offer of employment in a specific post. Employment offers are the responsibility of the employing NHSScotland Board who issue the Contract of Employment subject to pre-employment checks. The NHSScotland Board also confirm to you your initial placement(s) in the training programme. If you are not offered a Contract of Employment by a Board, you will not retain your training programme place.

Contracts are issued for a specific period of employment covering the length of an individual placement; therefore they may be as short as four months or as long as one year. The offer of an educational programme is offered as a continuous period of training. Continuation of training will depend on satisfactory completion of each specialty placement. All placements are provisional and subject to change within programmes. Placements may be geographically distant or separate.

Scottish Medical Training (SMT) - Recruitment 2012

The operational guidelines for recruitment to specialty registrar training programmes are outlined in the Gold Guide, A Guide to Postgraduate Specialty Training in the UK .

<http://www.scotmt.scot.nhs.uk/key-documents.aspx>

KEY DATES

November Recruitment Round for posts commencing August 2012.

CT(core training) and ST1+ (run through specialties)

Date	Event	Comments
10 November 2011	Advert on SHOW ,NES and Jobcentre+	
0900(GMT) 28 November 2011	Applications to Scotland open	Applications are open for 2 weeks
1200(noon GMT) 9 December 2011	Applications to Scotland close	
Long-listing / Short-listing / Interviews		
9 March 2011	All first offers released by this date across the UK	Offers can be accepted / rejected or held.
19 March 2011	Offers can be held until this date	

Specialties following UK recruitment

In the November Recruitment round some specialties are following UK Recruitment Processes for 2012 and will **not** recruit within the Scottish Medical Training Recruitment process. Please visit the relevant website.

Specialty	Website
Core Surgery	KSS Deanery
Ophthalmology	Severn Deanery
Neurosurgery	Yorkshire and Humber Deanery
General Practice	GP National Recruitment Office NB: GP Offers are made through the Scottish Medical Training offers process – see section E of this Guide

SECTION A - THE APPLICATION PROCESS

Please follow the guidance below for applications through the Scottish Medical Training process. Person specifications and further information can be found at the Scottish Medical Training website www.scotmt.scot.nhs.uk.

Accessing the Application System

Apply for Specialty Training via the Scottish Medical Training website home page at www.scotmt.scot.nhs.uk

At the point registration is open for 2012 applications a User Name and password will be emailed to you together with your Candidate ID. Registration will open approximately one week prior to applications opening, to be notified when registration has opened please sign up for the Scottish Medical Training newsletter at www.scotmt.scot.nhs.uk

Once your Scottish Medical Training(SMT) login details have been allocated, you will be asked to activate your account and you can then proceed to complete Part 1 of the application form.

Part 1 of the application form is generic across all specialties applied to and needs to be completed once only regardless of the number of applications made. Part 1 of the form records key personal information (name, date of birth, email and equality and diversity details) plus information required for later reporting and analysis of the recruitment process. This information will be stored in a Scottish Medical Training database for use in the rest of the recruitment process.

The e-mail address you provide will be used to send important information throughout the recruitment process. Please therefore ensure that you have regular access to that e-mail account and that you check it regularly. It would also be prudent to ensure that any mailbox filters do not send email notifications straight to your junk mail or trash folders.

Candidates' personal information will be kept confidential. Short-listing panels will have no access to this information.

Accessing and Completing the On-line Application Form

Application form – Part 1

As soon as you receive your login details and your Candidate ID Number, you will be able to access Part 1 of the Application Form:

- Contact Details
- Personal Details
- Equality and Diversity
- Undergraduate/Foundation
- Probity

Each section is completed individually. Once you have completed and checked the information in a section, please save it. You only need to complete these sections once. If you are applying to more than one specialty, the system will automatically attach these sections to the specialty-specific part of the form.

Application Form – Part 2

From 0900(GMT) 28 November 2011 you will be able to use your login to access Part 2 of the application form. This is the specialty-specific section of the form.

You must complete a separate Part 2 application form for each specialty application you wish to make. (Please note that if you have not already completed Part 1 of the form referred to above, then you must do so when submitting your application to the first specialty to which you choose to make an application)

Once you have completed Part 2 of the application form, the specialty-specific area, and have checked the information, please then choose the SUBMIT button.

A confirmation of receipt will appear on your login page and you will also receive a confirmation email in due course. Depending on the number of applicants accessing the system, the email may not arrive immediately but as long as the confirmation appears in your login page, then your application is confirmed. Your login Page will show a separate receipt confirmation for each application you make.

If there are gaps in your employment history, you must give a clear explanation of what you were doing during the period(s) concerned. Some specialties may deduct points if you do not do this.

How Many Applications Can I Make?

You may make an application to each specialty in which you are interested but to only one level within each specialty.

There is no limit to the number of specialties to which an applicant can submit an application. If you are making multiple applications, please ensure that you tailor each application to fit the specialty you are applying for - failure to do so may well affect your chances of being short-listed for interview.

While every effort will be made to avoid conflicting interview dates in Scotland, it will not be possible to change interview dates. If you have made applications to multiple specialties, you may be unable to attend all interviews for which you are shortlisted.

Linked Applications

There is no facility through the Scottish Medical Training system to link applications for 2012 recruitment.

Which Entry Level Do I Select?

Although specialty registrar training programmes follow the GMC approved specialty training curricula from ST1 through to CCT, there may be opportunities to enter many of the specialty registrar training programmes at levels other than ST1.

It is important that you study the person specification for each entry level for the specialties to which you are considering applying. The person specifications clearly state the entry requirements for each level and this will help you to decide which is the most appropriate for you. Applying to the most appropriate level will optimise your chances of success. The person specifications are available at:

<http://www.scotmt.scot.nhs.uk/applying-to-specialty-training-%28hospital%29/how-to-apply/person-specifications.aspx>

Please be aware that entry level requirements may differ between Scotland and England so it is important that you check you are reading the correct person specification.

If college exams are a requirement at the level to which you are applying, the person specification will make it clear:

a) if you must have received notification of having passed the exam by the closing date for applications.

or

b) what confirmation you require regarding exam sittings (eg place booked) by the closing date for applications. The exam results for any sitting must be available prior to the start date of the training programme (1 August 2012). In this situation you will receive a provisional offer for a training programme subject to you passing your exams.

You may also wish to discuss with your referees and educational supervisors which entry level is the most appropriate for you. The relevant medical royal college tutor may also be able to offer you advice on this matter.

Please note that if you apply to the wrong level by not following the guidance clearly given in all person specifications (for example, you have too much or too little experience for a particular ST or CT level), your application may not progress.

What Happens After Applications Have Been Received

When you have successfully submitted your application, you will see confirmation of this via your candidate home page on the Scottish Medical Training website and will later receive a confirmation email from Scottish Medical Training.

Structured Educational / Clinical Supervisor Reports

If you are invited to interview, you will be asked to provide two Structured Educational/Clinical Supervisors Reports per specialty application. You may use different educational/clinical supervisors if appropriate if you are applying to more than one specialty.

Please note that references should be from two recent clinical or educational supervisors, both of whom should have supervised you in the past two years and one in the past year. Please identify your supervisors early so that they can complete the forms for you in good time to bring to any interviews to which you are invited. It is your responsibility to download them from the site and send them to your supervisors for completion so that you can take them to your interview(s)

If you do not supply the Educational Supervisor reports prior to employment, this may lead to a delay in your being able to start work.

Download the Report Template at:

<http://www.scotmt.scot.nhs.uk/media/20564/educational-clinicalsupervisorreport2011.doc>

English Language Skills

If you are unable to provide evidence that the language of instruction and examination of your undergraduate training was English or that you have recently taken an appropriate English examination in an English-speaking country, you will be required to demonstrate you have the necessary knowledge of English by having an original International English language Testing System (IELTS) certificate at level 7 and any further requirements as detailed in the person specification.

You will be required to bring evidence (i.e. your IELTS certificate, evidence of undergraduate training in English or evidence of an appropriate English Examination) with you to any interviews or assessment centres you attend.

College Exams

If college exams are a requirement for at the level to which you are applying, the person specification will make it clear whether you must:

a) have notification of having passed the exam by the closing date for applications.

or

b) have notification of having booked a place to sit the exam by the closing date for applications. The exam results for the sitting must be available prior to the start date of the training programme. In this situation you will receive a provisional offer for a training programme subject to you passing your exams,

Eligibility

Eligibility – Please read the person specifications at:
<http://www.scotmt.scot.nhs.uk/applying-to-specialty-training-%28hospital%29/how-to-apply/person-specifications.aspx>

GMC Registration and Licence to Practice

To be eligible to apply for specialty training, you will need to hold/be eligible for full registration with licence to practice with the GMC.

If you are invited for interview, you will be required to bring your GMC Registration with Licence to Practice (original plus 1 copy) or evidence of eligibility for registration and licence to practice.

Please read the guidance regarding GMC registration carefully:
<http://www.gmc-uk.org/doctors/>

From 16 November 2009, in order to practice medicine in the UK, a doctor must be registered with the GMC and hold a licence to practice. If you wish to apply to undertake Specialty Training in Scotland, you will need to demonstrate that you hold full GMC Registration with Licence to Practice or are eligible for full registration and licence to practice.

You will be unable to commence work without GMC registration.

You may be offered a place on a training programme if you are eligible for but currently are without full GMC registration with licence to practice but you will NOT be eligible to take up the employment contract with the Health Board and hence unable to commence work if you are not registered with licence to practice with the GMC by the time pre employment checks are underway.

Academic Training in Scotland

Full information is available in the Scottish Clinical Research Excellence Development Scheme (SCREDS) Guidance document on the SMT website at: <http://www.scotmt.scot.nhs.uk/key-documents.aspx>

Programme Vacancies for 2012 Entry

Details on vacancies in individual programmes by specialty and level are available at:

<http://www.scotmt.scot.nhs.uk/applying-to-specialty-training-%28hospital%29/vacancies.aspx>

Long-listing and Short-listing

This applies to all specialties recruited to within the Scottish process. For information on nationally recruited specialties, please see the relevant section and website

Long-listing: When you enter your personal details, eligibility to work in the UK and other essential criteria are checked. Appropriate applications are then recorded as long-listed (or not) on the Scottish Medical Training database and you are notified on your candidate page if you have not met the essential criteria for long-listing. If you have a query regarding your status please contact us:

<http://www.scotmt.scot.nhs.uk/contact-us.aspx>

Some specialties undertake short-listing, where this is undertaken short-listing will be based on the score achieved on the basis of your application form. The number of applicants invited to interview will be dependent on the number of vacancies available and NOT on a specific score. Short-listing criteria are listed on the person specifications for each specialty. Individuals who do not possess all the essential criteria will not be short-listed.

SECTION B - The Interview Process

Introduction

Information in this section is for specialties recruiting through the Scottish Medical Training (SMT) process only.

Dates and Locations

Specific information on dates and locations are available on the Scottish Medical Training website as soon as details are confirmed.

If you are selected to attend an interview, you will receive an email (and a Text message if you have also opted for this service) inviting you to book your interview. When you next log in to your Scottish Medical Training home page, you will be able to pick your preferred time and date (if there is a date choice available) from a list of the available interviews. Full instructions on how to select a time will be available on the candidate home page.

Choice of time is made on a strictly first-come-first-served basis, and confirmation of your selection will be emailed to your registered address.

The email address used will be the one that you used during your registration process so please ensure the address is valid.

You will also be given 48 hours in which to book your interview time. If you have not responded to that e-mail within the time allowed, the interview offer will be withdrawn and offered to the next ranked applicant.

While every effort will be made to avoid conflicting dates in Scotland, it will not be possible to change interview dates once they are fixed.

If you are shortlisted for interview, you must decide which interviews to attend.

You should also inform us without delay if you are unable to attend an interview to which you have been invited and which you have accepted.

If you are not to be offered an interview, you will also be e-mailed to confirm this. We cannot give a specific timescale for this as it will depend on how quickly interview offers are accepted and confirmed.

Support Documentation

In addition to the required documentation to support any statements made in your application, it is mandatory that you also bring the following documents to interviews you are invited to attend. Additional documents may be required by particular specialties or under certain circumstances, but if this is the case you will be informed of this when invited to attend an interview. All supporting documentation must include one **original plus one photocopy**.

Proof of Identity

Please note that in Scotland, only a passport will be accepted plus 2 additional forms of ID ie bank statement, utility bill, drivers licence.

NOTE: IF YOU ABSOLUTELY CANNOT BRING YOUR PASSPORT, YOU MUST BRING A NOTARISED COPY WITH YOU, CERTIFIED APPROPRIATELY BY A PUBLIC NOTARY - MOST SOLICITORS' PRACTICES HAVE SOMEONE WHO CAN DO THIS.

Documents for Interview

The following must be brought to interview - you must bring the **ORIGINAL plus ONE PHOTOCOPY**

- i. Two recent, passport-type photographs
- ii. Your GMC certificate or evidence of eligibility for registration.
- iii. GMC Licence to Practice
- iv. Evidence of all qualifications listed on your application form, including official translations if the original is not in English
- v. Verified evidence of competences cited on your application form
- vi. Evidence of educationally-approved posts as cited on your application form for ST2 and above. If you do not have something already, we suggest you make contact with the relevant Deanery and ask for a report from them e.g. in the form of an extract Report from their database or a letter outlining Post details (including Post References)
- vii. Evidence of eligibility to take up employment in the UK, including evidence of
- viii. immigration status if a non- UK/EEA applicant, or appropriate passport, birth
- ix. certificate or naturalisation papers for UK/EEA applicants
- x. 2 signed Educational or Clinical Supervisors Reports
- xi. One SIGNED copy of your personal details form
- xii. Your IELTS Paperwork

Proof of Competences

You will need to take with you to interview(s) proof of any competences you have included as part of your application.

If you are applying straight from the Foundation Programme, you will already be familiar with the concept of keeping a portfolio (or collection) of evidence of your progression through the programme. You will be able to use this as evidence of having achieved the Foundation Programme competences. Applicants applying from Foundation may bring printed evidence from their e-portfolio if required to substantiate details listed in their initial application.

Those who are not applying direct from the Foundation Programme will need to compile a folder of evidence that proves they have acquired foundation competences. This is likely to include such things as those mentioned below for applicants to level 2 and above.

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

- Records of In-Training Assessments (RITAs) (if available or alternative evidence of performance assessments e.g. signed letters from educational supervisors)
- Annual Review of Competence Progression (ARCP) outcomes
- Log book of clinical activity
- Trainers' reports
- Audits
- Written workplace assessments, e.g. mini-PAT, mini-CEX, CbD, DOPs.

Please also ensure that you have all relevant documentation signed off by a Tutor / Supervisor in good time so that all evidence has been verified before interview.

* If you are applying at ST2 or above, GMC have specified that: "Before entering into the application process, doctors should be clear about whether or not their previous UK posts were educationally approved and, if they were, provide documentary evidence of this with their application. Acceptable evidence would be letters of appointment to a training post or a training rotation from the relevant hospital, Trust or postgraduate dean".

For more specific advice, visit the relevant medical royal college websites. The colleges have agreed to publish details of the kind of evidence the panels will require from you to prove you have acquired the competences required for entry levels above ST1.

Interview Formats

For interviews held in Scotland each specialty will have a minimum of 30 minute, face to face interviews, the interview formats are subject to change and the invite to interview email will contain the most up to date information. For UK recruited specialties that interview in one UK location details of the interview format are available on the relevant website.

Anaesthesia

50 minutes interview time + 15 minutes presentation preparation time

- Station 1: Portfolio Review (20 minutes)
- Station 2: Clinical (10 minutes)
- Station 3: Professional Practice and Commitment to Specialty (10 minutes)
- Station 4: Presentation (10 minutes)

Emergency Medicine

2 x 15 minute slots, structured questions based on domains in the application form, including a portfolio review – no role play/patient simulation

Core Medical Training/ACCS Acute Medicine

3 x 10 minute slots

- Station 1: Experience and commitment
- Station 2: Clinical Scenario
- Station 3: Personal Achievements

ST3 Medicine

1 x 30 minute slot, structured questions based on domains in the application form – no role play/patient simulation.

Psychiatry CT1

A thirty minute interview will take place in front of a panel of four members. The interview will be divided into three sections which will cover three areas:

- Clinical decision making
- Commitment to an understanding of Psychiatry as a specialty
- Personal attributes in relation to Psychiatry

The final ranking and scoring will be based on all elements of the selection ,the application forms form 24% of the total, the interview 67% of the total, language and communication skills 3% of the total and portfolios 6% of the total.

Psychiatry ST4

1 x 15 minute Generic Interview plus 1 x 15 minute Specialty Interview for each Specialty applied to.

Medical Microbiology

2 x 15 minute interviews

Clinical Radiology:

4 x 10 minute slots, structured questions based on domains on application form, plus a 10 minute written exercise. There will be no role play/patient simulation

Histopathology

2 x 15 minutes interviews plus 1x 15 minute exercise

Obstetrics and Gynaecology

3 x 15 minutes interview slots as follows:

- Station A: Structured questions
- Station B: Clinical Scenario
- Station C: Communication

Paediatrics

Paediatric interviews will consist of 4 x 10 minute stations, each assessed by two interviewers.

Interview Stations are:

- Clinical Presentation
- Structured Interview (in two parts Part 1 Portfolio, Part 2 Governance), Paediatric Clinical Thinking (in two parts Part 1 Prescribing Task, Part 2 Clinical scenario)
- Clinical Communication. Involvement of Actors

Format will closely match the Royal College of Paediatrics and Child Health interview format.

You will be given 45 minutes to prepare both your presentation and drug chart for the Paediatric Clinical Thinking station. Both tasks are to be completed within this 45 min time. There will also be a 5 min prep time given prior to the Communication station.

Core Surgical Training (UK recruitment process with interviews in Scotland)

3 x 10 minute stations

- Station 1: Management
- Station 2: Portfolio
- Station 3: Clinical Scenario

ENT Surgery

Selection centre (interview and skills stations)

Trauma & Orthopaedics

Selection centre (interview and skills stations)

Public Health

- All long listed applicants will be invited to attend an assessment centre which will consist of 3 different psychometric tests.

- The day will include numerical reasoning, critical thinking and situational judgement tests. The scores from the tests will be used to rank applicants and this rank will be used to shortlist applicants for interview at a later date.
- The interview format will consist of 3 different interview stations, at one of the stations you will be asked to give a presentation on a subject which will be provided on the day.

Please note that this year applications will be accepted from those who are not from a medical background. Additional information regarding how this will affect the process, is available for interested applicants at the point of making an application.

How to Claim Interview Expenses

The expense claim form, guidance notes on completing the form and addresses to which to submit your claim are available at this link:

[http://www.scotmt.scot.nhs.uk/applying-to-specialty-training-\(hospital\)/interviews/expenses.aspx](http://www.scotmt.scot.nhs.uk/applying-to-specialty-training-(hospital)/interviews/expenses.aspx)

- You will be asked to produce evidence that you attended interview – please ensure that you receive a signed confirmation slip before you leave the interview venue.
- Please remember to keep a copy of any expense claim you submit as well as a note of to whom you have sent it.
- You must submit you claim with all receipts within three months of attending interview.

Feedback on Application and Interview

All candidates will be able to view on their homepage their individual short-listing and cut-off scores upon completion of short-listing for the specialty. Candidates wishing further feedback can then obtain this by submitting the feedback request form below to the relevant recruitment team.

Feedback request form:

<http://www.scotmt.scot.nhs.uk/key-documents/feedback-request.aspx>

SECTION C –The Offers Process

Accessing the Offers System

The offers process for a place on a Specialty Training Programme applies to:

- a) Candidates who have applied to specialties recruited through the Scottish Medical Training process
- b) General Practice candidates invited to attend the Scotland selection centre.

Candidates applying through the Scottish Medical Training system will be sent a link and login to the Offers system within a week of the closing date for applications.

GP candidates will receive their details when they are confirmed as attending the Scotland Selection Centre.

Selecting Sector (Deanery) Preferences in Scotland

In the period between application and making initial offers, you will be asked to specify your sector (deanery) preferences – timings will vary by specialty.

You will have the facility, via your candidate home page, to view a table showing the Scottish Sectors (Deaneries) with training programmes for the specialty/specialties you have been shortlisted for. Full instructions on how to select and confirm preferences will be available on your home page.

Your preferences are used to decide which sector is offered to you. If you are eligible for an offer after interview, one will be made to you in the highest preference sector where there are still posts available. The higher you are ranked at interview, the more likely you are to be offered your preferred sector

If you are not prepared to accept an offer of training in a certain deanery, then you should not rank it.

By ranking a sector (deanery), you are stating that you would be prepared to undertake a training programme in that sector (deanery) if none of your other preferences are available to you. It is important that you think carefully about this choice when applying for posts.

Certain specialties have a finer-grained choice available, e.g. in GP there is a choice of multiple programmes where as some specialties have National programmes rotating across Scotland and no preference choice is necessary.

Interview panels will not have access to your preference order.

Please read the programme descriptions carefully, paying close attention to the initial sector (deanery) in which the post may be located as this may not be within the deanery which manages the post.

<http://www.nes.scot.nhs.uk/education-and-training/by-discipline/medicine/careers-and-recruitment/scottish-specialty-training.aspx>

Receiving an Offer on the Offers system

When an offer is received, a Candidate may accept /reject or hold(until a set date) the offer. In responding this implies acceptance of certain conditions.

Response	Conditions attached to response
<p>Accept</p>	<p>When Accepting an offer candidates may:</p> <p>Accept</p> <ul style="list-style-type: none"> a) The candidate is excluded from any further offers from this and any other specialty. b) Employment processes commence. c) If the offer is for a LAT then the Candidate may still get an offer of a ST educational programme placement, within the same specialty. <p>Accept with upgrades</p> <p>Until 12:00(Noon)GMT 19th March 2012 candidates receiving offers which are not their first choice sector can select the 'Accept with upgrade option'.</p> <ul style="list-style-type: none"> a) The accepted offer will have the sector automatically upgraded if a preferred sector becomes available. b) At the close of holding this option ensures a candidate who has accepted a specialty benefits from any sector upgrades available c) No offers will be received from any other specialty. d) Upgrades will continue to be made until 12:00(noon)GMT 23rd March 2012. <p>NOTE: Upgrades are automatic when opting to 'Accept with upgrades'. If an improved sector becomes available your current offer sector will AUTOMATICALLY be upgraded. Candidates are notified of this upgrade by email</p>
<p>Hold</p>	<p>Only ONE offer can be held at any time.</p> <p>Until 12:00(noon)GMT 19th March 2012 candidates may:</p> <p>Hold</p> <ul style="list-style-type: none"> a) The candidate is reserving the offer. b) No upgrades by sector will be made. c) Offers from other specialties can still be received. d) The held offer can be rejected or accepted at any time <p>Hold with Upgrades</p> <p>Candidates receiving offers which are not their first choice sector can select the 'Hold with upgrades'</p> <ul style="list-style-type: none"> a) The candidate is reserving the offer b) The held offer sector will be automatically upgraded if preferred sectors become available. At the close of holding this option ensures a candidate who has held an offer benefits from any sector upgrades available.

	<p>c) Offers from other specialties can still be received d) The held offer can be rejected or accepted at any time</p> <p>Close of Holding Before 12:00(noon) 19th March 2012 offers must be confirmed as accept, accept with upgrades or reject – if no action is take the held offer will be deemed to have been REJECTED.</p> <p>Notes:</p> <p>Upgrades are automatic when opting to 'Hold with Upgrades'. If an improved sector becomes available your current offer sector will AUTOMATICALLY be upgraded. Candidates are subsequently notified of this upgrade by email.</p> <p>If a currently held offer is released as a result of moving the HOLD to another specialties offer then the previously held offer is rejected – please see the terms associated with rejecting an offer.</p>
Reject	A Candidate choosing this option will have their offer removed and receive no further offers from this specialty. Candidates will continue to receive offers from other specialties if available.

IF YOU DO NOT RESPOND TO YOUR OFFER WITHIN 48 HOURS, WE WILL INTERPRET THIS AS YOU HAVE REJECTED THE OFFER.

However if you intend to reject, please do so as soon as possible as this will allow the offer to be made to another candidate.

If you were not offered a post in the initial release of offers, this does not mean you won't be offered one later on.

Withdraw from Scotland	<p>A Candidate may withdraw completely from the process at any point, and should do so as soon as they accept an offer outside Scotland. To withdraw login to your Scottish Medical Training account on the SMT recruitment system and withdraw your applications.</p> <p>www.scotmt.scot.nhs.uk</p>
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Further Offers

As rejected offers are returned, you can receive updated offers for sectors (deaneries) you may have specified a higher preference for, but were not ranked high enough to be offered initially. These offers also have a 48 hour window in which to make your decision.

NOTE: IF YOU DO NOT RESPOND TO YOUR OFFER WITHIN 48 HOURS, WE WILL INTERPRET THIS AS MEANING YOU HAVE REJECTED THE NEW OFFER.

The same options are available for candidates when receiving additional offers - you may hold only one offer. Selecting 'Accept' or 'Hold' on your new offer will release your previous one.

From noon(GMT) 9 March 2012 candidates must decide whether to accept or reject their held offers.

NOTE: IF YOU ARE STILL HOLDING AN OFFER AT NOON(GMT) 9 MARCH 2012 YOU WILL BE DEEMED TO HAVE REJECTED YOUR OFFER.

Any offers returned from 9 March 2011 will be offered to candidates who have

- a) accepted an offer and requested upgrades to their accepted offer, this is available until noon(GMT) 16 March 2012 or
- b) to those candidates who have not received an offer to date. No upgrade to sectors will be available but upgrades by type of post will still be possible within the same specialty (eg LAT to ST)

Allocation to Rotations & Pre-employment Checks (see section E)

Those who accept an offer will be contacted by the relevant Deanery / Training Programme Director (TPD) to discuss the details of your programme further, and to determine your first rotation in August.

For GP programmes if the first rotation of your GP training programme is in a General Practice environment, the GP recruitment team (NES) will undertake the pre-employment checks

What Happens if I Don't Secure a Place on a Training Programme?

Local clearing

Dependent on the number of posts left at the end of the formal offer process, a local clearing process of matching remaining candidates to available posts will be undertaken. All remaining candidates will have the option to re-preference the remaining posts, the offers will then be made in rank order.

National Clearing (GP Only)

For GP on completion of the SMT Scotland offer process and subsequent local clearing, Scotland will release its reserve candidates to the national clearing process to fill any remaining posts in the UK. If you registered interest in other Deaneries across the UK when you submitted your initial GP application, the NRO will look at whether there are any remaining vacancies in these Deaneries and if you are next highest ranking candidate, the Deanery will be in contact with you to offer a post.

So if you are allocated to Scotland, and attend the Scotland selection centre, but do not subsequently receive an offer from the Scottish Medical Training Offers team, you will be released into national GP clearing.

Applicants will be notified directly that they are now part of the national GP clearing pool.

Advice and support

Doctors applying from Scotland - you can seek career advice and support from your postgraduate dean and clinical educational supervisor. There may also be further employment opportunities as the year progresses and as current trainees obtain their certificate of completion of training, go on maternity leave or out of programme for clinical/research experience.

Doctors applying from outside Scotland - you should contact your local Deanery for support and advice.

SECTION D - FURTHER INFORMATION FOR APPLICANTS

Less Than Full-time Training

If you wish to work less than full-time (LTFT), you will need to confirm your eligibility with your current Postgraduate Associate Dean after appointment. If eligible, the deanery will provide written confirmation of your eligibility after appointment. It will then be for the employing Board to determine whether they can accommodate your training at LTFT.

There is no guarantee that an LTFT appointment will be made available although if you accept an appointment, every effort will be made to accommodate your needs where this is practicable.

If you already have arrangements for less than full-time training, these will not automatically transfer to your new programme you will need to follow the process below. You should have written confirmation of your eligibility for less than full time training from your current Associate Dean.

The process for 2012 is as follows:

- apply for specialty registrar training as normal,
- indicate on your personal details page that you wish to train less than full-time
- if appointed - this will be 'protected' information and WILL NOT be seen by selection panels; however if your circumstances change after your application has been submitted and you need to apply for LTFT after your appointment, this is still possible
- if successful, discuss the details of your training needs with the responsible deanery.

Deferred Entry

Deferrals to commence training will not be available for programmes commencing August 2012. Once in training, applications to go out of programme to undertake research, for example MD or PhD will be considered on a case by case basis by the relevant Lead Dean for the specialty training programme.

Notice Period When Giving up an Accepted CT or ST Offer

If you decide to give up a CT or ST offer once you have confirmed your acceptance, then you must give three months notice prior to your start date of 1st August 2012. For LAT posts 1 months notice must be given if revoking an accepted offer.

Doctors Subject to Immigration Rules

The UK Border Agency (UKBA) determine the legislation regarding eligibility for non-UK or non-EEA nationals to enter training programmes, prospective applicants must ensure they are aware of the changes in legislation and how this may impact on their eligibility to be considered for training posts if they are non-UK or non-EEA Nationals.

In April 2012 the UK Border Agency will close the Tier 1 (Post Study Work) immigration route. This route has previously been used by non-UK and non-EEA doctors who have graduated from a UK medical or dental school and have successfully completed their Foundation Programme.

The following advice on when to apply for specialty training will therefore apply for doctors applying for entry to programmes starting after 1 April 2012:

You are eligible to be considered for specialty training (including GP) in both Round 1(November 2011) and Round 2(February 2012) if:

- You are a UK or EEA national
- You are a non-UK or non-EEA national and your immigration status allows you to work without restriction in the UK. For example if you have Tier 1 or dependant status, and no restriction against working as a doctor or dentist in training.
- You are a non-UK or non-EEA national, you graduated from a UK medical or dental school, your immigration status currently entitles you to work in the Foundation Programme and where you would have previously been eligible for Tier 1 (PSW). You will need to apply for Tier 2 sponsorship, but you will be exempt from the Resident Labour Market Test (RLMT) in this instance.

You are eligible to apply for core and specialty training in Round 2(February 2012) if:

- You are a non-UK or non-EEA national who has limited leave to remain in the UK and do not fall into one of the above categories. You will require Tier 2 sponsorship and will be subject to the RLMT.

Applicants who are subject to the RLMT may only be considered if there is no suitable UK or EEA national candidate for the post. As the RLMT will not have been satisfied in Round 1(November 2011) of the recruitment to specialty training, you should consider applying during Round 2(February 2012) if the RLMT applies to you.

Evidence of immigration status should normally consist of a biometric residence card, date stamped passport, and accompanying letter from the Home Office.

Please see the following links for further information:

UK Border Agency Homepage:
<http://www.ukba.homeoffice.gov.uk/>

The Scottish Government's Relocation Advisory Service can also give advice on immigration matters – please call 0300 244 6824 if you would like to discuss. www.scotlandistheplace.com

Recruitment teams will be implementing a stringent checking process this year which will include checking an applicant's immigration status, eligibility to work in the UK, as well as confirmation of identity. If you are invited to attend an interview/Selection Centre, you will be required to bring evidence of your immigration status with you to present to the Recruitment team, or within five days of attending. Failure to provide the required proof of immigration status will result in the application being ineligible.

Please note: any notification of new legislation set down by UKBA/Home Office, which may impact on any of our applicants, between recruitment opening and offers being issued will be deemed applicable to recruitment through the Scottish Medical Training process

Military Applicants

Applicants currently employed by, and training in, the armed forces will be recruited and selected for training programmes funded by the Defence Deanery using a UK national process, methodology and timetable. In this way, military applicants will be assessed against the NHS standards.

Military applicants are only eligible to apply for training opportunities funded by the Defence Deanery.

- Military applications will all be handled by the West Midlands Deanery which will carry out short-listing and selection on behalf of the Defence Deanery, with appropriate military representation on the assessment panels
- Military applicants will be able to apply to two specialties only, from a list approved by the Defence Deanery
- Military applicants will be matched to programmes and geographies by the Defence Deanery once all military applicants have been assessed

Applicants with a Disability

Consistent with the national policy framework, Fair For All, NHSScotland is committed to deliver best practice in Equality and Diversity. Accordingly we fully comply with our responsibilities under Disabilities legislation including a Guaranteed Interview (providing the candidates meet the essential criteria of the post).

Special Circumstances – What Are They?

All doctors, regardless of their personal circumstances, will be required to compete for a place on a specialty registrar training programme, or a Locum Appointment to Training (LAT), in the normal way and all will be judged on their individual merit. If successful, you should discuss your special circumstances with the Dean responsible for the programme or post.

Can I Make an Application to England, Ireland and Wales?

Yes you can. Full details of the process being followed in these countries are available at:

England: www.mmc.nhs.uk

Northern Ireland: <http://www.nimdtg.gov.uk/human-resources/hr-recruitment/568/>

Wales: www.mmcwales.org

Complaints

The Complaints and Appeals process for 2012 Scottish Medical Recruitment and selection is available from the Key Documents section of the Scottish Medical Training website: <https://www.scotmt.scot.nhs.uk/key-documents.aspx>

SECTION E - THE EMPLOYMENT PROCESS

Employment Checks – What Are They?

It is essential that every doctor working in the NHS is fit and safe to work with patients. This is emphasised in the GMC publication “Good Medical Practice”: http://www.gmc-uk.org/guidance/good_medical_practice.asp

You will be asked to make key declarations on your application form relating to your honesty and probity. In addition, further pre-employment checks will be carried out by the employing NHSScotland Health Board on all successful applicants recommended for specialty training.

These checks will include, among other things, verification of references, Fitness to Practice updates from GMC, occupational health clearance, Disclosure Scotland and immigration status checks. They may also include validation of the evidence you presented at the selection centre/interview, such as English language proficiency.

The recruitment and selection process aims to match you to the most appropriate specialty training programme but the contract of employment is issued by the employing NHSScotland Health Board, including any required work permit submissions.

Offers of employment will be subject to satisfactory police records checks. Successful applicants will be required to provide evidence of Police checks if they have not been resident in the UK for the past 5 years, and in all other circumstances applicants will undergo an Enhanced Disclosure Scotland Check.

In Scotland, the actual start date for the first post within your training programme will be 1 August 2012.

Completing and returning Staff Engagement Packs

When you receive your Appointment Letter and Staff Engagement Pack from the relevant NHSScotland Board Recruitment Team, it is essential that you complete and return them within seven days so that employers can undertake the necessary employment checks before they take up post. Employees will not be allowed to take up post until clearance has been given.

It is recommended that these documents are returned by either registered or special post so that you have proof of posting.

Annexe A – UK recruiting specialties in Round 2 (February Round)

The following specialties will recruit through UK recruitment processes in the February 2012 Recruitment round. Please visit the relevant websites for details

Paediatric Cardiology – Wessex Deanery
OMFS – Severn Deanery
Plastic Surgery – London Deanery
Cardiothoracic Surgery – Wessex Deanery
Urology – Yorkshire and Humber Deanery
Paediatric Surgery – Yorkshire and Humber Deanery
General Surgery – London Deanery

Annexe B - Who's Who in The Scottish Medical Training Process

Scottish Medical Training (formerly Modernising Medical Careers) marked a major reform in postgraduate medical education. Two-year foundation programmes lead doctors through a holistic programme of training and education, dealing with areas as diverse as team-working and patient safety. Foundation Programmes are followed by progressive or 'run-through' Specialty and General Practice Training Programmes leading to a Certificate of Completion of Training (CCT) and entry to the Specialist or General Practice Register of the General Medical Council. The following are involved in directing and implementing recruitment of medical trainees in Scotland.

The Academy of Medical Royal Colleges and Faculties in Scotland:

Co-ordinates the work of the Medical Royal Colleges and Faculties.

NHS Education for Scotland (NES) and its Deaneries

NES is a Special Health Board which designs, commissions, quality assures and where appropriate provides education for NHSScotland staff. The Medical Directorate within NES is responsible for the commissioning and delivery of postgraduate medical education in Scotland.

There are four Scottish postgraduate medical deaneries:

East – Dundee and area

North – Aberdeen, Inverness and the Scottish Highlands and Islands

South East – Edinburgh and area

West – Glasgow and area

They are an integral part of NES and are the bodies responsible for overseeing and managing specialty training programmes. They do this with services in their area as well as with trainers, specialty advisers and training programme directors. They are responsible for assessing and signing off completion of an applicant's training.

Scottish Specialty Boards for Training

NES has established seven specialty-specific training Boards:

- Diagnostic Specialties
- Emergency Medicine and Anaesthetics
- General Practice/Occupational Medicine/Public Health
- Medical Specialties
- Mental Health Specialties
- Obstetrics, Gynaecology and Paediatrics
- Surgical Specialties

In addition, there is also a Foundation Training Board.

The purpose of the Boards is to support NHS Education for Scotland and its Deans as well as NHSScotland in commissioning and delivering specialty training (including Specialty and Specialist Registrars StRs/SpRs, and locum appointments for training LATs), as part of Scottish Medical Training.

In particular, they will:

- support the management of operational change
- facilitate the planning of education and training from a local to a national level
- advise NES

The Boards are non-executive and discharge specific responsibilities, they have a Scotland-wide remit and complement the work of deaneries which are responsible for managing the delivery of postgraduate education and training to individual trainees to standards set by GMC

Selection and Recruitment Delivery Board (SRDB)

Reporting to the Scottish Medical Training Board to produce a project definition, project plan and risk register for Specialty Training selection and recruitment; to implement Specialty Training selection and recruitment in accordance with the agreed project plan; to devise and implement necessary processes for selection and recruitment, application form design, short listing and interviewing, offers/allocation to programmes and other HR related matters; to agree, with the Scottish Government, relevant workforce numbers; to manage overall communications; to manage the relationship with regional workforce planners, Specialty Boards and Scottish Deaneries; to liaise with wider stakeholders; and to establish relevant sub-groups.

Membership:

Co-chair: Chief Executive, NHS Education for Scotland, Malcolm Wright

Co-chair: Medical Director, Greater Glasgow and Clyde, Dr Brian Cowan

Representatives from

NHS Education for Scotland

NHS Scotland Boards

SGHD, Academy of Medical Royal Colleges and Faculties in Scotland

Scottish Association of Medical Directors

BMA

Scottish Medical Training Board

The role of the Board is to determine overall policy and objectives for the selection and recruitment to postgraduate medical Specialty Training. They take into account wider Scottish policy drivers and the relationship between the implementation of selection and recruitment in Scotland and in the UK. In addition, the Board agrees Scotland's input to UK governance arrangements and policy development; approves the project definition, and project plans, and any deviations from or modifications to them; agrees any necessary central financial provision; gives direction to, and makes timely decisions in response to recommendations from the Selection and Recruitment Delivery Board; resolves any conflicts arising from the implementation of the project that cannot be resolved by the Selection and Recruitment Delivery Board; and advises, informs and, where necessary, seeks steers from the Cabinet Secretary for Health and Wellbeing.

Membership:

Co-Chair: Chief Medical Officer, Dr Harry Burns

Co-Chair: Chief Executive, NHS Education for Scotland, Malcolm Wright and
Co-chair of the Selection and Recruitment Delivery Board;

Representatives of:

NHS Education for Scotland

BMA

Scottish Association of Medical Directors

Academy of Medical Royal Colleges and Faculties in Scotland

SGHD