

# APPLICANTS GUIDE

## RECRUITMENT TO GP SPECIALTY TRAINING PROGRAMMES 2009



NATIONAL RECRUITMENT OFFICE FOR GENERAL PRACTICE TRAINING

[www.gprecruitment.org.uk](http://www.gprecruitment.org.uk)

**This guide is intended to give an overview of the arrangements and rules for recruitment and selection to GP Specialty Training Programmes to commence August 2009. It should be read in conjunction with information published on [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk).**

## 1. Introduction

The GP Selection Process is managed by the GP National Recruitment Office on behalf of all United Kingdom deaneries, following standardised procedures and using standardised assessment methods. Applicants make one application only for up to four preferred deaneries. The short listing method is a machine markable assessment, which is a national competition for a place at a selection centre (interview). Successful applicants will be matched in rank order to their highest available preferred deanery, where the competition for a training place now becomes a local competition. The system is designed to maximise the numbers of applicants successfully shortlisted, and to maximise opportunities for successful appointment. Candidates are reminded that competition for places in some deaneries will be higher than for others, as with all other recruitment processes - information about competition ratios during the 2008 recruitment process is available from [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk). It is common sense advice, however, to apply for what you really want, and only indicate deaneries where you would accept a training offer.

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## 2. Submitting an Application

On-line applications ONLY may be submitted via [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk) from 09:00 on 5<sup>th</sup> January 2009. Applications can be submitted up until 24:00 18<sup>th</sup> January 2009. Applications submitted after this time will NOT be considered. See the Recruitment Calendar at [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk) for all key dates relating to this recruitment activity.

Applicants will only be allowed to submit ONE application and can indicate up to four deaneries in preference order. Programmes are available at ST1 entry levels only. A few Academic Programmes are also available. Applicants are advised to read the deanery and scheme profiles on [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk) and access individual deanery web sites for more information about programmes available.

Applicants should read the “How to Submit an on-line Application” guide before attempting to complete the on-line form.

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### 3. Stage 1 - Demonstrating and assessing eligibility

Applications will be long-listed against the essential eligibility criteria as given in the National Person Specifications and in the Eligibility section on [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk) in the order their application is submitted. Assessment will be as follows:

- *To hold a recognised primary medical qualification* – applicants that do not hold a recognised primary medical qualification will not be considered. Applicants will be required to produce their certificate when attending Selection Centre.
  - *To be fully registered with the UK GMC at the time of application OR passed both parts of PLAB and be eligible for full UK GMC registration at time of application* – applicants who are not fully registered or not eligible for full registration with the UK GMC will not be considered. Applicants will be required to produce their certificate when attending Selection Centre.
  - *Evidence of current employment in a UK Foundation (F2) Programme OR Evidence of achievement of Foundation competences between 2nd August 2006 and 5th August 2009.* Applicants who have not completed a UK foundation programme within the last 3 years must be able to provide evidence of achieving equivalent foundation competence within this time-frame. Such evidence must be attached to the application form before submission OR copies posted to the first choice deanery before 26<sup>th</sup> January 2009. Those who do not have any standardised evidence are required to submit an Alternative Certificate to the NRO before 26<sup>th</sup> January. These will be assessed by a national panel on 27<sup>th</sup> February and we will let applicants know if their evidence is accepted. Further information regarding standard documentation required is given in the Entry Requirements section of [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk) . All applicants will be required to produce original documentation for verification when attending Selection Centre.
  - *To hold a current valid driving licence OR able to provide satisfactory alternative as a means of providing emergency and domiciliary care to fulfil the requirements of the post* – applicants who do not hold a valid driving licence will be asked to agree to a “statement of intent”. Applicants will be required to produce their driving licence or sign a statement of intent when attending Selection Centre.
  - *Evidence of English Language Proficiency* – applicants whose primary medical degree was not taught in English or those who have not achieved an overall IELTS score of 7.0 will not be considered unless they can provide alternative supporting evidence of their English language proficiency. Applicants will be required to produce evidence of English language proficiency when attending Selection Centre.
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#### 4. Stage 2 - Assessment 1 (MMT)

All eligible applicants (ie. those who have been assessed as demonstrating evidence of eligibility as outlined above) will be invited to attend an initial assessment on Saturday 21<sup>st</sup> February 2009. Applicants can book their place on-line once their application has been accepted. The system will ask you to book at the nearest available venue to the current address you give on your application form. You can update this address if you move. We are able to provide approximately 15,000 places at venues across the UK on this date and anticipate that this will be sufficient. (8,500 applicants took the GP Stage 2 assessment last year in February 2008). However, if the number of eligible applicants exceeds our maximum priority will be given to applications in order of submission. Applicants who would require a work permit in order to take up a GP training post will only be offered an assessment place if capacity is available.

An alternative date (23<sup>rd</sup> February 2009) at Birmingham or Edinburgh is available for applicants who cannot attend on 21<sup>st</sup> February due to religious reasons or other extra-ordinary circumstances. Such applicants are advised to contact the NRO immediately. Documentary evidence will be required.

There is no option to take the initial assessment remotely or overseas.

We will make all reasonable adjustments to accommodate disabled applicants at the assessment provided these are made known to us in advance. Applicants who require adjustments (wheelchair access or extra time for example) must inform the deanery hosting the assessment at the chosen venue as soon as possible. Not all venues will be able to accommodate such special needs and in such cases the alternative date in Birmingham or Edinburgh may be offered as an alternative by the NRO. Documentary evidence will be required.

Applicants should note that children are not permitted at any of the assessment venues.

Applicants will be required to produce photographic ID (passport or driving licence) when attending Stage 2. Applicants who do not produce photographic ID will NOT be able to sit the assessment.

The assessment consists of two machine marked papers. Applicants are expected to achieve the minimum acceptable standard in both papers for their application to be considered further. The results from both papers will be standardised to produce a ranked score.

See [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk) for more information about this assessment including example questions.

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## 5. Allocation to Stage 3 - Assessment 2 (Selection Centre)

Deaneries will provide approximately 2 places at Selection Centre for every 1 vacancy. These will be allocated to applicants based on ranking from the initial assessment and the applicants' deanery preferences. Applicants with the highest ranked scores will be allocated a Selection Centre place at their first choice deanery. If no Selection Centre places remain at the first choice deanery, applicants will be allocated a Selection Centre place at their second, third or fourth choice deanery if places are available there. If no Selection Centre places remain available at any of the applicants' deanery choices, the application cannot progress further.

Applicants will be notified if they are being invited to the second assessment via e-mail and will be able to book their Selection Centre place via the on-line system.

Stage 2 assessment results will be e-mailed to all applicants around this time.

There is no facility to "link" applications with that of a spouse or partner. Candidates should ensure that both partners indicate the same four deanery preferences in the same order. However, if partners find that they have been allocated to different deaneries for Selection Centre, they should contact the NRO immediately. We cannot guarantee to change Selection Centre but will try to take this into account before making offers.

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## 6. Stage 3 - Assessment 2 (Selection Centre)

Applicants will be considered for a GP training programme at the deanery where they attend Selection Centre. Applicants will be able to rank their preferred geographies from all available programmes at that deanery.

Applicants will be required to bring all supporting documentation to Selection Centre including originals of submitted evidence of foundation competence for verification and their clinical references. Applicants will be given a full list of documents required in advance.

Selection Centre assessments include a patient simulation, a group discussion and a prioritisation exercise. Trained assessors will be measuring demonstration of the competencies outlined in the national person specification. Assessors will NOT have access to applicant's application form, CV's or any other biographical information.

See [www.gprecruitment.org.uk](http://www.gprecruitment.org.uk) for more information about this assessment including example Selection Centre scenarios.

Applicants who are considered suitable for GP training will be ranked. Applicants who are not considered suitable for GP training at this time because they failed to demonstrate the required competencies will not be scored or ranked. Their application will not progress.

Feedback from Selection Centre will be sent to all candidates at the end of the recruitment process.

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## 7. Offer and Scheme Allocation

Deaneries will offer programmes to suitable applicants in rank order. Some deaneries will offer a GP training programme in the deanery and will allocate programmes according to preferred geography after the offer has been accepted; others will take applicants scheme or geographical preferences into account and make a specific offer of programme and geography within the deanery.

Offers will be sent out by e-mail as soon as possible following Selection Centre. Applicants will be asked to respond within 48 hours (excluding bank holidays and weekends). Offers can be accepted or declined by logging onto the on-line system. Applicants who do not respond within this time-frame will have their offer withdrawn and the programme will be offered to another candidate..

Applicants who are awaiting the result of an application to CMT in England or Psychiatry are also able “hold” an offer until the result from that specialty is known. You can hold an offer up until 28<sup>th</sup> April 2009. This only applies to those who are awaiting the outcome from either of these specialties; it does not apply to those waiting to hear from any other specialty or from CMT in Scotland, Wales or Northern Ireland.

Applicants will only receive ONE offer for a GP training programme. Applicants who decline a GP offer will not be made any other GP offers. Once a GP offer is accepted, the applicant is expected to withdraw any other specialty applications that may still be active.

Acceptance of an offer is binding and applicants should not subsequently decline an offer once they have confirmed acceptance. Applicants should be aware of the GMC guidance on accepting appointments outlined in paragraph 49 of “Good Medical Practice”.

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## 8. Local and National Clearing

There will be applicants who although considered suitable for GP training do not receive an initial offer from the deanery where they attended Selection Centre because they are not ranked highly enough for the number of posts available at that deanery. Such applicants are referred to as “reserve candidates” and will be considered, on a ranked basis, for any posts that are declined within the deanery (local clearing). The NRO will then conduct national clearing where reserve candidates will be considered for any remaining vacancies at any of their preferred deaneries on a ranked basis. If vacancies are still available, these will be offered to reserve candidates on a ranked basis irrespective of the candidates’ original deanery choices.

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## 9. Appeals & Complaints

All deaneries adhere to a national framework for handling complaints and appeals. Clarification about any stage of the process will be given to candidates who wish this. Candidates who have evidence that there has been a shortfall or problem in the administration of their application at any stage may make a formal complaint. Complaints relating to the conduct and administration of the first and second part of the assessment process should contact the GP Recruitment Manager of the deanery that administered the Centre that they attended. You can contact the relevant deanery directly to obtain a copy of the Complaints Procedure.

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## 10. Offers of Employment

The offer and allocation of a training programme referred to above is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks.

Information regarding pay, hours, sick pay and annual leave entitlements, notice periods, study leave etc. are set out in the national terms and conditions available from NHS Employers – [www.nhsemployers.org/pay-conditions/pay-conditions-467.cfm](http://www.nhsemployers.org/pay-conditions/pay-conditions-467.cfm) and for those based in a GP training practice, set out in the Directions to Strategic Health Authorities – [www.nhsemployers.org/pay-conditions/pay-conditions.469.cfm](http://www.nhsemployers.org/pay-conditions/pay-conditions.469.cfm) . Individual deanery web sites may also provide additional local information. All GP trainees will be entitled to join or continue as a member of the NHS Pension scheme.

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## 11. Pre-Employment Checks

The employing organisation must carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and reference checks, a Criminal Record Bureau (CRB) check, and an occupational health check. Some of these (verification of identity, registration and qualifications and right to work for example) may also be undertaken by the deanery during the recruitment process.

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