

LondonDeanery

Medical Specialty Training

# 2012 SPECIALTY RECRUITMENT HANDBOOK

[www.londondeanery.ac.uk](http://www.londondeanery.ac.uk)



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# INTRODUCTION

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This handbook is intended to provide applicants with a succinct guide to London Deanery's medical specialty training recruitment process. Our aim is to provide world-class education for world-class healthcare. We will do this by recruiting and producing doctors and dentists with the potential to be tomorrow's clinical leaders. They will be equipped to provide high level care to their patients and exceed expectations in their overall contribution to national healthcare, in line with NHS strategic priorities. London Deanery's work is led by national policy and we comply with standards set by regulating bodies and work in partnership with Local Education Providers (LEPs) to deliver high quality medical and dental education. Our programmes are carried out to ensure that we fulfil our commitment to NHS London's 'Excellence in Education' strategy.

This handbook is divided into two parts. Part one provides a step-by-step guide to London Deanery's medical specialty training recruitment process. Part two provides an overview of the Deanery's Trusts and Programmes, as well as an insight into the additional services we provide to trainees once they have been appointed to posts.

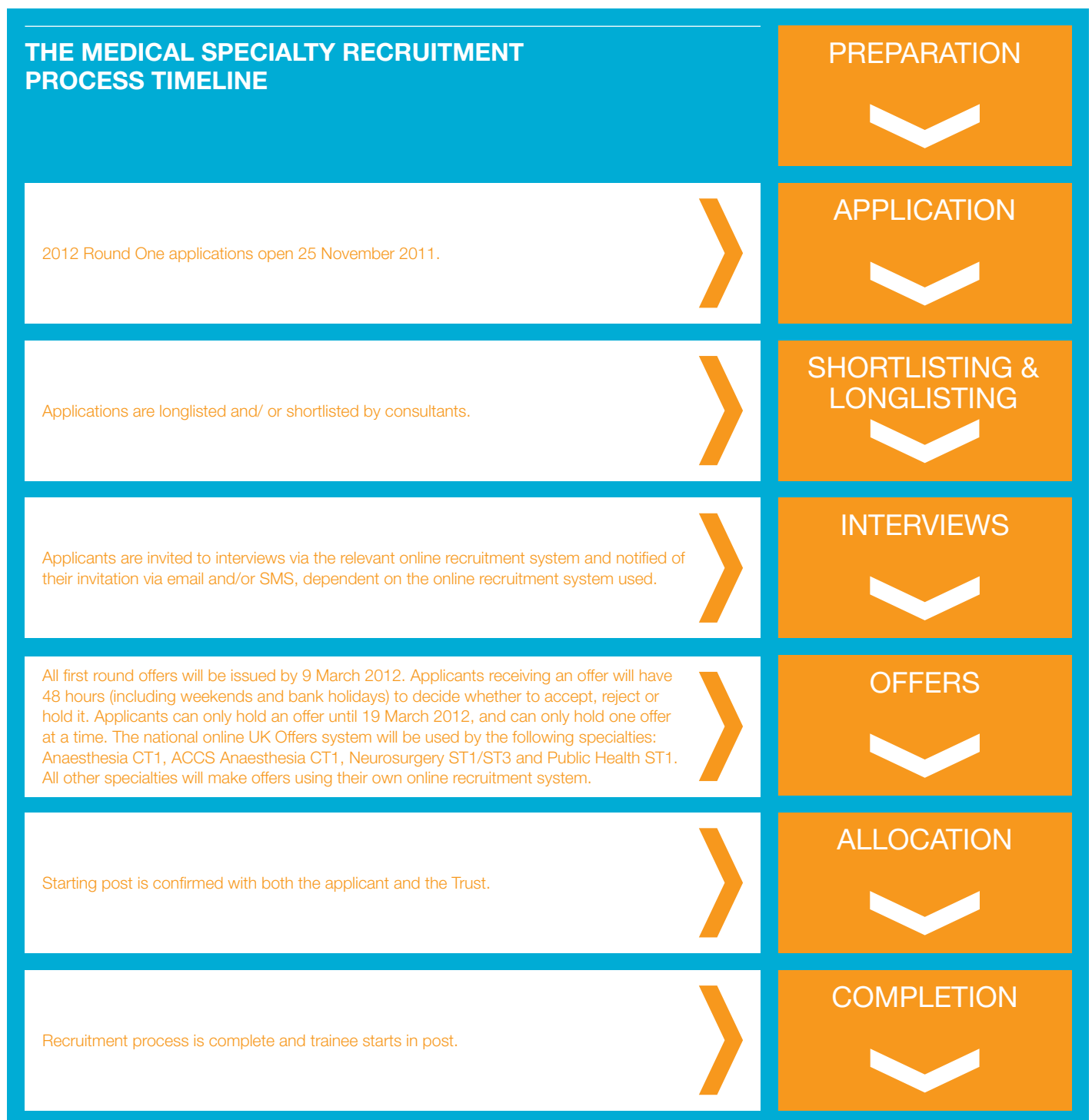
We hope that you find this handbook useful. Our website is regularly updated, so if you have any queries please visit [www.londondeanery.ac.uk](http://www.londondeanery.ac.uk) or contact [RecruitmentEnquiries@londondeanery.ac.uk](mailto:RecruitmentEnquiries@londondeanery.ac.uk)

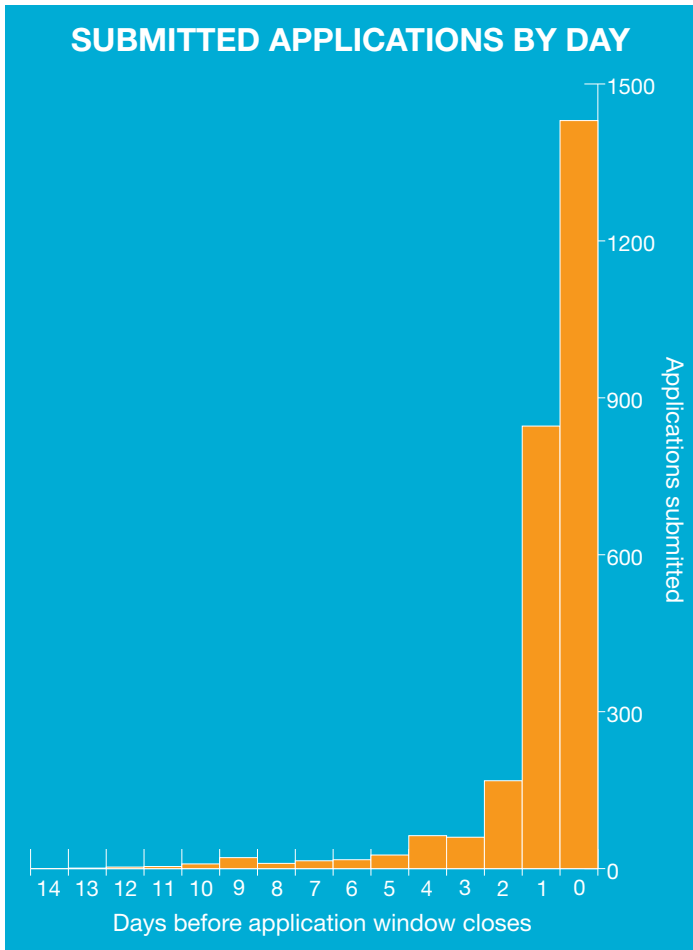
With best wishes,

**Fiona Moss**  
Director of Medical and Dental Education Commissioning



# PART 1 – MEDICAL SPECIALTY TRAINING RECRUITMENT





## MAKING AN APPLICATION

Each specialty and level has a nationally agreed person specification that lists the competences required. In making an application, you will need to provide evidence to prove that you are on track to achieving the specified competences. The main elements of the application process are:

- Planning and preparation** – Candidates can start preparing their application forms by reviewing the person specification available on the Medical Specialty Training website (see: Useful links). the person specification available on the Medical Specialty Training website (see: Useful links). Please ensure you leave sufficient time to complete and submit your application form prior to the deadline, as demonstrated below many applicants submit their application at the last minute, however we advise against this and recommend you aim to submit your application at least one day before the deadline to allow for any unforeseen events. No applications submitted after the deadline will be accepted.

- Application forms** – Applicants must ensure that they complete the relevant application form for their chosen specialty and level. A link to the relevant application form, either through Deaneries or Royal Colleges will be available through the 2012 Specialty Recruitment Timetable on the London Deanery website. Please ensure that you have read the guidance document entitled 'How to complete your London Deanery online application form' in full, prior to submitting your London Deanery online form.

- Submitting an application** – All applications are to be submitted via online application forms. The London Deanery forms are available at the following link – <https://recruitment.londondeanery.ac.uk/2012/Logon.asp>

A new application form must be submitted for each specialty and level you apply for. The exceptions to this may be nationally coordinated specialties that are being managed by the relevant Royal College or Deanery. Most essential documents will be requested at interview, to support your application and for proof of identity. An exception to this is proof of Foundation competences and/or Core competences, which will be requested at the application stage and should be uploaded and attached to the online application form. The Medical Specialty Training applicant guide is available to download from the Medical Specialty Training website.

- Terms and conditions** – Please note that by submitting your application you are agreeing to all the terms and conditions as specified on the application form. Failure to adhere to the guide to completing your application form may result in your application being rejected. You may also find it useful to refer to the Medical Specialty Training applicant guide before submitting your application form. The Medical Specialty Training applicant guide is available to download from their website.

- Confirmation** – Once you have submitted your application you will receive an email through the London Deanery online recruitment system confirming that your application has been received, however this does not mean it has been processed or accepted.

## ADVERTISING POSTS

Round 1 of 2012 recruitment opens on Friday 25 November, 2011. All specialties currently recruiting are listed in the 2012 Recruitment Timetable on our website. If a specialty is not currently recruiting, it may become available later in Round 2 of 2012 recruitment - adverts for which will open from 3 February 2012- so keep monitoring our 2012 Recruitment Timetable for the most up-to-date information. Advertisements will also appear on the NHS jobs website.

Please note times, dates and post numbers may be subject to change; please continue to refer regularly to our 2012 Recruitment Timetable and the vacancy pages of our online recruitment system throughout the recruitment process. The timetable covers application opening, closing and interview dates, along with whether the recruitment is nationally or locally coordinated by London Deanery, a College or another deanery.

If you have any queries during the application process please email:  
**RecruitmentEnquiries@londondeanery.ac.uk**

## FITNESS TO PRACTISE AND CRIMINAL CONVICTIONS

Before you submit your application to specialty training you must ensure that you meet the eligibility criteria by the application closure date. In order to assess job related risks, London Deanery must establish if applicants have a criminal record in the UK or in any other country. All applicants are asked to disclose this information. Applicants to training posts are exempt from the Rehabilitation of Offenders Act 1974 and can therefore be asked to disclose 'spent' convictions that they would otherwise not have to declare. All convictions must be declared for every application made.

It is essential to make a declaration via email every time you submit a new application.

If you would like to discuss any previous convictions, police investigations or fitness to practise proceedings, and what effect these may have on your application, telephone the confidential enquiries line 020 7866 3105 or contact [fitnesstopractise@londondeanery.ac.uk](mailto:fitnesstopractise@londondeanery.ac.uk)

## GUARANTEED INTERVIEW SCHEME

London Deanery is committed to ensuring equal opportunities and we actively encourage applications from people with disabilities. If you have a disability and would like to be considered under the Guaranteed Interview Scheme please ensure you have stated this on your application form under section B. To be considered under this scheme you will need to meet the minimum qualifying criteria for the post you have applied for at the application and selection testing stages of the recruitment process. Prior to the closing date you must then contact the deanery via the email address given in the Guaranteed Interview Scheme section of the application form. This is very important and failure to do so may result in you not being automatically invited to interview. If you have any special needs in connection with a disability that you would like us to take into account in making arrangements for the interview, please make these known by sending an email to [confidentialenquiries@londondeanery.ac.uk](mailto:confidentialenquiries@londondeanery.ac.uk)

## INTERNATIONAL MEDICAL GRADUATES (IMG)

When applying for a position with London Deanery, IMGs will need to provide evidence of immigration status by means of a date stamped passport or identity card. If you are invited to interview and have an Identity Card for Foreign Nationals (ICFN) you will need to bring a copy of the letter from the Home Office confirming the terms of your visa. These documents must be current at the application closing date. You will also be asked to bring your passport or identity card (confirming the terms of your visa and any proof of your immigration status) to any interviews or assessments you attend. Applicants are advised to keep checking the Medical Specialty Training website for immigration updates.

For further information please email:  
**img@londondeanery.ac.uk**

London Deanery is unable to provide more specific immigration information to International Medical Graduates (IMG's), for further information please visit the UK Border Agency website.

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## LONGLISTING

Longlisting refers to checking an applicant's eligibility and documentation for accuracy. This is achieved by a dedicated group of staff at London Deanery that includes consultant input.

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## SHORTLISTING

All deaneries must follow Medical Specialty Training Guidelines when scoring applications, as published in the 'Applicant guide to specialty recruitment in England 2012'. Some specialties will shortlist, while others will only longlist. The following points briefly outline the shortlisting process:

- If your application passes the first stage eligibility check (also referred to as the 'longlisting process'), you will then be assessed according to a 'shortlisting score sheet'. All correctly submitted applications that meet the first stage eligibility check will be considered for shortlisting.
- When applicable, a copy of the shortlist score sheet will be available to download with the vacancy details. These score sheets have been defined against the nationally agreed person specification for the specialty.
- A panel of consultants (from the appropriate specialty) will score each application form. Each application form will be at least double marked, and the process will be overseen by a Lay Chair.

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## INVITATIONS TO INTERVIEW

Once shortlisting or longlisting is complete, successful applicants will be invited to interview. The following is a succinct outline of this process:

- **Contacting applicants** – Applicants who have been successfully shortlisted will be contacted via their online recruitment account. In most cases they will also receive an email, using the email address stated on the application form.
- **Notice period** – Successful applicants should be contacted approximately one week before interviews. However, applicants may be contacted up until a minimum of 72 hours prior to the interview date (not including weekends and bank holidays).
- **Unsuccessful applicants** – Applicants who have not been successful at shortlisting will be informed by email once invitations to interview have been completed. Please refer to the timetable for 2012 on the London Deanery website for the most up-to-date information regarding the progress of invitations to interview.

- **Interview dates and times** – The timetable for 2012 also includes interview dates for all specialties currently being advertised. Our panel members are consultants and are booked far in advance of the interview date so we are unable to accommodate requests for a change of interview. Please note that only attendance at the interview in person will be considered; we are not able to conduct telephone/video conferencing interviews.
- **Accepting/declining interviews** – If you wish to accept or decline an interview, please ensure you respond to the invitation you received via your online recruitment account, unless otherwise stated in the invitation.

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## EXPENSES

Candidates attending interviews are eligible to claim travel and subsistence. The expenses guidance and expenses form is available on our website. Some expenses require prior agreement from London Deanery in writing. These include the cost of overnight accommodation, the cost of a flight from within the UK, and the costs incurred through travelling by car. International flights will not be covered. Please refer to the expenses guidance document, available to download from the specialty recruitment pages, for full details. Before submitting an expense claim for flights or car travel costs agreement should be sought by emailing [expenses.authorisation@londondeanery.ac.uk](mailto:expenses.authorisation@londondeanery.ac.uk) with full details about your travel requirements. All other expense claims can be sent directly to the deanery with original receipts. Please note that expenses will not be reimbursed if you do not accept the post offered to you.

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## INTERVIEWS

Interviews will generally consist of three to five interview stations of ten to fifteen minutes each. You are required to bring a number of documents to the interview and these will be covered in a checklist provided with your invitation email. Please arrive 30 minutes prior to your interview to allow time for your documents to be checked, unless otherwise stated in your invitation.

The interviewers will want to explore your employment history, qualifications, the information you have provided on your application form and your competences. The Medical Specialty Training person specifications will give you a good idea of the kind of candidate the interviewers are looking for and, therefore, the type of questions they are likely to ask.

All available interview information will be provided in your invitation email and information pack. This will include information regarding the interview venue.

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## PREFERENCES

For most specialties a form asking you to preference your choice of region, will be made available before or at the interviews. Each candidate will be required to complete the preference sheet and submit this. Applicants should refer to the Specialty Recruitment page on our website for specific details of the preference process for their chosen specialty.

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## OFFERS AND ALLOCATIONS

As in 2011, the UK health departments, Royal Colleges and deaneries have worked together to coordinate all job offers in Round One so that applicants can accept, reject or hold an offer until after all first offers have been issued.

All first offers in Round 1 of recruitment in 2012 will be issued by 9 March 2012. Candidates receiving an offer will have 48 hours (including weekends and bank holidays) to decide whether to accept it, reject it or hold. You can hold an offer until 19 March 2011, but you can only hold one offer at a time.

For Round 2 of recruitment in 2012, offers will be made as soon as possible after interviews are complete. The Timetable for 2012 on the London Deanery website will be updated regularly so candidates can track the progress of specialty offers. Once a range of specialty offers is complete it will be listed as 'complete' on the timetable.

During Round 2 of 2012 recruitment (anytime after March 2012) candidates will be given 48 hours (again including weekends and bank holidays) to accept or reject an offer. They will not be able to hold all offers, only where so specified in the offer. Where it is possible to hold offers, only one can be held at a time.

Allocation to posts will be done on the basis of interview ranking, preferences (where appropriate), educational and service requirements. Applicants will be matched to an individual post / programme as soon as possible once offers have been made and notified of the post allocation no less than eight weeks prior to taking up their post.

There are a number of stages in the offer and allocations process. Successful candidates are offered a post and if this is declined the post is 'recycled' and offered to the next highest-ranked candidate. Once you have been offered a post and accepted, you must withdraw from any other applications, interviews or offers. Please refer to the Medical Specialty Training applicant guide for further information.

The process definitions are as follows:

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## PROCESS FOR OFFERS:

- **Candidates' response time** – Candidates are given 48 hours (including weekends and bank holidays) to respond to an offer.
- **Level of offers** – as a principle, offers will be made at the smallest geographical level possible; this is unlikely to be at Trust level, and for some specialties may be at sector level.
- **Recycling** – posts that are declined or not accepted within the defined timeframe will be 'recycled'; which means they will be offered to the next highest-ranked candidate who has not already had an offer.
- **Allocation** – once an offer is accepted, the candidate will then be allocated to a Trust and both candidate and Trust will be informed of the allocation. Applicants will be advised of these details by email; however it may take several weeks for this to be confirmed once you have accepted the offer. Unfortunately it is not possible to give an exact timescale due to the differences between the many specialties and posts on offer, however we aim to do this 8 – 12 weeks in advance of your start date. Please note that all candidates will be informed of the allocation details once we have a confirmed list of accepted offers.
- **Withdrawing following allocation** – allocation is confirmation of Trust location, following the acceptance of an offer and is not a new offer to accept or decline. Candidates wishing to withdraw from their post following receipt of their allocation will not be reallocated; they must resign giving appropriate notice to ensure the gap in service can be filled by the Trust. Details regarding the progress of offers can be found on both the Timetable for 2012 and the Application Progress Report, which is available to download from the specialty recruitment pages of the London Deanery website.

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## FEEDBACK

It is London Deanery policy that feedback on shortlisting scores will be provided on request. This information will be available seven days after all interviews are complete, at the earliest. Feedback on interviews can be provided seven days after all offers have been made.

For further information or to request feedback on your application please email: [RecruitmentEnquiries@londondeanery.ac.uk](mailto:RecruitmentEnquiries@londondeanery.ac.uk)

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## REFERENCES

Applicants will be asked to provide up to three references. Your references will need to span the last three years of your employment or undergraduate training and will be from someone who has supervised your clinical training. One referee must be your most recent or current consultant or educational supervisor. You will be asked to bring your completed references with you on the day of interview. References will be required for each specialty/ interview. Visit our website for further information - [www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references)

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## FURTHER INFORMATION

Our Frequently Asked Questions (FAQs) are updated regularly in order to answer many of the queries we receive from trainees, Trusts and consultants. Please refer to the specialty recruitment pages of our website for a full range of FAQs covering areas such as applications, specialties, the recruitment process, documentation required to support an application, eligibility, interviews and other general enquiries.

During the London Deanery application window in Round One of 2012 recruitment we will be providing an out of hours service. The hours of service in this period of 25 November - 9 December 2011 are:

### EMAIL RESPONSES:

[recruitmentenquiries@londondeanery.ac.uk](mailto:recruitmentenquiries@londondeanery.ac.uk)

Monday - Friday	9.00am - 8.00pm
Saturday and Sunday	10.00am - 4.00pm

### PHONE SERVICE:

**0207 863 1653**

Monday - Friday	noon - 8.00pm
Saturday and Sunday	10.00am - 4.00pm

For the final 27 hours before applications close, and for five hours thereafter, we will be running a round-the-clock phone service from 9.00am on 8 December through to 5.00pm on 9 December 2011.

If you would like further information on any of the areas mentioned in this handbook or if you have any queries regarding recruitment to Medical Specialty Training please email [recruitmentenquiries@londondeanery.ac.uk](mailto:recruitmentenquiries@londondeanery.ac.uk)

London Deanery provides a regular update on recruitment via the weekly Recruitment Bulletin, available to download from the Specialty Recruitment pages on the London Deanery website. If you wish to subscribe to the Recruitment Bulletin please email: [RecruitmentBulletin@londondeanery.ac.uk](mailto:RecruitmentBulletin@londondeanery.ac.uk)

For further national information please visit the Medical Specialty Training website: [www.mmc.nhs.uk](http://www.mmc.nhs.uk)

# PART TWO – LONDON DEANERY

## OUR TRUSTS AND PROGRAMMES

London Deanery manages Core and Specialty training programmes for the London region. These training programmes in some cases include posts in Kent, Surrey and Sussex (KSS Deanery), Essex and Hertfordshire (East of England Deanery) and Oxford. To ensure trainees get a good balance and range of experience they will rotate between different posts within the programme. The geography of our training programmes varies between specialties. However, there are principally five sectors within London. These are:

Programmes in the North of London may include posts in Essex and Hertfordshire, whilst programmes in South London may include posts in Kent, Surrey and Sussex. For a full list of London Trusts please refer to the NHS London website.

Please note that the London and KSS deaneries and the London and East of England deaneries are reviewing training programmes that include placements in Local Education Providers in London/ KSS or London/East of England. Trainees in these programmes are currently managed by the London Deanery. The review may result in some changes to the rotation details for these programmes and may also result in the management of the training being moved from London to either the KSS Deanery or the East of England Deanery.

For information regarding which Trusts are part of London Deanery training programmes for individual specialties, please refer to the Programme Library on our website where tables for each specialty lists the programmes available, with links to the Trusts websites.



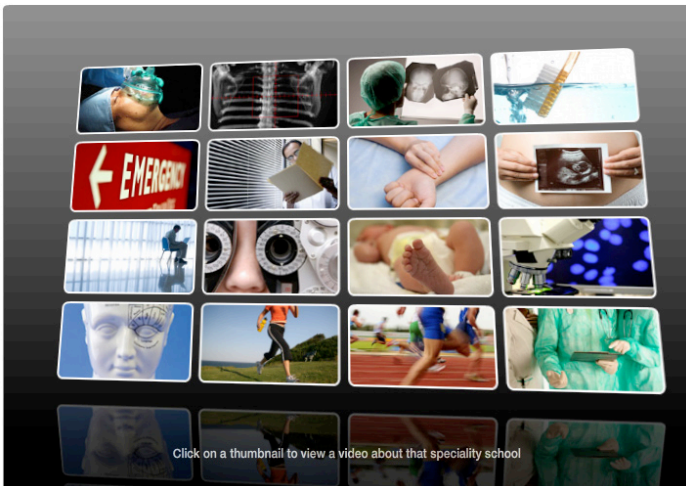
## ADDITIONAL DEANERY SERVICES

Trainees in posts with London Deanery have access to a number of additional services to assist them while in training. We provide an online community through Synapse, the opportunity to learn through simulation technology with SteLI and a number of career development and support services. Some of our key services are covered on the following pages. If you have any queries about these areas you will find contact details for each programme on our website.

## PODCASTS

View podcasts on how to apply for training posts in London and hear about each of the different specialty schools, including perspectives from current trainees and trainers.

[www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/podcasts](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/podcasts)



## SYNAPSE

Synapse is our interactive website supporting postgraduate medical training across London. Synapse can help you to:

- Contact fellow trainees and training staff
- Find the key people in your training programme, Trust and college
- Learn about news, training days and events
- Access policies, forms and useful documents
- Create training, clinical and research groups.
- Once you have received a National Training Number (NTN) from London Deanery you will be invited to join the Synapse community. You will then receive your login details and can start using this service.

For further information see the Synapse website at:

[www.synapse.nhs.uk](http://www.synapse.nhs.uk)

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## STeLI

Simulation and Technology-enhanced Learning Initiative (STeLI) promotes the use of powerful education technologies, such as e-learning and simulation. Trainees in London are given a unique opportunity to learn with new simulation based technology using lifelike human manikins in realistic training environments such as simulated wards and operating theatres. This provides you with the opportunity to experience rare or serious clinical events in an entirely patient safe environment. A number of courses are available across London and the STeLI programme is playing a vital role in making sure that London's patients are provided with world-class healthcare.

For further information see the STeLI website at:  
[www.simulation.londondeanery.ac.uk](http://www.simulation.londondeanery.ac.uk)



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## CAREER DEVELOPMENT

We believe it is important to plan your career and take the time to think about your career development. We therefore offer all trainees a number of resources to support you in making decisions and progressing your career. The Careers Unit provides information on all specialties, as well as information for progression beyond clinical practice. This includes a self assessment, career exploration, assistance with decision making and advice on next steps to take. A comprehensive guide is available on our website and trainees can contact the unit directly via email:  
[careersunit@londondeanery.ac.uk](mailto:careersunit@londondeanery.ac.uk)

For further information see the career development pages at:  
[www.londondeanery.ac.uk/var/career-planning-personal-development](http://www.londondeanery.ac.uk/var/career-planning-personal-development)

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## MENTORING

All trainees are offered a mentoring service which enables you to talk to a mentor about professional or career issues. This all occurs in complete confidence with an experienced, trained individual. Mentoring is based on establishing an effective relationship, based on respect, honesty and understanding. You can join the mentoring programme via the links on our website.

For further information see the mentoring website at:  
[www.mentoring.londondeanery.ac.uk](http://www.mentoring.londondeanery.ac.uk)

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## FLEXIBLE TRAINING

Flexible training is available to doctors in training who have a well-founded reason for being unable to work full-time. This often includes women and men who wish to look after their young children or other family members for part of the week. People with physical or mental health problems may also consider the option of flexible training. Full information is available on our website.

For further information see the flexible training pages at:  
[www.londondeanery.ac.uk/var/flexible-training](http://www.londondeanery.ac.uk/var/flexible-training)



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## RELOCATION EXPENSES

London Deanery are also responsible for processing relocation expense claims (covering removal and excess travel expenses) for all London and KSS based trainees on a recognised training programme. We are aiming for timely reimbursement and further information on how to claim expenses is available on our website.

For further information see the relocation pages at:  
[www.londondeanery.ac.uk/var/policies-and-procedures/relocation](http://www.londondeanery.ac.uk/var/policies-and-procedures/relocation)

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## PERSONAL DEVELOPMENT AND SUPPORT – MEDNET

MedNet provides doctors and dentists with confidential consultations, advice about their careers, emotional support, and when needed, access to other expert help. This may include more specialised psychotherapeutic interventions (which embrace all the mainstream modalities of psychotherapy) or specialised psychiatric advice.

For further information see the MedNet pages at:  
[www.londondeanery.ac.uk/var/career-planning-personal-development/support-for-doctors](http://www.londondeanery.ac.uk/var/career-planning-personal-development/support-for-doctors)

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# USEFUL LINKS

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Medical Specialty Training (England) Website

[www.mmc.nhs.uk](http://www.mmc.nhs.uk)

Medical Specialty Training 2011 Person Specifications

[www.mmc.nhs.uk](http://www.mmc.nhs.uk)

The Gold Guide – A Reference Guide for Postgraduate  
Specialty Training in the UK

[www.mmc.nhs.uk](http://www.mmc.nhs.uk)

NHS Jobs

[www.jobs.nhs.uk](http://www.jobs.nhs.uk)

UK Border Agency

[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

NHS London

[www.london.nhs.uk/your-nhs-in-london/nhs-in-london](http://www.london.nhs.uk/your-nhs-in-london/nhs-in-london)

Specialty Training Podcasts

[www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/podcasts](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/podcasts)