

PLEASE NOTE THAT THIS GUIDANCE APPLIES TO ENGLAND
APPLICANTS ONLY

8th June 2007

Dear Applicant,

We thank you for your patience and we thank all consultants and others involved in the process for their hard work as we go through this year's recruitment round.

As you should be aware from previous guidance (published [here](#)), Deaneries are nearing the end of the initial process of making specialty training offers. Following the 10th June deadline for you to accept or decline initial offers, between Monday 11th June and Friday 22nd June additional offers will be made for training posts that remain unfilled. After the 10th June deadline, additional offers will be made to appointable candidates between Monday 11th June and Friday 22nd June for posts that remain unfilled. Offers of posts must be accepted or declined within a 48 hour period or the offer will automatically expire.

We will then move into a second round of recruitment for this year, which will be locally managed and restricted to those applicants who have enrolled on MTAS and have either declined all offers made to them in round 1, have accepted an FTSTA but would like to apply for a run-through post, or who have not been successful in the first round. The principles underlying this second round have been set out in previous guidance to you published [here](#).

We are writing to you today to set out in greater detail how this second phase of recruitment and selection will work, and to explain what we will be doing to support applicants who have not been able to find the right training opportunity once it has finished.

Please read this guidance carefully. A clear understanding of the process will help maximise your likelihood of finding the right training post for you.

Please note this important point. If you have accepted an FTSTA offer as part of round one, you may hold onto this offer into round 2. You will still be able to compete for run-through training places in this second round. However if you have accepted a run-through post in round 1 you cannot apply.

The second phase of recruitment

Please note that all applicants who applied to MTAS who are in substantive NHS employment on 31st July will continue to have employment while they progress through round two. This does not necessarily mean that you will continue in the same post, and it may even be necessary to move to another local hospital. We have asked Strategic Health Authorities to ensure that you continue to have employment during Round Two.

1. Vacancies

The final number of vacancies available during this second phase will depend on the outcome of round one and will not be known until late June.

Because this second phase of recruitment will be managed locally, its timing will vary from Deanery to Deanery. However, we expect that it will be completed by 31st October.

All Vacancies will be advertised on NHS Jobs (www.jobs.nhs.uk) and also on each Deanery website. The method of application will be locally determined by Deaneries. Deaneries may either choose to use the NHS Jobs process, or use a traditional paper-based system. The application forms used may vary between Deaneries or Trusts, but they will all map to the national person specifications available on the MMC website (www.mmc.nhs.uk).

2. Extra run-through training posts

We are providing an extra 215 run-through training posts, to make sure the number of posts available is a better fit for the number of doctors already well advanced in their specialist training. These vacancies will be added to the total remaining from round one during this second phase of recruitment and their distribution in terms of location and specialty is attached at the bottom of this guidance to help guide your assessment of the best option for you.

2. Applications

Previous applications submitted on MTAS will not be used during round two. Instead you will be able to make unlimited new applications, regardless of deanery or specialty. You will not be required to give information about your preferences between Units of Application.

Please note that only those applicants who enrolled in the first round of recruitment on MTAS and who have not accepted an offer of a run-through training place within that round will be able to apply. Deaneries will check this before applications are sent for consideration.

To repeat: If you have accepted an FTSTA offer as part of round one, you may hold onto this offer into round 2. You will still be able to compete for run-through training places in this second round. However if you have accepted a run-through post in round 1 you cannot apply.

3. Interviews

Interviews will be managed locally by the Deaneries. Interviewers should be given a copy of the complete application form (except the equal opportunities and personal data) and interviews will take account of applicants' portfolios and their CV summarising their portfolio of evidence. Applicants will be asked to bring their portfolios to the interview

The content of interviews may vary across deaneries, specialties and levels, but again will map across to the relevant person specification. Please take documents used in round one (such as your GMC certificate) and your portfolio to your interviews as these may be requested by the panel.

It will not be necessary for you to take signed references to an interview unless you are specifically asked to do so by the Deanery or Trust involved. If not requested at interview, professional references will be sought from your referees during pre-employment checks.

4. Offers

All offers made will be conditional on the necessary pre-employment checks being carried out successfully.

Offers of jobs will be made locally. Once you have accepted a run-through training post, all other interviews and offers you have will be withdrawn.

However, if you accept an FTSTA post during round two, you can remain in competition for run-through training posts.

Once you have confirmed your acceptance of a training place, the relevant Deanery will match you to a specific programme or post and will notify you.

Opportunities following the second phase

At the end of this second phase of recruitment we know that there will be a number of doctors who are appointable for specialist training, but who have been unable to find the right training post this year.

The NHS has been asked to help us draw up additional educational and training opportunities for such candidates comprising the following elements:

- Additional FTSTA posts

- Additional GP training posts
- Extra educational support for doctors who were appointable, but did not secure a training post this year and who have subsequently secured a service post.

Because this process is being determined at local level and to match local circumstances, it is not possible at the moment to say where and how many extra opportunities are involved. But we will let you know how to find out about these extra training posts as soon possible.

Support for applicants

We know how vital it is to make sure you can see where opportunities are at any given point, so that you can make the most informed decision about choosing between them.

Deanery websites will include all potential posts that they will be advertising during the second phase of recruitment, together with round one competition ratios for each specialty in each Deanery so that you can match your preferences with those specialties which are still open for applications.

We will produce a national, consolidated list of these vacancies and ratios so that, as well as being available locally on the Deanery websites, they are all available via the MMC website. These will be available towards the end of the week commencing 25th June

You will also need career information and guidance to help you make the best choices in entering round two and, potentially, following it. This will vary depending on the stages of the process:

- At the end of round one we will arrange career guidance from appropriate senior medical staff so you can find the right training programmes to apply for in the second phase. This will be especially important if your preferred specialty is highly competitive because you may need to consider which alternative specialties are right for you.
- At the end of round two, if you have not been offered a training place but have feedback to say that you are appointable, we will arrange appropriate career counselling to start looking at which training opportunities available will be right for you.
- After round two, if you are unsuccessful in finding a training opportunity and have had feedback to say that you are not suitable for a training appointment, we will arrange appropriate career counselling to look at what alternative, non-training opportunities might be available to you.

We are asking Trusts, Deaneries and Strategic Health Authorities to take all possible steps to provide this support to applicants who are currently employed by the NHS but who have not been successful in finding a training place.

We are also in discussions to establish Deanery-based career networks. The aim is to provide a mechanism so that Deaneries can communicate effectively with doctors who are seeking career advice, and so that employers have direct access to a ready source of potential recruits.

Finally, we would advise you to visit the Deanery websites regularly to keep abreast of the latest local information. As the second phase of recruitment and subsequent support for applicants will be managed locally, you should address any queries on your application you may have to the relevant Deanery. Further queries on national processes and issues can continue to be sent to the national MMC Helpdesk at MMCSupport@mmc.nhs.uk.

Our apologies for the length of this letter, but we want to be able to bring you as up to date as possible with how the process is going.

Yours faithfully

The MMC Team