



**Guide for Applicants
to ST4 Training Programmes in England**
National Recruitment to Psychiatry 2012

Contents

Introduction	3
Timetable	4
Preparing your application	4
Entry criteria	4-9
Choosing your deanery	9
Choosing your specialty	10-11
Accessing the recruitment portal	12-13
General points, word count, formatting, etc	14-15
Online application form sections	15-28
Personal information	15-16
Core competence	16
Medico-legal details	17
Fitness to practise, criminal convictions, driving offences	17-18
Qualifications	18-20
Supporting information (prizes, publications, commitment, etc.)	20-25
Experience	25-26
Equal opportunities	26-27
References	27-28
Declaration	28-29
Submitting your application	29-30
Keeping track of your application	30
Documents for interview	31-32
Longlisting	32
Shortlisting	32
Interviews	33
Offers	33
Feedback and further information	34

1. Introduction

This guide is for doctors applying for psychiatric specialty training posts in England at ST4¹ level commencing from August 2011. The national recruitment process requires all candidates to register with the [online recruitment portal](#) and submit a national online application form. The link to the recruitment portal can also be accessed from the [College](#) website.

The application window opens at 12:00noon GMT, on Friday, 16 September 2011, and closes at 12:00noon GMT, on Monday, 3 October 2011.

In developing the system, the College has followed the MMC Medical Programme Board's general framework for recruitment to specialty training. The psychiatry national recruitment service involves:

- A single web-based application form
- Standardised shortlisting framework managed by deaneries
- Interviews organised and run by deaneries in accordance with national criteria.

This guide aims to provide useful information on how to access the recruitment portal, complete the application form and prepare for interview. We hope that the guide, along with all the other information available on the [College](#) website, will address most of your questions. For additional advice from MMC, please visit the [MMC](#) website.

IMPORTANT NOTE

Before you register with the recruitment portal it is essential that you familiarise yourself with ALL the documents available on the [national recruitment pages](#) of the College website, especially the person specifications, the sample application form, the shortlisting framework and the applicant's guide.

¹ All trainees appointed to run through training in 2007 are able to progress to ST4 posts in their chosen psychiatric specialty through closed matching in round 1. Interviews and subsequent allocation to a programme will be dependent on trainees being 'on track' to complete ST3 competencies.

2. Timeline

There are two rounds of national recruitment to ST4 training programmes in 2012. Round 1 is for February 2012 intake. Round 2 is for ST4 programmes commencing in August 2012.

2.1 Timetable

Period	February 2012 intake	August 2012 intake
Advertisement	3 Sept. – 3 Oct. 2011	10 Feb. – 8 Mar. 2012
Applications	16 Sept. – 3 Oct. 2011	17 Feb. – 8 Mar. 2012
Longlisting	4 – 7 Oct. 2011	9 – 23 Mar. 2012
Shortlisting	10 – 24 Oct. 2011	26 – 30 Mar. 2012
Interviews	7 – 18 Nov. 2011	23 Apr. – 18 May 2012
Offers	As soon as possible after interviews but not later than 25 Nov. 2011	As soon as possible after interviews but not later than 23 May 2012
Holding	<i>Not applicable</i>	Ends on 31 May 2012
Upgrading	<i>Not applicable</i>	Ends on 31 May 2012
Clearing	5 – 16 Dec. 2011	1 – 7 June 2012

3. Preparing your application

3.1 Consider the entry criteria

You should read the person specification for the psychiatric specialty to which you are planning to apply to determine whether you are eligible. The entry criteria are listed in the [national person specifications](#) available on the College website.

The minimum entry requirements at the ST4 level are as follows:

1. Eligibility for full registration with the General Medical Council (GMC) and holding a current licence to practise at the time of appointment
2. Eligibility to work in the UK
3. English language skills
4. MRCPsych, or equivalent approved by the Royal College of Psychiatrists
5. Match to specialty level
6. Evidence of achievement of foundation competences
7. Evidence of achievement of core competences in psychiatry
8. Ability to provide a complete employment history
9. Commitment to the psychiatric specialty

3.1.1 Eligibility for full registration with the General Medical Council (GMC) and holding a current licence to practise at the time of appointment

You need to be eligible for full GMC registration by the application closing date and hold full registration by the time of appointment. With effect from 16 November 2009, all doctors wishing to practise medicine in the UK are required by law to hold both registration and a licence to practise. This applies to full time, part time, locum, private and NHS practitioners.

Please visit the [GMC](#) website for further information. You will need to provide evidence of eligibility for full GMC registration and licence or your GMC licence to practise at any interview you attend.

3.1.2 Eligibility to work in the UK

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

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

Other non-UK or non-EEA nationals with limited leave to remain in the UK and whose employment will require Tier 2 sponsorship are subject to the Resident Labour Market Test (RLMT). As the RLMT will not be deemed to have been satisfied in Round 1 of the recruitment to psychiatry, applicants in this category are asked to consider applying during Round 2. Applicants may only be considered if there is no suitable UK or EEA national candidate for the post.

IMPORTANT NOTE
In all matters relating to immigration and visa status, applicants should contact the [UKBA](#), and if necessary the [MMC](#) as all information relating to immigration and visa status in this guide has been provided by these bodies. Please be aware that the psychiatry recruitment helpdesk is unable to answer queries relating to immigration.

Evidence of immigration status should normally consist of a date stamped passport and accompanying letter from the Home Office. Please visit the [UK Border Agency](#) website (UKBA) for more information.

3.1.3 English language skills

If your undergraduate training was not in English, you will need to provide written evidence of your English language skills, e.g. your IELTS (International English Language Testing System) results showing the score of 7 in all domains in the academic module achieved in a single sitting within 24 months of the time of application; OR a letter from a UK medical supervisor/employer attesting to your competence in English at the appropriate level.

If the outcome of your IELTS test will not be available by the application closing date, please tick the relevant box on your application form ('other'). Your application will be processed and you will be required to bring the evidence of your results to any interview you attend.

If your undergraduate training was in English, but not in the UK, you will need to provide written evidence of this. Suitable evidence includes an original letter or certificate from the institution where you qualified confirming that the language of instruction and examination was English.

If you are an EEA national, even though you do not need to demonstrate your English language skills for the purpose of GMC registration and licensing, it is required for the purposes of employment. It is the local employer's responsibility to check your ability to communicate to the required standard for the post.

You will need to provide evidence of your English language skills at any interview you attend.

3.1.4 MRCPsych examination (or equivalent)

The MRCPsych is the membership examination of the Royal College of Psychiatrists consisting of three written papers and the Clinical Assessment of Skills and Competences (CASC). Detailed information, including eligibility, training requirements, entry criteria, etc. is available on the [examinations](#) pages of the College website. To be eligible for advanced specialty training programmes in any of the psychiatric specialties you must have passed all components of the MRCPsych examination at the time of application for an ST4 post.

IMPORTANT NOTE
You must hold the MRCPsych examination at the time of application to be eligible to apply for ST4 posts.

- **MRCPsych equivalence for EU/EEA doctors**

Under the current EU legislation (Directive 2005/36/EC on the recognition of professional qualifications) if you hold a professional qualification listed in the above directive and recognised by the GMC you are regarded equivalent to UK trainees who hold a Certificate of Completion of Specialist Training (CCT) and can apply for specialist registration. You are also eligible to apply for ST4 posts if you still wish to enter UK training. The College accepts that any EU/EEA doctor who has achieved specialist registration via the mutual recognition agreement has also achieved MRCPsych equivalence.

- **MRCPsych equivalence for non-EU/EEA doctors**

If you hold a specialist qualification in psychiatry from a non-EEA country and wish to enter ST4 training in the UK you must first obtain a letter of equivalence from the College. The assessment of your training and qualifications will be a two stage process. The first stage will determine whether your qualification and the training leading to its award can be deemed equivalent to the MRCPsych qualification. The second stage will require that you sit the CASC exam.

Further information about the MRCPsych equivalence is available on the [College](#) website.

3.1.5 Match to specialty level

If you are applying for an ST4 post, by the time of appointment you must have at least 36 months' training or experience in psychiatry at ST/CT/SHO level, or if you are applying from an EEA country, 36 months' training in psychiatry approved by the relevant authority in that country. Please read the [ST4 person specification](#) in your specialty for further clarification on this requirement.

3.1.6 Evidence of achievement of Foundation Competencies (FC)

It is considered that foundation competencies have been met if you have achieved your core competences in posts to which appointment required foundation competences, or equivalent, to be demonstrated.

The Foundation Programme competencies are as follows:

- Good Clinical Care
 - History, examination, diagnosis, record keeping, safe prescribing and reflective practice
 - Time management and decision making
 - Patient safety
 - Infection control
 - Clinical governance
 - Nutrition care
 - Health promotion, patient education and public health
 - Ethical and legal issues
- Maintaining Good Medical Practice
 - Learning
 - Research, evidence and guidelines
 - Audit
- Teaching and Training
- Relationship with patients and communication skills
- Working with colleagues

- Probity, professional behaviour and personal health
- Recognition and management of the acutely ill
 - Core skills in relation to acute illness
 - Resuscitation
 - Management of the 'take'
 - Discharge planning
 - Selections and interpretation of investigations
- Practical Procedures

Further information about the above competencies can be found on the [Foundation Programme](#) website.

3.1.7 Evidence of achievement of core competences in psychiatry

The core psychiatric competencies required for entry to advanced specialty training are listed in the [core curriculum](#) available on the college website. To be eligible, you must demonstrate that you have, or will have achieved by the time of appointment, all the required core competences. There are several ways in which you can demonstrate your core competences, depending on your individual circumstances:

- **If you are currently in a GMC approved CT3 post in psychiatry**
You must have a satisfactory ARCP outcome at CT1 and CT2 levels and must be on track to gain a satisfactory ARCP at CT3 level. You will not be required to attach the evidence to your online application. You will be asked to provide the relevant ARCP documentation prior to any appointment you may be offered.
- **If you have already achieved core competences**
You must have a satisfactory ARCP outcome at CT1, CT2 and CT3 levels. You will be required to attach the relevant documentation to your online application and bring the originals for verification at any interview you may be offered.
- **If you have undertaken College approved pre-PMETB SHO training programme**
You will be required to show evidence of completion of your SHO training in the form of an educational / clinical supervisor's reports. The reports will need to provide details of how you demonstrated the intended learning outcomes (ILOs) identified in the core curriculum for psychiatry (see point 3.1.8). You will need to attach the relevant documentation to your online application.
- **If you have undertaken alternative core level training in psychiatry**
You will be required to submit a report signed by your educational / clinical supervisor. The report will need to provide details of how you demonstrated the intended learning outcomes (ILOs) identified in the core curriculum for psychiatry (see point 3.1.8). If you are unable to submit such a report, you will be required to demonstrate, at any interview to which you are invited, other evidence of core psychiatry equivalent competences (e.g. log books, appraisals, reflective practice, assessments, etc.)

At present, there is no specified time limit between gaining core psychiatry competencies (or equivalent) and commencement of ST4 training, but recruiters will need to be satisfied that core competences have been maintained through continued practice and remain up to date.

3.1.8 Intended learning outcomes (ILOs) for core psychiatric training

ILO 1: Be able to perform specialist assessment of patients and document relevant history and examination on culturally diverse patients to include:

- Presenting or main complaint
- History of present illness
- Past Systemic review
- Family history
- Socio-cultural history
- Developmental history

ILO 2: Demonstrate the ability to construct formulations of patient's problems that include appropriate differential diagnoses

ILO 3: Demonstrate the ability to recommend relevant investigation and treatment in the context of the clinical management plan. This will include the ability to develop and document an investigation

plan including appropriate medical, laboratory, radiological and psychological investigations and then to construct a comprehensive treatment plan addressing biological, psychological and socio-cultural domains

ILO 4: Based on a comprehensive psychiatric assessment, demonstrate the ability to comprehensively assess and document patient's potential for self-harm or harm to others. This would include an assessment of risk, knowledge of involuntary treatment standards and procedures, the ability to intervene effectively to minimise risk and the ability to implement prevention methods against self-harm and harm to others. This will be displayed whenever appropriate, including in emergencies

ILO 5: Based on the full psychiatric assessment, demonstrate the ability to conduct therapeutic interviews; that is to collect and use clinically relevant material. The doctor will also demonstrate the ability to conduct a range of individual, group and family therapies using standard accepted models and to integrate these psychotherapies into everyday treatment, including biological and socio-cultural interventions

ILO 6: Demonstrate the ability to concisely, accurately and legibly record appropriate aspects of the clinical assessment and management plan

ILO 7: Develop the ability to carry out specialist assessment and treatment of patients with chronic and severe mental disorders and to demonstrate effective management of these disease states

ILO 8: Use effective communication with patients, relatives and colleagues. This includes the ability to conduct interviews in a manner that facilitates information gathering and the formation of therapeutic alliances

ILO 9: Demonstrate the ability to work effectively with colleagues, including team working

ILO 10: Develop appropriate leadership skills

ILO 11: Demonstrate the knowledge, skills and behaviours to manage time and problems effectively

ILO 12: Develop the ability to conduct and complete audit in clinical practice medical and psychiatric history

ILO 13: To develop an understanding of the implementation of clinical governance

ILO 14: To ensure that the doctor is able to inform and educate patients effectively

ILO 15: To develop the ability to teach, assess and appraise

ILO 16: To develop an understanding of research methodology and critical appraisal of the research literature

ILO 17: To ensure that the doctor acts in a professional manner at all times

ILO 18: To develop the habits of lifelong learning

3.1.9 Ability to provide a complete employment history

Please take care when completing the experience section of the application form. All dates must be consecutive from the date at which you obtained your primary medical qualification to the date you make your application.

Please make sure the dates do not overlap and that there are no unexplained gaps. If there are gaps of 29 days or more, you will be prompted to explain the reasons. You **MUST** enter your **FULL** employment history, even if you undertook non-medical posts or voluntary work.

Any career gaps must be adequately explained. Failure to provide this information may prevent you submitting your application, or lead to your application being rejected on the grounds that you did not meet the entry criteria.

3.1.10 Commitment and suitability to specialty

When applying for an ST4 training post in one of the psychiatric specialties, you will need to demonstrate you are committed to that specialty. To find out more about each psychiatric specialty please visit [specialty pages](#) on the College website. It is also recommended that you review the personal attributes listed in the person specifications as you will be expected to demonstrate your aptitude for the specialty you are applying for.


3.1.11 What information do I need to complete an application?

- An e-mail address that you check regularly
- A password that you can remember so that you can log back in to the system. It must have at least six characters, containing letters and digits.
- Your UK GMC registration and licensing details, and National Insurance number if you have them, or an explanation of why not if you do not have them
- Your preferred deaneries and specialties in rank order
- Evidence of core competences
- Evidence of your right to work in the UK
- Evidence of your language skills (IELTS scores if applicable)
- Evidence of your fitness to practise
- Dates of your medical qualifications, including your primary medical degree
- Dates of your previous employment, including any gaps
- Details of any other achievements you wish to mention (e.g. Honours, prizes, other undergraduate or postgraduate degrees, other achievements, details about teaching experience, audit, publications, etc.)
- Details of three clinical referees including their names, postal and email addresses and telephone numbers

For your benefit you can download a copy of the application form in the Microsoft Word format before attempting to fill it in online. Please go to the [College](#) website where you can download a printable version. A generic sample of the application form, as advised by the Department of Health, is available on the [MMC](#) website.

3.2 Decide which Deanery to apply for

3.2.1 Deanery selection

When applying for an ST4 training post, you can select up to two different specialties at the same deanery OR one specialty at two different deaneries. You will be able to submit two applications. When you have made your first deanery and specialty selection your first application will be created and you can start completing it straight away. To make your second application, you need to click on 'apply for further posts' link in the top left-hand corner of the recruitment portal. This will create your second application. The contents of the first application will be copied over which you can amend if and as required. Only data already entered in your first application will be copied over. Anything you wish to add after the second application has been created must be entered into both applications except data marked with a  icon. This will be copied automatically into both applications.

IMPORTANT NOTE
You can apply for up to two specialties at the same deanery OR for the same specialty at two different deaneries.

IMPORTANT NOTE
Please choose your deanery and specialty carefully as you WILL NOT be able to change your selection in the current system.

We strongly advise that you only select those deaneries at which you are prepared to be interviewed and potentially employed. You can visit [Deanery](#) websites for further information on the programmes the Deanery offers. Allocation to training schemes is managed by the deaneries and all queries regarding geographical locations must be directed to the deanery in question.

You cannot change your deanery or specialty after you have clicked on the "Apply" button. If you have made a mistake the only way to amend it is to click on the "Apply for further posts" link and create a further application for the preferred choice. All the data you might have entered will then be copied across and you can start again.

3.2.2 Deanery/Specialty ranking

Contrary to previous guidance, there is no ranking of deanery/specialty selection according to candidate preference. Each of the two applications you choose to submit will be assessed on merit by the deanery you are applying to and if successful you will be offered an interview for each of your selected specialties. If you choose to apply to two different deaneries (for the same specialty) they

will not be ranked in order of preference. If you choose to make two applications to the same deanery both specialty choices will be considered as equal. If you are successful and receive an offer you will be able to select the one you prefer.

3.3 Decide which specialty to apply for

If you have not yet decided on the course of your professional career you may find further advice on the [College](#) website and on the [NHS Medical Careers](#) website. Every specialty has its own faculty of members within the College, each with a [dedicated specialty section](#) of the College website to showcase their area of work.

Most deaneries offer training in the following six basic CCT programmes:

- General adult psychiatry
- Forensic psychiatry
- Psychotherapy
- Old age psychiatry
- Child and adolescent psychiatry
- Psychiatry of learning disability

General adult psychiatry provides services and interventions for a variety of acute and chronic psychiatric illnesses. It encompasses the care of patients in hospital and community settings. Specialists provide care within multidisciplinary teams, and may work in a sub-specialty. They may also work within services such as early intervention, home treatment teams, perinatal psychiatry Neuropsychiatry. It is a varied and challenging specialty involving clinical management and co-ordinating provision for people with psychiatric illness. Care is focused on different forms of service provision, such as home treatment, and utilises a number of psychotherapeutic as well as pharmacological interventions. Interaction with other mental-health organisations, both statutory and voluntary, is also an aspect of the role. In addition, subspecialty "endorsements" in liaison, substance misuse or rehabilitation psychiatry may be achieved by following the appropriate one-year curriculum as part of an overall General Adult programme.

Forensic psychiatry is a specialty within psychiatry concerned with helping people who have mental disorder and who present a significant risk to the public. It covers areas such as the assessment and treatment of mentally disordered offenders, investigation of the complex relationships between mental disorder and criminal behaviour and working with criminal justice agencies to support patients and protect the public. Forensic psychiatrists work alongside many other services including the police, probation, courts, Crown Prosecution Service and prisons.

Psychotherapy is integral to the training of psychiatrists and is part of the core curriculum for general psychiatry ST1-6. A CCT in psychotherapy is obtained through specialising in either [CBT](#), [psychodynamic](#), or [systemic therapy](#). This training comprises three years at ST 4-6 level in a GMC accredited psychotherapy scheme, quality-assured by local deaneries through the schools of psychiatry. Trainees acquire an in-depth knowledge of theory and practice of their major approach, and also receive training in the other two (psychodynamic, CBT or systemic) approaches. The [specialist curriculum](#) is available on the College website.

Old age psychiatry is a specialty that caters for the unique needs of old people with psychiatric disorders such as dementia, Alzheimer's disease, depression, etc. Training in this specialty provides the special knowledge and skills required to deal with these needs. Old age psychiatrists today tend to work in interdisciplinary community mental health teams and in partnership with general practitioners, social services, and hospital doctors. They provide services to the patients and their caregivers and support general practitioners, social services, and other hospital departments. Their work includes the direct assessment and management of disease and the provision of education and information to others working with older adults, aiming to influence the practice of others.

Child and adolescent psychiatry Child and adolescent psychiatry (CAP) is a specialty of psychiatry and deals with the diagnosis and management of psychiatric disorders from infancy to late adolescence. CAP is a developing field, as mental health problems in children are increasing. Approaches to treatment are varied and range from psychodynamic psychotherapy to family therapy. Medication can occasionally be an approach to treatment, and inpatient unit admission to an inpatient unit may also be used therapeutically. The work emphasises a multidisciplinary and multi-agency approach and leadership skills. The government has acknowledged the importance of

child and adolescent mental health services (CAMHS) and the number of initiatives within the subject is increasing. New trends include greater specialisation within the subject, delivery of services for eighteen-year olds and collaboration with adult psychiatrists in young-adult services. Community and outpatient work predominates, though day and inpatient are also important aspects. Consultation with non-CAMHS specialists in other agencies is an increasing part of the work, to ensure integration of interventions at all levels. Child and adolescent psychiatrists also work in forensic adolescent psychiatry, and are becoming more established in all parts of the UK.

Psychiatry of learning disability The psychiatry of learning disability is a branch of psychiatry, dealing with the assessment and treatment of emotional, behavioural and psychiatric disorder associated with learning disability (mental handicap, mental retardation). Practitioners also provide advice and education about behavioural aspects of learning disability to parents, other carers, and to other professionals such as teachers. The nature of problems dealt with is much broader than in other psychiatric specialties and includes organic psychiatric disorders (dementia, delirium, etc.); functional psychiatric disorders (affective disorder, schizophrenia, etc.); autism; challenging behaviour; behavioural phenotypes; and epilepsy. Much of the work is done in settings other than hospitals (clinics, day centres, family homes, community group homes) and the psychiatric contribution to multi-disciplinary working is greatly valued. Advances in basic sciences have vastly increased the scope for improving the quality of life of people with learning disability through psychiatric intervention.

3.3.1 Clinical experience at advanced training level

Training placements should be within a good clinical service in which the trainee is given a role matching his/her seniority and experience. The service should provide the opportunity to work in a multi-disciplinary team which includes psychiatric nurses, occupational therapists, psychologists and social workers, and the trainee should, particularly in later years, have the chance to chair clinical meetings and case reviews. Liaison with other hospital specialists, and with general practitioners, including domiciliary consultations, should be available. Experience in emergency psychiatry is of increasing importance with a growing emphasis on community and domiciliary care.

In addition to this essential experience, some sessions each week (usually two) might be set aside for personal development in the form of special clinical interests or research (see below for a description of special interests). For example, for a general psychiatrist these might include liaison psychiatry, perinatal psychiatry, an eating disorder clinic, behaviour therapy instruction, or forensic consultations. These different commitments should be carefully timetabled each week and subject to the same conditions for training (e.g. supervision and assessment). For further information about the structure of advanced training please read the [Specialist training in psychiatry guide](#) (OP69) and the [Gold Guide](#).

Unfortunately, there is no facility to formally link applications with that of a spouse or partner. Applicants should ensure that both partners indicate the same deanery preferences in the same order, or specify only one (the same) deanery.

Once your application form has been submitted, you will not be able to alter your deanery or specialty ranking. Please consider your choices carefully before submitting your application.

3.4 Consider the desirable criteria

In a competitive system, your application should aim to document as many of the desirable criteria as possible. During the initial stages of application, the application form is your sole means of demonstrating your suitability for appointment and will be the only source of information by which you will be ranked prior to interview.

Please look carefully at the ST4 person specifications, available on the [College](#) website.

4. The Application Form

4.1 How to access the recruitment portal

The ST4 application portal open at 12.00noon (GMT) on Friday, 16 September 2011

To access the online application system, please use MS Internet Explorer if possible. Applicants in 2010 experienced problems when using Mozilla Firefox so we would advise not to use it.

To register, please go to <https://trainingjobs.rcpsych.ac.uk/cac> and click on New Candidate. You will not be able to register with the recruitment portal or access the online application form until Friday 16 September 2011. You will be initially asked to provide the following details when you register:

- Your name
- A valid email address
- A password
- Your GMC registration number

Royal College of Psychiatrists Recruitment

Registration

Please complete this page to register as a candidate. The email address and password you provide below will become your login details for this portal so we strongly advise that you take care when entering these details. Avoid using a Hotmail address if possible because emails to Hotmail account can be blocked, and difficult to access from some hospitals.

Do not copy and paste your email address. Please remember which email address you have used as your username. It will not be possible to change your email address once you have registered.

IMPORTANT SECURITY INFORMATION:

- Please choose a secure password, with a mixture of UPPER and lower case letters, and numbers. We advise you not to write your password down. If you forget your password we can email it to you.
- Do not enter usernames, passwords and personal information where your entries could be observed by others.
- For security reasons, if no activity is detected for 30 minutes, you will be automatically logged out. At the end of each session be sure to log out of your candidate portal. DO NOT simply close your browser tab.

Registration Details

Title *
Please select ...

If 'Other' please specify

First name *

Surname/Family name *

Email address * ⓘ

Confirm email address *

Password *
(Password must be 6 or more characters and must contain alpha and numeric characters)

Confirm password *

UK GMC Registration

Please give details of your current GMC registration.

You must hold, or be eligible to hold, full UK GMC registration and a valid Licence to Practise at the time of application. Some EEA doctors however are entitled to full GMC registration automatically, but may not yet have applied.

If you are not currently registered with the UK GMC, select NONE and provide an explanation as to why you believe you are eligible to apply. If you have recently passed PLAB II and require an offer of a specialty training post in order to obtain registration, please indicate you are ELIGIBLE and enter your GMC Reference number.

Type of current registration *
Please select ...

Do you hold a current "Licence to Practice" from the UK GMC? *
Please select ...

* Required Fields

Continue

Once the system has validated your personal details you will be taken to the page where you can select your deanery and specialty. You cannot change your deanery or specialty after you have clicked on the "Apply" button so please be very careful when making your selections. If you have made a mistake the only way to amend it is to click on the "Apply for further posts" link and create a further application for your preferred choice. All the data you might have entered will then be copied across and you can start again.

When you have made your first deanery and specialty selection your first application will be created and you can start completing in straight away. To make your second application, you need to click on 'apply for further posts' link in the top left-hand corner of the recruitment portal. This will then create your second application. The contents of the first application will be copied over and then you can amend if and as required.

4.2 Your login and password

4.2.1 Your email address is your login name

The email address that you register with will become your login name. Please be careful when typing it in. When asked to confirm your email address, please do not cut and paste it from the one above. You MUST enter it again. You will have to type in your email address to log back in to the system when you need to access it at a later date.

4.2.2 Choose your email account carefully

The majority of communication with you during the recruitment process will be by email and via your account on the application system. Please choose a secure email address that you can access easily and frequently. Failure to check your email regularly may mean that you do not respond to requests in time, and your application may fail to progress or be rejected as a result.

Due to common firewall restrictions and the functionality of hotmail, this often causes problems with email communication. Therefore, it is recommended that you do NOT use a hotmail email account to register with the system.

Furthermore, some NHS Trust email filters may block emails from the system. If this is the case, please use an alternative email account. You can only change your email address after you have submitted your application. This can be done within the application form by selecting 'Update contact Details'.

Please choose an email account that will not suddenly expire (for example, if you are currently using an internet provider account like AOL and your contract is due to come to an end).

The email address you provide at registration and use to log in to your account should be quoted in all correspondence.

4.2.3 Your password

Your password MUST have at least six characters and we strongly advise that you choose a password with a mixture of UPPER and lower-case letters, and numbers.

You must be careful when entering your password. If you enter it incorrectly on three occasions you will be unable to gain access to your application form until you have received a reminder email. You will be able to request a password reminder if you forget it by clicking on the link on the login page. The password reminder will be sent to the email address that you have registered on the system.

Please ensure that you make a careful note of your password. Your password is not accessible to anyone but you. Passwords are held encrypted in the application system database. Please ensure that you keep your login details securely. Do not write them down or store them on your computer in a way that might be accessed by others. If another individual accesses your application form and makes changes, it is almost certain that they have obtained the password from you (albeit without your knowledge). Unfortunately, nothing can be done to address this once your application has been submitted. Therefore, please ensure that you take great care with your login and password details.

IMPORTANT NOTE

In line with the provisions of the Data Protection Act 1998 the College will destroy all personal data of candidates who applied in 2011 six months after the start date of training posts.

4.3 The application window

12.00noon (GMT) on Friday, 16 September 2011 to 12.00noon on Monday, 3 October 2011

Please start filling in your application as soon as possible after the application system has opened. It is likely that you will need several sessions lasting between one and two hours each. You should aim to submit your application well before the closing date. You will NOT receive any reminder emails to complete your application. Once you have submitted your application, you will receive an email to confirm your submission has been received.

Please note that late applications will NOT be accepted. If you have started your application before the closing time, but do not submit it until after the deadline, your application will NOT be accepted. If you are experiencing difficulties submitting your application you must notify the helpdesk via [email](#) in advance of the closing date. Please be aware that as the deadline approaches the helpdesk gets very busy, so please make contact as soon as you can.

4.4 General points

Only applications submitted via the online application portal can be accepted. You can only submit TWO applications for ST4 psychiatry.

The online application form is divided into separate sections. Each section is represented online by a different page. Pages are listed in the menu on the right-hand side of the screen.

Please take care when completing your application form and make sure you read each question carefully. Answers need to be relevant, well constructed and appropriate. When you have completed each section, this will be shown by a green tick. Incomplete sections will have a red cross, so it will be very obvious to you which sections you need to complete. You will not be able to submit your application until every section has a green tick, although you will be able to edit sections marked with green ticks before submission.

If your application is found to be incomplete, you will have failed to meet the entry criteria and may be rejected on these grounds. The recruiters are not obliged to give you the opportunity to provide further information. It is entirely your responsibility to check that your application form is complete before you submit it.

You must save the data you enter manually as the system does not do it automatically. Please remember to click on the 'save' button at the bottom of each page regularly. If you do not save each section, you will lose your answers when you go to the next section. You can return to any section you have previously saved to edit your answers up until the time you submit your application form. If you spend a long time on a section without activity you may find yourself timed out and you will need to log back in. This is a standard security measure. If you wish to move to another section using the 'Complete Section' function but have not completed mandatory fields, the mandatory fields will be marked by a '!' symbol.

It is recommended that you keep and print off hard copies of all text sections (e.g. using MS Word) for future reference, and for inclusion in your portfolio.

Completion of the form is your own responsibility and the content must be your own. Do not use someone else's material or share yours. You can discuss various aspects with your supervisor or training programme director, but you must not copy anyone else's material for inclusion in your form. Anti-plagiarism software can detect any form of standard answer. Do not share your answers with another applicant. This will reduce your chances of success and it could put you both at risk of referral to the GMC for plagiarism.

If you wish to delete your whole application you may do so. However, it is important that you only do this if you are absolutely certain you wish to start again. The system will delete all your data and you will then need to re-register as a new user. Go to the 'New User' option and start again.

IMPORTANT NOTE

There is no automatic saving so please remember to save the page you are editing every time you enter a large amount of data or text. The system will time you out after 15 minutes of inactivity and information not saved WILL BE LOST.

4.5 Word counts, spelling and grammar check, formatting

The application form does not have spelling and/or grammar checking as a facility. Therefore we recommend that you check your spelling and grammar before submitting your application. It is suggested that you check these aspects using other software which features a spelling/grammar checking facility, such as MS Word, before pasting it into the application form. Please ensure you paste your information into the correct section.

The method of word-counting in the application form is slightly different to that used by MS Word, as fewer words are allowed on the application form. The only character that is recognised by the word count, other than letters and numbers, is the apostrophe. All other punctuation characters are ignored. Below are some examples:

- The cat's food. (3 words; MS Word count = 3 words)
- A&E (2 words; MS Word count = 1 word)
- Bose-Einstein (2 words; MS Word count = 1 word)
- red@black (2 words; MS Word count = 1 word)

MS Word can be used to give a rough approximation of the word count, but it should be noted that MS Word recognises punctuation characters and so a count using MS Word is likely to be slightly lower than that produced by the word count validation on the application form.

You should enter your text into the application form text box at an early stage, then press 'save', even if it is not complete. A pop-up message will appear to inform you if you have exceeded the maximum amount of words. You can then adjust your text accordingly. You will not be able to submit your application form if you have exceeded the designated word count.

Any use of wild card characters to exceed the word count is regarded as cheating. If you do this, the information you have provided in that section of your application may be disregarded. Please note that any formatting, such as bullet points and indents, is NOT saved by the web-based system, so please ensure your text makes sense as it stands, without this type of formatting.

4.6 Application form sections

4.6.1 Personal information

In this section you will need to enter your contact details.

The screenshot shows the 'Personal Information' section of the application form. The header includes the Royal College of Psychiatrists (RCPSYCH) logo and the text 'Royal College of Psychiatrists Recruitment'. The user is logged in as 'Mr Manish KAKKA' with a 'Logout' button.

Personal Information

IMPORTANT NOTE all fields indicated with a will be copied into any further applications (i.e. Round 2) you might make. Any changes you make, and save, to any of the fields marked will be inserted into all other applications, whether they are submitted or un-submitted applications. You must ensure all data entered is accurate.

Contact Details

PLEASE NOTE that the addresses you enter here will be used for correspondence, so please take care to enter your details with correct punctuation, spelling, and formatting.

Date of birth *

Current address line 1 *

Current address line 2

Town *

County

Postcode *

Current country *

Please select...

Home telephone *

Work telephone

May we contact you at work? *

Please select...

We may wish to contact you via SMS. Please let us know if we can contact you by SMS. You can change your mind at any point by editing your contact details.

Are you happy to receive text messages from us?*

Select...

International dialling code*

Please select...

PSYCH - Mersey - CT1

Application ID - 27

Personal Information

Medico Legal Details

Fitness to Practise

Clinical References

Foundation Competency

Qualifications

Experience

Supporting Information

Equality and Diversity Monitoring

Deanery Preferences

Declaration

Complete Application

You will need to state whether you have a disability that will require special arrangements to be made for interview, whether you qualify for the Guaranteed Interview Scheme and whether you wish to work part-time.

Royal College of Psychiatrists Recruitment Mr Manish KAKKA Logout

General Information about the recruitment process
Frequently asked questions
How the form works

Personal Information

IMPORTANT NOTE all fields indicated with a will be copied into any further applications (i.e. Round 2) you might make. Any changes you make, and save, to any of the fields marked will be inserted into all other applications, whether they are submitted or un-submitted applications. You must ensure all data entered is accurate.

Less than Full Time Training

Please indicate if you wish to consider working on a less than full time basis (LFTT). If you wish to undertake psychiatry training on a less than full time basis (part-time) please arrange an appointment with the Associate Dean at the deanery you are applying to in order to secure funding approval in advance.

PLEASE NOTE: Approval for funding does not guarantee you a post.

Do you wish to train on a less than full time basis (LFTT)? *
Please select...

Do you wish to apply for a deferred start date? Please note, that for Psychiatrists training, a deferred start is permitted only for health reasons or maternity leave *
Please select...

Adjustments

If you have a disability do you require any specific arrangements to enable you to attend for interview? *
Please select...

If you have a disability, provided you meet the minimum criteria as specified in the person specification, do you wish to be considered under the "Guaranteed Interview Scheme"? Please see the Disability Discrimination Act for more details and contact the deanery. *
Please select...

* Required Fields
 Copied across into other applications

Save Section Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information

Medico Legal Details

Fitness to Practise

Clinical References

Foundation Competency

Qualifications

Experience

Supporting Information

Equality and Diversity Monitoring

Deanery Preferences

Declaration

Complete Application

There is also a question about deferred start dates, but please note this is only allowed on statutory grounds. If you are planning to work overseas and start psychiatry training after February 2012, please apply in the next recruitment round.

4.6.2 Core competence

Please see sections 3.1.7 and 3.1.8 of this guide for details of evidencing your foundation competence.

4.6.3 Medico-legal details

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

Royal College of Psychiatrists Recruitment Mr Manish KAKKA Logout

General Information about the recruitment process
Frequently asked questions
How the form works

Medico Legal Details

IMPORTANT NOTE all fields indicated with a will be copied into any further applications (i.e. Round 2) you might make. Any changes you make, and save, to any of the fields marked will be inserted into all other applications, whether they are submitted or un-submitted applications. You must ensure all data entered is accurate.

English language skills

You are required to demonstrate skills in written and spoken English that are adequate to enable effective communication about medical and / or health topics with patients, colleagues and the public.

Evidence of English language proficiency is an essential criterion for entry to psychiatry training. If you have not undertaken undergraduate medical training in English you will be required to provide evidence that your written and spoken English language is adequate to enable effective communication about medical topics with patients and colleagues.

For this we require you to have obtained an overall IELTS (International English Language Testing System) score of at least 7.0 (and all the component scores must be at least 7, all taken at the same time, within 2 years of the application closing date) or equivalent.

PLEASE NOTE: Passing PLAB 1 or II is NOT considered a satisfactory alternative to IELTS

Do you have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical and / or health topics with patients, colleagues and the public? *
Please select...

Right to work in UK

Your eligibility to apply for a Psychiatrists training post will be determined by your immigration status as at the closing date for submission of applications for this PSYCH recruitment round. Some applicants may be considered before others on the basis of immigration status in accordance with the Immigration, Asylum and Nationality Act 2005. If you are not a UK or EEA national but your immigration status entitles you to work without restriction in the UK, you will be considered on an equal basis with UK and EEA nationals.

Please answer the following questions carefully. You will be required to bring original documentary evidence of your status to interview. This evidence should normally consist of a date stamped passport and an accompanying letter from the Home Office detailing which type of visa has been granted.

Nationality *
Please select...

Do you have a UK National Insurance Number? *
Please select...

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? NB For the purposes of this form, Switzerland is included within the EEA national category *
No

Please confirm your current immigration status. Read all categories and choose carefully. *
Please select...

* Required Fields
 Copied across into other applications

Save Section Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information

Medico Legal Details

Fitness to Practise

Clinical References

Foundation Competency

Qualifications

Experience

Supporting Information

Equality and Diversity Monitoring

Deanery Preferences

Declaration

Complete Application

4.6.4 Fitness to practise, criminal convictions, driving offences

In this section you MUST provide details of all criminal convictions including road traffic offences. For example, if you were convicted for the offence of driving with excess speed you must declare this. You do NOT need to declare parking offences. No other exclusions are mentioned, so please include everything else. You should provide details of any offence for which you may go to court or are awaiting a hearing in court. This includes if you were arrested for an offence and are waiting to hear if you will be charged.

The post you are applying for is exempt from the ‘Rehabilitation of Offenders Act’ and therefore any cautions or convictions you may have received cannot be considered ‘spent’ and must be declared.

You must adhere to Good Medical Practice which requires that you do your best to make sure that any documents you write or sign are not false or misleading. As such, if you are in any doubt, please declare it. Should you receive an offer of employment, your employer is obliged to carry out a CRB (Criminal Records Bureau) check at enhanced level. If you do not declare something that subsequently comes to light, this will be taken very seriously and you may find yourself dismissed from work and reported to the GMC.

The information on the ‘Fitness to Practise’ page of your application is strictly confidential to the members of human resources / administrative staff registered with the College to process your application, and the Head of School of Psychiatry / delegated officer(s) responsible for considering whether your declaration is, or is not, material to your application. The Head of School of Psychiatry / delegated officer(s) from your first preference deanery may wish to contact you about any declarations you make, to give you the opportunity to provide further information. In the event that you are offered a post, this information will be passed on, in confidence, to your new employer’s human resources department. Where material exceptions do arise, it does not necessarily mean that you will be rejected. An applicant may be accepted in cases where a material incident occurred several years ago and there is no evidence of any recurrence, and the applicant continues to be registered with the GMC.

Mr Manish KAKKA
[Logout](#)

General Information about the recruitment process

Frequently asked questions

How the form works

Fitness to Practise, Criminal Investigations and Safeguarding Vulnerable Groups Act 2006 Ⓢ

It is vitally important that you read, understand and answer the questions asked in this section by ticking each box. Please read the notes below carefully before completing this part of the form. If you require further information, please contact the relevant person at the deanery to which you are applying. You will find their contact details on the [College website](#). All enquiries will be treated in strict confidence.

Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country? (You do NOT need to tell us about parking offences) *

Please select... ▼

Have you ever received a police caution, reprimand or final warning?

Please select... ▼

Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of? * Ⓢ

Please select... ▼

Are you aware of any current NHS Counter Fraud and Security Management Service (CFSMS) investigation following allegations made against you? *

Please select... ▼

Have you ever been investigated by the Police, CFSMS or any other Investigatory Body resulting in a current conviction or dismissal from your employment? * Ⓢ

Please select... ▼

Have you ever been dismissed by reason of misconduct from any employment, office, or other position previously held by you? *

Please select... ▼

Have you ever been disqualified from the practice of a profession or required to practise subject to specified limitations/conditions/warnings following fitness to practise proceedings by a regulatory or licensing body in the United Kingdom or in any other country? *

Please select... ▼

Are you currently the subject of any investigation, or fitness to practise proceeding by any licensing or regulatory body in the United Kingdom or any other country? *

Please select... ▼

Are you subject to any other prohibition, limitation or restriction that means we are unable to consider you for a Psychiatrists training Programme? *

Please select... ▼

Do you know of any other matters in your background which might cause your reliability or suitability for employment to be called into question? *

Please select... ▼

* **Declaration:** I hereby declare that the information given here is true. I further declare that should the situation change with regard to police investigations, criminal convictions or fitness to practise while applying for or appointed to Psychiatrists training, I will provide full details within 5 working days to the Postgraduate Deanery.

PSYCH - Mersey - CT1

Application ID - 27

Personal Information ✗

Medico Legal Details ✗

Fitness to Practise ✗

Clinical References ✗

Foundation Competency ✗

Qualifications ✗

Experience ✗

Supporting Information ✗

Equality and Diversity Monitoring ✗

Deanery Preferences ✗

Declaration ✗

Complete Application

* Required Fields

Copied across into other applications

Save Section
Complete Section

4.6.5 Qualifications

Primary Medical Qualification

This section asks you to provide details of your medical degree, with dates. Your primary medical qualification is not scored, but additional qualifications may receive a score.

Qualifications

Primary medical qualifications ⓘ

Please complete ALL parts of this section. If you do not have any evidence please enter "No evidence". Do not leave a section blank.

IMPORTANT NOTE all fields indicated with a ⓘ will be copied into any further applications (i.e. Round 2) you might make. Any changes you make, and save, to any of the fields marked ⓘ will be inserted into all other applications, whether they are submitted or un-submitted applications. You must ensure all data entered is accurate.

Qualification * ⓘ
Please select...

If other, please specify ⓘ

Course start date * ⓘ
[] [] [] [] [] []

Course completion date * ⓘ
[] [] [] [] [] []

Please indicate the country of awarding institution * ⓘ
Please select...

Medical School * ⓘ
Please select...

If Other or a non UK medical school, please specify ⓘ

Date obtained (dd/mm/yyyy) * ⓘ
[] [] [] [] [] []

* Required Fields
 ⓘ Copied across into other applications

Save Section Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information ❌

Medico Legal Details ❌

Fitness to Practise ❌

Clinical References ❌

Foundation Competency ❌

Qualifications ❌

Experience ❌

Supporting Information ❌

Equality and Diversity Monitoring ❌

Deanery Preferences ❌

Declaration ❌

Complete Application

Additional Undergraduate Degrees and Qualifications (Maximum score = 2)

You should enter any other relevant undergraduate degrees. You will be able to choose only one statement from the dropdown menu (see below) so it is important to select the one that best reflects your achievement. You must then complete the text box (word limit = 30) to give further information (e.g. title of course / degree, dates etc.). If you have further qualifications to add, select 'add qualification'. If you want to change it, select 'delete qualification' and re-enter, as appropriate.

You may find you are unable to view the full sentence on the application form. If this is so, please refer to the sentences below, which are identical and in the same order, to select your choice.

Statements that you can choose from (the numbers in brackets show the shortlisting mark for that statement):

- MB with honours, or Intercolated BSc with 1st class honours (2)
- Intercolated BSc, BMSci (1)
- Unclassified degree, no prizes or honours (0)
- Other: please specify



General Information about the recruitment process

Frequently asked questions

How the form works

Qualifications

Additional undergraduate degrees and qualifications

Please list any additional undergraduate qualifications with dates. Include intercalated BSc/equivalent degree here if you have one. You must only list other degrees (eg BSc, BA, etc) if this required formal time to be taken out of the undergraduate medical curriculum.

Do not include details of your pre-university school education / exam results.

Qualification *

Please select...

Delete Undergrad Qualification

Add Undergrad Qualification

Postgraduate degrees and qualifications

Give details of any postgraduate medical qualifications / other degrees / diplomas / certificates (e.g. MD etc). For an MD please state whether this is linked to your primary medical qualification or the result of an independent research thesis.

Please include here any relevant qualifications listed as desirable on the person specification.

Qualification *

Please select...

Delete Post Grad Qualification

Add Post Grad Qualification

* Required Fields

Copied across into other applications

Save Section

Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information ✘

Medico Legal Details ✘

Fitness to Practise ✘

Clinical References ✘

Foundation Competency ✘

Qualifications ✘

Experience ✘

Supporting Information ✘

Equality and Diversity Monitoring ✘

Deanery Preferences ✘

Declaration ✘

Complete Application

Postgraduate Degrees and Qualifications (Maximum score = 2 per shortlister)

In this section you can list any relevant postgraduate degrees you may have. You will be able to choose only one statement from the dropdown menu (see below) so it is important to select the one that best reflects your achievement. You must then complete the text box (word limit = 30) to give further information (e.g. title of course / degree, dates etc.). Please note the difference between a dissertation MD (e.g. some MDs done as part of the medical qualification in the Indian subcontinent) and a research-based MD.

If you have further qualifications to add, select 'add qualification'. If you want to change it, select 'delete qualification' and re-enter, as appropriate. You may find you are unable to view the full sentence on the application form. If this is so, please refer to the sentences below, which are identical and in the same order, to select your choice.

Statements that you can choose from (the numbers in brackets show the shortlisting mark for that statement):

- PhD on a relevant topic; research-based or taught MD (2)
- Other relevant evidence of merit, e.g. MRCP or MRCPGP (1)
- No postgraduate qualification (0)
- Other - please specify

4.6.6 Supporting information

This section has a number of important domains which are marked, and it is a key section for you to spend some time on. Please do your best to enter something relevant in each text box. Completion of the text boxes is not mandatory if you have no evidence for the section. You must justify any sentences selected which claim achievements. Future achievements, i.e. those to be achieved after Monday 7 March 2011, should not be recorded.

Additional achievements: Prizes, awards, distinctions (Maximum score = 2 per shortlister)

This section has space for other relevant achievements, such as honours degrees, merits, distinctions and prizes. Add each achievement in a separate box from the 'drop-down' list, and select the most appropriate description. Because medical schools use different terminology, you will have to judge which category to select. Please provide further information in the text box (word limit = 30 for each achievement).

You may find you are unable to view the full sentence on the application form. If this is so, please refer to the sentences below, which are identical and in the same order, to select your choice.

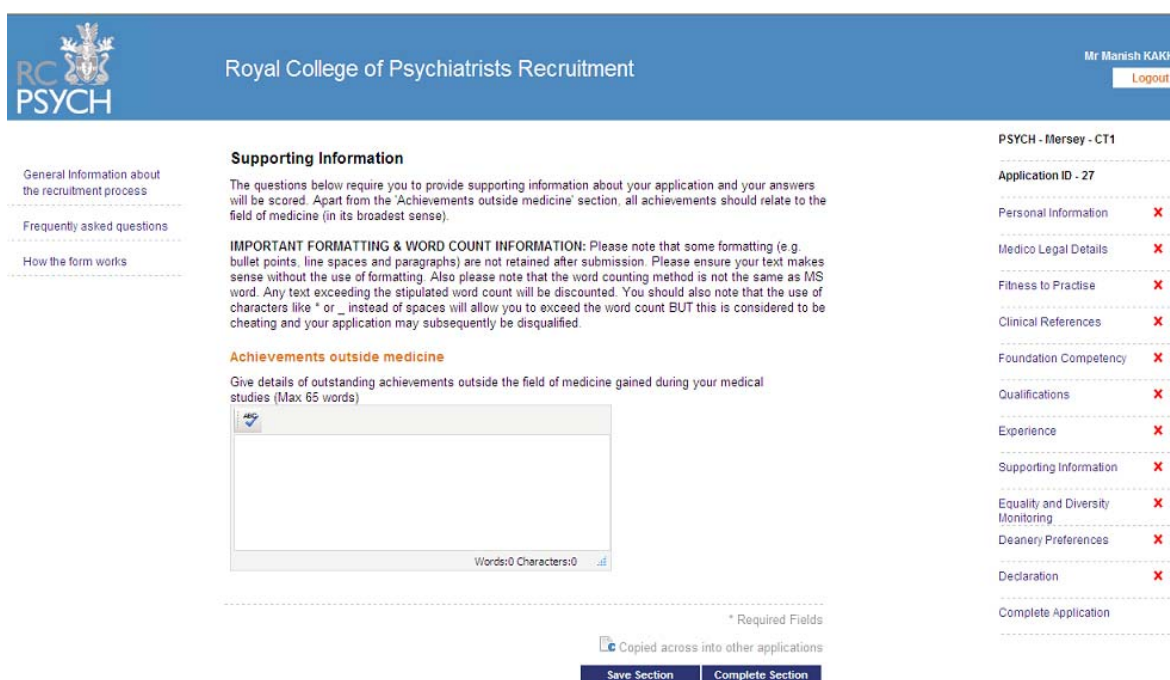
These are the statements that you can select (the numbers in brackets show the shortlisting mark for that statement):

- More than one undergraduate or postgraduate prize, award, or distinction (2)
- One undergraduate or postgraduate prize, award, or distinction (1)
- No prizes or distinctions (0)
- Other - please specify

If you do not have any of these additional achievements, but you are otherwise eligible, your application will still be considered.

Achievements outside Medicine (Maximum score = 4 per shortlister)

This is a free text box (word limit = 65). If you give one or more examples of an achievement, ensure that you include details of your role, the effort required, and the relevance of the achievement in relation to the psychiatric specialty training you are applying for. For example, just stating that you were head boy / girl will not attract as many marks as a statement that includes the relevance of this to your application and future training.



Presentations (Maximum score = 5 per shortlister)

In this section please provide details of your most relevant presentations and / or posters to local bodies, regional or national societies. You should select from the 'drop-down' list the statement that applies to you. You can select only ONE statement. Please provide an explanation about your choice and describe your personal contribution to the work in the text box (word limit = 100). You can mention other relevant presentations/posters here if you wish providing you do not exceed the word limit. However you will have an opportunity to present your portfolio, or parts of it, if you are invited to an interview. Do not include audit presentations here, please use the separate Audit section.

You may find you are unable to view the full sentence on the application form. If this is so, please refer to the sentences below, which are identical and in the same order, to select your choice.

These are the statements that you can select (the numbers in brackets show the shortlisting mark for that statement):

- I have given a presentation at an international level (5)
- I have presented a poster at an international level (4)
- I have given a presentation at a national level (4)
- I have presented a poster at a national level (3)
- I have given a presentation at a regional level (3)

- I have presented a poster at a regional level (2)
- I have given a presentation at a local level (1)
- No presentations or posters (0)

Publications (Maximum score = 5 per shortlister)

In this section please provide details of your most relevant publications. You should select from the 'drop-down' list the statement that applies to you. You can select only ONE statement. Peer-reviewed journals include the BMJ, Lancet, New England Journal of Medicine and most specialty journals. If you are unsure, visit the journal's website to determine whether submissions are peer-reviewed.

Please provide full citation details (as in Pubmed, but excluding your own name) of any published work, specify any abstracts and give a statement about your personal contribution to the work in the text box (word limit = 150). You can mention other relevant publications here if you wish providing you do not exceed the word limit. However you will have an opportunity to present your portfolio, or parts of it, if you are invited to an interview.

You may find you are unable to view the full sentence on the application form. If this is so, please refer to the sentences below, which are identical and in the same order, to select your choice. These are the statements that you can select (the numbers in brackets show the shortlisting mark for that statement):

- I am the 1st/2nd/3rd, or last author of more than one peer-reviewed publication (5)
- I am the 1st/2nd/3rd, or last author of one peer-reviewed publication (4)
- I am a named author (any rank) of a publication or published case report (3)
- I had a letter published (2)
- I had an e-letter published or have clear evidence of research activity as yet unpublished (1)
- I have no publications (0)

Teaching (Maximum score = 4 per shortlister)

In this section please provide details of your teaching experience. You should select from the 'drop-down' list the statement that applies to you. You can select only ONE statement. Your experience might not exactly match a statement, but please use your judgement in selecting the most appropriate statement. Attendance at mandatory, short training-to-teach sessions (most Foundation programmes and many undergraduate programmes include some mandatory training on how to teach) do NOT count as formal training in this context. We are looking for evidence of a more substantial training course in teaching methods; typically, but not always, training in different teaching methods lasting at least a week.

Please provide full details about the type of teaching, your personal contribution and details of any feedback obtained in the text box (word limit = 150).

You may find you are unable to view the full sentence on the application form. If this is so, please refer to the sentences below, which are identical and in the same order, to select your choice. These are the statements that you can select (the numbers in brackets show the shortlisting mark for that statement):

- I have been actively engaged in teaching different groups & hold a teaching qualification (4)
- I have been actively engaged in teaching different groups and undertaken formal training in teaching (3)
- I have been actively engaged in teaching of different groups (2)
- I have been teaching junior colleagues and medical students (1)
- I have no teaching experience (0)



General Information about the recruitment process

Frequently asked questions

How the form works

Supporting Information

The questions below require you to provide supporting information about your application and your answers will be scored. Apart from the 'Achievements outside medicine' section, all achievements should relate to the field of medicine (in its broadest sense).

IMPORTANT FORMATTING & WORD COUNT INFORMATION: Please note that some formatting (e.g. bullet points, line spaces and paragraphs) are not retained after submission. Please ensure your text makes sense without the use of formatting. Also please note that the word counting method is not the same as MS word. Any text exceeding the stipulated word count will be discounted. You should also note that the use of characters like * or _ instead of spaces will allow you to exceed the word count BUT this is considered to be cheating and your application may subsequently be disqualified.

Presentations

In this section please provide details of your most relevant presentations and/or posters at a local, regional or national level. Please give a statement about your personal contribution to the work. DO NOT include audit presentations here, use the separate clinical audit section.

Please select the sentence highest on the list that applies to you. You can select only one statement. Some of the statements carry equivalent scoring weight. Please refer to the [application scoring framework](#) available on the College website. *

Please select...

Publications

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

Please select the sentence highest on the list that applies to you. You can select only one statement. Some of the statements carry equivalent weight. Please refer to the [application scoring framework](#) available on the College website. *

Please select...

Teaching experience

In this section please provide details of your teaching experience. Please give full details about the type of teaching, your personal contribution and details of any feedback obtained.

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

Please select...

* Required Fields

Copied across into other applications

Save Section

Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information **X**

Medico Legal Details **X**

Fitness to Practise **X**

Clinical References **X**

Foundation Competency **X**

Qualifications **X**

Experience **X**

Supporting Information **X**

Equality and Diversity Monitoring **X**

Deanery Preferences **X**

Declaration **X**

Complete Application

Clinical Audit (Maximum score = 5 per shortlister)

In this section please provide details of clinical audit experience. You should select from the 'drop-down' list the statement that applies to you. You can select only ONE statement. Your experience might not exactly match a statement, but please use your judgement in selecting the most appropriate statement.

Please provide full details, giving titles and dates, and describing your contribution, what the audit showed, whether the audit was presented or published and whether the audit cycle closed in the text box (word limit = 250).

You may find you are unable to view the full sentence on the application form. If this is so, please refer to the sentences below, which are identical and in the same order, to select your choice.

These are the statements that you can select (the numbers in brackets show the shortlisting mark for that statement):

- I have completed an audit cycle and described service change (5)
- I have completed an audit cycle (4)
- I have presented results of audit at departmental or educational meeting (3)
- I have been involved in audit but cycle not completed (2)
- I have had token involvement in audit (1)
- No audit activity (0)



General Information about the recruitment process

Frequently asked questions

How the form works

Supporting Information

The questions below require you to provide supporting information about your application and your answers will be scored. Apart from the 'Achievements outside medicine' section, all achievements should relate to the field of medicine (in its broadest sense).

IMPORTANT FORMATTING & WORD COUNT INFORMATION: Please note that some formatting (e.g. bullet points, line spaces and paragraphs) are not retained after submission. Please ensure your text makes sense without the use of formatting. Also please note that the word counting method is not the same as MS word. Any text exceeding the stipulated word count will be discounted. You should also note that the use of characters like * or _ instead of spaces will allow you to exceed the word count BUT this is considered to be cheating and your application may subsequently be disqualified.

Clinical audit

In this section please provide details of clinical audit experience, giving titles and dates. What specifically was your contribution, what did the audit show, was the audit presented or published and was the audit cycle closed?

PLEASE NOTE you will be required to show evidence to back up your claims if you are invited to interview

Please select the statement that best applies to you, and expand further in the text box. You can select only one statement. Some of the statements carry equivalent weight *

Please select...

* Required Fields

Copied across into other applications

Save Section

Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information **X**

Medico Legal Details **X**

Fitness to Practise **X**

Clinical References **X**

Foundation Competency **X**

Qualifications **X**

Experience **X**

Supporting Information **X**

Equality and Diversity Monitoring **X**

Deanery Preferences **X**

Declaration **X**

Complete Application

Management, leadership, team work and communication skills (Max score = 3 per shortlister)

In this section please describe activities and achievements which demonstrate your management, leadership, team work and communication skills relevant to a career in this specialty (word limit = 200).

Research skills (Maximum score = 3 per shortlister)

In this section please give brief details of all research projects, and/or relevant research experience that you have undertaken or are undertaking, including methods used. Indicate your level of involvement and your exact role in the research team detailing when this took place, your time commitment, your contribution / involvement and source of funding. If you have been awarded a higher degree as a result of research, this must be detailed additionally in the audit section. Detail your academic career plans, if applicable (word limit = 200).

Suitability for specialty (Maximum score = 6 per shortlister)

In this section please describe (word limit = 200) how you believe you meet the person specification requirements for the ST4 training programme you are applying for. Include the particular skills and attributes that make you suitable for a career in this specialty. Please use the text box to provide fresh supporting information. Do not simply repeat the information you have already provided in previous sections.

Commitment to specialty Maximum score = 6 per shortlister)

In this important section please describe (word limit = 200) any activities you have undertaken and achievements accomplished which demonstrate your commitment to a career in your chosen psychiatric specialty. Please provide the information that does not appear elsewhere in your application.



General Information about the recruitment process

Frequently asked questions

How the form works

Supporting Information

The questions below require you to provide supporting information about your application and your answers will be scored. Apart from the 'Achievements outside medicine' section, all achievements should relate to the field of medicine (in its broadest sense).

IMPORTANT FORMATTING & WORD COUNT INFORMATION: Please note that some formatting (e.g. bullet points, line spaces and paragraphs) are not retained after submission. Please ensure your text makes sense without the use of formatting. Also please note that the word counting method is not the same as MS word. Any text exceeding the stipulated word count will be discounted. You should also note that the use of characters like * or _ instead of spaces will allow you to exceed the word count BUT this is considered to be cheating and your application may subsequently be disqualified.

Commitment to speciality, activities and achievements

Please describe how you meet the person specification for psychiatry. Include the particular skills and attributes that make you suitable for a career in psychiatry. (Maximum 200 words.)

Words:0 Characters:0

Please describe activities and achievements which demonstrates your commitment to a career in psychiatry and/or have led to the development of skills relevant to a career in psychiatry. (Maximum 200 words.)

Words:0 Characters:0

* Required Fields

Copied across into other applications

Save Section

Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information **X**

Medico Legal Details **X**

Fitness to Practise **X**

Clinical References **X**

Foundation Competency **X**

Qualifications **X**

Experience **X**

Supporting Information **X**

Equality and Diversity Monitoring **X**

Deanery Preferences **X**

Declaration **X**

Complete Application

4.6.7 Experience

In this section you are asked to list all your previous posts in reverse order, starting with the current / most recent. You will need to document the post you were in, the level you worked at and the name of the Trust, together with dates. You must list each separate placement of your core training. Select 'Add new post' for each post you wish to list. If you make an error, select 'Delete post', and then re-enter correctly.

The form will ask you if you have any gaps in your career history. Please note that if you select 'No' and there are any significant time gaps between the posts you have entered, the system will not allow you to submit the form unless you have provided an adequate explanation.

You cannot submit the form without at least one post entered in this section. Obviously, if you do not have any career experience whatsoever then you will not be eligible for psychiatry training.

There is also a section you can complete on future scheduled posts you will be taking up. This section is completed in the same manner as that relating to previous posts, described above.

Please note that this section is not marked.



General Information about the recruitment process

Frequently asked questions

How the form works

Experience

Please list all medical employment since graduating from medical school, starting with your most recent post. If you have undertaken a rotational post (e.g. 4 month posts in separate specialities during a Foundation Year) please list each speciality separately.

If you are due to undertake a further post, but have not yet started it, please list that post first, followed by your current or most recent post.

Current employment status

Are you currently employed in a medical post? *

Are you due to undertake a further post, but have not yet started it? *

Current or most recent post

Employer name *

NHS Employer *

Address line 1 *

Address line 2

Town *

Previous post(s)

Employer name

NHS Employer

Address line 1

Address line 2

Town

County

Postcode

Country

Post title

* Required Fields

Copied across into other applications

Save Section Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information **X**

Medico Legal Details **X**

Fitness to Practise **X**

Clinical References **X**

Foundation Competency **X**

Qualifications **X**

Experience **X**

Supporting Information **X**

Equality and Diversity Monitoring **X**

Deanery Preferences **X**

Declaration **X**

Complete Application

4.6.8 Equal opportunities

This section includes the equal opportunities monitoring information required by the National Health Service (NHS) to monitor their recruitment practices. In order to comply with the obligations placed on them under equality legislation, employers are obliged by law to collect and analyse this information. You are asked to provide your age, gender, ethnic origin, religious beliefs, and whether you have a disability.

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

General Information about the recruitment process

Frequently asked questions

How the form works

Equality and Diversity Monitoring [ⓘ]

IMPORTANT NOTE all fields indicated with a will be copied into any further applications (i.e. Round 2) you might make. Any changes you make, and save, to any of the fields marked will be inserted into all other applications, whether they are submitted or un-submitted applications. You must ensure all data entered is accurate.

Monitoring Information

Date of birth *

Gender *

Do you live and work in a gender other than that assigned at birth? *

Equality Act 2010

Please indicate which group best describes you. *

Please select that which best describes your sexuality *

Please indicate your religious belief. *

The Disability Discrimination Act protects disabled people. This includes people with long-term health conditions.

Do you consider yourself disabled? * [ⓘ]

PSYCH - Mersey - CT1

Application ID - 27

- Personal Information ✗
- Medico Legal Details ✗
- Fitness to Practise ✗
- Clinical References ✗
- Foundation Competency ✗
- Qualifications ✗
- Experience ✗
- Supporting Information ✗
- Equality and Diversity Monitoring ✗
- Deanery Preferences ✗
- Declaration ✗
- Complete Application

* Required Fields

Copied across into other applications

Save Section Complete Section

4.6.9 References

This section asks you to list three referees. One MUST be your current or most recent supervisor, familiar with your clinical development and able to comment on your competence. The other two referees should relate to your most recent previous posts. For all three referees you will need to provide their address, email, contact number and dates you worked with the referee.

The absence of a reference from a recent referee might raise some questions. A recent referee may be unavailable for very good reasons (e.g. retirement, ill-health etc), in which case you should approach your next most recent supervisor.

Please remember to check with your referees that they are able to provide you with a reference within the timeframe of this recruitment round. They will have to agree to complete a standard reference form for you. It is usually helpful for a referee to have your latest CV, or at least talk to you about your application.

Once your application is submitted you will only be able to change the contact details of the referees you have named in your application using your account in the recruitment portal. If you have exceptional reasons to use a new referee to replace one you have already named, you must discuss this with the deaneries to which you are applying.

IMPORTANT NOTE
If you need to change the name of your referee after submitting your application please contact your deanery.

The practices for collecting references differ from deanery to deanery. You will find a useful [table](#) on the College website that explains this issue. It is your responsibility to ensure your references are provided in line with deanery procedures. References are not used in the scoring process, but are required by your prospective employer prior to issue of a contract. Even if your application is successful, you cannot start your job until your references are received and deemed satisfactory.



General Information about the recruitment process

Frequently asked questions

How the form works

References

Clinical References

Reference reports are not used for scoring purposes during shortlisting or interview but will be reviewed during the selection process and again prior to confirmation of appointment for successful applicants. The reference process is designed to check the accuracy of your previous employment and training history and to provide assurance of your qualifications, integrity and track record.

Clinical Referee 1

This Clinical Referee MUST be your current or, if not presently employed, your most recent Consultant, Educational Supervisor or Employer.

Name of Consultant or Educational Supervisor *

Job Title of Consultant or Educational Supervisor *

Please select...

If other, please specify

Specialty *

Please select...

Contact e-mail address * ①

Address line 1 *

Address line 2

Town *

County

Postcode *

Country *

Please select...

Contact telephone number - Switchboard *

Contact telephone number - Direct dial

What is or was their role in relation to you? * ①

Please select...

* Required Fields

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Save Section Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information **X**

Medico Legal Details **X**

Fitness to Practise **X**

Clinical References **X**

Foundation Competency **X**

Qualifications **X**

Experience **X**

Supporting Information **X**

Equality and Diversity Monitoring **X**

Deanery Preferences **X**

Declaration **X**

Complete Application

4.6.10 Declaration

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



General Information about the recruitment process

Frequently asked questions

How the form works

Declaration

The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1998 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

Declarations

1. I declare that the information I have given in support of my application, including information supplied on this form and any attached appendices, is, to the best of my knowledge and belief true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, particularly on criminal convictions and fitness to practice, my application may be disqualified or, if I have already been appointed, I may be dismissed and that I may be reported to the General Medical Council.
2. I declare that my answers to the questions on this form, any attached appendices and any other application forms required by individual deaneries are my own work and are not copied or reproduced from any other sources. I understand that if any of my answers are discovered not to be original, my application may be disqualified.
3. I understand that information about my application including personal data will be recorded and processed on computer in order to progress and monitor appointments as well as the production of recruitment statistics. Deaneries share information with other deaneries and other organisations involved in the planning, management and delivery of training including the Department of Health and the Royal College of Psychiatrists. The Royal College of Psychiatrists commissions and undertakes a programme of research aimed at developing and improving the processes used for selection into speciality training. Anonymised recruitment data from all candidates is used in our research and quality assurance programmes. Under no circumstances will those undertaking such work be able to access candidate identifiable data, without contacting current and past applicants in advance for their permission to do so. I consent to the recording and processing of personal data in this way in accordance with the Data Protection Act 1998 and as outlined above.
4. I am aware of the GMC Good Medical Practice (paragraph 49) which states that if a post is formally accepted then I must not withdraw unless the employer has time to make other arrangements. I understand that failure to comply with this requirement may result in a complaint to the GMC.
5. Having been allocated to a training opportunity, any subsequent contract of employment will be subject to satisfactory pre-employment checks and subject to the information provided on the application form or any related documents being correct. Pre-employment checks will be carried out to review and confirm the details of my application.
6. I understand that employment offered in this training programme is subject to satisfactory medical clearance which may include a medical examination and/or blood tests. I am aware that the GMC has published guidelines on fitness to practise where the doctor has contracted a disease that is potentially transmissible.
7. Candidates recommended for training following interview will be subject to the appropriate Disclosure from the Criminal Records Bureau. A criminal record will not necessarily be a bar to obtaining a position. All deaneries comply with the Criminal Records Bureau Code of Practice and undertake to treat all applicants fairly. Further information about the Criminal Records Bureau can be obtained from www.disclosures.co.uk and www.disclosurescotland.co.uk. Candidates are reminded that they should inform the deanery of any new criminal convictions, police investigations or fitness to practise proceedings that arise since the completion of this application form.

* Declaration: I agree to the above statements.

Entry Criteria checklist

Finally before submitting your application, you should tick the following checklist to indicate that you have completed this application form in conjunction with the entry criteria set out in the relevant Speciality/entry level Person Specification for the post applied for.

- I meet the essential qualifications *
- I have the right to work in the UK *
- I hold a current/am eligible to hold a GMC Licence to Practise *
- I have no fitness to practise restrictions, or any other prohibition, limitation or restriction which would prevent me from applying for this post *
- I am proficient in English language skills at the required level *
- I am aware of the recruitment arrangements for my chosen speciality and entry level contained in the Applicant Guide *

* Required Fields

Copied across into other applications

Save Section Complete Section

PSYCH - Mersey - CT1

Application ID - 27

Personal Information	X
Medico Legal Details	X
Fitness to Practise	X
Clinical References	X
Foundation Competency	X
Qualifications	X
Experience	X
Supporting Information	X
Equality and Diversity Monitoring	X
Deanery Preferences	X
Declaration	X
Complete Application	

4.7 Submitting your application form

Once all the sections you have completed have a green tick in the right-hand panel of your application form and you are certain that no further alterations are required, you can submit your application. Please submit your application form several days before the deadline. During last year’s application period, the helpdesk was extremely busy responding to queries near to the closing date. Therefore if you leave completion and submission of your application until the last minute, it will not give you, or the helpdesk, any time to resolve queries about your application, should they arise at the last minute.

Please be aware that if you log in with the aim of submitting your application before the deadline, but you submit your application after 12.00noon GMT on Monday 7 March 2011, it will not be accepted under any circumstances.

Once your application has been submitted, it cannot be changed, except for your personal details and your referees’ contact details. Please make sure you double check everything and ensure it is saved correctly before you submit your application.

You will receive an email confirming your application has been received. If you do not then please inspect your ‘spam’ or ‘junk’ folder, and if the email is there, mark it as ‘not spam’ so that all future emails go to your inbox. Please note that the email may not arrive immediately upon submission of your application. If you have not received a confirming email within 24 hours of submitting your application, please contact the helpdesk. A copy of all email correspondence will also appear in your account on the application system.

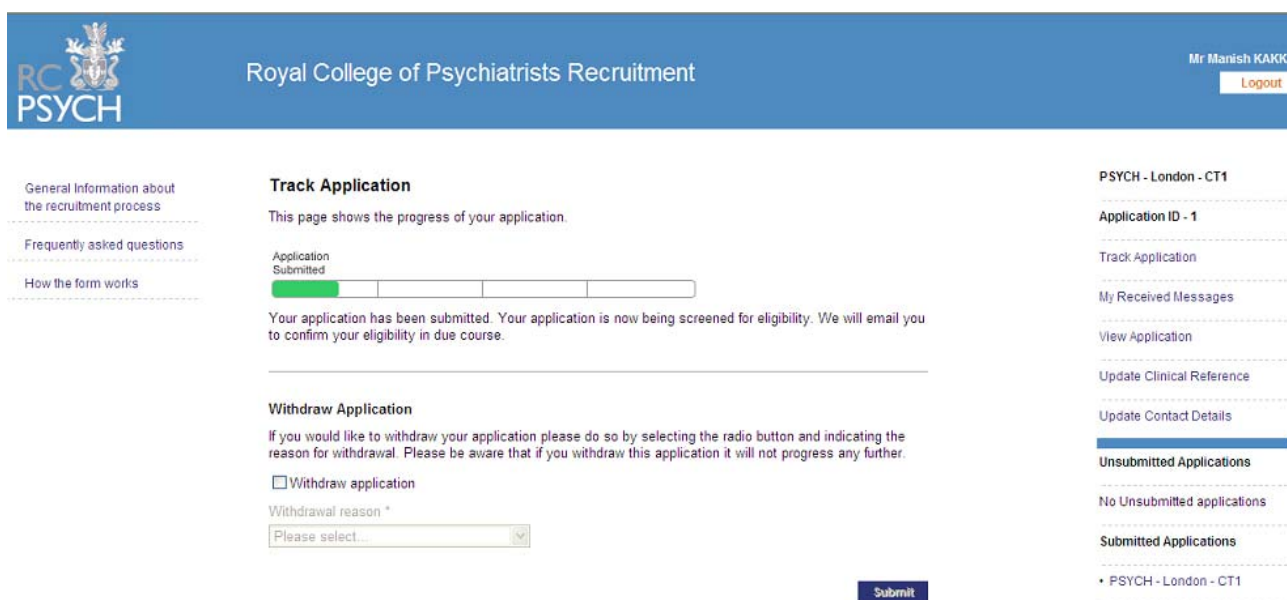
You may see some unanswered questions when you view your application. Please do not worry. If you have submitted your application form, it will be complete. Some of the questions on the application form are only required depending upon your answer to the previous question. When you view your submitted application form, these contextual questions are identified with an asterisk (*).

4.8 Keeping track of your application

Through your account on the application system you will be able to keep track of the progress of your application. You will also be able to view all emails sent to you in your messages folder.

It is suggested that you save your application as a web page or MS Word document, for your own records. You may also wish to save any MS Word documents that you used for a ‘paste / copy’ function, as a basis for your CV. You should include a copy of your application form in your portfolio.

The table below explains what actions you may see in your account’s timeline. Please note that not all these actions will trigger an automatic notification by email.



Remember to check your email frequently throughout the application process. Your email address will be used to send you regular updates and personal messages about your application throughout the entire recruitment period. If you provide a UK mobile number you will also receive SMS notifications at key stages of the recruitment process.

4.9 Which parts of my application form can the recruiters see?

Only the registered users of the online system’s Recruiter Inbox have access to all of the information on your application form. These are the designated deanery human resources staff / recruitment administrators. They are involved in assessing your eligibility and ensure that the deanery meets its equal opportunities policy requirements. No-one involved in the decision-making processes regarding your appointability has access to your personal details.

5. Shortlisting and Interview

5.1 Prepare your documentation in advance

You MUST bring supporting evidence to any interview to which you are invited. You will be required to bring all your original documents and two photocopies of each document for the Deanery / Trust Human Resources representatives to retain. In this guide an 'original' document means 'not a copy'. It does not necessarily mean the first document you were given. In each case you need to bring your current or most recent document.

You may wish to start gathering this information in advance of the interview. Should you be invited to interview, the deanery will contact you to describe how they wish you to provide this evidence. It is important that you follow the instructions carefully so that you can correctly support the information you have provided on your application form.

If the evidence you submit at interview to support your application is found to be inaccurate, it may result in your scores being re-evaluated.

5.1.1 Acceptable personal identification documents

You will need to provide either:

- Two forms of photographic personal identification and one document confirming your address (i.e. recent utility bill or bank/building society statement); OR
- One form of photographic personal identification and two documents confirming your address (i.e. two recent utility bills or bank/building society statements)

Acceptable forms of photographic personal identification include:

- Current UK (Channel Islands, Isle of Man or Irish) passport or EU / other nationalities passport
- Passports of non-EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK
- A current UK photo-card driving licence
- A national ID card and/or other valid documentation relating to immigration status and permission to work

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

Evidence of current immigration status is required for ALL applicants, including British citizens. UK/EEA applicants must provide their passport and any naturalisation papers, plus photocopies for the Deanery to retain².

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

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

5.1.4 Your original Primary Medical Qualification certificate

You will need to provide your original Primary Medical Qualification certificate and certificates for other qualifications listed on your application form (translated if necessary).

5.1.5 Your MRCPsych certificate

You will need to provide your original MRCPsych certificate (or a pass letter if you have not yet received your certificate).

² For further information on immigration, please refer to the Right to work checks document of the NHS Employment Check Standards (<http://www.nhsemployers.org/primary/primary-3524.cfm>).

5.1.6 Proof of language skills (if applicable)

All applicants need to have demonstrable skills in written and spoken English. If you did not undertake undergraduate training in English, or if your undergraduate training was in English but not in the UK, you will need to provide evidence of adequate English communication skills (please see section 3.1.3 for further information).

5.1.7 Evidence of achievement of core competence

Please see section 3.1.6 for further information about evidence of core competences.

5.1.8 Your portfolio

If you are selected for interview you are required to bring a portfolio with you. If you do not have a portfolio you should construct one prior to the interview. This may consist of a folder or file containing:

- A copy of your CV including previous posts
- Your personal development plan
- Any assessments you have undertaken
- Feedback from previous posts and references
- Evidence of reflective practice (this could be some short pieces that you have written where you have thought about an interaction with a patient)
- Copies of any audits you have completed
- Copies of any presentations you have done
- Records of any teaching you have undertaken

5.2 Longlisting

Tuesday 4 October 2011 to Friday 7 October 2011

During longlisting applications are screened against the entry criteria on the person specification. If your application does not meet the entry criteria, you will be informed by email, and your application will not progress any further.

Regrettably, it is not always possible to be absolutely certain whether you have met the entry requirements at the longlisting stage. There is a possibility that you might be permitted to progress if it is not possible to determine your eligibility at this time. If it is subsequently established that you do not meet the entry criteria at any stage in the recruitment process it is normal practice that your application will be rejected at that time. This still applies even if you have been interviewed and / or have received an offer.

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

5.3 Shortlisting

Monday 10 October 2011 to Monday 24 October 2011

If your application is deemed eligible following longlisting, your application may be assessed by your first preference deanery according to the shortlisting framework available on the [College](#) website.

You may not receive an immediate interview invitation as the timings may vary between deaneries or you may receive a late invitation due to a last minute cancellation.

You will find a summary of individual deanery interview dates on the [College](#) website. The interview dates for each deanery are also available on individual [deanery](#) websites to allow you to anticipate when you may need to take time off work. Please ensure you consider service and rota issues wherever possible when booking your interview place.

5.4 Interview

Tuesday 7 November 2011 to Friday 18 November 2011

You should arrive at your interview venue early to allow time for an initial document check.

The interview is designed to give you an opportunity to demonstrate the competences outlined in the essential and desirable sections of the [person specifications](#). The structure of the interview is standardised across deaneries using unified scoring criteria. The interview will consist of three 15-minute stations with two interviewers at each station. The stations are as follows:

- achievement and potential (CV and portfolio)
- commitment to specialty
- communications and good clinical care - clinical scenarios

If your interview score meets or exceeds the national threshold you will be deemed appointable by the respective deanery. Please note that being deemed appointable does not guarantee you a post. Deaneries will rank candidates according to their interview score and offers will therefore depend on ranking and post availability in each deanery. The higher your interview score, the more likely you are to be offered a training post.

If you are deemed unappointable at interview you will not be made an offer. Should you want feedback on your interview, please contact the [deanery](#) directly where you were interviewed.

6. Offers

6.1 Receiving offers

As soon as possible after interviews but not later than Friday 25 November 2011

Following your interview, the deanery where you were interviewed will decide whether to offer you a training post according to your ranking based on your score and will post your offer on the application system. You will receive an email and/or text message advising you to log in to your account on the application system to view the details of your offer.

If you are deemed eligible for appointment but your interview score places you below the number of vacancies available, you could still receive an offer if initial offers are rejected by higher scoring applicants. If you are not deemed appointable, you will receive a message to let you know this.

You will have 48 hours, including weekends and bank holidays, in which to decide whether to accept, hold, or reject the offer. Holding is only available if you are awaiting the outcome of an interview in another psychiatric specialty. To reply to an offer, you will need to log in to your account on the application system. If you do not respond within 48 hours the offer will be automatically rejected and the post will be offered to the next candidate.

Accept

If you accept an offer you will not be able to decline it at a later date. You must withdraw from applications to other specialties and decline any offers you may receive.

Hold

You will be able to hold your application only if you are awaiting an outcome of an interview in another psychiatric specialty. You cannot hold your offer for any other reason.

Reject

If you reject an offer, you may receive further offers if you applied to other specialties.

6.2 Pre-employment checks and contract of employment

If you accept an offer of a psychiatry training post prospective employers will run criminal records and other checks and may require that you attend an interview or verify answers from your application form before issuing your contract. Employers will issue contracts of employment from

July 2011 to appointed candidates. Employers will also confirm salary details, pay banding, rota, induction arrangements, and so on.

7. Finally

7.1 Feedback

The Royal College of Psychiatrists has endeavoured to make the recruitment process as fair and as streamlined as possible. We have consulted widely with trainee groups, consultants, the Department of Health and Postgraduate Deaneries, as well as within the Royal College of Psychiatrists.

The College will be seeking feedback from all stakeholders about the process, and will use this to improve the recruitment experience year-on-year. The College would therefore be very grateful if you could complete any feedback surveys that you are sent. If you have a particularly serious issue you wish to highlight, please contact the College separately.

7.2 Further information

Should you have further queries not addressed in this guide please contact the Royal College of Psychiatrists national recruitment service:

Email: nationalrecruitment@rcpsych.ac.uk

Telephone: 0844 338 7001 (Monday to Friday, **10.00am – 12.00noon** and **2.00pm – 4.00pm**)

Good luck with your application!