

HOW TO SUBMIT AN ON-LINE APPLICATION

GP SPECIALITY TRAINING PROGRAMMES 2010



NATIONAL RECRUITMENT OFFICE FOR GENERAL PRACTICE TRAINING

www.gprecruitment.org.uk

HOW TO SUBMIT AN ON-LINE APPLICATION

The GP application system is accessible from a link on the recruitment page of the national GP recruitment web site – www.gprecruitment.org.uk. The link, and the application form will be available from 9.00am Monday 7th December 2009. Applications must be submitted by midnight, Sunday 20th December 2009.

You are advised to read **ALL** the following information **BEFORE** you begin to complete the on-line application form. You might also find it helpful to print this guide and refer to it while you are completing the on-line application form.

It is recommended that you also download and read the **2010 Applicants Guide** so that you are familiar with the GP assessment and selection process and the essential entry requirements.

HOW TO:


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1. RESEARCH AVAILABLE PROGRAMMES

Available programmes are published on the recruitment pages of www.gprecruitment.org.uk and on individual deanery web sites. Competition ratios for 2008 and 2009 recruitment are also published on the national web site. It is important that you know what is on offer and that you can identify your preferred deaneries before you begin to complete the application form. There are a very few Academic Clinical Fellowship programmes available and if you wish to apply for one of these, you will be asked to complete a supplementary academic section. Most of the programmes being offered to commence in August 2010 are for 3 years but some deaneries can offer 4 year programmes - usually with extra time spent in a GP based post.

We recommend that you research the geography of the Deaneries carefully, particularly with regard to boundaries. You might be surprised to learn that a Deanery you had not considered applying to actually as a programme very close to the one you really want in your in first choice deanery.

2. REGISTER

Once you have identified your preferred deaneries, you are ready to begin the application process. Click on “New Candidate” to begin. Guidance and help text is provided throughout the registration section wherever you see the information symbol  .

You will need the following information:

- An e-mail address that you check regularly.
- A password that you can remember so that you can log in to the system.
- Your UK GMC registration details.

Firstly, you will be asked to register. You only need to do this once. You will need to supply an e-mail address and a password. You will be asked to enter your e-mail address and password twice. Don't be tempted to use the "cut and paste" function but re-key the information instead so that any spelling or typing errors are picked up. Your e-mail address is also your user-name and will be required each time you log onto the system. It is important that you use an e-mail address that you access regularly since deaneries will correspond with you by e-mail only. It is also important that you choose a password that you remember so that you can come back and check the progress of your application. If you do forget your password though, you can request us to e-mail it to you.

You will then be asked to confirm your deanery preferences. You can indicate up to FOUR deaneries in order of preference. If you only want to indicate a preference for one, two or three deaneries, then you can choose the “I don't want to select a deanery” once you have chosen all the ones you want. Your application will be long-listed by your first choice deanery in the first instance. If your circumstances change, you can change your deanery preferences once your application has been submitted by logging onto your application and selecting “deanery preferences”. You can only do this up until 15th February 2010. If your circumstances change after that and you wish to change your deanery preferences, you are advised to contact the NRO directly. We do not provide a facility to “link” applications - you need to ensure that you both indicate the same deaneries in the same preference order. (*See our Applicants Guide for more information about linking applications*)

Next we need your GMC registration details. Enter your GMC registration number carefully and take care not to transpose the numbers – you might prevent someone with that GMC number from applying. If you are not registered with the GMC, use your GMC reference number if you have one; otherwise you will need to tell us why you are not registered. You will be asked to confirm that you also have a GMC valid licence to practice. See www.gmc-uk.org for more information about licence to practice.


Once you are certain that these details are correct, you should submit your registration. This means you are now logged into the system and you can begin to complete the form. You will be sent an e-mail confirming that you have successfully registered. You can not register again unless you withdraw your application and start over.

3. COMPLETE THE APPLICATION FORM

You do not need to complete the application form in one go. You can complete the form section by section, in any order you wish, saving each section as you go, over a number of days or sessions if required. Even if you are completing the form in one sitting you are advised to save your work regularly – at least every 10 minutes. To access a saved form, you just need to log on, using your email address and password as a “returning user.”

You will need the following information:

- Evidence of achievement of Foundation Competency
- Dates of your medical qualification including your primary medical degree
- Dates of your previous employment including any gaps and a reference contact for each.
- Details of three clinical referees including their e-mail addresses.

The form is divided into sections and each section has an explanation at the top of the page. We have used drop-down menus where possible and included appropriate responses to help you. Guidance and help text is provided throughout the application from wherever you see the information symbol . You will find it helpful to read these as you work your way through the form as they can help you to determine what information is required and why.

The information we ask for is mainly factual and straightforward. We do not ask you to provide any essay-type answers to difficult competency based questions and we do not “score” CVs. We do use some contextual questions. These are questions that evolve according to your response to the previous question. This is particularly helpful when asking about issues that can be complicated – how you are going to demonstrate foundation competence, for example. Please ensure that you answer each question truthfully and you will find these contextual questions will guide you appropriately.

The **Personal Details** section is fairly self explanatory. Please ensure that you type in your address, including your post-code using proper capitalisation and that you provide a telephone number in case we need to contact you quickly. Your current address will be used to determine the nearest available venue for the initial assessment. You should therefore give the address where you will be living on 6th February 2010 if you know it. If you change address you can update your contact details at any time by logging back into the system as a returning user and selecting “amend contact details.” If you are currently living abroad but are usually based in the UK, please give your UK address.

The **Foundation Competency Section** will ask you a series of questions about how you will provide evidence of achievement of foundation competency. Ensure you have read the guidance on www.gprecruitment.org.uk regarding this.

If you are currently on a UK Affiliated Foundation Programme, we will ask you to tell us the name of your foundation school. You will not be required to provide any evidence at this stage but of course, any offers we make will be subject to you being awarded an FACD 5.2 by August 2010. Stand alone FY2 posts that are NOT affiliated to a Foundation School do not usually award an FACD 5.2 – if you are doing a stand alone FY2 post should provide other evidence of achievement of foundation competency.

If you have completed a UK Foundation Programme since August 2007, we will ask you to tell us the name of your foundation school and we will ask you to either attach a copy of your FACD 5.2 certificate OR post a copy to your first choice deanery. Do NOT do both, as this may delay your application.

If neither of the above apply, you will need to submit an Alternative Certificate signed by some one who has supervised you for at least 3 months since August 2007 who can attest to you having achieved foundation competency. This certificate can either be attached to the application form OR posted to your first choice deanery. Do NOT do both, as this may delay your application.

If you wish to attach a certificate to your application form, you should first scan it and save it onto your PC. Your attachment should be ONE file (not multiple pages) and should be either a word .doc or a .pdf. Follow the prompt on the application form to attach the file. Do NOT attach CVs, letters from consultants, portfolios or anything other than the document which you have indicated you will provide as evidence of achievement of foundation competence.

If you chose to send a copy of your FACD 5.2 or your Alternative Certificate to your first choice deanery, you must do so to reach the deanery no later than 9.00am Monday 11th January 2010. You must send it using special delivery or registered mail. Note: if you have changed your deanery preferences since submitting your application form, you should send your evidence to your original first choice deanery. Deanery addresses can be found on the deanery pages at www.gprecruitment.org.uk

The **Medico-Legal Section** asks about transportation, occupational health and medical defence insurance. The help text will give you more details about why we are asking these questions although the questions themselves are quite straightforward. We also need you to confirm your current immigration status so that we can be sure we can legally offer you a post if you are successful.

Overseas doctors, who are able to work in the UK without the need for a permit, will be considered along with all the other UK and EEA applicants. Those who would require a work permit but are still eligible to apply, will be considered but should be aware that we will only be able to make an offer of a training programme if there are no remaining suitable UK/EEA applicants.

The **Qualifications Section** is quite straight forward. If you are asked for a full date (day, month and year) but do not know or have the exact day, please enter 01. Please check that your dates are valid – there is no 30 February or 31 April, 31 June, 31 September or 31 November and the system will not accept these!

The **Experience Section** is the longest section and probably the most difficult to complete. You are strongly advised to save your work regularly, particularly when completing this section. Use the Save Section button at the bottom of the page. You must give details of your previous post first and work backwards. Again, if you do not know the exact day you started a post put 01 and make sure that you only enter valid dates. You must give details of all career gaps of longer than 4 weeks. You should enter each post on a Foundation Programme or Training rotation separately. You can add as many posts as you need.

The **Reference Section** requires details of 3 clinical referees who can give a recent opinion regarding your recent clinical skills. These should be your current supervisor, your previous supervisor and the supervisor before that. You will need addresses, a phone number and an e-mail address. It is your responsibility to obtain the references and you will be asked to bring these references to Selection Centre. A structured reference form can be downloaded from the Download section on www.gprecruitment.org.uk. You can update your referees' details if you need to up until 21st February 2010. We advise that you obtain your references as soon as you can.

The **Equal Opportunities Monitoring** section is required by law. This does NOT form part of your application- it is used for statistical and monitoring purposes only. While the information you give us is extremely useful, you can indicate if you do not wish to disclose certain information.

You are asked to make **Fitness to Practice and Criminal Conviction Declaration**. Again, this is required by law since the post you are applying for is exempt from the rehabilitation of Offenders Act and is considered a “regulated activity” within the terms of the Safeguarding Vulnerable Groups Act 2006. It is important that you complete this section honestly. A previous criminal conviction or fitness to practice enquiry will not necessarily prejudice your application.

If you have indicated that you would like to be considered for an Academic Clinical Fellowship Programme, you will be asked to complete a **Supplementary Academic Application Form**. The questions in this section are free text and will only be used to short-list your application for an academic programme. We recommend all Academic applicants to familiarise themselves with the Academic Person Specification (available from the download section on www.gprecruitment.org.uk).

Finally, you are asked to “sign” a declaration. Read the declaration carefully. This “electronic signature” is as valid as a signature on a paper based application form.

Remember to save your work regularly and save each section as you complete it by using the Save Section button at the bottom of the page. If you leave your computer unattended for longer than 10 minutes without saving, the system may “time out” and you will have to re-enter any unsaved work. When you have completed a section use the Section Complete button at the bottom of the page. The icon by the section headings on the left hand side menu of the screen will be displayed in green when you have saved a completed section.

Once you have completed your application, we suggest that you check it over before you finally submit it. You will be required to indicate that you have read and agree to the declaration and confirm that the details have provided are accurate and true.

4. SUBMIT YOUR APPLICATION

Submitting your application is very much like putting a paper copy of your application in an envelope and posting it in the mail so please make sure it is accurate and correct before you submit it. Once submitted, you cannot make any changes other than to update your contact details, change your deanery preferences (*up until 15th February 2010*) or update your referee details (*up until 21st February 2010*). Deaneries cannot make any changes on your behalf nor are they able to rectify your mistakes. When you have submitted your application you will receive an e-mail to confirm that it has been received.

Your application will be personally reviewed by your original first choice deanery using national long-listing guidelines in the order of date submitted. Therefore, candidates who submit their application form earlier will receive notification of the outcome earlier and will be able to book onto the next stage of the process at an earlier date. More information about each stage of the recruitment and assessment process is available on www.gprecuritment.org.uk and also explained in our downloadable Applicants Guide.

Your completed application form must be submitted by midnight on Sunday 20th December 2009. Applications submitted after this will not be considered. Applications will be long-listed in the order they are submitted. In the unlikely event that capacity at the initial assessment is exceeded, priority will be given to applications in order of submission. We therefore strongly advise that you submit your application as soon as possible from 7th December 2009.

5. TRACK YOUR APPLICATION

Once your application has been submitted, you can go back at any time to check the progress of your application. You'll need to log in, using your e-mail address and password as a "returning user" and select the appropriate option from the menu on the left hand side of the screen. This screen is known as the candidate portal – it allows you to access your application, check progress, and schedule assessment places as necessary.

The "Track Application" option will show you what stage your application is currently at and a copy of any e-mails that have been sent to you will also appear in your "Received Messages" folder. You can also update your contact details and those of your referees if necessary and change your deanery preferences if you need to.

The e-mails we send you are sent from a "no-reply" address. If you are asked to reply to an e-mail or message sent to you from a deanery do NOT reply directly as this will not reach your intended recipient and you will not receive a reply. Instead, you should go to the candidate portal and use the email reply facility – this will ensure that your reply is received by the deanery administrator and a copy will remain in your "Sent Messages" folder

Please be sure to read the e-mails or messages we send you very carefully. Most of them will not require a reply but will ask you to take some further action - to book a place for the Stage 2 assessment or Selection Centre for example. You should do this from the tracker page of your candidate portal. If you are offered a training programme, you should indicate your acceptance or otherwise from the same page.

6. PROBLEMS?

Some of the common problems applicants have come across in the past are answered in the Frequently Asked Question section on www.gprecruitment.org.uk. Please take a look at these before you panic! If however, you continue to experience severe technical difficulties, you can e-mail us at help@gprecruitment.org.uk.

The National Recruitment Office for General Practice would like to wish you every success with your application for a GP Speciality Training Programme for 2010.