

TPD Development Sessions: National Recruitment

25 November 2022

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Developing people
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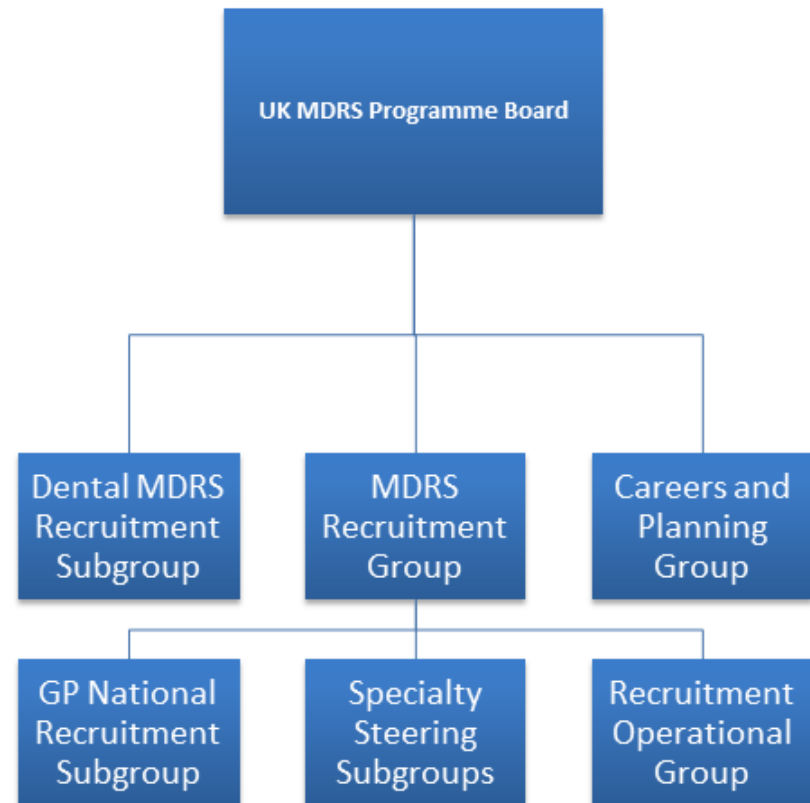
Agenda

- National recruitment overview
- Declaring post numbers
- Supporting the assessment process
- Confirming new trainees
- Quiz!!!



National recruitment governance

- Four nation
- Recruitment Group sign off person specs, major changes to process
- Steering groups propose changes for their specialty



National recruitment overview





- Single national vacancy
- National timelines
 - ACF – main round only
 - Round 1 – primarily CT1/ST1 level
 - Round 2 – primarily higher training
 - Round 1 re-advert – posts not filled in R1
 - Round 3 – re-advert for round 2 and additional CT1/ST1 for specialties requiring it
- Lead recruiter model
- Online assessment since Covid

National recruitment - timeline

Round	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
ACF				Blue	Orange	Orange	Orange	Pink				
R1					Blue		Orange	Orange	Orange	Pink	Pink	
R2					Blue	Blue	Orange	Orange	Orange	Orange	Pink	Pink
R1R										Blue	Orange	Pink
R3		Blue	Orange	Pink								

- Blue = application period
- Orange = interview window
- Pink – offers/completion of offers

Post numbers - indicative

- Declared in few weeks just before applications open
- Range accepted/encouraged
- Balance between not being wrong and helpfulness to candidate
- Often the balance is too much on the first
- Examples from recent recruitment:
 - 100-140 
 - 10-20 
 - 0-1 
 - 0-17 

Post numbers - final

- 'Programme preferences' supplied via 'Oriel Import Spreadsheet' (OIS)
- Comprises the offer to applicants
- One row per programme option
- Multiple posts per row where no difference
- Give as much detail as possible

Programme preferences on Oriel

Preference (8)

Apply Filtering

Search...

Select All Select None

- Rank 1: North West - ST3 - Feb
- Rank 2: Wales - North - Betsi Ca
- Rank 3: London - South London
- Rank 4: London - North Central
- Rank 5: East of England - Camb
- Rank 6: London - South London
- Rank 7: London - North West Lo
- Rank 8: North East - ST3 - Oct

PREFERENCE DETAIL ✕

Preference:	London - North Central and East London - ST3 - Feb - 2
Start date:	02/02/2022
Duration:	48
Grade:	ST3
Region:	LR
Dual Trng. Prog.:	
Places Available:	5
Description:	Might be appointed to one of the hospitals - NORTH MIDDLESEX, Archway Sexual Health Clinic, MORTIMER MARKET CENTRE, UCLH

Select All Select None

Post numbers – how formulated

Indicative numbers

- Specialty Officer will email out in advance of exercise advising of numbers needed.
- How many current posts vacant
- How many due to CCT
- Best estimated range to give candidates an idea

Final numbers

- Incoming / outgoing parental leave
- Incoming / outgoing OOP (once they have been approved)
- Extensions to training
- IDT – Incoming / Outgoing should not be included until they have been confirmed and accepted

Assessment methods

Varies by specialty, methods include:

- Multi-Specialty Recruitment Assessment – MSRA
- Evidence verification
- Assessor shortlisting
- Interview/assessment centre

Methods used in variety of ways:

- Shortlist
- Determine appointability
- Contribute to final score

Assessment methods

Specialty	MSRA			Self-assessment			Assessor shortlisting			Interview/ assessment centre		
	Shortlist	Determine appoint.	Final score	Shortlist	Determine appoint.	Final score	Shortlist	Determine appoint.	Final score	Shortlist	Determine appoint.	Final score
GP	Red	Green	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red
IMT	Red	Red	Red	Green	Red	Red	Red	Red	Red	Red	Green	Green
Clinical radiology	Green	Green	Green	Red	Green	Green	Red	Red	Red	Red	Green	Green
ACFs	Red	Red	Red	Red	Red	Red	Green	Red	Red	Red	Green	Green
Higher medicine	Red	Red	Red	Green	Red	Green	Yellow	Yellow	Red	Red	Green	Green
General surgery	Red	Red	Red	Green	Green	Green	Red	Red	Red	Red	Green	Green

Supporting assessment

- National clinical lead – usually SAC appointed
- Local centre leads (e.g. IMT/anaes)
- Lead's responsibility:
 - Agreeing assessment methods (usually with a steering group)
 - Signing off on guidance
 - Helping to set assessment dates
 - Drum up interviewers
 - Oversight on event days – delivering briefing, managing issues, advising assessors

Supporting assessment

- How to sign up to help
- Quotas
 - By region
 - By trust
- Assessor declaration

Supporting assessment

Pre-assessment/interviews

- Read any guidance and information provided by the lead recruiter
- Undertake any training, as required by the lead recruiter
- Has undertaken equality and diversity training in the 3 years prior to the interview date
- Confirm attendance at assessment/interview
- If subsequently unable to be an assessor, ensure that the recruitment team are made aware as soon as possible
- Ensure that they are able to access all systems required for delivery of the process using the login details provided e.g. self assessment portal, MS Teams, Qpercom

Supporting assessment

During Assessment/Interviews

- Follow all scoring guidance
- Ensure that scoring criteria and interview questions remain confidential and are not shared with anyone outside of the recruitment process
- Where guidance is unclear, check interpretation with the clinical lead
- Where guidance does not exist about scoring of certain aspects e.g. a particular training course, assessors **must not** create their own guidance

Supporting assessment

Post Assessment/Interviews

- If an assessor has concerns about an applicant based on their performance in the interview/assessment, this should be shared with the Clinical Lead and/or the Recruitment Lead to allow formal processes to be followed. Assessors **must not** make direct contact with anyone involved in the applicant's current training/employment
- Assessors **must not** engage in conversation about scoring mechanisms used
- Where applicants, unhappy with the outcome, contact assessors, assessors **must** advise applicants that they are unable to assist and should advise the applicants to contact the lead recruiter with any concerns
- Assessors **must not** engage in social media posts regarding discontent about scoring processes or selection outcomes
- Assessors **must not** contact the lead recruiter or Clinical Lead on behalf of an applicant; applicants should be advised that it is their responsibility to contact the recruitment team themselves

Confirming new trainees - offers

- Nationally agreed timeline and process
- First offers deadline
- Holding
- Upgrading
- Can't confirm new trainees until after upgrading deadline

Confirming new trainees – post offer

- Transfer of information (TOI)
- Deferrals/LTFT requests
- References
- Late-arising posts

Confirming new trainees – post offer

- Dependant on how posts were advertised down to specific site, or down to region)
- Once TOI received by school, we send this out to TPD within 24 hours
- If vacancies advertised to region – agree in advance how sub preferencing is going to take place
- Role of officer in sub preferencing
- Timeline to turnaround data

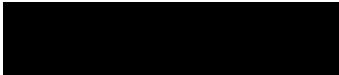

Re-advert rounds

- Specialties will decide whether a re-advert round is necessary
- Can be unfilled or newly arising posts
- Generally the same process but smaller numbers

Quiz

1. What does the acronym MDRS stand for?
2. 'Round 2' is predominantly for which posts?
3. When do indicative post numbers need to be supplied?
4. The only assessment method used by General practice is:
 - a) Interview
 - b) Multiple Specialty Recruitment Assessment
 - c) Verified self-assessment

Quiz

5. Missing words – from the assessor declaration, what is the blank: Where guidance does not exist about scoring of certain aspects e.g. a particular training course, assessors **must not** 

6. If an applicant contacts you as they are unhappy with their assessment outcome, what should you do?
7. What deadline needs to pass before we can confirm new trainees?
8. True or false – a post can be added after offers have been finalised?

Quiz

1. What does the acronym MDRS stand for?

Medical and Dental Recruitment and Selection

2. 'Round 2' is predominantly for which posts?

Higher specialty training posts

3. When do indicative post numbers need to be supplied?

In few weeks just prior to applications open

4. The only assessment method used by General practice is:

a) Interview

b) Multiple Specialty Recruitment Assessment

c) Verified self-assessment

Quiz

5. Missing words – from the assessor declaration, what is the blank: Where guidance does not exist about scoring of certain aspects e.g. a particular training course, assessors **must not**

create their own guidance

6. If an applicant contacts you as they are unhappy with their assessment outcome, what should you do?

Advise them to contact the lead recruiter with any concerns

7. What deadline needs to pass before we can confirm new trainees?

Upgrade deadline

8. True or false – a post can be added after offers have been finalised?

True



Future sessions

Session	How run	Summary	Date/Time
Rotations	MS Teams	The Code of Practice, timings, formulating grids and using the Trainee Information System (TIS)	Tues 13 December 2022 0900-1000
Programme management	MS Teams	Covering a range of areas that make this challenging, includes: OOPs, LTFT, events (regional training days, STCs, school boards), finance	Weds 25 January 2023 1400-1600
ARCPs	MS Teams	How the process works and HET/TPD responsibilities (who does what)	Thurs 9 February 2023 1400-1500
Trainees in difficulty	MS Teams	The process and support available when a trainee is not progressing satisfactorily with their programme	Fri 3 March 2023 1000-1100
Rotations and prog mngmt	In person	As above	Wed 15 March 2023 1300-1600
ARCPs and Trainees in Difficult	In person	As above	Weds 19 April 2023 1300-1600
Recruitment	MS Teams	As above	Weds 10 May 2023 1500-1600
Rotations and prog mngmt	In person	As above	Tues 23 May 2023 0930-1230
ARCPs and Trainees in Difficult	In person	As above	Weds 1 June 2023 1300-1600