CT1 Broad Based Training
Recruitment for August 2013

Applicants’ Guide

CT1 BBT recruitment is coordinated by the North Western Deanery & its lead employers, the Pennine Acute Hospitals NHS Trust and Greater Manchester West Mental Health NHS Foundation Trust in conjunction with the General Practice National Recruitment Office

Version 1 as at 6.11.2012
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1. Introduction

This guide is for doctors applying for training posts in Broad Based Training at CT1 level commencing in August 2013.

What is Broad Based Training?

Broad Based Training (BBT) is a new two-year structured core training programme providing six-month placements in Core Medical Training, General Practice, Paediatrics and Psychiatry followed by CT/ST2 level training in one of the four specialties without further competition, subject to satisfactory progression. The Broad Based Training programme is ideally structured for trainees who wish to gain experience in providing integrated care in both primary and secondary care settings.

Coming at a time when healthcare provision is changing its focus from acute single episode care, delivered in acute hospitals, to the management of long term conditions delivered within community settings, this new programme will equip you for the future by:

- Developing you into a more broad based practitioner, likely to bring a wider perspective to healthcare provision both now and throughout your career
- Enabling you to be adept at managing patients with complex medical needs;
- Ensuring that you have a firm grounding in the provision of patient focused care;
- Providing you with time to develop conviction in your choice of career pathway; and
- Equipping you for successful entry into one of the four specialties at CT/ST2 level on successful completion of the programme.

The deaneries with BBT posts starting in August 2013 are:

- East Midlands
- Kent, Surrey and Sussex
- Northern
- North Western
- Severn
- West Midlands
- Yorkshire and the Humber

You can find out more about what the Broad Based Training programme will involve via our website: [www.nwpgmd.nhs.uk/bbt](http://www.nwpgmd.nhs.uk/bbt)
What is the application process?

The North Western Deanery has worked with the Royal College of Paediatrics and Child Health, the Royal College of Physicians, the Royal College of Psychiatrists, the General Practice National Recruitment Office and the national Broad Based Training Steering Group in order to devise a fair and robust method for selecting Broad Based Training applicants. The recruitment process along with the training programmes will be the subject of an evaluation run by the Academy of Medical Royal Colleges.

Recruitment for CT1 Broad Based Training (BBT) posts commencing August 2013 will be organised by the North Western Deanery in conjunction with the General Practice National Recruitment Office.

All applications will be managed using an online application system, which can be accessed via the General Practice Recruitment website: http://www.gprecruitment.org.uk/.

You will need to apply to BBT via the GP application process. In the GP application form, there will be a section to complete if you wish to apply for a BBT post. This section will include specific questions relating to BBT and will be used as part of a shortlisting process to determine a rank order for invitation to the BBT Selection Centre. Please note you can apply for BBT alone or BBT and GP.

You will need to be successful at each stage of the GP selection process in order to be invited to the BBT selection centre, where you will be interviewed by panels comprising the other three specialties, CMT, Paediatrics and Psychiatry.

The North Western Deanery are coordinating recruitment to all BBT posts across England and will be running a centralised BBT selection centre on behalf of all deaneries with BBT posts, taking place on Tuesday 26th February 2013.

About this guide

You are advised to read ALL of the following guide before you begin to complete the on-line application form so that you are familiar with the Broad Based Training assessment and selection process and the essential entry requirements.

You are also advised to read ALL of the General Practice applicants’ guide as well as the GP guide to applying online. These guides can be found at the following links:

- General Practice Applicants Guide
  - http://www.gprecruitment.org.uk/applicantsguide.html

- General Practice Guide to Applying Online
### Key Dates

#### Provisional Broad Based Training Programme Timetable

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advert</td>
<td>Appears Wednesday 7th November 2012</td>
</tr>
<tr>
<td>Applications open</td>
<td>Monday 12th November 2012 at 9am GMT</td>
</tr>
<tr>
<td>Applications close</td>
<td>Friday 7th December 2012 at 12 noon GMT</td>
</tr>
<tr>
<td>Stage 2 (Computer Based Testing)</td>
<td>Between Saturday 5th January and Saturday 12th January 2013</td>
</tr>
<tr>
<td>BBT Shortlisting</td>
<td>December 2012 / January 2013</td>
</tr>
<tr>
<td>Stage 3 (GP Selection Centre)</td>
<td>Between Monday 4th February - Friday 15th February 2013 at various locations in the UK*</td>
</tr>
<tr>
<td>BBT Selection Centre</td>
<td>Tuesday 26th February 2013 at the Reebok Stadium, Horwich, Bolton, BL6 6JW</td>
</tr>
<tr>
<td>Offers</td>
<td>By no later than Friday 1st March 2013</td>
</tr>
</tbody>
</table>

*If you have applied to GP as well as Broad Based Training, you will be allocated to a deanery for Stage 3 – Selection Centre based on your GP deanery preferences and your rank after Stage 2. Most GP applicants are allocated to their first choice deanery. This process is explained in the GP Applicants’ Guide. If you have applied to BBT only, you will be invited to the GP Selection Centre in your first choice BBT deanery.
If you have applied to BBT only, you will be invited to the GP Selection Centre in your first choice BBT deanery.
Application Overview

Type of application
- BBT only
- BBT and GP
- GP only

Application form
- Submit BBT application
- Submit application for both BBT and GP
- Submit GP application

Stage 1
- Eligibility screening

Stage 2
- Computer Based Test

Stage 3
- GP selection centre
- BBT selection centre

Offers
- Possibility of BBT offer only
- Possibility of BBT and/or GP offer
- Possibility of GP offer only

CT1 BBT Applicants' Guide
North Western Deanery
Making an application

Application Window

You must apply between 9am GMT on Monday 12th November 2012 and 12 noon GMT on Friday 7th December 2012 via http://www.gprecruitment.org.uk/. Late or incomplete applications will not be accepted.

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 to complete your application; in particular the Additional Broad Based Training Questions will require some time to complete. Although we have not recruited to Broad Based Training previously, early indications are that these 52 posts will be very popular and the competition ratio is likely to be high. Your answers to the Additional Broad Based Questions will be shortlisted and used to determine which applicants are invited to the Broad Based Training selection centre on 26th February 2013 (subject to passing the GP Selection Centre) so your answers are key to maximising your chances of securing a Broad Based Training post.

You should aim to submit your application(s) well before the closing date. You will NOT receive any reminder emails to complete your application(s). For each application you submit, you will receive an email to confirm your submission has been received.

Application Portal

Applications will be made through via the GP recruitment website located at http://www.gprecruitment.org.uk/.

When you log into the GP recruitment portal, you will be presented with two options:

• Apply for General Practice
• Apply for Broad Based Training

Select the option you wish to apply for first and work your way through each of the sections of the application form. Once you have submitted your first application, you will be given the option to complete either a BBT application or GP application.

Please refer to the following link for further guidance on completing your on-line application(s): http://www.gprecruitment.org.uk/apply-guide.html
Applying for both Broad Based Training and General Practice

You can apply for both Broad Based Training and General Practice. If you want to ensure that you are eligible to receive an offer in General Practice as well as Broad Based Training, you must submit an application for both Broad Based Training and General Practice.

You can complete either a GP or BBT application form first. Once you have submitted your first application form, the recruitment portal will ask you if you want to carry on and apply for another programme as well.

For example, if you apply to GP first, then the answers you give in your General Practice application form will be copied over into your Broad Based Training application form. You will need to select which deanery is your first choice for BBT (you will be able to change this at a later stage). There is a supplementary section to complete in the BBT application form. This is called Additional Broad Based Training Questions. See the section called “Overview of allocation to BBT Selection Centre” for further information on the additional questions.

Once you have completed all sections of your BBT application to your satisfaction, you will need to submit it before the deadline for applications closes at 12 noon GMT on Friday 7th December 2012.

If you want to apply for both Broad Based Training and General Practice, you will need to submit an application form for both.

Choosing a Deanery when submitting your application

When you fill in your BBT application, you will be asked to rank in your order of preference up to four of the seven deaneries with Broad Based Training posts. However, as there is a single selection centre for BBT, you will be able to change your order of preference ahead of interview.

If you apply for BBT only, you will be invited to the GP Selection Centre in your first choice BBT deanery (subject to capacity).

As there is a separate application form for BBT and GP, you do not need to nominate the same deanery as your first choice deanery if you don’t want to. For example, you may wish to indicate that the Mersey Deanery is your first choice preference for General Practice, but want to nominate the North Western Deanery as your first choice preference for Broad Based Training.
Equality and Diversity

We are committed to ensuring our selection procedures are fair and that, in line with the Equality Act 2010, no-one is disadvantaged on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We are required to monitor equality and diversity; however the sections of the application form capturing this information are not shared with any of the assessors.

All applicants are assessed against the nationally agreed CT1 Broad Based Training person specification, which can be accessed via: http://www.mmc.nhs.uk/default.aspx?page=906

Less Than Full Time Training

If you have a valid reason why you are unable to work full time you can select the less than full time (LTFT) training option at the time of applying. Please note that this information will be treated in strict confidence and will not be shared with clinicians involved in shortlisting or interviewing. Please refer to the relevant deanery website for more information on policies, procedures and how to apply for LTFT training.

Disabled Applicants

You will need to state whether you have a disability that will require special arrangements to be made for interview and whether you wish to be considered for the Guaranteed Interview Scheme (GIS). To be eligible for GIS you must be considered disabled under the Equality Act 2010. Disabled candidates may be given a guaranteed place at assessment centre within their preferred deanery, irrespective of their ranking, provided their application is eligible and meets the entry criteria.

Overseas Applicants*

Before you can take up a Broad Based Training post, you will need to demonstrate that you are eligible to legally work 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 subject to the Resident Labour Market Test (RLMT) will not be eligible to apply as during this round of BBT recruitment, the RLMT will not be deemed to have been met. Therefore, if you are subject to RLMT, then your application to BBT will be longlisted out.

*Please refer to the 2013 guidance for Overseas Applicants via http://www.mmc.nhs.uk/default.aspx for further details
**Overview of Eligibility Requirements**

The answers you provide in your application form will be used to assess your eligibility for a BBT programme. Your eligibility will be checked at the longlisting stage, which is scheduled to happen in December 2012. 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 that 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.

The key areas are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A recognised primary medical qualification</td>
<td>Applicants that do not hold a recognised primary medical qualification will not be considered.</td>
</tr>
<tr>
<td>Eligibility for full registration with the GMC and a current licence to practise</td>
<td>Applicants who are not fully registered and not eligible for full registration with UK GMC will not be considered. There is no exemption from PLAB for BBT. Applicants are reminded that from 16th November 2009, all doctors must also hold a valid licence to practice from the UK GMC.</td>
</tr>
<tr>
<td>Evidence of current employment in a UK Affiliated Foundation Programme OR evidence of achievement of Foundation Competencies within the last 3 years</td>
<td>Applicants who have not completed a UK foundation programme since 31st July 2010 must be able to provide evidence of achieving equivalent foundation competences within this time-frame by submitting an Alternative Certificate. This must be attached to the application form before submission.</td>
</tr>
<tr>
<td>Eligibility to work in UK</td>
<td>Applicants must be able to legally work in the UK. Doctors who require a work permit (Tier 2) or Certificate of Sponsorship from an employer will not be eligible to apply in Round 1.</td>
</tr>
<tr>
<td>English language skills</td>
<td>Applicants whose primary medical degree was not taught in English or those who have not achieved an overall Academic IELTS score of 7.0 or above and a score of 7.0 or above for each component within the last 2 years, will be asked to provide alternative supporting evidence of their English language proficiency. This could be that they have worked in the UK NHS for at least two years or that they have another English Language qualification (not PLAB) achieved within the last 2 years or, if they have worked in the UK NHS for less than 2 years, a letter from a supervising consultant confirming English language proficiency. If none of the above is applicable, the applicant must detail what evidence they are able to submit in order to demonstrate their English language proficiency.</td>
</tr>
<tr>
<td>Match to specialty level</td>
<td>You must have less than 18 months’ (whole time equivalent) experience post foundation in any combination of medical specialties, General Practice, Paediatrics and Psychiatry by the start date of the post (August 2013). Your employment history must show that your career progression is consistent with your personal circumstances and that your present achievement and performance is commensurate with the length of time you have spent in training.</td>
</tr>
</tbody>
</table>
Eligibility Requirements and Longlisting

If you apply for General Practice as well as Broad Based Training, then your eligibility will be checked by your first choice General Practice deanery. If you only apply for BBT, then your eligibility will be checked by the North Western Deanery’s lead employer for hospital specialties, the Pennine Acute Hospitals NHS Trust regardless of which deanery you want to train in BBT.

If you are ineligible to apply for General Practice; you will automatically be ineligible to apply for BBT and your application form will not be considered.

Please note that the person specification for BBT differs from the GP person specification in two key respects. All BBT application forms will be checked in these two areas by the North Western Deanery’s lead employer for hospital specialties, the Pennine Acute Hospitals NHS Trust regardless of which deanery you want to do BBT in.

**Match to Specialty Level**

For Broad Based Training, you must have less than 18 months’ (whole time equivalent) experience post foundation in any combination of medical specialties*, General Practice, Paediatrics and Psychiatry by the start date of the post (August 2013). If you do not meet this requirement, your application will go no further.

This will not affect your GP application (if you have made one).

**Eligibility to Work in UK**

For Broad Based Training, if you are subject to the Resident Labour Market Test and would require a Tier 2 visa to work, then you will not be eligible to apply for Broad Based Training in Round 1 as the RLMT will not be deemed to have been met. If you do not meet this requirement, your application will go no further.

This will not affect your GP application (if you have made one).

* A list of medical specialties which will count towards experience in medicine can be found in Appendix A.
Evidence of Foundation Competence

There are 3 ways you can demonstrate your achievement of foundation competences.

1. If you are currently undertaking a UKFPO affiliated foundation programme which is due to finish on or after 1st August 2013, we will ask you to confirm the name of your Foundation School. You do not need to submit any evidence. Any offer of a programme will be conditional upon you successfully completing this programme and being awarded an FACD 5.2 before August 2013. This includes those applying for a delayed start date due to illness or maternity. If you are undertaking a “stand alone” FY2 post that is NOT part of a recognised foundation programme attached to a UK foundation school and you do not expect to be awarded with an FACD 5.2 upon satisfactory completion, then you must answer NO to this question on the application form (Are you currently on a UK Foundation Year 2 Programme?) and you will be required to submit an alternative evidence as detailed below.

2. If you have completed a UK foundation programme within the last 3 years (since 31st July 2010), we will ask you to confirm that you have been awarded an FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. You do not need to do anything else at this stage but you will be expected to provide the original certificate at a later date.

3. If you have not undertaken a UK foundation programme within the last 3 years, you will be able to submit alternative evidence by asking a consultant(s) who has supervised you for at least 3 months since 31 July 2010 to attest to your achievement of foundation competency. (For the purposes of this documentation, consultant includes GPs, Clinical Directors, Medical Superintendents and anyone on the specialty register). You MUST attach a scanned copy of your alternative certificate(s) to your application. You will be expected to provide the original certificate(s) at your interview. You may submit more than one Alternative Certificate from different posts in order to show evidence of achievement of all competencies but all certificates must relate to posts undertaken for at least 3 months since August 2010.

Further information and the relevant downloads can be found via:

- [http://www.gprecruitment.org.uk/applicantsquide.html#id6](http://www.gprecruitment.org.uk/applicantsquide.html#id6)

Please note you must use the 2013 Alternative Certificates for applications to General Practice specialty training programmes which can be downloaded here: [http://www.gprecruitment.org.uk/downloads.htm](http://www.gprecruitment.org.uk/downloads.htm)
References

When you complete your application form, you will be asked to provide contact details for 3 clinical referees. One of your references MUST be your current clinical or educational supervisor and the other two should be your next previous clinical or educational supervisors. We need you to provide an address, phone number and phone number and valid e-mail address for each referee as well as their GMC number. If you need to change any of your referees after you have submitted your application, you can do so up until you are invited to attend Selection Centre. We will contact your referee by email, so you are advised to provide an email address that your referee has agreed for you to use.

Please note that referees are only asked to verify factual information about you.

Once you have been allocated to a deanery for Stage 3, the GP Selection Centre, your referees will be emailed to ask them to log in to a password protected referee portal and submit their references electronically. You will not be able to change your referee details after this.

You will be able to check, via your candidate portal, if a reference has been received from each of your referees and you should chase them accordingly. The deanery will NOT chase your referees!

All 3 references must be submitted before the deanery is able to make an offer to successful candidates. More information about submitting references can be found at the following link:


Applying to both Broad Based Training and General Practice

If you apply for both BBT and GP, then your references for GP will also be your references for Broad Based Training. There will be no need for your referees to submit two sets of references for each of your applications.

All 3 of your references must be submitted before you can be made a BBT offer.
Stage 2 and Stage 3 – Coordinated by the GP National Recruitment Office

Stage 2 – Computer Based Test

Please see the following links for more information on Stage 2 – Computer Based Test:

- [http://www.gprecruitment.org.uk/applicantsguide.html#id7](http://www.gprecruitment.org.uk/applicantsguide.html#id7)
- [http://www.gprecruitment.org.uk/applicantsguide.html#id8](http://www.gprecruitment.org.uk/applicantsguide.html#id8)

Stage 2 is coordinated by the GP National Recruitment Office.

Allocation to Stage 3

Please see the following links for more information on Allocation to Stage 3:

- [http://www.gprecruitment.org.uk/applicantsguide.html#id9](http://www.gprecruitment.org.uk/applicantsguide.html#id9)

If you have applied to GP as well as Broad Based Training, you will be allocated to a deanery for Stage 3 – Selection Centre based on your GP deanery preferences and your rank after Stage 2. Most GP applicants are allocated to their first choice deanery. This process is explained in the GP Applicants’ Guide. If you have applied to BBT only, you will be invited to the GP Selection Centre in your first choice BBT deanery.

If you have only applied for Broad Based Training, your Stage 3 - GP Selection Centre will take place in your first choice BBT deanery.

Stage 3 – GP Selection Centre

Please see the following links for more information on Stage 3 – GP Selection Centre:

- [http://www.gprecruitment.org.uk/applicantsguide.html#id10](http://www.gprecruitment.org.uk/applicantsguide.html#id10)

Stage 3 is coordinated by the GP National Recruitment Office.
Overview of allocation to BBT Selection Centre

Additional Broad Based Training Questions

There are three white space questions on the BBT application form. The answers you give to these questions will be scored by two trained assessors giving you a shortlisting rank. A mark will also be awarded for English Language, grammar and syntax.

The trained assessors will not have access to any other sections of your application form at the shortlisting stage.

Once the shortlisting process is completed, you will have a shortlisting rank. If this shortlisting rank is high enough, you will receive an invitation to interview (subject to passing Stage 3).

The top 210 ranked applicants after shortlisting will be invited to the BBT Selection Centre (subject to passing Stage 3).

In the event, fewer than 210 BBT applications are received, all eligible applicants will receive an invitation to the BBT Selection Centre, subject to passing Stage 3.
Allocation to BBT Selection Centre

Invitation to Interview

The shortlisting of the Additional Broad Based Training Questions is due to be completed by mid-January 2013. In late January / early February 2013, provisional invitations to interview will be sent out via email to the top 210 ranked applicants based on your shortlisting score. The invitations will be subject to you passing Stage 3. Once we have confirmation that you have passed Stage 3, we will email you again to confirm your interview slot.

We anticipate that confirmation of your BBT interview slot will happen during the week commencing 18th February 2013.

Reserve Invitation to Interview

We expect that some BBT applicants will not be successful at the Stage 3 GP Selection Centre and that others may decide that they no longer wish to be considered for BBT. Therefore, following shortlisting, we will also contact a further tranche of BBT applicants; those ranked from 211th and lower based on shortlisting score. The invitations will be subject to you passing Stage 3 and there being sufficient interview capacity. Once we have confirmed that you have passed Stage 3 and if there is spare interview capacity, we will email you again to confirm you have an interview slot and time.

Withdrawing your application

If you decide at any point ahead of the BBT Selection Centre on 26th February 2013, that you no longer wish to be considered for a BBT post, please ensure you withdraw your BBT application via the GP recruitment portal, which can be accessed via:


This will allow us to invite another applicant to the BBT Selection Centre in your place.
Practical Information about the BBT Selection Centre

The BBT Selection Centre will be held at the Reebok Stadium on Tuesday 26th February 2013. Interviews will take place throughout the day. You will be allocated to an interview slot. We are aware that some applicants are likely to be travelling from further afield than others and will endeavour to allocate the applicants with the furthest distance to travel to interview slots later in the day, wherever possible.

The Reebok Stadium is easily accessible by road and public transport. There is ample free car parking around the stadium.

By road

The Reebok Stadium is located just off junction 6 of the M61.

If you are travelling by car from the South, follow signs for the M61 towards Preston. Be careful not to take the A666 towards Bolton. Turn off the M61 at Junction 6 and take the third exit off the roundabout onto the A6027, Mansell Way. At the next roundabout, you should take the first exit onto Burnden Way and follow signs for Car Parks.

If you are travelling by car from the North, follow signs for the M61 towards Manchester/Bolton and leave at Junction 6. Take the first exit off the roundabout onto the A6027, Mansell Way. At the next roundabout, you should take the first exit onto Burnden Way and follow signs for Car Parks.

By train

The closest railway station is Horwich Parkway, around 500 metres from the Stadium. Regular services run from Manchester Piccadilly and Manchester Victoria stations and take approximately 30 minutes.

Accommodation*

There is a hotel, De Vere Whites, located in the Reebok Stadium. Please see http://www.deverevenues.co.uk/locations/whites.html for further information. Alternatively, close by there is a Mercure Hotel. Please see http://www.mercure.com/gb/hotel-8327-mercure-bolton-georgian-house-hotel/index.shtml.

BBT Selection Centre Expenses

You will be able to claim interview expenses by completing our Interview Expenses Claim Form, which can be downloaded here: https://www.nwpgmd.nhs.uk/BBT_Interview_Expenses

Please make sure you keep all your receipts.

*Please make sure you read the notes attached to the claim form around what accommodation costs can be claimed.
Practical Information about the BBT Selection Centre – cont’d.

Selection Centre location within the Reebok Stadium

You should enter the Reebok Stadium via the De Vere Whites Hotel entrance next to Car Park A.

Take the lift up to Level 2 and then follow signs towards the Foweraker Suite, located in the South East Stand.

You will come to the BBT Selection Centre Registration Desk, where you will need to check in ahead of your interview.

We suggest that you arrive at the Reebok Stadium 30 minutes ahead of your scheduled interview time.

Download a Microsoft Word version of the Stadium Floor Plan plus a map of the area at https://www.nwpqmd.nhs.uk/content/information-applicants-attending-interviews
BBT Selection Centre Format

There will be 3 stations, each lasting 10 minutes. You may go through the BBT Selection Centre in any order.

The BBT Selection Centre will focus on assessing your suitability for medicine, psychiatry and paediatrics. Panel members will be consultants from these specialties.

This section of the Applicants’ Guide will be updated ahead of the BBT Selection Centre. In the meantime, you may wish to look at the recruitment processes for Paediatrics, Core Medical Training and Core Psychiatry Training. Whilst the questions will not be the same, they will give you an idea of how you might want to prepare.

BBT Selection Centre Scoring

25% of your final GP score will be carried over to your Broad Based Training Selection Centre score. The remaining 75% of the marks will come from the three Broad Based Training stations.

<table>
<thead>
<tr>
<th>GP Score</th>
<th>Broad Based Training Selection Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of your final GP score</td>
<td>Panel 1  25%</td>
</tr>
<tr>
<td></td>
<td>Panel 2  25%</td>
</tr>
<tr>
<td></td>
<td>Panel 3  25%</td>
</tr>
</tbody>
</table>
Choosing your BBT post

Offers across all specialties in 2013 will be coordinated through the single UK Offers System. Applicants will be contacted directly by UK Offers with account details shortly after applications close in December 2012.

Via the UK Offers System, you will be able to indicate the order in which you wish to be considered for BBT posts. This is called sub-preferencing. For example, the most important factor in choosing a post for you may be geography, so you might want to rank all 8 of the Northern Deanery’s posts as your top choices. Alternatively, if you are sure that you want to go into Paediatrics following BBT, you may wish to rank those BBT tracks where you would do your six month Paediatric rotation in the CT1 year of BBT. It is entirely up to you.

The ranking of your sub-preferences, along with your overall interview ranking, determine how offers are made and is therefore a very important step in the process. We anticipate opening sub-preferencing up to applicants in early February 2013. You will have until 12 noon on Wednesday 27th February 2013 to complete your sub-preferences.

If you do not wish to be considered for a post, move that preference to the ‘Not Wanted’ section. Please note you must decide what posts you would be willing to take up as you may receive an offer for any sub-preference that you move into either the ‘Preferred’ or ‘No Preference’ section.

Post details are subject to change over the recruitment period. When changes occur to post information, we will update our website and inform all applicants via email.

You can change your sub-preferences up to 12 noon GMT on Wednesday 27th February 2013.
## Offers Process

Offers across all specialties in 2013 will be coordinated through the single UK Offers system. Applicants will be contacted directly by UK Offers with account details shortly after applications close in December 2012.

Successful applicants will be made offers by the North Western Deanery according to their rank and preference following the BBT Selection Centre. For example, if you ranked first you will be offered your first preference followed by the person who ranked second being offered their first preference, unless it had already been offered to you in which instance they would get their second preference and so on.

Applicants will have 48 hours to respond to an offer. After the 48 hour period expires, any declined and expired offers will be released to the next eligible applicants. There will be no exception to this rule. It is important to remember that even if you don't receive an offer in the first iteration, you may still receive an offer in further iterations. However this is not guaranteed and you should look at your rank and the number of BBT posts remaining to determine whether this may happen. If you do receive an offer you will be notified by email. Offers can only be accepted through the UK Offers System. All applicants can see how the offers are progressing through the ‘real-time’ offers table via the UK Offers System. Applicants can view the number of offers that have been accepted, held and declined for BBT and can calculate how likely it is they will receive an offer.

<table>
<thead>
<tr>
<th>Action</th>
<th>Outcome</th>
<th>Upgrades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepting an offer</td>
<td>Once you have been offered a post and accepted, you must withdraw from any other applications, interviews or offers. Your details will be forwarded to the relevant Deanery to contact you with further information once recruitment is complete. <strong>NB: all offers are subject to pre-employments checks</strong></td>
<td></td>
</tr>
<tr>
<td>Holding an offer</td>
<td>The hold function exists so applicants that have applied to more than one specialty can hold an offer whilst waiting to hear from other specialties. Candidates can only hold one offer at any one time across all specialties until the nationally agreed date. After the deadline, all held offers will be automatically rejected.</td>
<td></td>
</tr>
<tr>
<td>Declining an offer</td>
<td>If you decline an offer, you will not receive any further offers for Broad Based Training in this recruitment round.</td>
<td>No upgrades possible</td>
</tr>
</tbody>
</table>

**Please note that if you do not respond to your offer within 48 hours, or do not accept your held offer prior to the hold deadline, your offer will automatically expire. You will not be eligible to receive any further offers in BBT.**
Feedback

GP Stage 2 – Computer Based Test Feedback

GP Stage 2 feedback will be emailed to you as soon as possible after the assessment.

Shortlisting Feedback

Your answers to the Additional Broad Based Training Questions will be scored by two trained assessors. The maximum total shortlisting score is 64 points.

Feedback on your BBT shortlisting score can be requested via bbt@nwpgmd.nhs.uk.

Interview Feedback

Your interview score is based on your total performance in the three stations attended during your BBT Selection Centre plus 25% of your total score from your Stage 3 interview. Your rank determines where you are placed compared to other candidates who were interviewed for BBT.

Feedback on your BBT Selection Centre scores can be requested via bbt@nwpgmd.nhs.uk

Feedback from the Stage 3 – GP Selection Centre will be sent to all candidates at the end of the recruitment process. If a second round is necessary, feedback from Round 1 will not be available until all recruitment activity in Round 2 has been concluded.

Complaints and Appeals

Applicants to Broad Based Training who have any concerns about the process of administration of their application at any stage should contact the North Western Deanery via bbt@nwpgmd.nhs.uk in the first instance.

If your complaint or appeal relates to a stage of the recruitment process coordinated by the GP National Recruitment Office, it will be forwarded on as appropriate.
Further Information

We have a dedicated website, which will be kept updated with all the latest BBT news. Please see https://www.nwpgmd.nhs.uk/bbt.

If you still have queries, please do contact us via: bbt@nwpgmd.nhs.uk and we will get back to you as soon as possible.

Follow us on Twitter @NHS_BBT
Appendix A

Medical specialties which will count towards your 18 months post foundation experience in medicine are: Acute Medicine; Allergy; Audio-vestibular Medicine; Cardiology; Clinical Genetics; Clinical Neurophysiology; Clinical Oncology; Clinical Pharmacology & Therapeutics; Dermatology; Endocrinology & Diabetes; Gastroenterology; Genito-urinary Medicine; Geriatric Medicine; Haematology; Immunology; Infectious Diseases; Medical Oncology; Medical Ophthalmology; Metabolic Medicine; Neurology; Nuclear Medicine; Occupational Medicine; Palliative Medicine; Pharmaceutical Medicine; Rehabilitation Medicine; Renal Medicine; Respiratory Medicine; Rheumatology; Sports & Exercise Medicine; Stroke Medicine and Tropical Medicine.

Experience in Intensive Care Medicine, Emergency Medicine will not count towards your 18 months.