

IMT Recruitment 2020

Internal medicine training / ACCS acute medicine

Applicants' guide addendum

Round 2

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1 Introduction

This document is an addendum to the applicants' guide produced for round 2 of recruitment to IMT-level training posts in the programmes of acute care common stem: acute medicine (ACCS-AM) and internal medicine training (IMT) in 2020.

It should be used in conjunction with the applicants' guide for round 1, and the more detailed information on the IMT Recruitment website (<https://www.imtrecruitment.org.uk>) to assist applicants throughout the recruitment process.

Should you have any queries or comments relating to the IMT Recruitment process, please direct these to our recruitment helpdesk via email at IMTrecruitment@hee.nhs.uk.

What happens in round 2?

Round 2 is largely a repeat a round 1 with the process being similar in most respects: the application form, eligibility criteria, interview format and assessment criteria are all the same as round 1.

However, there are some key differences and this document will focus on these.

2 Timeline

The table below gives the key dates in round 2 of 2020 IMT Recruitment (all dates are 2020):

Event	Date
Advertisements published	(by) Wednesday 12 February
Applications open	Tuesday 25 February, 10am
Applications close	Thursday 12 March, 4pm
Longlisting completed	(by) Thursday 26 March
Shortlisting	(by) Friday 27 March
Invitation to interview	(by) Friday 27 March
Interview booking deadline	Thursday 2 April
Interviews held	<ul style="list-style-type: none"> • Cambridge – 21 April • Cardiff – 20 April • London – 23 April • Newcastle – 21 April • Winchester – 23 April
Programme preferences	(approx.) Thursday 16 April – Monday 27 April
Initial offers made	Tuesday 28 April
Offer holding deadline	Friday 1 May, 9am
Offer upgrade deadline	Friday 1 May, 5pm
Interview feedback released	(by) Friday 1 May
Post start date	Wednesday 5 August 2020

Although changes are not anticipated at this stage, any changes will be updated on the IMT Recruitment website: <https://www.imtrecruitment.org.uk/recruitment-process/dates-posts>.

3 The recruitment process

There are several different stages of recruitment your application will go through in IMT round 2. In most cases the process is very similar to round 1, however the different stages, along with where the process differs, are outlined below.

3.1 Application

When you come to make an application in round 2, you submit to the national IMT vacancy (this is also to where those interested in ACCS-AM will apply).

This works exactly the same as in round 1, so you do not need to give any regional preferences at this stage. Applicants to round 2 are in contention for all available posts throughout the round.

3.2 Longlisting

Assessment of your application against the eligibility rules is largely the same as round 1. The main difference is that the assessment of eligibility will be split between the five interviewing regions, each of which will be assigned a cohort of candidates to review. Please note as in round 1 the region checking your eligibility will not necessarily be the region where you will be interviewed.

Confirmation of eligibility will be communicated to all candidates by Thursday 26 March.

3.2.1 Supplying additional information/documentation

Should you be required to supply documentation or information at time of application which cannot go on your form, eg fitness to practise details, these should be sent to the PSRO who will pass it to the region assessing your application. Any confidential emails, such as fitness to practise information, should be sent to IMTrecruitment@hee.nhs.uk.

Where the region assessing your application requests additional information after you have applied, they will supply a contact address.

3.3 Shortlisting

Shortlisting will be similar to round 1, in that applicants will be scored in the same way and ranked nationally. Shortlisting will be a case of looking at the maximum interview capacity and inviting in order of rank up to capacity. Those applicants below the cut off line will go on a reserve list.

If applications exceed capacity, every effort will be made to invite candidates from the reserve list if higher ranking candidates do not take up their invitation for interview.

3.4 Interviews

Interviews will be held in five different centres, as noted in the timetable in [section 2](#).

If shortlisted, you will be invited to book an interview slot at any of the five venues with places allocated on a first-come-first-served basis; you should be prepared to attend on any date at any location if you wish to be considered as it cannot be guaranteed that your preferred choice will be available.

Regardless of which venue you select, you will remain in contention for all ACCS-AM/IMT vacancies available nationally - not just those in the region at which you are to be interviewed.

3.5 Preferring specific programmes

Although you are in contention for all programmes nationally, you will be invited to preference the specific programmes for which you wish to be considered. Preferences are anticipated to be opened for selection between 16-27 April; this will be confirmed during the round.

At this time you can preference as many or as few of the programmes available as you wish; there is no restriction on how many you can preference.

So if you wish you can: limit your preferences to a particular region, include every post available nationally or anything in between.

3.6 Ranking and offers

At interviews, all candidates will receive a score which will be used to rank them nationally for offers. Offers will be made in accordance with the ranking and preferences of each candidate.

By the first offers deadline (Tuesday 28 April), all interviewed candidates will be emailed one of three outcomes:

- offered a post (and given a 48 hour deadline to log in to Oriel and make a decision)
- appointable but on the reserve list
- not appointable.

After this date, offers will be recycled until either all posts are filled or there are no candidates left to offer.

3.6.1 Feedback on interview scores and ranking

Once offering has started, we will make the ranking, total score and breakdown of score by question area available to all candidates via their Oriel portal; you will be emailed once this is ready. At this time, we will publish data on assessment for all applicants to IMT nationwide, allowing you to compare your performance against other candidates. This feedback will be made available by Friday 1 May.

By Friday 1 May, you will also receive a copy of the comments left by individual interviewers on the day via email.

4 Post numbers

In the main the posts available in round 2 will be those not filled in round 1. However, it is possible that there may be additional posts entered into the round which have become vacant since round 1.

4.1 Confirming post numbers

Due to an overlap with round 1 (offers for round 1 are being made in early March) it will not be possible to give post numbers at time of application. To assist candidates we will publish as much information as possible about the likelihood and extent of each region having posts. This will be as follows:

- **Now available:** a table of post numbers included in round 2 from 2015-19
- **By the end of round 1 offers:** (expected to be soon after the upgrading deadline of 20 March at the latest) the latest numbers based on unfilled posts from round 1 will be added.

Reduced post numbers anticipated in 2020

Due to changes to the eligibility rules regarding right to work requirements, there were an increased number of applications in round 1 in 2020. This is expected to increase in more posts filled and therefore fewer posts in round 2.

Whilst previous years can be used as a guide to the relative competitiveness of each region, it cannot be used as an expectation of the number of posts likely to be available, which are expected to be substantially lower.

Information about posts will be published to the posts/interview dates page of the IMT website:

<https://www.imtreruitment.org.uk/recruitment-process/dates-posts>

4.2 Posts could become available at any time

One thing we must stress is that, although we will give what indications we can, there are no guarantees of accuracy and things can change during the round. In particular, if a region has no posts at the start of the round, it is possible they will add some during the process if any become available.

The only way to be in contention for posts which may arise later in the round is to submit an application.

5 Applicants

5.1 Applicants who applied in round 1

If you applied in round 1 and wish to be considered in round 2, it will be necessary to submit a separate application to this round.

Candidates may reapply for various reasons, for example:

- They were not successful in round 1.
- Their personal circumstances have changed.
- They are awaiting an offer in round 1.

Regardless of your reasons, and the outcome of your application in round 1, you are permitted to apply and your round 1 application will have no bearing on round 2.

5.1.1 Awaiting the outcome of offers

If you have not yet received an offer in round 1, and you are not sure whether or not to enter round 2, it is entirely your decision as to whether you apply.

However, if you apply in round 2 but then need to withdraw your application shortly afterwards because you have received and accepted a post offer via your round 1 application, this is absolutely not a problem.

Therefore, if you are still waiting to hear the outcome of your round 1 application when round 2 opens, then our advice would be to make an application to round 2 while waiting.

At the same time, if you apply in round 2, and then receive a round 1 offer, do not feel under any pressure to accept it; if you would prefer to decline the offer and proceed with your round 2 application, then by all means you can do so.

5.1.2 Applying on Oriel

If you make an application, please ensure you use the same Oriel account as your round 1 application.

The details in the 'Registration' area of Oriel will be transferred across to your round 2 application, so any information entered here previously will save you time. We advise that you check and update your registration information before applying as this will be stored for future use (eg when you apply for higher specialty training after core).

5.2 New applicants

As round 2 is entirely independent of round 1 there is no requirement to have applied in round 1.

6 2021 recruitment

We will begin to make specific information available on 2021 IMT Recruitment in summer/autumn 2020, as that recruitment period approaches.

That being said, the existing 2020-specific information available via our website and the *Applicant Guide* can be taken as a useful guide for how recruitment will be undertaken in 2021, as we would not expect significant changes to be made to the recruitment process.

Any further information on 2021 recruitment will be published initially to our website here:

<https://www.imtrecruitment.org.uk/recruitment-process/planning-your-application/future-recruitment>

7 Finally

As noted, full information on IMT Recruitment is available on our website:

<https://www.imtrecruitment.org.uk/>

Should you have any queries relating to the recruitment process at any time, our website contains a section giving details on the most frequently-asked and most pertinent questions relating to IMT recruitment, which can be found here: <https://www.imtrecruitment.org.uk/help/overview/>

Otherwise, please email our recruitment helpdesk with any queries at IMTrecruitment@hee.nhs.uk.

Finally, we would like to take this opportunity to wish you luck with your application,

The Physician Specialty Recruitment Office
