

IMT Recruitment 2024

Round 1: applicants' guide

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ABOUT THIS GUIDE

Welcome to the 2024 IMT Recruitment applicants' guide.

This outlines the recruitment process for CT1-level training in acute care common stem: internal medicine (ACCS-IM) and internal medicine training (IMT), in 2024 round 1.

To find out more about the whole process, visit the IMT Recruitment website:

www.imtrecruitment.org.uk

You should also refer to the Oriel Applicant User Guide for general guidance on how to navigate Oriel and technical help with the on-line application form:

<https://www.oriel.nhs.uk/Web/ResourceBank>

Please also refer to the 2024 Medical Specialty Recruitment Applicant Handbook for general information about the administration of national recruitment processes:

<https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training>

The Internal Medicine Stage 1 curriculum

The Internal Medicine Stage 1 curriculum has been developed in response to 'Shape of Training' and other drivers, and replaced core medical training for trainees starting from August 2019 onwards.

IMT is a three-year programme and anyone wishing to go to a specialty which will dual train with internal medicine (Group 1) will need to complete the full three years. Those wishing to take up a post in a single accredited, non-acute, specialty (Group 2) will be able to apply on the basis of successfully completing the first two years of IM stage 1 training.

For more detailed guidance on the new curriculum, please visit the JRCPTB website via the following link, as this is where further information and updates will be published:

<https://www.jrcptb.org.uk/imt>

Acute care common stem: internal medicine

Trainees successfully completing the full four-year programme will attain full Internal Medicine Stage 1 capability and be eligible to apply to all higher physician specialties. Those exiting after three years will be eligible to apply for non-acute specialties, which do not dual train with internal medicine.

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Applications

Open – Thursday 26 October 2023 (10am, UK time)

Close – Thursday 23 November 2023 (4pm, UK time)



Shortlisting

All applicants will be informed whether they will be invited to interview by Wednesday 20 December 2023



Invitations to interview

Those shortlisted will be invited to interview by Thursday 21 December 2023



Interviews held

All interviews will be held between Monday 15 January – Friday 16 February 2024



Preference programmes

Open on Tuesday 27 February – Monday 18 March 2024



Offers made

First offers for all regions will be made by 5pm on Tuesday 19 March 2024 and will continue until all offers have been exhausted; expected to be in late April; however, offers could continue if regions still have posts to offer. Applicants will be informed if there are available posts



Post start date

Wednesday 7 August 2024; whilst the vast majority of IMT programmes will start on this date, they can start as late as April 2025; the programme start date will be clear when select your programme preferences.

A more detailed timeline can be found on our website:

www.imtrecruitment.org.uk/recruitment-process/dates-posts

WHAT SHOULD I CONSIDER BEFORE APPLYING?

Here are some steps to consider before you start

AM I ELIGIBLE?

The first thing to consider when applying to IMT is whether you meet the minimum eligibility programme.

The person specifications for both the ACCS-IM and IMT programmes detail the criteria you must meet to apply, and are found on the NHS medical specialty training website:

<https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/person-specifications/person-specifications-2024>

Additionally, a detailed breakdown of the eligibility criteria can be found on our website:

www.imtrecruitment.org.uk/recruitment-process/am-i-eligible

The criteria that most commonly affect candidates are:

FOUNDATION COMPETENCE

Are you currently in a UK-affiliated foundation training programme? If not, you will probably need to submit documentation with your application demonstrating that you meet the foundation competence requirements.

This will either be evidence of having successfully completed foundation training, or use of the standard 'Certificate of Readiness to Enter Specialty Training'. Please ensure you use the 2024 version, as this will be the only accepted version.

EXPERIENCE

As a minimum, you need at least 12 months' experience after eligibility for full GMC registration (or overseas equivalent) by 7 August 2024. This means a minimum of 24 months working as a doctor before you start an IMT programme.

WHAT AND WHERE TO APPLY?

You may find the following information useful when planning your application:

> about ACCS:

www.imtrecruitment.org.uk/abouttct1/about-accs

> about IMT:

www.imtrecruitment.org.uk/abouttct1/about-imt

> data from previous years:

www.imtrecruitment.org.uk/about-IMT/previous-years-data

> regions:

www.imtrecruitment.org.uk/regions

> programme numbers and interview dates:

www.imtrecruitment.org.uk/recruitment-process/dates-posts

The website also contains general information about planning your application, which you may find useful:

www.imtrecruitment.org.uk/recruitmentprocess/planning-your-application

IMT RECRUITMENT WEBINAR

An IMT recruitment webinar took place providing information and guidance on Internal Medicine Training and the recruitment and application process. The link to this is available on the JRCPTB website:

<https://www.jrcptb.org.uk/news/imt-recruitment-webinar>

HOW DO I APPLY?

The first stage is to complete and submit an application form via 'Oriel' – the online system used to manage the recruitment process for all specialty training programmes in the UK: <https://new.oriel.nhs.uk/Web>

A detailed guide to using Oriel is available within the Oriel resource bank: <https://new.oriel.nhs.uk/Web/ResourceBank>

You can only make one application to ACCS-IM / IMT in each round. All applicants will initially apply nationally, rather than to specific regions, and can be considered for all posts available nationally.

REGISTERING AN ACCOUNT

When using the system for the first time, you will need to create an account. You can register an account prior to applications opening. Please use your existing account if you have previously created one.

APPLICATION FORM

Once a vacancy has opened, you can begin your application by navigating to the **Vacancies** tab. This will bring up a list of all specialty vacancies available in the current recruitment period, and this is where you start your application.

The application form has several sections, each examining a different area of your candidature, (e.g., personal details, core competence, clinical references etc). Each one must be completed before your application can be submitted.

It is advisable to start early in the application window to give yourself plenty of time to complete and check your form – many candidates take 10 hours or more to complete their application.

Key information about completing the form is available at:

www.imtreruitment.org.uk/recruitment-process/applying/completing-theapplication-form.

'EVIDENCE' PAGE

This page asks for details of your achievements in various areas. Your application is self-scored based on these achievements, following a pre-set scoring system.

It's very important to score yourself accurately. Incidences of candidates trying to gain an unfair advantage by over-claiming and/or exaggerating their achievements will be taken very seriously.

Please refer to the application scoring system guidance on the website:

www.imtreruitment.org.uk/recruitment-process/applying/application-scoring.

EVIDENCE DOCUMENTS

It is likely that you will not need to provide any supporting evidence for your achievement claims. However, you must have access to documentation proving every claim you make as you could be asked to supply evidence as part of a randomised audit. Information about evidence documents is available on the website:

<https://www.imtreruitment.org.uk/recruitment-process/planning-your-application/documents>

SUBMITTING YOUR APPLICATION

Remember: the majority of your application cannot be edited once it's submitted, so make sure you have checked your application and are satisfied with it before you submit.

Applications cannot be submitted after the deadline and will not be accepted in any circumstances.

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

This section outlines what happens after you submit your application, prior to interview.

For more information visit:

www.imtreruitment.org.uk/recruitment-process/applying/aftersubmission.

LONGLISTING

Once you submit your application, it will be allocated to staff from one of the UK regions to check your eligibility against the essential entry criteria.

If your application doesn't meet all the criteria or more information is required, you may be asked to supply additional documentation or details. If your eligibility cannot be established as satisfied, or you do not meet the deadlines provided for supplying information, then your application may be rejected at this point, and not progress any further.

If more information is required, you will usually be given 72 hours to supply this so please check regularly and respond promptly to any requests as your application may be withdrawn.

SHORTLISTING

After longlisting you will be notified whether your application has been shortlisted for interview.

If the combined interview capacity across all centres is insufficient to invite all candidates, shortlisting will be done by using your self-assessed application score to determine who is invited. If there are significantly greater number of applications than the interview capacity, it may be decided to shortlist out candidates whose self-assessment score is too far away from the interview capacity cut off to have a chance of being shortlisted. Where this is the case, affected candidates will be withdrawn at an early stage, usually soon after applications close once numbers can be assessed against capacity.

INVITATION TO INTERVIEW

After shortlisting is complete, you will be invited to book an interview via Oriel. You will receive a notification via email that you can start booking. This is anticipated to be by Thursday 21 December 2023.

Interview booking will be on a first come, first served basis. Candidates will have the opportunity to book onto any of the dates with available slots. As all interviews are held online, you should pick your preferred slot based purely on the convenience of the date.

The first deadline to book your interview slot is expected to be Thursday 28 December 2023 and Tuesday 2 January 2024 for any candidates invited from the reserve list after the first deadline expires. It is vital to book by the deadline or your application will be withdrawn.

PROGRAMME PREFERENCES

Programme preferences are planned to be open by Tuesday 27 February 2024. Candidates will have the opportunity to rank all the programmes across the UK. Preference information will include the particular area/hospital locations, specialties covered, etc.

On Oriel you will need to divide your options into two groups – 'preferences' and 'not wanted'. Any programmes you add to the preferences category are ranked in order of preference.

Please note: if you do not do this, you cannot be offered a post!

More information on preferences can be found here:

www.imtreruitment.org.uk/recruitment-process/offers-and-beyond/post-programme-preferences

Additionally, the Document Library has data from previous years to help gauge the relative competitiveness of each region:

<https://www.imtreruitment.org.uk/documents>

HOW DOES THE INTERVIEW WORK?

It is imperative that you are well prepared for the interview and follow the guidance on the website:

www.imtrecruitment.org.uk/recruitment-process/interview.

DOCUMENTATION REQUIRED AT INTERVIEW

The only documentation you need to bring to interview is your personal photographic identification.

INTERVIEW STRUCTURE AND FORMAT

All interviews will be undertaken online. The region hosting your interview will send joining instructions prior to the day and it is important to ensure you follow the instructions to reduce the chance of issues.

You will be interviewed by a single panel of two scoring interviewers, who will conduct and score the entire interview.

There will be no switching to another panel for different questions.

INTERVIEW TIME

The interview will consist of three main question areas which will be between 5 and 9 minutes in length.

Overall your interview will last approximately 25 minutes, factoring in time to review a scenario. However, it is advised to allow for a couple of hours in case there are any delays in the timetable.

INTERVIEW CONTENT

At your interview you will be assessed on the following areas:

- Application and achievements – this will include a two-minute verbal presentation on: *'Give an overview of your achievements to date which are most relevant to your application to be a trainee in internal medicine'*
- Suitability for IMT
- Clinical scenario – you will be scored on two areas: investigations, diagnosis and management; and patient handover.
- Ethical, professionalism and governance question
- Communication skills

For more information on the interview visit: www.imtrecruitment.org.uk/recruitment-process/interview/interview-structure-and-content.

SCORING AND ASSESSMENT

Scoring framework

The table below shows the framework used to award scores, and interpretation of what these scores represent; the application and achievements question uses the same 1-5 mark scheme but different descriptors, which can be found on the website on the link below:

Mark	Rating	Level of performance
1	Poor	Not considered appointable.
2	Area for concern	Performed below the level expected during foundation year 2 (F2); possibly unappointable.
3	Satisfactory	Performed at the level expected during F2; the candidate is suitable for appointment.
4	Good	Performed at the level expected upon completion of F2.
5	Excellent	Performed at the level expected at IMT or above

INFORMATION ON:

- how your scores are used to determine whether you can be considered for appointment
- how the total score is calculated

is on the website: www.imtrecruitment.org.uk/recruitment-process/interview/interview-scoring

OUTCOME OF INTERVIEWS AND FEEDBACK

You will be contacted on Tuesday 27 February with the outcome of your interview. On this date you will find out: if you can be considered for appointment, your interview score breakdown and, for appointable candidates, your ranking which will be used for offers.

Interviewers will score and make comments on tablets during the interview and all candidates will be sent these by email at a later stage in the round.

HOW WILL OFFERS BE MADE?

After the interviews, there will be a pool of appointable candidates ranked in order of the total score. The next stage is to match candidates to positions and make offers which will be done on the basis of rank and programme preferences.

Detailed guidance is on the website:

www.imtreruitment.org.uk/recruitment-process/offers-and-beyond.

RESPONDING TO OFFERS

Please note: you **must** respond to an offer within **48 hours** of it being made – *not* when it was received, or when you first became aware of it. This doesn't include weekends but does include bank holidays.

You can only respond to offers via Oriel. You'll be presented with three options: **accept**, **reject** and **hold**. If you opt to accept or hold, you will be given an additional option – whether to be considered for preference **upgrades**.

First offers will be made after programme preferences close by **Tuesday 19 March 2024**.

HOLDING OFFERS

Holding an offer allows you to delay making a final decision beyond the standard 48-hour deadline; usually because you are awaiting the outcome of an application to another specialty.

You can only hold one offer at a time, and the deadline for holding is Thursday 4 April 2024 (1pm). If you do not accept an offer that is being held by this date, it will automatically be withdrawn.

UPGRADING OFFERS

When you accept or hold an offer you will be given the opportunity to be considered for upgrades. This will enable you to remain in contention for a higher-ranked preference if a higher-ranking candidate declines one of your preferred programmes; you will also have the opportunity to re-order your preferred programmes should your circumstances change, and you wish to be considered for an initially lower ranked programme.

The upgrade deadline is **Tuesday 9 April 2024 (4pm)**. After this point, offers will not be upgraded regardless of whether programmes become available.

AFTER OFFERS

Once you have accepted an offer, the relevant region will contact you about a contract of employment. References will be requested directly from your referees.

WHAT HAPPENS IF I AM NOT OFFERED A POST?

Prior to the 2021 recruitment year, IMT held a second round every year to fill programmes which were either not filled in round 1 or have become available subsequent to round 1. Since then, the competition levels for IMT have increased and it has not been necessary to hold a second round.

Consequently, it is not anticipated that a second round will be required and we urge anyone interested in an IMT programme starting in 2024 to apply in round 1.

FINALLY

We aim to make the process of recruitment to ACCS-IM and IMT programmes fair, transparent and streamlined for all parties.

We have consulted widely with: trainees; the four UK Statutory Education Bodies; the Joint Royal Colleges of Physicians Training Board and the Internal Medicine Core Medical Trainee Advisory Committee.

FURTHER INFORMATION

Full information on IMT Recruitment is available on our website: www.imtrecruitment.org.uk.

If you have any queries about the recruitment process, see our frequently asked questions: www.imtrecruitment.org.uk/help/overview.

Or submit a query to our recruitment helpdesk with any queries: <https://lasepgmdsupport.hee.nhs.uk/support/home>.

Good luck with your application.

The Physician Specialty Recruitment Office