Author: Training and Support Team



How to apply for a job – Medical qualifications and details in NHS Jobs user guide

This guide gives you instructions for how to add further information the employer needs from you for your application in NHS Jobs.

You'll need to add the additional medical job specific information, depending on the role.

If you've previously applied for a role and saved your application information, you can use this to apply.

If you have any draft applications, you can view this information to help you with your most recent application.

If you save your application information, you can use it to apply for other roles and any previous information will be replaced.

Contents

How to apply for a job – Medical qualifications and details in NHS Jobs user guide1
Medical qualifications and details3
You are applying for a medical role4
What is your GMC registration status?5
What are your specialities on the Specialist Register?6
Who is your current responsible officer?7
When was your last revalidation?8
When was your last appraisal?9
Are you on this employer's Performers List, or will you be within 3 months of the interview?
<u></u>
Are you currently one of the following?
When do you expect to gain your CCT or CESR(CP)?
Are you currently one of the following?
Are you currently registered in this employer's region as a Responsible Clinician?14
Do you have current section 12 (Mental Health Act England and Wales) approval for
working in this NHS region?15
Have your Foundation Programme 1 competencies been formally signed off? 16
Have your Foundation Programme 2 competencies been formally signed off?17
Why have you not completed Foundation Training?
Check and save your Medical qualifications and details
Application task list

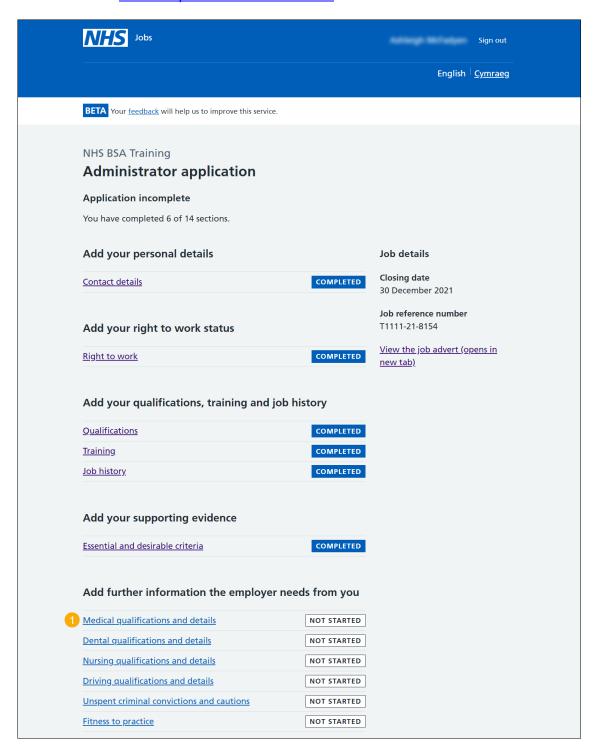
Medical qualifications and details

This page gives you instructions for how to add your medical qualifications and details.

Important: You'll only see this page if the employer has added additional medical job specific questions. In this example, the **Medical qualifications and details** status is '**NOT STARTED**' and your application is incomplete as you've completed 6 out of 14 sections.

To add your medical qualifications and details, complete the following steps:

1. Select the 'Medical qualifications and details' link.

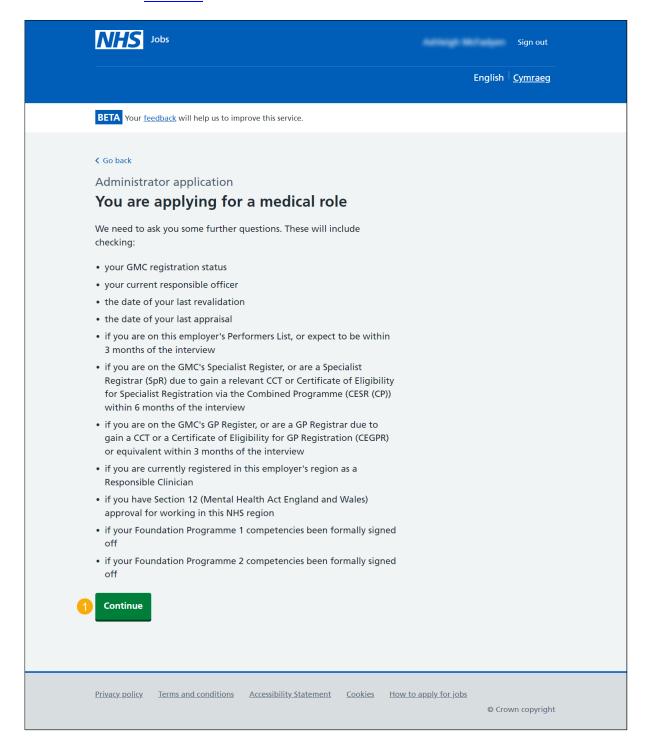


You are applying for a medical role

This page gives you instructions for how to check the medical qualifications and details.

Read the information on the page and complete the following step:

1. Select the 'Continue' button.

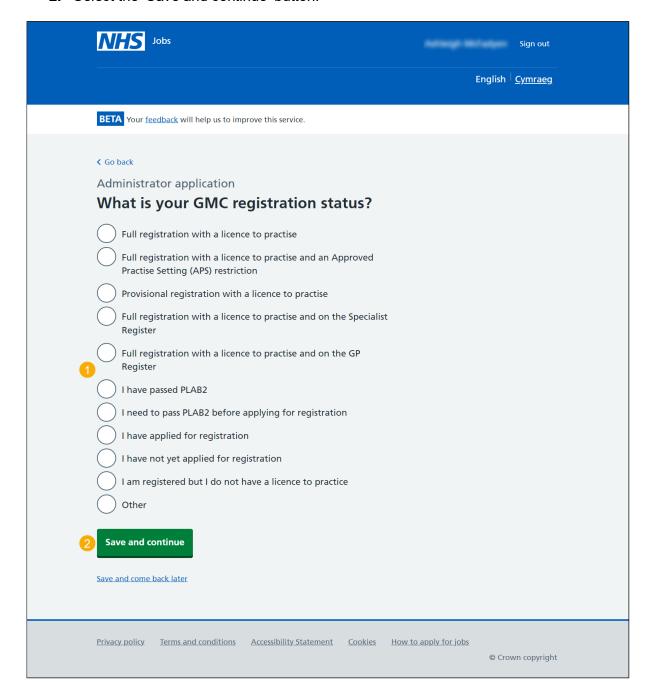


What is your GMC registration status?

This page gives you instructions for how to confirm your GMC registration status.

To confirm your GMC registration status, complete the following steps:

- 1. Select an answer:
 - 'Any other option'
 - 'Full registration with a licence to practise and on the Specialist Register'
- 2. Select the 'Save and continue' button.



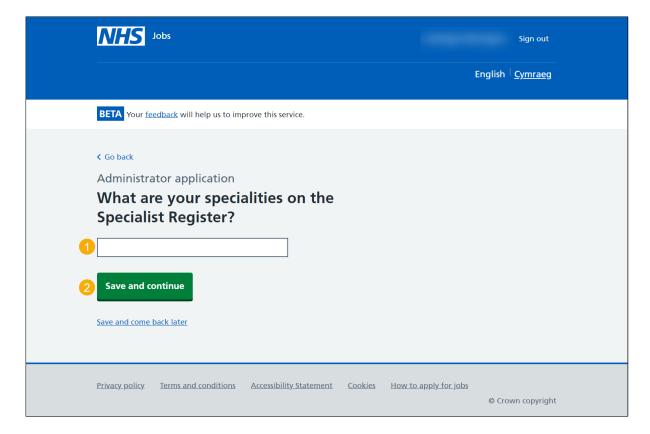
What are your specialities on the Specialist Register?

This page gives you instructions for how to confirm your speciality on the Specialist Register.

Important: You'll only see this page if you're confirming your speciality on the Specialist Register.

To add your speciality on the Specialist Register, complete the following steps:

- 1. In the Specialist Register box, enter the details.
- 2. Select the 'Save and continue' button.

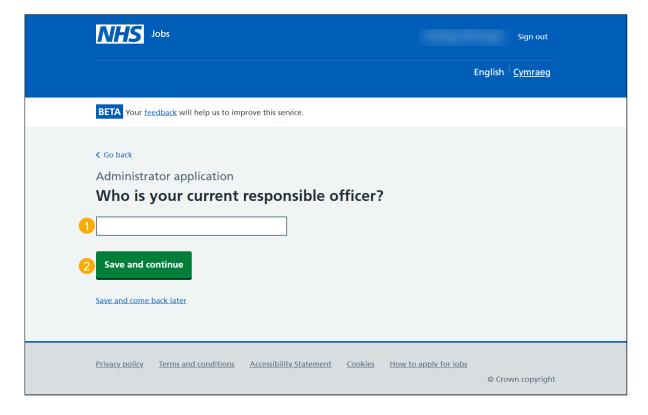


Who is your current responsible officer?

This page gives you instructions for how to add your current responsible officer.

To add your current responsible officer, complete the following steps:

- 1. In the current responsible officer box, enter the details.
- 2. Select the 'Save and continue' button.

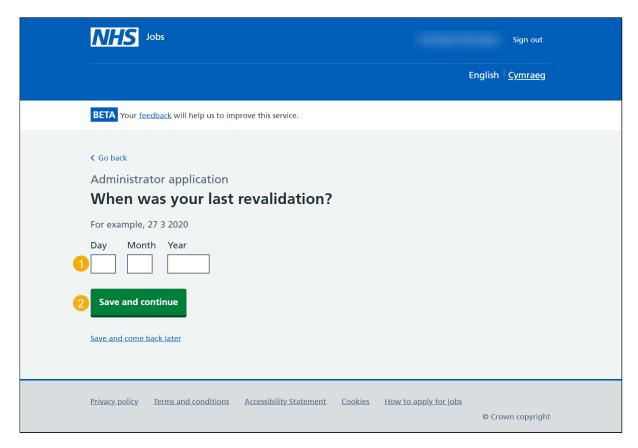


When was your last revalidation?

This page gives you instructions for how to add your last revalidation.

To add your last revalidation, complete the following steps:

- 1. In the Day, Month and Year boxes, enter the details.
- 2. Select the 'Save and continue' button.



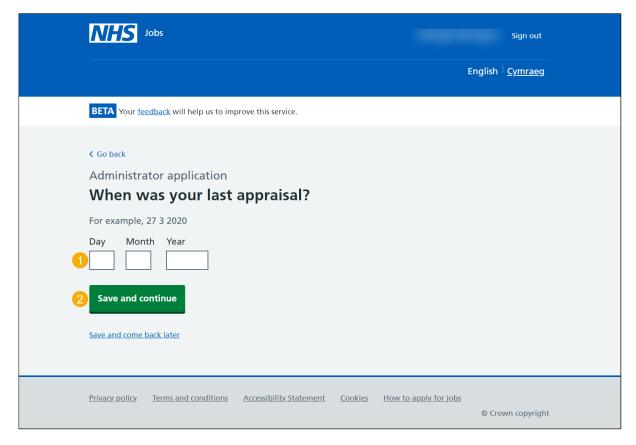
Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

When was your last appraisal?

This page gives you instructions for how to add your last appraisal.

To add your last appraisal, complete the following steps:

- 1. In the Day, Month and Year boxes, enter the details.
- 2. Select the 'Save and continue' button.



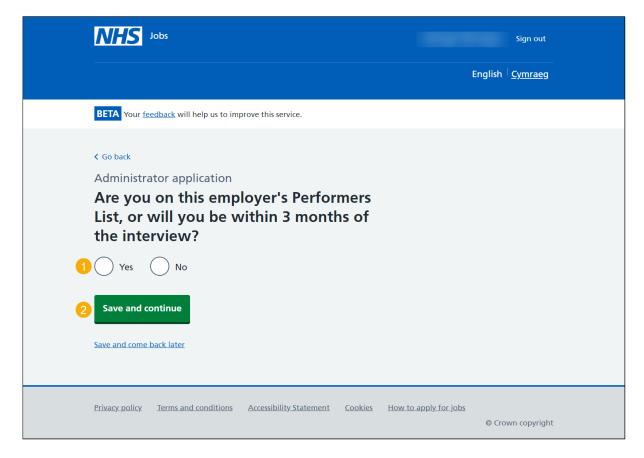
Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

Are you on this employer's Performers List, or will you be within 3 months of the interview?

This page gives you instructions for how to confirm if you're on this employer's Performers List or will be within 3 months of the interview.

To confirm if you're on this employer's Performers List or will be within 3 months of the interview, complete the following steps:

- **1.** Select an answer.
- 2. Select the 'Save and continue' button.

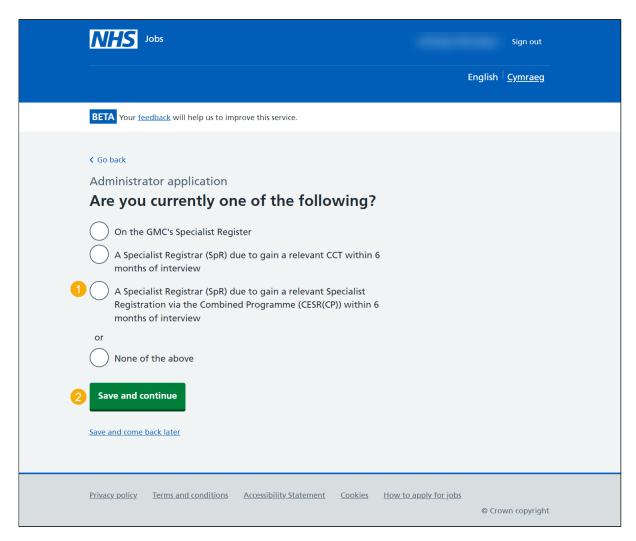


Are you currently one of the following?

This page gives you instructions for how to confirm if you're one of the following.

To confirm if you're one of the following, complete the following steps:

- 1. Select an answer:
 - 'On the GMC's Specialist Register'
 - 'A Specialist Registrar (SpR) due to gain a relevant CCT within 6 months of interview'
 - 'A Specialist Registrar (SpR) due to gain a relevant Specialist Registration via the Combined Programme (CESR(CP)) within 6 months of interview'
 or
 - 'None of the above'
- 2. Select the 'Save and continue' button.



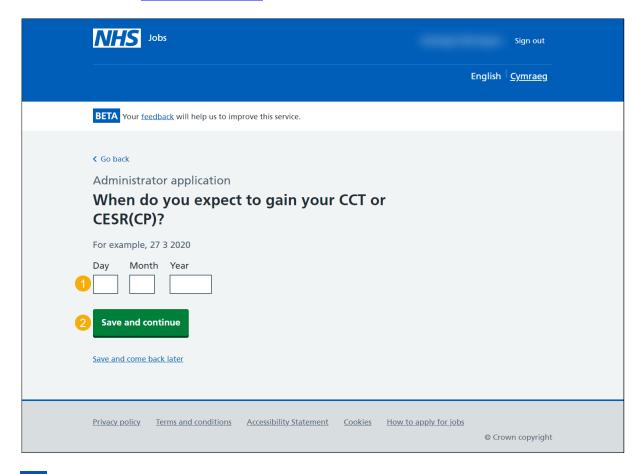
When do you expect to gain your CCT or CESR(CP)?

This page gives you instructions for how to add when you expect to gain your CCT or CESR(CP).

Important: You'll only see this page if you're a Specialist Registrar.

To add when you expect to gain your CCT or CESR(CP), complete the following steps:

- 1. In the Day, Month and Year boxes, enter the details.
- 2. Select the 'Save and continue' button.



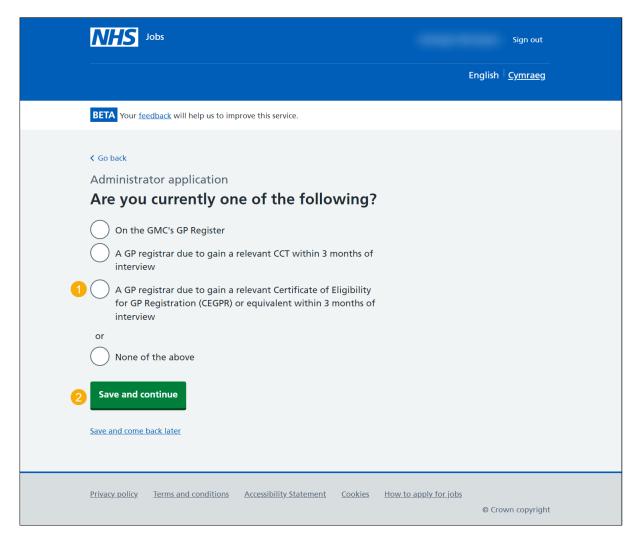
Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

Are you currently one of the following?

This page gives you instructions for how to confirm if you're currently one of the following.

To confirm if you're currently one of the following, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.

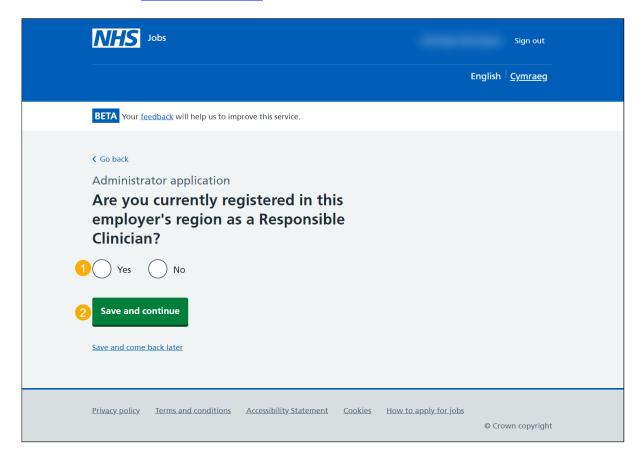


Are you currently registered in this employer's region as a Responsible Clinician?

This page gives you instructions for how to confirm if you're registered in this employer's region as a Responsible Clinician.

To confirm if you're registered in this employer's region as a Responsible Clinician, complete the following steps:

- **1.** Select an answer.
- 2. Select the 'Save and continue' button.

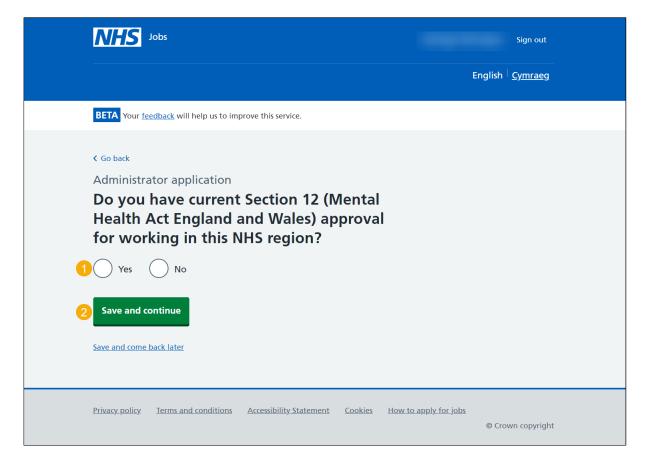


Do you have current section 12 (Mental Health Act England and Wales) approval for working in this NHS region?

This page gives you instructions for how to confirm if you have a current section 12 (Mental Health Act England and Wales) approval for working in this NHS region?

To confirm if you have a current section 12 (Mental Health Act England and Wales) approval for working in this NHS region, complete the following steps:

- **1.** Select an answer.
- 2. Select the 'Save and continue' button.

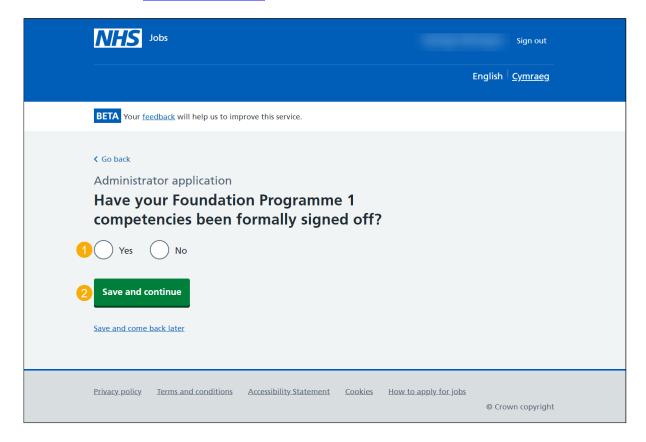


Have your Foundation Programme 1 competencies been formally signed off?

This page gives you instructions for how to confirm if your Foundation Programme 1 competencies have been formally signed off.

To confirm if your Foundation Programme 1 competencies have been formally signed off, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.

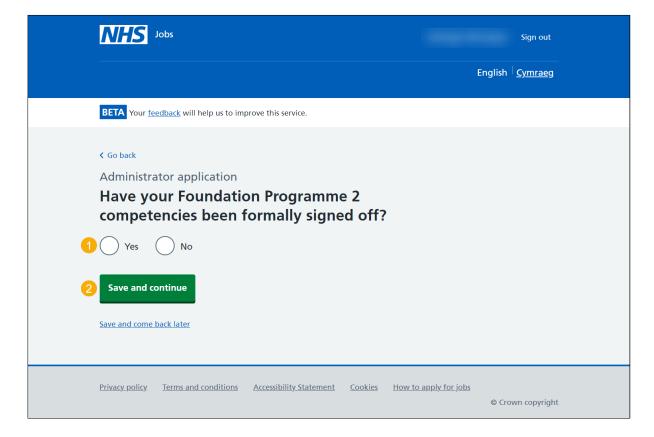


Have your Foundation Programme 2 competencies been formally signed off?

This page gives you instructions for how to confirm if your Foundation Programme 2 competencies have been formally signed off.

To confirm if your Foundation Programme 2 competencies have been formally signed off, complete the following steps:

- 1. Select an answer:
 - 'Yes'
 - 'No'
- 2. Select the 'Save and continue' button.



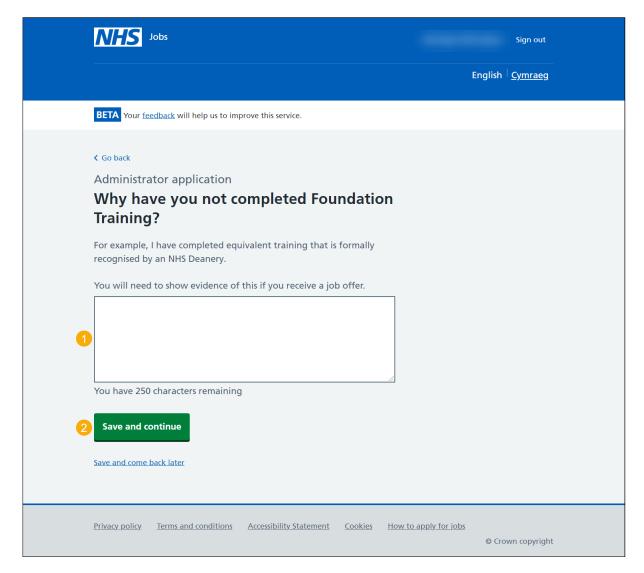
Why have you not completed Foundation Training?

This page gives you instructions for how to add why you've not completed Foundation Training.

Important: You'll only see this page if you're confirming your speciality on the Specialist Register. For example, I have completed equivalent training that is formally recognised by an NHS Deanery. You will need to show evidence of this if you receive a job offer.

To add why you've not completed Foundation Training, complete the following steps:

- 1. In the **Foundation Training** box, enter the details.
- 2. Select the 'Save and continue' button.



Tip: You have a maximum character limit of 250 characters.

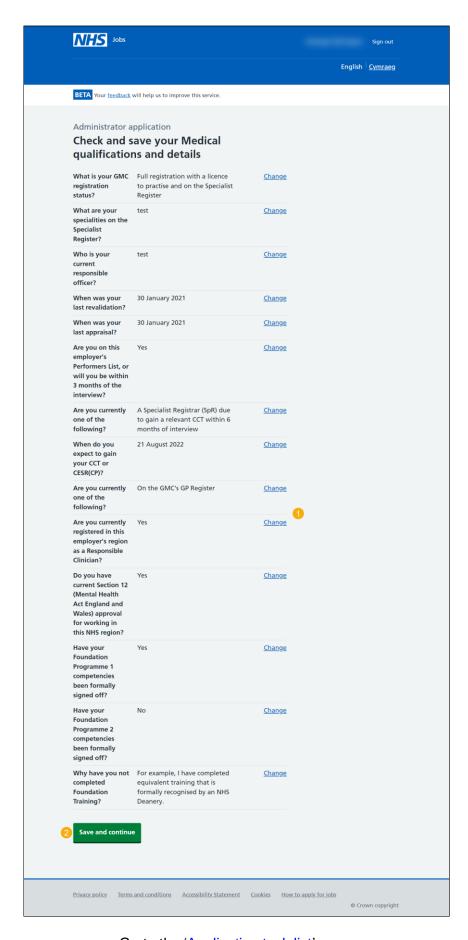
Check and save your Medical qualifications and details

This page gives you instructions for how to check and save your medical qualifications and details.

To check, change and confirm your medical qualifications and details, complete the following steps:

- 1. Select a 'Change' link:
 - 'What is your GMC registration status?' (optional)
 - 'Who is your current responsible officer?' (optional)
 - 'When was your last revalidation?' (optional)
 - 'When was your last appraisal?' (optional)
 - 'Are you on this employers Performers List, or will you be within 3 months of the interview?' (optional)
 - 'Are you currently one of the following?' (optional)
 - 'When do you expect to gain your CCT or CESR(CP)?' (optional)
 - 'Are you currently one of the following?' (optional)
 - 'Are you currently registered in this employer's region as a Responsible Clinician?' (optional)
 - '<u>Do you have current Section 12 approval for working in this NHS region?'</u>
 (optional)
 - 'Have your Foundation Programme 1 competencies been formally signed off?' (optional)
 - 'Have your Foundation Programme 2 competencies been formally signed off?' (optional)
 - 'Why have you not completed Foundation Training?' (optional)
- 2. Select the 'Save and continue' button.

Go to the <u>next page</u> to see the screen shot.



Go to the 'Application task list' page.

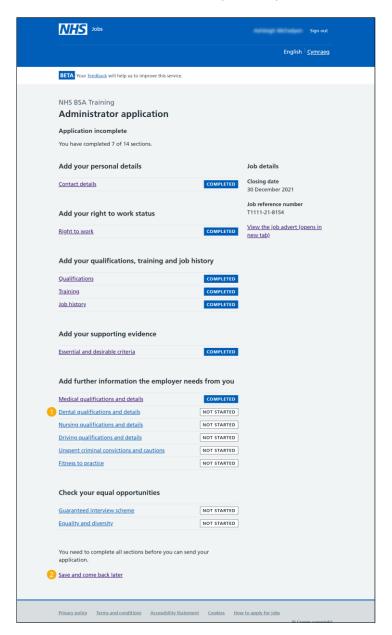
Application task list

This page gives you instructions for how to view your application task list.

Important: In this example, the Medical qualifications and details status is 'COMPLETED' and your application is incomplete as you've completed 7 out of 14 sections. You need to complete all sections before you can send your application.

To start another section of your application, complete the following steps:

- Select a section link.
 or
- 2. Select the 'Save and come back later' link (optional).



Tip: To find out how to complete your application, go to a user guide or video from the 'Apply for a job' section of the 'Help and support for applicants' webpage.

You've added your medical qualifications and details and reached the end of this user guide.