

## FREQUENTLY ASKED QUESTIONS – RECRUITMENT & ROTATIONS

### **RECRUITMENT**

**Q1. I am considering applying for a Specialty Registrar post on a Training Programme within the North Western Deanery, how do I apply?**

A1. For information on the Training Programmes on offer, eligibility criteria and the application process please see the Frequently Asked Questions page in the Recruitment section of the NW Deanery website: [http://www.nwpgmd.nhs.uk/recruitment\\_faqs](http://www.nwpgmd.nhs.uk/recruitment_faqs)

**Q2. I have attended an interview for a post on a NW Deanery Training Programme, can I claim interview expenses?**

A2. Yes, you can but there are certain limitations. Please refer to the NW Deanery Website <http://www.nwpgmd.nhs.uk/content/information-applicants-attending-interviews> and read the guidance notes on the interview travel expenses claim form you were given when you attended for interview.

Please note that if you decline an offer of employment you will forfeit eligibility to reimbursement of expenses (exceptional circumstances excluded).

### **SALARY**

**Q3. Prior to commencing Specialty Training I held a career grade position. Am I eligible to salary protection?**

A3. Providing that you have been working as a career grade (consultant, associate specialist, staff grade or specialty doctor) for a minimum of 13 months immediately prior to re-entering training you may be eligible. If you think you are entitled to pay protection you need to send a copy of your full CV to [LeadEmployer@pat.nhs.uk](mailto:LeadEmployer@pat.nhs.uk).

If you do not satisfy the eligibility criteria for pay protection, incremental credit may still be applicable (see below).

**Q4. What is incremental credit and am I eligible?**

A4. If you have prior service in the same or a higher grade you may be eligible to have this service recognised and applied to your salary and incremental date, advancing you up the salary scale. For previous experience gained in an NHS hospital, our payroll department will obtain confirmation from your previous employer and automatically apply this, placing you on the correct salary.

**Q5. I have overseas service and/or non-NHS service, will this be reflected in my salary?**

A5. Service overseas and non-NHS service gained in the UK may count toward incremental progression on the salary scale. However, credit cannot be applied without documentary evidence of the service. You are asked to provide a full CV and employment references that confirm overseas employment.

**Q6. I need a letter from my employer as proof of employment for my mortgage provider, what do I need to do?**

A6. Requests from mortgage providers for proof of employment letters should be sent to the LET Helpdesk [LeadEmployer@pat.nhs.uk](mailto:LeadEmployer@pat.nhs.uk) with signed authority from yourself to release the information. Without this we are unable to release the information.

**Q7. I need a letter from my employer as proof of employment for my visa application – what do I need to do?**

A7 Requests for documentation to support a visa application should be emailed to the LET Helpdesk at [LeadEmployer@pat.nhs.uk](mailto:LeadEmployer@pat.nhs.uk), please state your name as registered with the GMC and also add your Specialty.

**ROTATIONS**

**Q8. Who informs me where I will rotate to?**

A8. Official confirmation (agreed between the Deanery and your TPD) will be emailed to you by the LET Team 8 weeks before you are due to start your placement. Any communication you receive from other parties, such as your TPD, will only be provisional and should not be taken as official information. If you have any queries regarding your placement please contact the LET team via [LeadEmployer@pat.nhs.uk](mailto:LeadEmployer@pat.nhs.uk).

**Q9. I am not happy about the banding supplement I have received. What can I do?**

A9. In the first instance, you must speak to the Medical Staffing Department at your Host Trust; they have determined the banding supplement you are to be paid.

**Q10. I am not happy about the Hospital I have been rotated to. What can I do?**

A10. Contractually, you may be required to work at any of the training locations listed in the Programme details for your Specialty. Changes to allocations/rotation will only be made in exceptional circumstances and these must not be made less than one month prior to the placement.

A change will only be considered if adequate cover for the original placement can be found and an alternative placement is available that meets the educational requirements of the Trainee.

Changes must not be made part way through a rotation.

There are 2 exceptions to this:

- Where trainees have a specific educational need related to the achievement of competences.
- Where trainees have special personal circumstances related to significant family responsibilities or personal health issues.

Geographical preference is **NOT** regarded as a reason for change of placement. Please note that a fuller, separate [FAQ document](#) relating to the Allocation and Rotations process can be found in the [“Documents” section](#) on our [website page](#).