

Dear Doctor,

Thank you for attending the Stage 2 of the assessment process for selection to GP training today. You will be informed of your eligibility to proceed to Stage 3 (Selection Centre), and the Deanery where you will undertake this, by e-mail around 18th February. A list of all deanery Selection Centre dates can be found on the GP recruitment website at www.gprecruitment.org.uk/calendar.htm. A copy of all e-mails we send you can also be viewed by logging in to your GP application using your e-mail address and password and selecting "My Messages".

Your Views:

We are very keen to know what you felt about today's assessment as this helps us to continuously develop and improve our assessment process. If you have been asked to complete a short questionnaire we would like to thank you for taking the time to do this. If you haven't already done this, then please go to www.gprecruitment.org.uk/evaluation08.htm and complete the on-line version instead. It will take you a maximum of 5 minutes and we really do appreciate your views and comments.

Claiming travel expenses:

If you are eligible to claim for expenses for attending this Stage 2 Centre today, you may download a claim form from www.oxford-pgmde.co.uk/gp/vts/Feb06vtsinfo.html. You will also find guidance on appropriate levels of reimbursement and deadlines for claiming. Completed forms, including original receipts, will need to be sent to:

Barbara Gow, Oxford PGMDE, The Triangle, Roosevelt Drive, Headington, Oxford OX3 7XP

TO BE RECEIVED BY: Monday 25th February at the latest – no claims accepted if received after this date

IMPORTANT - Documentation to bring with you to the Stage 3 Selection Centre:

If you are invited to attend Selection Centre, you will be required to bring documentation to demonstrate your eligibility to proceed within the entry level you have applied for (ST1, ST2, ST3). Please bring the originals of these documents secured in a small folder with your name and Candidate Number clearly marked on the front and in addition, photocopies of all of these documents, so that the copies can be taken away by the Deanery for assessment. If you do not provide ALL required documentation when you attend Selection Centre, the deanery may refuse to allow you to continue with the assessment.

You will need to ensure you bring with you:

1. Your candidate number
2. Original photographic proof of ID eg. Passport (and a copy for us to keep)
3. Original evidence (and copies for us to keep) of your eligibility to take up employment in the UK. Evidence of current immigration status as at **20th January 2008** is required for all non UK/EEA applicants. UK/EEA applicants should provide a passport, birth certificate or any naturalisation papers.
4. Original current GMC certificate (plus a copy for us to keep)
5. Your original Medical Degree Certificate and any other qualifications listed on your application form (translated if necessary)
6. Proof of IELTS scores (if applicable)
7. Signed and verified references. We will write to you about references when we invite you to attend Stage 3.
8. Your Driving licence or a signed declaration of how you intend to provide transport provision
9. Evidence of achievement of Foundation competences: **See overleaf.**
10. Evidence of appropriate experience (if applying for ST2 or ST3: originals and a copy for us to keep)

For applicants intending entry at ST2 and ST3 level, you will need appropriate documents that demonstrate you have sufficient approved experience, congruent with the PMETB requirements, in order to undertake 24 months, and 12 months training, respectively. Please ensure that you have checked and understood the certification requirements of PMETB, published on their website, and on that of the RCGP. Suitable documents include VTR2 forms, signed by your educational supervisor, and countersigned by the Deanery in which the job was done, or letters from a competent body, such as the RCGP Certification Unit, the PMETB, or its predecessor, the JCPTGP.

Please put photocopies of this evidence in a **separate** envelope or folder marked "previous experience" with your name and candidate number clearly marked on the front. The deanery will retain these copies for further assessment.

IMPORTANT- PLEASE READ CAREFULLY

Evidence of achievement of Foundation Competencies is an essential entry level criterion to all stages of GP training programmes.

There are 4 ways in which achievement of foundation competence can be demonstrated. All of them require the competencies to have been verified **in the last 3 years**. You must use and bring one of the documents provided on the National Recruitment Website (A, B, C or D) and you should ensure you carefully read the information there http://www.gprecruitment.org.uk/vacancies/foundation_competence.htm

If one of these documents is not provided, appropriately signed, and supported by the correct evidence, your application **will not be able to proceed and you will not be offered any GP training post**.

The options are:-

1) You have a Certificate of Completion of training in a Foundation Programme, or can give evidence that you expect to complete the Foundation Programme at the end of July 2008. This Certificate can be obtained only from completing a PMETB approved Foundation Programme (largely in the UK). The UK Foundation Programme started in August 2005, and this must thus be dated **within the last three years**. No other certificate will be acceptable (certificates of completing pre-registration posts elsewhere, or prior to these dates, will not be accepted.)

You should use DOCUMENT A.

2) You have evidence of satisfactorily completing at least 12 months of educationally approved training posts **within the last 3 years**. The evidence of satisfactorily completing will be a VTR2 or RITA form signed by your educational supervisor. The supervisor signing must provide a GMC or acceptable professional registration identifier. Only posts that had educational approval at the time from PMETB, will be acceptable, thus locum for service, Trust Grade, Clinical Fellow or Clinical Attachment posts (or similar) will not be acceptable, nor any post undertaken outside the UK (unless there is clear evidence such non-UK posts had educational approval from the PMETB).

You should use DOCUMENT B

3) You bring a collection of signed off Foundation Competency assessments, verified and signed by an appropriate clinical supervisor (with identifier as described above). This collection forms your portfolio of evidence and should have in breadth and number the assessments as described in **DOCUMENT C** and be done **within the last 3 years**.

4) You ask one of your Clinical or Educational Supervisors (again professionally identifiable) who has observed you **in the last 3 years**, to sign off the checklist of Foundation Competencies. You should use **DOCUMENT D**.

Whichever option you choose, the signed document and the evidence to support it must be brought with you to the Selection Centre (Stage 3), in a **separate** folder or envelope labelled "Foundation Competence" and the name of the documentation (A, B, C or D) that you are providing and your name and candidate number clearly marked on the front. *You should bring originals of any forms such as VTR2 or RITA forms, with photocopies. The originals will be checked and the photocopies kept in your record.*

THIS WILL BE YOUR ONLY CHANCE TO PROVIDE THIS EVIDENCE, AND IF THIS IS NOT PRESENT AS DESCRIBED ABOVE, YOUR APPLICATION FOR GP TRAINING WILL NOT PROCEED AND YOU WILL NOT BE OFFERED ANY GP TRAINING POST.