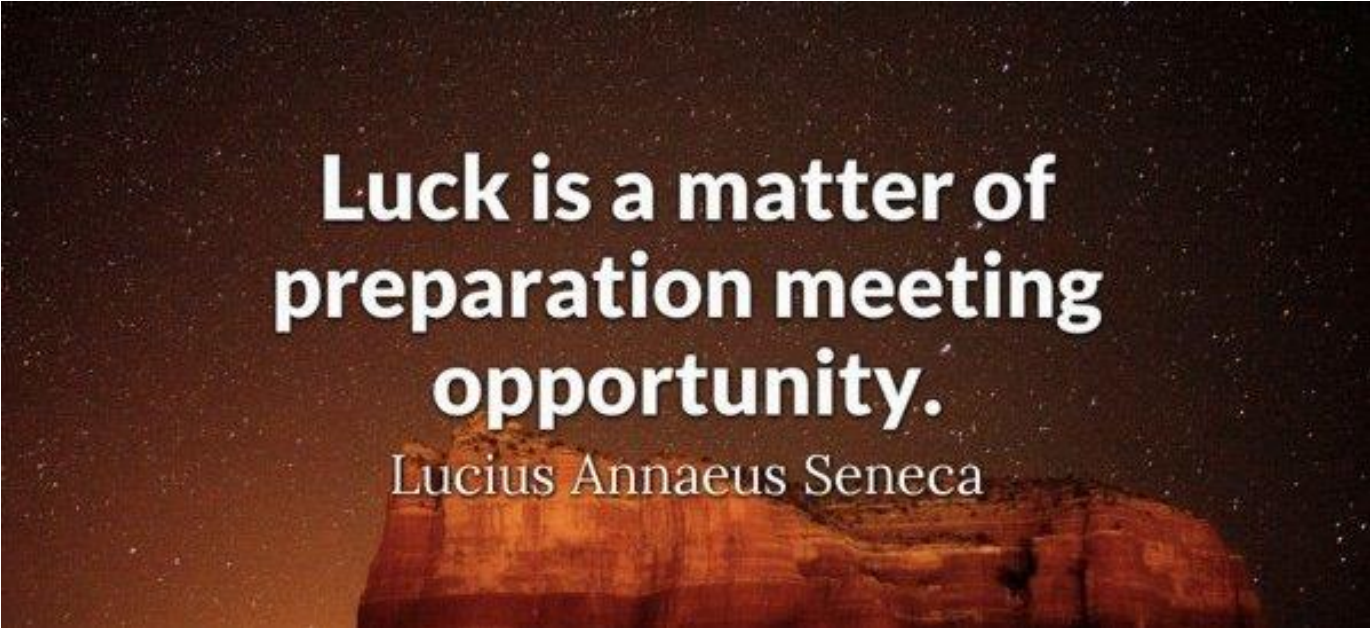


Careers

Aug 2021, Issue 4



**Luck is a matter of
preparation meeting
opportunity.**

Lucius Annaeus Seneca

Meet the Team

- The Careers Team at HEENW and our Aims
- Careers Today

Page 2

Career Preparation

- Preparing to succeed

Page 3

Resources uncovered

- Application forms
- CV's and Cover letters
- Interview Prep
- Scheme of work

Page 3, 4, 5

Contact us

Page 6

The Team

Dr Shirley Remington Deputy Dean, Dr Fiona Clarke Associate Dean, Shah Rahman Senior Careers Adviser

Careers Today

“Learning how to handle yourself in a new professional environment can be nerve-racking at the best of times in any industry.

Add the life-or-death stakes of working in medicine into the mix – during a pandemic no less – and you’re going to get a bunch of new starters under an extreme amount of pressure.”

<https://metro.co.uk/2021/05/29/what-its-like-to-join-the-medical-profession-in-a-pandemic-14299634/>

I read the above a while ago in the Metro newspaper and it brought up a few questions up for me.

- Firstly, did we do anything more for medical trainees during the past 18 months?
- Secondly, was there a need for further support for trainees during this time?
- Thirdly, if this were less of a fire fight what would we have done differently for our trainees during this period?
- Who is supporting the people supporting the trainees?
- Or rather how are those individuals managing their wellbeing?

Although all the questions will have some resonance with everyone. For me it is the last question which is the most important. As I always remember the safety message when I am on a plane. Put the oxygen mask on your own self before helping your child.

The wellbeing of our team of career leads, educators, TPD’s and educational supervisors are very important for us to function like a well-oiled machine. If one of you is not firing on all cylinders. It will impact on all our trainees and the overall functionality of the service.

I know the pandemic is almost over now and we can see light at the end of the tunnel. However, wellbeing is just as important now as it was during the height of the pandemic.

Try the five ways to wellbeing to help maintain good mental well-being.



Preparing to Succeed

“Before the Angel of Success arrives in your life, you should devote yourself to preparing your welcome for her. Polish your craft and strengthen your body to be fit so that you can do your job and enjoy success when it comes. Sharpen your mind and spirit so they are ready to face the challenges that accompany a visitation from the Angel of Success.

“If you are not ready when the angel knocks, she will flee. And who knows when she will make it back around to your door again?”
(Chu)



When it comes to preparing for the next stage in their career after training be it going for a speciality or CCT they need to be able to prepare. So, what does preparation look like.

So, they should have by now figured out what sort of specialty they want to venture towards and now have a clear idea of the person specification. If they have not that needs to be done first before they use any of the tools introduced in this newsletter.

These are some of the area's trainees need to work on to enable them to apply and succeed in their application.

- Complete a good application form
- Fill out the blank spaces effectively
- Create a good medical CV
- Well-rounded portfolio

Application Forms

We have developed some further guidance on completing blank spaces in application forms. As you may know some specialties rely on information on blank spaces when it comes to selection. Therefore, it is important that we can provide as much support and guidance for this as possible.



We all know that there is a plethora of doctors out there that are fantastic at their job, but they struggle with articulating what they are good at in application forms which usually results in them not getting the post or recognition that they deserve. By supporting trainees become competent in completing application forms we can ensure our trainees achieve the heights we all want them to reach.

<https://nwpgmd.nhs.uk/sites/default/files/Completing%20applications%20%28additional%20information%29.pdf>



CV's and Cover letters

It is good to have a medical CV Although applications for specialty training posts in the UK are completed through Oriel (www.oriel.nhs.uk) and applications for consultant posts through the NHS jobs portal, many posts still require a CV.

I have created a sample CV for you to share with trainees and there is also a guide on how to create CV's and cover letter that I would recommend.

Why do I need a cover letter?

The cover letter is not necessary unless a role specifically asks for a CV. Be mindful that the cover letter is to be used to get the reader to read the CV and not as a replacement.

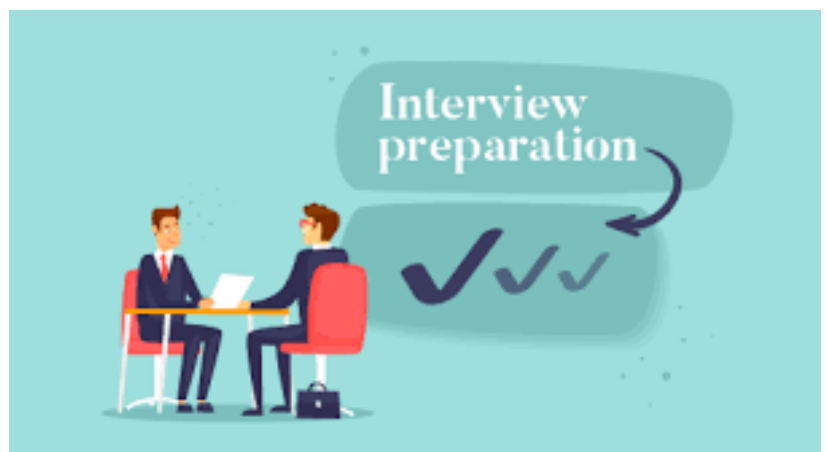
Cover letters are like the starter in a three-course meal. It is intended to generate excitement about the main course (CV) but without ruining their appetite or giving them the same content.

<https://www.nwpgmd.nhs.uk/sites/default/files/CV%20Checklist%20Foundation.pdf>
<https://nwpgmd.nhs.uk/sites/default/files/F2%20CV%20example.pdf>
<https://nwpgmd.nhs.uk/sites/default/files/F2%20CV%20example.pdf>

Interview prep

After being afforded the opportunity to sit in on a couple panel interviews, I found some of our trainees do well at interviews whilst others do not do so well. The ones that do well seemed to be more articulate and confident.

However, there was a common theme that I picked up in all the interviewees and I am guessing that this is not the norm but most of the interviews I saw lacked something. "Structure, they all lacked structure".



Some questions require a structure such as questions related to a problematic colleague. There are 4 models that should be used when answering the various questions in interviews.

- CAMP
- BARER
- SPIES
- STARR

Can you guess which model should be used for answering a question regarding a problematic colleague? I have put together some questions and answers and recommended models to be used with them.

We have also created information on how to answer questions around clinical governance and have created a guide on how to prepare for video interviews. We have also put together some sample questions and information on how to prepare for competency-based interviews.

So, lots and lots on interviews to help trainees prepare. We just need to ensure that they are accessing and using the resources to their advantage.

- <https://nwpqmd.nhs.uk/sites/default/files/Clinical%20Governance.pdf>
- <https://nwpqmd.nhs.uk/sites/default/files/BARER.pdf>
- <https://nwpqmd.nhs.uk/sites/default/files/CAMP.pdf>
- <https://nwpqmd.nhs.uk/sites/default/files/Competency%20Based%20Interview%20handout.pdf>
- <https://nwpqmd.nhs.uk/sites/default/files/CT%26ST%20Interview%20Question%20sample.pdf>
- <https://nwpqmd.nhs.uk/sites/default/files/How%20to%20do%20well%20in%20video%20interviews.pdf>
- <https://nwpqmd.nhs.uk/sites/default/files/Spies.pdf>
- <https://nwpqmd.nhs.uk/sites/default/files/STARR%20Model.pdf>

Scheme of work

Along with good content we need a structure of delivery to ensure the material and content is delivered on time to meet the demands of the training and recruitment cycle.

Please review the career planning timetable and adopt to your delivery to ensure all our trainees receive the full careers support they need.

Career Planning Timetable			
FY1			
Oct-Nov	Dec-Jan	Feb-Apr	May-Jul
Stage 1 Self-Assessment Develop a personal Development Plan (PDP)	Stage 2 Career Exploration Update PDP	Review stage 1 and 2 and updated PDP Stage 3 Decision Making	Stage 4 Plan Implementation Review PDP Check events calendar and share information Session on managing e-portfolio and share information on taster days
https://www.healthcareers.nhs.uk/career-planning/planning-your-career	https://www.healthcareers.nhs.uk/ https://www.bmj.com/careers/ https://www.bma.org.uk/advice-and-support/studying-medicine#becoming-a-doctor	https://www.healthcareers.nhs.uk/career-planning/planning-your-career	https://www.healthcareers.nhs.uk/about/events
FY2			
Sept-Oct	Nov-Dec	Jan-Mar	Apr-May
Introduction to website for competition ratios, person specifications etc. and look at the applicant's handbook and all the details of the process of recruitment. Introduction to the oriel system MSRA preparation	Plan Implementation against plan Interview workshop, how to access person specifications and the importance of keeping abreast of what is happening in their chosen specialities current hot topics. Application form training to help with CT/ST applications.	Review progress against plan Interview workshop, how to access person specifications and the importance of keeping abreast of what is happening in your specialities current hot topics.	Preparation for CT/ST
www.specialtytraining.hee.nhs.uk	Resources available at https://www.nwpqmd.nhs.uk/careers_advice/downloadable_leaflets	Keep an eye on any workshops etc on offer	

Works Cited

Chu, C.-N. (n.d.). *Do Less, Achieve More*.

Contact

We hope you have found this useful. We are happy for you to contact us via email if you have any queries or if you want to suggest topics you would like us to cover in future issues. This was the last of the 4 newsletters we promised. We have decided to continue with the newsletters, so keep your eyes peeled for the autumn edition.

Shah.rahman@hee.nhs.uk