



# **Career Planning for Foundation Doctors Workbook**

## **Session 2: Career Exploration**

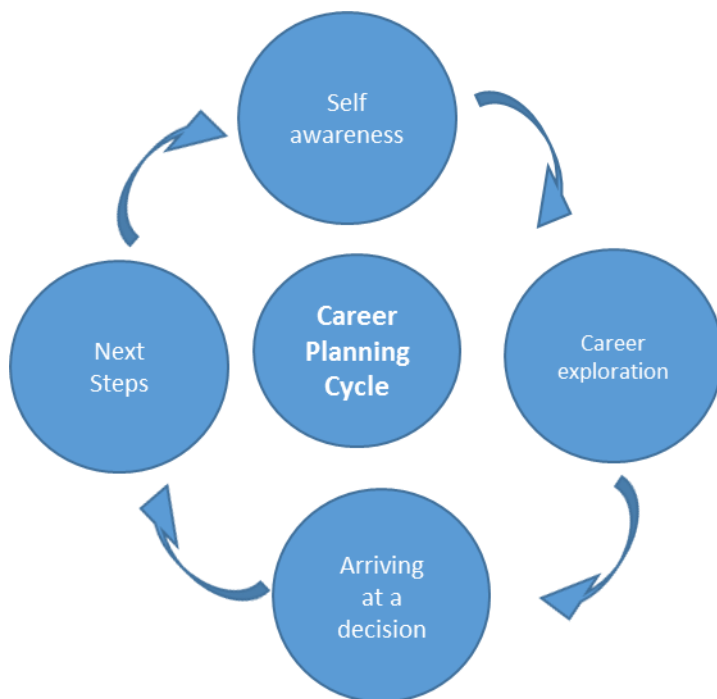
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**Introduction**

This workbook has been designed specifically with the career planning needs of this particular group and is one of a series of learning materials being produced for a range of healthcare professions, produced by the Careers Team for Health Education England - London and South East (LaSE).

**Career Planning Model**

The Career Planning e-module introduces the trainee to the tried and tested **SCAN** model enabling them to follow a systematic process for making and actioning their career decision. This model follows four consecutive stages which form a cycle of career planning.



**SCAN Model for Career Planning**

There is a section of the workbook to represent each of the following stages of the SCAN model and each section of the workbook should be used in tandem with the relevant section of the e-module.

**Self-Awareness- What type of clinician do I want to be?** This includes a thorough examination of your individual values, priorities, interests, personal qualities, skills, preferred style, potential stressors, and how they relate to your work as a clinician.

**Career Exploration – What options are available to me?** This includes an introduction to approaches to gaining insights into the variety and number of options open to you at different stages of your clinical career.

**Arriving at a Decision – Which is the best choice for me?** This includes an introduction to a range of decision making strategies and a reflection on your experiences of making decisions in the past. You can choose from a range of exercises to help you consider your options in the light of what you learned through self-assessment and career exploration.

**Next Steps – When and What do I have to do to achieve my career goal?**

Once you have completed the three previous stages you may be ready to take the next steps towards achieving your goal. You will be introduced to a method of developing a SMART action plan as well as advice and links to a range of resources – to help optimise your success at achieving the next step in your career.

This is a cyclical process which it is recommended to follow every time you reach a career transition. At each stage you may find that your priorities change and your skills have changed or advanced so it is always advisable to work through all four stages every time you have a career decision to be made. The assumption is made in this workbook that you will have worked through the previous stages first and for this reason links between the sections will be referred to.

### Stage 2: Career exploration

The information and exercises in this section will help you to build a picture of the options available to you at this stage in your career. Working through each of the exercises will assist the exploration of the factors that are important when making any decision about your career options.

The assumption is made that you have worked through the previous stage:

- **Self-awareness**

The exercises in this stage include:

- Reviewing your values, work preferences, skills, interests etc identified in the self-awareness exercises
- Reflecting upon the work and clinical experiences you have had
- Reflecting upon any specialties/options which you have already considered
- Exploring the information needed to help you make a decision
- Sources of information
- Preparing for networking

You may find it useful at the outset to quickly review all the exercises as you may find some more beneficial than others.

**Summary of self-assessment exercises**

Think about what you have found out about yourself in the self-assessment stage and fill in the table below:

Values and job preferences	Strengths/ attributes	'Preferred style' e.g. Thinker, problem-solver etc	Interests/ambitions

**Options available**

**Experiences to date**

What experience and exposure to particular specialist areas of work have you had during the following:

- Pre-medicine
- Work experience
- Medical School
- Electives
- Foundation Years and rotations

Complete the following table reflecting upon how some of these experiences have contributed to your career thinking now.

<b>Period</b>	<b>Activity/experience</b>	<b>Reflections on how it contributed to career thinking</b>
Pre-medical		
Work experience		
Medical School		
Electives		
Foundation Years and rotations		

List all the experiences you have had to date in these areas. Write some short notes for each, reflecting on whether it was a good or bad experience and why.

## **Options considered**

Many of you may already have seriously considered particular specialties. If this is the case it is worth spending time thinking about these options in more detail. This exercise helps you begin to think about those specialties which you would like to spend more time researching.

To complete this exercise:

1. Use the table below which lists all the specialties. The 'core training' pathways – ACCS, core medical training, core surgical training and core psychiatry are also included. Go through and tick how much you know about each of these options available, selecting whether you have, never, briefly, considered, or actively researched each of these. To help you research these further, the health careers website [www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk) has detailed information the 'Explore Roles' section.
2. Once you have done this, grade how well you feel each role meets the values you recorded from the self-awareness exercises (stage 1).

If for any of your answers, you have either never or only briefly researched or experienced one of the job profiles, ensure you have looked at these to confirm whether any of these are worth exploring further.

<b>How many of these options have you considered?</b> <i>refer to the <a href="#">Health Careers website</a> to find out more)</i>	<b>Never</b> <i>No research and no experience.</i>	<b>Briefly conducted</b> <i>labour market research on this role only.</i>	<b>Considered</b> <i>Completed self-awareness, conducted labour market research on this role, spoke to networks.</i>	<b>Actively Research</b> <i>Completed self-awareness, conducted labour market research on this role, spoken to networks, had a taster or experience in this role.</i>	<b>How closely does it match your values?</b> <i>Refer back to self-awareness exercises – on a scale of 1 to 4 - 1 being not at all, 2 being slightly, 3 being mostly and 4 being completely rate how closely this specialty meets your values.</i>
<b>Allergy</b>					
<b>Anaesthetics</b>					
<b>Audiological Medicine</b>					
<b>Cardiology</b>					
<b>Cardiothoracic Surgery</b>					
<b>Chemical Pathology</b>					
<b>Child &amp; Adolescent Psychiatry</b>					
<b>Clinical Genetics</b>					
<b>Clinical Neurophysiology</b>					
<b>Clinical Genetics</b>					
<b>Clinical Neurophysiology</b>					
<b>Clinical Oncology</b>					
<b>Clinical Pharmacology &amp; Therapeutics</b>					
<b>Clinical Radiology</b>					
<b>Dermatology</b>					
<b>Emergency Medicine</b>					
<b>Endocrinology &amp; Diabetes Mellitus</b>					



<b>Forensic Psychiatry</b>					
<b>Gastroenterology</b>					
<b>General Adult Psychiatry</b>					
<b>General Internal Medicine</b>					
<b>General Practice</b>					
<b>General Surgery</b>					
<b>Genito-urinary Medicine</b>					
<b>Geriatric Medicine</b>					
<b>Haematology</b>					
<b>Histopathology</b>					
<b>Immunology</b>					
<b>Infectious Diseases</b>					
<b>Intensive Care Medicine</b>					
<b>Medical Microbiology &amp; Virology</b>					
<b>Medical Oncology</b>					
<b>Medical Ophthalmology</b>					
<b>Metabolic Medicine</b>					
<b>Neurology</b>					
<b>Neurosurgery</b>					
<b>Nuclear medicine</b>					
<b>Obstetrics and Gynaecology</b>					
<b>Ophthalmology</b>					
<b>Oral &amp; Maxillo-facial Surgery</b>					
<b>Otolaryngology (ENT)</b>					
<b>Paediatric Cardiology</b>					

<b>Paediatric Surgery</b>					
<b>Paediatrics</b>					
<b>Palliative Medicine</b>					
<b>Plastic Surgery</b>					
<b>Psychiatry of Learning Disability</b>					
<b>Psychotherapy</b>					
<b>Public Health Medicine</b>					
<b>Rehabilitation Medicine</b>					
<b>Renal Medicine</b>					
<b>Respiratory Medicine</b>					
<b>Rheumatology</b>					
<b>Stroke Medicine</b>					
<b>Trauma &amp; Orthopaedic Surgery</b>					
<b>Urology</b>					
<b>ACCS</b>					
<b>Core medical training</b>					
<b>Core psychiatry training</b>					
<b>Core surgical Training</b>					
<b>Taking GAP year</b>					If you have 'clicked' this possibility scroll down to the exercise about using your GAP year

### Shortlist of specialties that you are considering

From having completed these last three exercises, you should now have a list of possible career routes which you are interested to find out more about, and which potentially meet your values, interests and personality.

If you have a few different options you are interested in, narrow down your selection to your top three only. If you are still undecided pick up to a maximum of five specialties to continue with.

Record these here:

1	
2	
3	
4	
5	

### Information research

#### Competition Ratios for Specialities of Interest

Use the Speciality Recruitment website to analyse the competition ratios, place numbers and location trends for your particular specialities of interest (<https://specialtytraining.hee.nhs.uk/Competition-Ratios> at the time of writing the most recent information is for 2015 and 2016)

	Speciality	Applications/Places Ratio	Places/Number Increase or Decrease	Places by Location/Fill rates (If Applicable)
1				
2				
3				
4				

### Career exploration via websites

There are many websites which are designed to help you with this stage in your career exploration. In the list below there are websites specifically for explaining the application processes and career pathway details; links to career profiles and recorded interviews with specialist consultants; and links to general information which support understanding of the context of many of the NHS developments within which you will be working.

Organisation	Who they are	Website	Tick when explored or, put an X where the site is not relevant
Specialty Training	Main information portal for specialty recruitment.	<a href="https://specialtytraining.hee.nhs.uk/">https://specialtytraining.hee.nhs.uk/</a>	
Health Careers	Careers information, with a section specific to medicine.	<a href="https://www.healthcareers.nhs.uk/explore-roles">https://www.healthcareers.nhs.uk/explore-roles</a>	
Internal Medical Training (IMT) Recruitment/ Acute Care Common Stem (ACCS) Recruitment	Supporting recruitment to Internal Medical and Acute Care Common Stem training.	<a href="https://www.imtrecruitment.org.uk/">https://www.imtrecruitment.org.uk/</a>	
Joint Royal Colleges of Physicians Training Board - ST3 recruitment	Supporting recruitment to ST3 (after core medical training)	<a href="http://www.st3recruitment.org.uk/">http://www.st3recruitment.org.uk/</a>	
Joint Committee on Surgical Training	Supporting information for recruitment to core surgical training.	<a href="https://www.jcst.org.uk/trainees/core-surgical-training/">https://www.jcst.org.uk/trainees/core-surgical-training/</a>	
North West Post Graduate Medical & Dental Education (NWPGMDE)	Supporting information for recruitment to core psychiatry training	<a href="https://www.nwpgmd.nhs.uk/ct1_psych_recruit_guidance_docs">https://www.nwpgmd.nhs.uk/ct1_psych_recruit_guidance_docs</a>	
General Practice Recruitment	Supporting information website for GP recruitment.	<a href="https://gprecruitment.hee.nhs.uk/">https://gprecruitment.hee.nhs.uk/</a>	
Academic Clinical Fellowships – National Institute for Health Research (NIHR)	Supporting information website for Academic clinical fellowships and research opportunities.	<a href="https://www.nihr.ac.uk/explore-nihr/academy-programmes/integrated-academic-training.htm">https://www.nihr.ac.uk/explore-nihr/academy-programmes/integrated-academic-training.htm</a>	

Oriel	Portal for applying to all specialties	<a href="https://www.oriel.nhs.uk/Web/Account/LandingPage">https://www.oriel.nhs.uk/Web/Account/LandingPage</a>	
Gold guide (2018)	Standards report for doctors.	<a href="https://www.copmed.org.uk/gold-guide-7th-edition/the-gold-guide-7th-edition">https://www.copmed.org.uk/gold-guide-7th-edition/the-gold-guide-7th-edition</a>	
Messly	Portal for trainee reviews of the specialty training.	<a href="http://www.messly.co.uk/">http://www.messly.co.uk/</a>	
Medical royal colleges and faculties:	Representative bodies for each medical specialty.	<a href="https://www.aomrc.org.uk/">https://www.aomrc.org.uk/</a>	
Department of Health	Government department for Health.	<a href="https://www.gov.uk/government/organisations/department-of-health">https://www.gov.uk/government/organisations/department-of-health</a>	
NHS England	Specific information covering the NHS in England	<a href="https://www.england.nhs.uk/">https://www.england.nhs.uk/</a>	
NHS Digital	Statistics and data relating to all areas of the NHS.	<a href="https://digital.nhs.uk/">https://digital.nhs.uk/</a>	
Health Workforce planning	Information on work force planning within the NHS.	<a href="https://www.gov.uk/government/collections/workforce-planning-for-health-public-health-and-social-care">https://www.gov.uk/government/collections/workforce-planning-for-health-public-health-and-social-care</a>	
GMC	General Medical Council.	<a href="http://www.gmc-uk.org/">http://www.gmc-uk.org/</a>	
British Medical Association	BMA	<a href="https://www.bma.org.uk/">https://www.bma.org.uk/</a>	
British Medical Journal	BMJ	<a href="http://www.bmj.com/">http://www.bmj.com/</a>	
Conference of Postgraduate Medical Deans (UK)	Copmed	<a href="https://www.copmed.org.uk/">https://www.copmed.org.uk/</a>	
NHS Jobs	Portal for applying for jobs in the NHS.	<a href="http://www.jobs.nhs.uk">www.jobs.nhs.uk</a>	
Doctors Net	Doctors Net	<a href="https://www.doctors.net.uk/">https://www.doctors.net.uk/</a>	
The Lancet	The Lancet	<a href="http://www.thelancet.com/">http://www.thelancet.com/</a>	
Alternative opportunities for doctors:	Alternative careers to specialty information.	<a href="https://www.healthcareers.nhs.uk/explore-roles/doctors/career-opportunities-doctors/alternative-roles-doctors">https://www.healthcareers.nhs.uk/explore-roles/doctors/career-opportunities-doctors/alternative-roles-doctors</a>	
NHS Long term Plan (2019)	NHS 10 Year Strategy document	<a href="https://www.longtermplan.nhs.uk/">https://www.longtermplan.nhs.uk/</a>	
HEE Interim People Plan (2019)	HEE Workforce strategy document	<a href="https://www.longtermplan.nhs.uk/wp-content/uploads/2019/05/Interim-NHS-People-Plan_June2019.pdf">https://www.longtermplan.nhs.uk/wp-content/uploads/2019/05/Interim-NHS-People-Plan_June2019.pdf</a>	
Enhancing junior doctors working lives (2016)	Report into changing the	<a href="https://www.hee.nhs.uk/sites/default/files/documents/Enhancing%20junior%20doctors%20working%20lives">https://www.hee.nhs.uk/sites/default/files/documents/Enhancing%20junior%20doctors%20working%20lives</a>	

	standards for junior doctors.	<a href="#">%20-%20a%20progress%20report.pdf</a>	
5 Year Forward report (2014)	Report on the strategy for the NHS.	- <a href="https://www.england.nhs.uk/wp-content/uploads/2014/10/5yfv-web.pdf">https://www.england.nhs.uk/wp-content/uploads/2014/10/5yfv-web.pdf</a>	
Shape of Training review (2013)	Report on the changes in training and health care delivery.	<a href="http://www.shapeoftraining.co.uk/static/documents/content/Shape_of_training_FINAL_Report.pdf">http://www.shapeoftraining.co.uk/static/documents/content/Shape_of_training_FINAL_Report.pdf</a> 53977887.pdf	

### Networks and opportunities

#### Interviewing experts who can help inform your decision

The table below is to help you organise your network contacts.

Name	How they may help	Contact details	Date

Once you have identified your network it is important to think about the types of questions that you may wish to ask. Try to avoid questions which are easily answered by information on any of the main websites listed

Possible Questions	Tick the questions that you'd like to ask about a specialty
<p><b>Experience and Training</b></p> <p>What are the entry requirements?</p> <p>Where can I find out what skills and qualifications are required?</p> <p>How do I use my postgraduate training programme/current role to get these requirements?</p> <p>Who can I talk to that can help me?</p> <p>How much experience do you need?</p> <p>How competitive is it?</p>	
<p><b>Work Patterns &amp; Culture</b></p> <p>What is the work / life balance like?</p> <p>What does that training programme involve?</p> <p>Which training programmes or career routes include my career goals and desires?</p> <p>What is the culture of the roles I am interested in?</p>	
<p><b>Working Conditions</b></p> <p>What are the shift patterns like for this role?</p> <p>How many hours will I work each week?</p> <p>Is there opportunity for paid overtime?</p> <p>What do other trainees and employees in the role say about the environment?</p> <p>How much will I get paid?</p> <p>Are there any bonuses?</p> <p>Is there a benefits package?</p> <p>Are there any relocation support packages?</p> <p>What will my salary range be?</p>	

<p><b>Progression and Development</b></p> <p>What opportunities are there available to me in this role?          Where can I find out more information about opportunities?          How much continued professional development (CPD) am I expected to complete for this role?          How easy is it to move vertically into more senior roles? What would I need to do for this?          How easy is it to move horizontally into specialist areas of interest? What would I need to do for this?</p>	
<p><b>Information about the employers</b></p> <p>Who are the employers for my role?          Where are the roles located?          What is the geographical competition like? Where will I find this out?</p>	
<p><b>Developing your network</b></p> <p>How can I get work experience?          How can I set up a taster?          Can I shadow someone in the role?          How can I talk to someone already in that role?</p>	
<p><b>Taking a GAP year</b></p> <p>How did a GAP year help support your decision about your chosen specialty?          Your contacts may also be able to give further insights into what is available</p>	



### Other ideas and networks you can access

There may be other activities which can help you gather the necessary information needed to enable you to reach your decision. In the list below are some suggestions of things that you could do to support this.

- Read doctors' role profiles and real-life stories on [www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk)
- Read journal articles, like those on the BMJ Careers website <http://careers.bmj.com/careers/advice/advice-overview.html>
- Arrange taster sessions in specialties of interest
- Attend conferences or courses
- Attend career fairs (e.g. BMJ) <https://careersfair.bmj.com/>
- Talk to trainees and consultants in your areas of interest
- Observe outpatient clinic or theatre lists
- Try out Sci59 – a psychometric test which matches you to specialties based on your responses to a set number of questions (free if a member of the BMA- <http://cenmedic.co.uk/sci/>)
- Use LinkedIn for developing your network <https://www.linkedin.com>

You may wish to use the space below to reflect upon what you have learnt from these activities and highlight any remaining gaps in your knowledge/experience.

### **Reflections**

### **Further Support**

If you feel that you would like to discuss your results and reflections from the Career Planning stages with a careers adviser please contact your local Postgraduate Medical Education Centre for details of what individual support is available in your region (**NOTE:** Clients within HEE London and South East can follow the link <http://www.lpmde.ac.uk/professional-development/careers-unit/what-we-do/contact-us>)

For Foundation Doctors in London and South East the following additional support services are available through the LaSE professional Support Service

- **Individual Careers Support** – to help you explore the factors impacting on your career choices and career planning
- **Specialist Clinical Communication and Linguistic Services** – helps support effective communication with patients, careers and colleagues
- **Individual Support Team** – confidential educational support service for clinicians with performance concerns
- **Coaching Service** - helps trainees in challenging situations that could prevent them from getting the most from their careers.

All services are confidential, work independently from your employer and are by self-referral only and can be accessed at the following link:

<http://www.lpmde.ac.uk/professional-development/professional-support-unit>