

<b>Name of Document</b>	<b>Recruitment of Clinical Faculty to PGME Roles</b>
<b>Category</b>	Standard Operating Procedure (SOP) <b>This SOP is applicable for all doctors and dentists in training within England.</b>
<b>Purpose</b>	<p>This document is one of a suite of Standard Operating Procedures to support the management of trainees across England. This SOP is aligned to the principles of ‘A Reference Guide for Postgraduate Foundation and Specialty Training in the UK’ (The Gold Guide) and ‘A Reference Guide for Postgraduate Dental Core and Specialty Training’ (The Dental Gold Guide). Please refer to the most recent versions.</p> <p>Since 2020, Foundation Training is embedded within the Gold Guide. Therefore, the NHS England suite of SOPs applies to all doctors in training, including Foundation, unless specified otherwise.</p> <p>Within the SOP, whenever reference is made to the Postgraduate Dean, it refers to the NHS England English Dean/Postgraduate Dean or their nominated representative who will be responsible for managing the process on their behalf.</p> <p>Throughout the document, unless otherwise stated, the term ‘trainee’ refers to postgraduate doctors in training and also applies to postgraduate dentists in training and public health trainees with a medical or non-medical qualification.</p> <p>This SOP is intended to be a guide to encourage consistency of practice across England. Due to the complex nature of training, there will be occasions where Postgraduate Deans will apply their discretion in enacting this SOP to take account of individual circumstances and varying local structures (e.g. Lead Employer).</p> <p>English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.</p> <p>This suite of SOPs will be routinely screened against relevant Equality and Diversity documentation.</p>
<b>Authorised by</b>	Health Education England Deans (HEEDs), now English Deans

<b>Date Authorised</b>	27/06/2017		
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<b>Next Review Date</b>	SOP to be reviewed in line with any future Gold Guide revisions, or every 12 months, whichever comes first		
<b>Document Author</b>	English Deans and Senior Managers Group (formerly HEED & HEED Senior Managers Group)		
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b> Reason for Change, what has changed, etc
1	27/06/2017	HEED	Document signed off at HEED
2	22/06/2018	HEED	Document signed off at HEED
3	17/09/2019	HEED	Document signed off at HEED
4	28/04/2021	HEED	Document signed off at HEED
5	11/10/2022	HEED	Document signed off at HEED
6	19/07/2023	HEED	Document signed off at PGMDE Operational Oversight Group
7	17/10/2024	English Deans	Document signed off at PGMDE Operational Oversight Group

#### Related Documents

- *Gold Guide 10<sup>th</sup> Edition: A Reference Guide for Postgraduate Foundation and Specialty Training in the UK:*  
<https://www.copmed.org.uk/publications/gold-guide>
- *Inclusive Educational Faculty Recruitment: Ensuring best practice*  
<https://www.hee.nhs.uk/our-work/hee-dean-equality-diversity-inclusion>

## 1. National context

- a. In England, the day to day management and delivery of training rests with the relevant Postgraduate Deans who are accountable to NHS England and the General Medical Council (GMC).
- b. Postgraduate Deans are responsible for the quality management of all training programmes within their areas. Quality management of the delivery and outcomes of postgraduate training is a key regulatory requirement of the GMC Quality Improvement Framework.
- c. Postgraduate Deans are required to implement a range of models to manage their training programmes. The models will vary but will rely on healthcare professionals providing advice and programme management. Various models are in existence or in development which rely on joint working with Royal Colleges / Faculties (usually through their Specialty Advisory Committees (SACs)) to support this.

## 2. Legal responsibilities

NHS England has a legal obligation to protect its employees and those undertaking work on its behalf. Therefore, NHS England and their direct employees are indemnified by the Department of Health. Colleagues who act on behalf of NHS England in an appointed role but have no contract of employment with the organisation may also be indemnified in relation to actions taken on behalf of, and under the management of, NHS England, including:

- Conduct of ARCP panels;
- Management of training placements;
- Ad hoc focused training of individual trainees, undertaken under the direction of the Postgraduate Dean or appropriate deputy.

## 3. Structures

The responsibility of delivering Postgraduate Medical Education (PGME) rests with the Postgraduate Dean. Faculty is organised within each Postgraduate Dean's team via Postgraduate Schools and appointed faculty members. Any appointment must occur with the permission of the Postgraduate Dean.

## 4. Business Case and advertising

- a. Local processes must be followed in order to recruit to the vacancy.
- b. The Postgraduate Dean/team will ensure that Finance and HR approvals are obtained as per local process.
- c. The job description and application form should be advertised through the usual mechanisms.
- d. The post will normally be advertised for a minimum of 2 weeks. Where possible, the interview date should be identified in the advert. Where possible, 8 weeks' notice of the interview date will be provided.

## 5. Application Process

Applicants should complete the relevant forms. They should also ensure they will have time in their job plans to deliver the role they are applying for.

## 6. Shortlisting

- a. If there is only one applicant, the Postgraduate Dean must consider whether or not the eligibility criteria have been met or if the post should be re-advertised and the interview date deferred. The sole applicant should be informed of the delay at the earliest opportunity.
- b. Late applications will not normally be accepted.
- c. If multiple applications are received, shortlisting will take place. All candidates meeting the essential criteria of the person specification should be interviewed.
- d. Paperwork should be retained for up to one year from the date of interview.
- e. The appointing lead will notify all shortlisted candidates that they are invited to interview. The invite letter should include:
  - i. date and time
  - ii. venue
  - iii. Interview panel members
  - iv. details of the selection process to be used.

## 7. Interview

- a. It is mandatory that all interview panel members undergo Recruitment and Selection and Equality and Diversity training.
- b. The interview panel will normally consist of a minimum of three personnel from the following list; Postgraduate Dean/Deputy, Head of School, Associate Dean,

- Business Manager, School Manager, Specialty representatives which may be STC Chair or Specialty administrative staff, lay representatives.
- c. Medical Royal College or specialist society representation will be considered if relevant, appropriate and required. Head of School recruitment should include a representative from the relevant Royal College.
  - d. All candidates will undergo the same process within their interviews. This includes the same title of a presentation if required and the same questions.
  - e. All completed assessment materials will be returned to the local recruitment lead after local appointment processes are complete.
  - f. The information collated during this process can be used to form the basis of feedback to candidates to demonstrate that the recruitment and selection panel have acted fairly and reasonably.
  - g. The panel chair is responsible for providing feedback to candidates with guidance where necessary. Feedback should be provided to both successful and unsuccessful candidates.
  - h. Interviewers should be made aware that candidates may request sight of interview notes made by the panel, using the General Data Protection Regulation (GDPR) and by submitting a subject access request, therefore care must be taken when recording interview notes.

## 8. Offers

- a. Should there be no appointment made, the process should be repeated.
- b. Posts are usually offered for three years in the first instance, with provision to extend for a further three years. This is subject to satisfactory performance in the role and documented via an annual appraisal.
- c. Appointing managers should ensure that the recruitment process is managed wholly in accordance with the content of this policy, including appropriate constitution of the selection panel and effective management of the recruitment process.

## 9. Appointment and funding

- a. Multiple employment arrangements exist for clinical faculty who may be directly employed, seconded or paid under a contract for services. The start date and term of office is confirmed, and a letter sent from NHS England to the successful applicant.
- b. If there is a secondment arrangement, a letter needs to be sent to the relevant employing Trust notifying them of the appointment and the need to make appropriate financial arrangements.
- c. The appointee is issued with a letter of appointment which will include all required terms and conditions of the contract. The appointed faculty member during their term of office will be managerially responsible to the Postgraduate

Dean via the appropriate structure e.g. Primary Care Dean/Foundation School  
Director/Heads of School.

## 10. Equality Diversity and Inclusion

English Deans EDI committee with the quality team has now monitored senior clinical faculty protected characteristics – they are not representative of the medical professional as a whole therefore in addition we are learning from complaints. English Deans and their teams have developed a more detailed approach which can be found in the 'Inclusive Educational Faculty Recruitment: Ensuring best practice' document