

Example Document 1 - *Deanery initial offer to training programme*

Ref:

Date

Name

Address1

Address2

Address3

Dear Dr

Re: Specialty & Level

Further to your attendance at interview, we are pleased to offer you an **Level in Specialty** in the Northern Ireland Deanery available from August 2009 (end date if core). We are satisfied that you meet the minimum qualifications, training and experience requirements for this post as outlined in the job description and person specification.

This is a firm offer of appointment to a training programme, subject to the usual pre-employment checks which will be carried out by NIMDTA. The checks are as follows:

- Receipt of TWO satisfactory references
- Satisfactory Access NI check
- Satisfactory Pre-employment Health Assessment (PEHA). You will have been advised at your document check prior to interview if you would be required to attend for PEHA, if successful at interview. If you are required to undertake a PEHA, this must take place before Wednesday 30 April 2008. Please e-mail mark.ruddy@belfasttrust.hscni.net to arrange an appointment. Please complete the enclosed documentation and bring it with you to your PEHA.

To confirm your acceptance (or otherwise) of this offer please complete the enclosed form and return to, _____ Specialty Executive Officer at the above address. Alternatively, a copy can be downloaded from www.nimdta.gov.uk/human-resources/hr-recruitment/568/ and e-mailed to specialty.executiveofficer@nimdta.gov.uk, stating your name, specialty and level in the subject line of the e-mail message. If you have not responded by _____ it will be assumed that you do not wish to accept this offer.

If you accept this offer, you may not receive any further offers from this Deanery and you will be expected to decline all other offers you do receive. **It is expected that, by accepting this post, you have not accepted another post elsewhere and that you will withdraw from any further interviews. Exceptions to this are clearly outlined in the "Applicants Guide (Section X)".**

An employment contract detailing your terms and conditions of employment will be issued to you by the employing Trust when you commence.

Once we have received your acceptance of this offer of training, the deanery will subsequently match you to a specific training post. If there are any special circumstances which need to be considered when allocating your placement, please provide details on the attached form. We will endeavour to facilitate your request where possible. While there are no guarantees, if you wish to request less than full-time training, you should confirm this in the response form. We will consider each case on an individual basis with the aim of maximising opportunities.

This specialty training programme is offered as a period of training. Continuation of training will depend upon satisfactory completion of each individual placement. All placements are provisional and subject to change.

Please note that this offer does not constitute an offer of employment. An employment contract detailing the terms and conditions of employment, and confirming your actual start date, for your first placement will be issued by the responsible employing organisation in due course. A contract will be offered for the duration of your first placement. Offers of employment for further placements within the programme will be subject to satisfactory performance.

You are reminded of the GMC guidance on accepting appointments outlined in paragraph 49 of “Good Medical Practice” (http://www.gmc-uk.org/guidance/good_medical_practice/working_with_colleagues/appointments.asp), which states that *“Patient care may be compromised if there is not sufficient medical cover. Therefore you must take up any post, including a locum post, you have formally accepted, and you must work your contractual notice period, unless the employer has reasonable time to make other arrangements”*

If you accept this offer, in due course and in advance of your taking up your first placement you will be contacted directly by the employing organisation responsible for your first placement who will be putting in place arrangements for your employment with them. It is essential that if you change address at any point between now and starting the programme you notify your change of address to this office. It is also vital that when you receive any correspondence from here or from the employing organisation you read it carefully and respond as required without delay.

If you wish to **decline** this offer, it would be extremely helpful if you could let us know as soon as possible so that we may re-offer it to one of your colleagues who has been deemed eligible and competent for the specialty and level.

Yours sincerely

Dr TJ McMurray
Postgraduate Dean

RESPONSE TO OFFER LETTER FOR SPECIALTY TRAINING PROGRAMME

Name: _____
Candidate Ref: _____
Date of Offer: _____

I acknowledge receipt of the letter offering a *Core / Specialty* Training Programme (please delete as appropriate) in the above specialty and level within the Northern Ireland Deanery and confirm:

A I have read and understood the terms offered in the letter. I confirm that this is the only offer for a training programme I wish to accept and I understand that by accepting this offer, I may not receive any further offers. I confirm that I will decline any further offers I do receive.

On the above basis I **accept this offer**.

YES	NO
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I would like to be considered for **less than full-time training**

YES	NO
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Please provide details of any special circumstances, which may be considered when allocating your placement:

.....

B I wish to **decline** this offer.
Please give reason for declining this offer

YES	NO
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I understand that my personal data is stored in the Northern Ireland Deanery on both computer and manual systems. Where appropriate, this information may be shared with those who have a responsibility for the organisation, management and delivery of training to help them execute their function in the planning and delivery of specialist training.

Signed..... Date

This form MUST be returned by the following 2 methods:

E mail to: bernie.devlin@nimdta.gov.uk

Post to: **Bernie Devlin
Specialty Training Co-ordinator
NIMDTA
42 Beechill Road
Belfast BT8 7RL**