

## NATIONAL RECRUITMENT: WHO DOES WHAT

The organisations involved in defining and managing national recruitment to Occupational Medicine Specialty Training (OMST) are:

**MDRS** – the Medical and Dental Recruitment Service

**NRO** – the National Recruitment Office

**FOM** – the Faculty of Occupational Medicine

**NSOH** – the National School of Occupational Medicine

PROCESSES and PLANNING	MDRS	NRO	FOM	NSOH
Setting recruitment process frameworks	<ul style="list-style-type: none"> <li>• Sign off new or processes or major changes to existing ones.</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting reviews and advising on proposals.</li> <li>• Ensure operational deliverability.</li> <li>• Submitting proposals to MDRS.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing process.</li> <li>• Proposing changes.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing process.</li> <li>• Proposing changes.</li> </ul>
Person specifications	<ul style="list-style-type: none"> <li>• Signing off person specifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Advising/proposing updates for essential criteria.</li> <li>• Submitting change requests to MDRS.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing specifications.</li> <li>• Advising on curriculum changes to eligibility.</li> <li>• Proposing changes, particularly for selection criteria.</li> </ul>	N/A

PROCESSES AND PLANNING (continued)	MDRS	NRO	FOM	NSOH
Quality assurance	<ul style="list-style-type: none"> <li>High-level cross-specialty reviews (e.g. data).</li> <li>Provision of specialty-specific requirements.</li> <li>Ad hoc specialty-specific review as required.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for administrative QA processes.</li> <li>Enabling assessment QA processes.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Agreeing and conducting assessment QA processes.</li> </ul>
Production of applicant guide	<ul style="list-style-type: none"> <li>Produce central guidance covering all specialties</li> </ul>		<ul style="list-style-type: none"> <li>Link to guidance via own website</li> </ul>	<ul style="list-style-type: none"> <li>Advise on guidance as needed</li> </ul>
Production of recruiter guide	<ul style="list-style-type: none"> <li>Produce central guidance covering all specialties</li> </ul>	<ul style="list-style-type: none"> <li>Produce specific recruiter guidance for the specialty</li> </ul>	<ul style="list-style-type: none"> <li>Link to guidance via own website</li> </ul>	<ul style="list-style-type: none"> <li>Advise on guidance as needed</li> </ul>
Publishing of guidance	<ul style="list-style-type: none"> <li>Publish central guidance covering all specialties</li> </ul>	<ul style="list-style-type: none"> <li>Publish specific guidance for the specialty</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Link to guidance via own website</li> </ul>

APPLICATION	MDRS	NRO	FOM	NSOH
Creating and publishing Oriel vacancies	N/A	<ul style="list-style-type: none"> <li>Creating and publishing</li> </ul>	<ul style="list-style-type: none"> <li>Listing vacancies</li> </ul>	<ul style="list-style-type: none"> <li>Advising as needed</li> <li>Link to Oriel from website</li> </ul>
Compiling post numbers	N/A	<ul style="list-style-type: none"> <li>Liaising with regions</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Post numbers confirmed by national school</li> </ul>
Applicant queries	<ul style="list-style-type: none"> <li>Confidential queries</li> <li>Complaints reaching stage 3</li> </ul>	<ul style="list-style-type: none"> <li>Managing all queries</li> </ul>	<ul style="list-style-type: none"> <li>Referring queries to NRO</li> </ul>	<ul style="list-style-type: none"> <li>Advising on more complex queries as required</li> </ul>

INTERVIEW	MDRS	NRO	FOM	NSOH
Obtaining assessors	N/A	<ul style="list-style-type: none"> <li>• Liaising with regions</li> <li>• Managing the sign-up process</li> </ul>	<ul style="list-style-type: none"> <li>• Promoting sign up with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Promoting sign up with colleagues</li> </ul>
Production of questions and scenarios	N/A	<ul style="list-style-type: none"> <li>• Manage administration of the question bank</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Lead on question writing</li> </ul>
Production of scoring criteria	N/A	<ul style="list-style-type: none"> <li>• Advise on scoring criteria</li> <li>• Publish for assessors/applicants</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Set the scoring criteria</li> </ul>
Interview briefings	<ul style="list-style-type: none"> <li>• Confirmation of any central requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Ownership of briefing presentation documents and technical delivery on the day</li> <li>• Deliver administrative part of brief</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Sign off the briefing</li> <li>• Delivery on the day of relevant parts</li> </ul>
Assessor training	<ul style="list-style-type: none"> <li>• Review funding requests for training</li> <li>• Manage any cross-specialty resources</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the administration training materials</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Responsible for content of any training available</li> </ul>
Scores management and QA	N/A	<ul style="list-style-type: none"> <li>• Fully responsible</li> </ul>	N/A	N/A

OFFERS	MDRS	NRO	FOM	NSOH
Making offers through Oriel	N/A	<ul style="list-style-type: none"> <li>Fully responsible</li> </ul>	N/A	N/A
Applicant communications	N/A	<ul style="list-style-type: none"> <li>Responsible for all direct communications with applicants and via any websites</li> </ul>	N/A	N/A