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**www.rcp.ac.uk**

Royal College of Physicians Chief Registrar Programme

Recruiting NHS organisation: Expression of interest for 2024-25

Please complete this expression of interest form by **4 March 2024** to reserve an indicative place(s) on the RCP Chief Registrar Programme 2024-25. We advise you to take an organisation-wide approach to chief registrar recruitment and coordinate via the medical director to submit one expression of interest per organisation.

The Chief Registrar Programme is open to all physician and non-physician specialties. The Chief Registrar programme is open to trainees ST4+ or equivalent including those who do not hold a national training number.

There is a finite number of places on the RCP Chief Registrar Programme and therefore we will be allocating places through a two-step process.

* First step is to complete an expression of interest form, and on receipt we will hold the indicative place(s) on a first come, first served basis. The organisation will then be able to proceed with recruitment of the chief registrar. Any expressions of interests after all indicative places have been allocated will be placed on a waiting list.
* Second step in April 2024 we will request confirmation that you have or are recruiting a chief registrar. Any organisations unable to proceed with recruitment will have their indicative place withdrawn and allocated to an organisation on the expressions of interest waiting list. It is therefore important that any recruitment updates or enquiries should be directed to chiefregistrar@rcp.ac.uk

**To proceed for an indicative place on the RCP Chief Registrar Programme:**

Please complete the below form and send to chiefregistrar@rcp.ac.uk at your earliest convenience. Please note that we cannot accept your expressions of interest unless all boxes have been completed. Once you have sent back your completed form you will then receive confirmation from the RCP that we are happy for you to proceed with recruitment to your chief registrar post(s) as this means we will be holding the indicative place(s) for your organisation. We will be unable to accept expressions of interest once we have reached the number of places available, if this is the case, we will notify you that your organisation is on our waiting list and we will get in touch with you if a space becomes available. (This is likely to be by end of April 2024).

We aim to get back to you within 5 working days of receipt of your expressions of interest to confirm if you have an indicative place on the programme. We will also send you information regarding how to keep in contact with us and key dates to progress to the next step.

## Organisation Details

|  |  |
| --- | --- |
| NHS organisation  |  |
| Lead contact for recruitmentPlease provide name, job title, email address and telephone number*Please note we will liaise solely with the listed contact for all the posts- please indicate in the table below if there will be different contacts for different posts so we have the correct details to contact.* |  |
| Are you happy for this expression of interest to be advertised on the RCP website with the above lead contact details in order to inform interested applicants?  |  [ ]  Yes [ ]  Yes, but please use these contact details instead:  [ ]  No |
| How did you hear about the Chief Registrar Programme? |  |
| Has your trust been part of the programme before? |  |

## Post requirements

## Please complete below table with post requirements, using a line for each speciality adding new rows if required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Speciality | Number of posts in this speciality | Sites where chief registrar will be based for this speciality? | Please identify if the post(s) will be:* in programme
* out of programme (training)
* out of programme (experience)
* flexible (depending on trainee preferences)
 | Contact details for post(s) if different from lead contact above |
|  |  |  |  |  |
|  |  |  |  |  |

**Each place on the RCP Chief Registrar Programme costs £4,219 (VAT Exempt).** Please provide contact details for the finance department at your organisation so we can arrange a purchase order for invoicing. We will only do this following successful recruitment of a chief registrar at your organisation, and confirmation of a place on the programme.

This cost covers the cost of the entire RCP Chief Registrar Programme, so only one invoice will be raised.

|  |  |
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| Contact details for Finance department* *Please provide name, Job title, email and telephone number*
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