

# Welcome

Thank you for making contact with the Careers service in the TDWS. Most trainees think of career choices when they are considering specialty applications, but we would encourage you to reflect on your career choices regularly as your career progresses. We have drawn together a checklist that covers the various aspects of career exploration that can help with this process. There is also an e-learning for health workbook that allows you to work through the various stages of career exploration and planning. This is most helpful for those in Foundation who are still choosing a speciality but some trainees further in their training also find it helpful. You can access the workbook at e-learning for health: <https://portal.e-lfh.org.uk/> (You can log in using GMC number – search for “careers” and there are a variety of resources). There is information available on our website for those returning to work, for those considering taking time out of training or taking a career break. If you would like more detailed career guidance, you can request a one-to-one meeting with one of our Associate Postgraduate Deans.

## CHECKLIST

### Stage 1: Self Assessment

1. Have you reviewed your portfolio?  
What are your strengths? What aspects of work do you enjoy most?
2. Have you reflected on your:
  - Core work values
  - Interests
  - Key skills
  - Personality
  - Personal stressorsWhat is really important to you? what most interests you? what tasks do you enjoy doing?  
what sort of person are you? what you find most stressful?
3. Have you discussed the results of self assessment with your Educational Supervisor?

### Stage 2: Career Exploration

1. Have you spent time exploring different options?  
Eg speak to colleagues, look at college and specialty training websites. Find out about smaller specialties that you may not have experienced as a student or trainee.
2. Once you have identified 2-3 career options to explore further, think about how well these match your interests and abilities. Find out about the selection processes for these specialties and the structure of the training programme eg postgraduate exams, essential elements of training

## Stage 3: Decision making

1. Can you identify what has helped you to make a good careers decision in the past?
2. Use ROADS checklist to review your career decision
  - Realistic: Are you being realistic about yourself and about the demands of your job?
  - Opportunities: Have you given serious consideration to all the opportunities available?
  - Anchors: Have you built in the things that provide support in your life?
  - Development: Does your decision adequately develop your potential?
  - Stress: Have you minimised those aspects of work that you find particularly stressful?
3. Discuss your plans with your Educational Supervisor.
4. Sometimes things do not go smoothly so always have a back-up plan.

## Stage 4: Implementation

If you are applying for specialty training:

1. Check the timetable for specialty recruitment.
2. Read through the Personal Specification with great care.
3. Have you matched examples from your portfolio to the contents of the personal specification in order to prepare for filling out the application forms and for the interview?
4. Make sure you know the format of the selection process and consider interview/selection centre preparation.

## Resources

Roads to Success – Caroline Elton and Joan Reid, available from Amazon

Windmills for doctors [www.windmillsonline.co.uk](http://www.windmillsonline.co.uk)

Scottish Medical Training <https://www.scotmt.scot.nhs.uk/>

Medical Careers <https://www.healthcareers.nhs.uk/explore-roles/doctors>

Medical Forum: <https://www.medicalforum.com/>

BMA specialty explorer: <https://www.bma.org.uk/advice-and-support/career-progression/training/specialty-explorer>

Mediroots <https://www.mediroots.co.uk>

Medicfootprints <https://medicfootprints.org>