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**www.rcp.ac.uk**

Royal College of Physicians Chief Registrar Programme

Recruiting NHS organisation: Expression of interest for 2025–26

Please complete this expression of interest form by **Monday 3 March 2025** to reserve an indicative place(s) on the RCP Chief Registrar Programme 2025–26. 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. It is open to doctors at ST4+ or equivalent, including those who do not hold a national training number.

There are limited places on the RCP Chief Registrar Programme and they will be allocated places through a two-step process.

* The 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. Your organisation will then be able to proceed with recruitment of the chief registrar. Any expressions of interest after all indicative places have been allocated will be placed on a waiting list.
* The second step is to confirm that you have or are recruiting a chief registrar by responding to our request for confirmation in April 2025. Any organisations unable to proceed with recruitment will have their indicative place withdrawn at this stage so that it can be allocated to an organisation on the waiting list. It is therefore important that any recruitment updates or enquiries are directed to [chiefregistrar@rcp.ac.uk](mailto:chiefregistrar@rcp.ac.uk)

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

Please complete the below form and email it to [chiefregistrar@rcp.ac.uk](mailto:chiefregistrar@rcp.ac.uk). Please note that we cannot accept your expressions of interest unless all boxes have been completed. Once you have returned your completed form you will then receive confirmation from the RCP that we are holding an indicative place(s) for your organisation and are happy for you to proceed with recruitment to your chief registrar post(s). Once the programme is full, we will be unable to accept further expressions of interest and will notify you that your organisation is on our waiting list. We will then get in touch with you if a space becomes available (this is likely to be by the end of April 2025).

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

## Organisation details

|  |  |
| --- | --- |
| NHS organisation |  |
| Lead contact for recruitment  Please 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 the post requirements, duplicated the table for each specialty required a line for each specialty and adding new rows if required:

|  |  |
| --- | --- |
| Specialty |  |
| Number of posts in this specialty |  |
| Sites where chief registrar will be based for this specialty |  |
| Please identify if the post(s) will be:   * in programme * out-of-programme (training) * out-of-programme (experience) * flexible (depending on chief registrar’s preference) |  |
| 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 that 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.

|  |  |
| --- | --- |
| Contact details for finance department   * *Please provide name, job title, email and telephone number* |  |