

RCPCH

Royal College of
Paediatrics and Child Health
Leading the way in Children's Health

NHS

Health Education England

Applicant Guidance

Paediatrics ST1 and ST2

Round 1

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1. Introduction

The Paediatrics National Recruitment Office (PaedsNRO) co-ordinates the nationally agreed and quality assured process for recruitment to **Paediatrics Specialty Training Programmes at ST1 and ST2**.

Recruitment to Paediatrics Specialty Training will take place from November 2017 for August 2018 commencement. All dates and deadlines relating to 2018/19 recruitment activity are available on the [RCPCH website](#)

All submitted applications for Paediatrics Specialty Training will be assessed using a standard, national and consistent staged process outlined below. This is an established and well-researched selection process using modern methodologies that are fair, robust and fit for purpose. The selection process allows applicants to demonstrate their abilities and suitability for Paediatrics training - applications are assessed by the demonstration of competences as outlined in the Person Specifications that are available [RCPCH website](#)

For a Paediatrics Specialty Training post an applicant will make one application for *all* participating regions at that level. If you are applying for ST1 and ST2 you will be required to make an application to **each** vacancy.

All eligible applicants will be invited to book a place at a Selection Centre of their choice, subject to availability. Applicants will be considered for appointment across the whole of the UK (based on their performance and rank). This method is known as Single Transferable Score (STS) as applicants are not restricted to being considered for appointment in a single specific region. The STS system is designed to maximise opportunities for successful appointment.

Applicants should only preference programmes in regions they are willing to work in. In making those decisions, researching regions carefully is recommended.

Applicants are advised to refer to both the [Oriol Applicant User Guide](#) (for general guidance on how to navigate Oriol and technical help with the on-line application form) and the [2018 Medical Specialty Recruitment Applicant Handbook](#) (for general information about the administration of national recruitment processes).

The [RCPCH website](#) contains up to date information relating to dates and post numbers for 2018 ST1 and ST2 recruitment. If applicants have any queries regarding the recruitment process, they should contact the PaedsNRO at paedsnro@hee.nhs.uk.

2. Application Window

Advertisements will appear on NHS Jobs; Universal Job Match; in the BMJ and on the Oriel recruitment system on **Thursday 2nd November 2017**.

All applications must be made via the on-line Oriel system. Applications open at 10:00 on **Wednesday 8th November 2017** and close at 16:00 on **Thursday 30th November 2017**.

Late applications will NOT be considered.

All deadlines relating to 2018/19 recruitment activity are available on the [HEE website](#) and [RCPCH website](#)

Please note if you are applying for ST1 and ST2, you will need to make an application to both vacancies but will only attend one interview.

Once your application has been submitted you are unable to make any changes, apart from to update your own contact and referee details so please ensure that you do not submit unless it is complete.

Applicants should allow plenty of time to complete their application: applicants are recommended to start their application as soon as possible, to ensure that they have more than enough time to resolve any queries that may occur before the closing date.

Be clear in your application: it is your responsibility to ensure that the information you present in your application is relevant and demonstrates your suitability for Paediatric Specialty Training.

Remember, recruiters cannot make assumptions about your suitability for a post; they can only consider the facts you present. Take time with your application form and if you wish to, get someone to read it through before you submit it.

Please be aware that the Oriel system does not support internet browsers that have reached the end of their product support lifecycle.

3. Communications Regarding an Application

Contact regarding your Paediatrics application will be via direct messaging through Oriel. Paediatrics administrators will also send an email as a secondary form of communication. However, as emails are external to Oriel, delivery cannot be guaranteed and therefore this method of communication should not be relied upon.

You should also make sure that you are using an email account that you can access at any time and will not be blocked by your employer's IT security system. If you are uncertain about this, you should check with your IT department at work.

To ensure messages from the PaedsNRO are not filtered by your email provider's junk / spam filters, you are strongly advised to add paedsnro@hee.nhs.uk and noreply@oriel.nhs.uk to your email whitelist.

4. Selecting a Region (Preferencing)

In 2018, at the time of application, you will be asked to indicate your preferences from all Paediatrics Training Programmes available in the UK, in rank order; this means that you can be considered for appointment across the whole of the UK. Please only preference the programmes that you would be prepared to work in, *including those listed with zero vacancies as posts may become available at a later date*. Paediatrics Training Programmes are available at ST1 for 8 years duration and ST2 for 7 years duration. Scotland also offer Locum Appointed for Training (LAT) programmes. This information will be shown in the preference detail.

Applicants are also advised to read the regions' profile pages and access individual region websites for more information about the opportunities available. We suggest that you research not only the types of programmes offered in each region but also the geography of each region, the main Trusts within the geography, transport links to home and so on.

The ability to record your preferences will be locked at point of application submission however you will be presented with a further window to continue preferencing; this window will span from the **Monday 15th January 2018** until 48 hours before the first offers date; the offers dates are published on the [HEE website](#) and [RCPCH website](#).

The Paediatrics Training Programmes that you preference in your application will be used to make you an offer, subject to the successful completion of the selection process.

5. Deferral of Start Date

Deferments to start date will only be considered on statutory grounds as stated in the Gold Guide i.e. maternity leave or ill health.

Deferral for any other reason will not be permitted.

If you wish to request a deferment to your start date, you must declare this on your application form. If you accept an offer you should contact your recruiting HEE Local Office NES, NIMDTA or the Wales Deanery as soon as possible regarding your deferment.

6. Flexibility in Deployment of Trainees (Great Britain only)

In 2017, England, Scotland and Wales introduced formalised processes to better assist applicants with training in their desired locations of the country.

6.1 Special Circumstances

To ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way, those applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this on their application form. Requests for consideration of special circumstances received in any other way will not be accepted.

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from <https://www.oriel.nhs.uk/Web/ResourceBank>) and forward this, together with the following supporting evidence by email to mdrs.nationalrecruitment@hee.nhs.uk as soon as their application has been submitted electronically

It is important that you review the relevant section in the [2018 Medical Specialty Recruitment Applicant Handbook](#) for full details on the eligibility criteria and administrative process.

6.2 Facilitated Placements

This process aims to offer solutions to applicants who have been allocated to different regions to their partner or family.

The process is open to all applicants, except for those who applied to academic posts, locally recruited posts or those looking to move into or out of Northern Ireland, who are not participating in the initiative. Applicants are only eligible for one facilitated placement per recruitment year.

Note: Applicants deferring their commencement in training will not be permitted to apply for a facilitated placement.

Applicants who accept a post, but would like to try and swap this for another post should contact PaedsNRO as soon as possible. Whilst the swap cannot be guaranteed, recruiters will

try and accommodate this, where possible. Applicants who would be happy for either their post or their partner's post to be swapped should contact PaedsNRO and the other lead recruiter independently. You need to ensure that you mention your partner and the specialty that they have accepted. This will allow PaedsNRO to liaise with the other lead recruiter, if applicable, to try and agree a mutually acceptable swap.

As applicants now have the ability to change preferences up until the upgrade deadline (see Section 23.1 for more details), the PaedsNRO will only review facilitated placement requests once the upgrade deadline has passed and offer exchanges/enhanced preferencing can no longer be utilised. Any requests received before this date will not be reviewed. Facilitated placements requests received after the upgrade deadline will be reviewed as soon as a request is received. There is not a national timeline in which to review these.

It is important that you review the relevant section in the [2018 Medical Specialty Recruitment Applicant Handbook](#) for details on the eligibility criteria and administrative process.

7. Adjustments under the Equality Act 2010 & GIS

All recruiters are aware of the requirements of the Equality Act 2010 and Guaranteed Interview Scheme and in this regard, will make reasonable adjustments to accommodate applicants at Selection Centres provided these are made known in advance. Applicants who require adjustments (e.g. wheelchair access, extra time, nursing mothers) will be required to submit supporting evidence to substantiate the required adjustment. This evidence will need to be uploaded to Oriel via the *Document Upload* dashboard as "*Supporting evidence*" and attached to the application form *at the point of application*.

Adjustments cannot be guaranteed if evidence is provided late and no adjustments can be made on the day of the assessment.

In some instances, to satisfy requests for adjustments, it may be necessary to schedule a Selection Centre place at a specific time or a specific location.

8. Right to Work in the UK

Applicants wishing to work in the UK must have the sufficient immigration status to do so.

- Information relating to immigration issues surrounding those applying to specialty training can be found on the [HEE specialty training website](#).
- PaedsNRO are not regulated to provide immigration advice and so are prohibited from doing so.

- If applicants are unsure as to what their immigration status is or whether their immigration status deems them eligible to apply for a post, please contact [UK Visas and Immigration \(UKVI\)](#) or the [Office of the Immigration Services Commissioner \(OISC\)](#).

If applicants are subject to immigration control (including limited leave to remain), they will be required to provide evidence of their immigration status i.e.:

- Biometric residence card,
- Date stamped passport and/or identity card.

All of these documents need to be dated as at or prior to the application closing date of **Thursday 30th November 2017**.

Failure to meet the required standards, or provide sufficient information on the application form may result in an application being delayed or rejected.

Please note: it is the applicant's responsibility to inform the PaedsNRO of any changes to their immigration status during the process.

Overseas applicants should refer to the 'Right to work' and 'Annex C information for overseas nationals' sections of the [2018 Medical Specialty Recruitment Applicant Handbook](#) in order to familiarise yourself with the immigration information contained within.

9. Evidence of English Language Skills

All applicants will need to provide evidence of their English language skills at any Selection Centre attended in line with the acceptable evidence detailed in the [Paediatrics ST1 and ST2 Person Specifications \(2018\)](#).

10. Evidence of Foundation Competences (ST1)

All applicants to ST1 posts are required to provide evidence of achievement of Foundation Competence within the 3.5 years prior to the intended commencement date for the advertised post(s). Foundation competency can be demonstrated in any of the following ways:

- **Currently on a Foundation Programme** - Applicants currently undertaking a recognised foundation programme in the UK which is due to finish in August 2018, will need to confirm the name of their Foundation School but do not need to submit any other evidence at the point of application. Any offer of a training programme will be conditional upon successful completion of the Foundation Programme and being awarded a Foundation Programme Certificate of Completion (FPCC) before August 2018. Those applying who will require a delayed start date due to illness or maternity,

will be permitted to apply and defer to allow them to complete their Foundation Programme.

- **Already completed a Foundation Programme** - Applicants who have successfully *completed* a UK Foundation Programme no earlier than **1st January 2015** are required to upload their FACD 5.2 or FPCC to their application form, at the time of application submission.
- **Currently on a Specialty Training Programme** - Applicants currently in active clinical or clinical and academic practice in a UK educationally approved training post (CT/ST/LAT or equivalent), holding either a National Training Number (NTN) or Deanery Reference Number (DRN) will be considered as having had their foundation competences assessed on entry to their current post and do not need to demonstrate these again, regardless of when foundation competences were signed off.

Applicants in this category, who relinquish their NTN or DRN between the time of application and commencement will be required to submit an Alternative Certificate of Foundation Competence for the period out of training.

- **Anybody who is not covered by the above** - Applicants who do not fall into any of the above categories will be required to submit an Alternative Certificate of Foundation Competence signed by a consultant who has supervised them for at least 3 months (whole time equivalent and continuous period) since **1st January 2015**.

In addition, applicants are also required to have 12 months experience **after** achieving full registration with the GMC, or equivalent medical regulatory body, by the start date for the post they are applying for.

You may submit more than one Alternative Certificate from different posts in order to show evidence of achievement of all outcomes but all certificates must relate to posts undertaken for at least 3 continuous months (whole time equivalent) **since 1st January 2015**. You should attach scanned copies of the certificate(s) to your application form,

Applicants who fail to provide an Alternative Certificate at the time of application will be removed from the process.

11. Evidence of Specialty Competences (ST2)

For ST2 applicants it is a requirement that applicants hold the appropriate level of paediatric competences for the post to which they are applying by the start date of the post August/September 2018.

Applicants who are seeking to apply at ST2 will need to be able to demonstrate a minimum of 12 months post-graduate, post-Foundation school (or equivalent) experience in paediatrics by the intended start date of the post

This can be demonstrated in the following ways:

- A. Applicants who are currently in a UK approved Paediatric Training Programme and are on track to obtain a satisfactory ARCP outcome for their ST1 post (applicants will be required to provide evidence of this prior to commencing an ST2 post).
- B. Applicants who have completed ST1 in an approved UK Training Programme, within 36 months of the intended start date of the post, and have evidence of a satisfactory ARCP outcome.

Applicants who are unable to fulfil A or B as outlined above will be required to demonstrate that their experience to date has enabled them to successfully complete competences equivalent to those of a trainee in a UK approved Paediatric Training Programme for ST1. Applicants will need to submit evidence to support this.

This evidence should usually be in the format of a letter obtained from a Consultant that clearly states that the training to date has been equivalent to that of the ST1 UK Paediatric Training Programme, in accordance with the Level 1 [Paediatric Curriculum](#). In addition, applicants may also wish to include satisfactory trainer reports, supervisory reports or other such documentation to support this.

If the evidence is not found to be satisfactory, applicants will not be considered eligible and will be rejected at the longlisting stage.

Any applicants who are unsure as to whether they can provide evidence of previous training, should contact the RCPCH recruitment office at paediatric.jobs@rcpch.ac.uk for further assistance.

12. MRCPCH requirements

For applications to ST1 or ST2 it is not essential for applicants to hold any part of the MRCPCH examination.

13. Fitness to Practise

If you answer *yes* to any of the Fitness to Practise questions on the application form, you will be required to send information about this declaration to your first preference region *by the application closing date*. Appropriate contact details for Fitness to Practise Declarations can be found in Appendix A.

Failure to provide this evidence by the application closing date will result in your application not progressing any further in the recruitment round.

14. Accreditation of Transferable Competences Framework (ATCF)

Many core competences are common across some, but not all, specialty curricula. When moving from one approved training programme to another, competences gained in Core, Specialty or General Practice training should not have to be repeated if already achieved.

The Academy of Medical Royal Colleges has developed the Accreditation of Transferable Competences Framework (ATCF) to assist trainee doctors in transferring competences achieved in one Core, Specialty or General Practice training programme, where appropriate and valid, to another training programme.

Trainees who decide to change career path could transfer competences achieved in another training programme and reduce the length of their new training programme.

The ATCF applies only to those moving between periods of GMC approved training (i.e. you *must* have a valid NTN or DRN at the time of transfer) and is aimed at the early years of training. The time to be recognised within the ATCF will need to be reviewed at the trainee's first Annual Review of Competence Progression (ARCP), if appointed.

To qualify for ATCF, you must be transferring *from* one of the following approved specialty training programmes:

- ACCS programmes
- Anaesthetics
- Emergency Medicine
- General (Internal) Medicine (Core Medical Training programme)
- General Practice
- General Psychiatry (Core Training in Psychiatry programme)
- Obstetrics and Gynaecology

Applicants wishing to be considered for accreditation of transferable competences should indicate this on their application form.

Further information on the ATCF is available from [Academy of Medical Royal Colleges website](#)

15. Reapplication to Specialty Training

Specialty training posts and programmes are not normally available to any doctor who has previously relinquished or been released or removed from that training post/programme. However:

15.1 Support for Reapplication to Specialty

If you have previously resigned or been removed from a Paediatrics training programme, you will need to provide full details of the resignation/release/removal. This must be provided on the [Support for Reapplication to a Specialty Training Programme](#) form and approved by both the Head of School/Training Programme Director **and** Postgraduate Dean in the region where training was previously undertaken. This evidence should be emailed to the confidential email address of your first preference region *at the point of application*.

Any applications from excluded trainees without submitted evidence will not progress any further in the recruitment process.

15.2 Support for Reapplication to Specialty Training in a Different Region

Trainees currently working in Paediatrics, applying to continue their training in another region, without a break in service, will need to provide information relating to this. You must gain support from your current region by completing the [Support for Reapplication of Specialty Training in a Different Region](#) form. This evidence should be emailed to your first preference region at the point of application.

Any applications without submitted evidence will not progress any further in the recruitment process.

16. Document Upload

As you progress through your application it may become apparent that you will be required to upload some form of documentation to allow PaedsNRO to assess your eligibility.

If you are required to do this you must:

- Ensure that the document is uploaded as a single document and not in separate pages
- Ensure that the document label describes the nature of the document
- Ensure that the document is uploaded in to the correct document section

PaedsNRO reserves the right to request re-submission of documentation if the above rules are not followed.

17. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national [Paediatrics ST1 and ST2 Person Specifications \(2018\)](#).

18. Shortlisting

Shortlisting will be implemented when the number of eligible applicants exceeds interview capacity.

If shortlisting is required, all applicants will be assessed against the criteria for the level to which they applied. All applications will be scored by a minimum of two assessors. The average of these scores will be used to reach the final score.

18.1 Shortlisting at ST1:

All eligible applicants are guaranteed an interview. Since 2011 Paediatrics has been able to offer interviews to all eligible applicants after the longlisting stage.

In the event that the number of eligible applications extends beyond the maximum interviewing capacity across the six interview centres in the UK, a shortlisting rank will be used to determine which applicants will be invited for interview. The ST1 Shortlisting Framework can be found in Appendix B.

18.2 Shortlisting at ST2:

Due to the limited availability of posts at ST2, interviews cannot be guaranteed for all eligible applicants. Instead invites to interview are based on the interview capacity and the number of posts available in each single HEE Local Office/Deanery.

In the event that the number of eligible applications extends beyond the maximum interviewing capacity of a HEE Local Office/Deanery, a shortlisting rank will be used to determine a shortlisting cut off point. The ST2 Shortlisting Framework can be found in Appendix C.

19. Invitation to Selection Centre (interviews)

Applicants who are successful at the longlisting, and shortlisting if used, will be able to choose where they would like to attend Selection Centre. Applicants will be invited to attend *one* Selection Centre and will be considered for appointment to programmes in all preferred regions.

Paediatrics Selection Centres are delivered using six cluster-led centres. The clusters are as follows, with the lead highlighted in bold:

Cluster breakdown:	Interview centre
London /KSS	London
South West /Thames Valley/ Wales/Wessex	Bristol
East Mids/East of England/ West Mids	Birmingham
North East /North West /Yorks & Humber	Newcastle
Scotland	Stirling
Northern Ireland	Belfast

Specific dates and venues can be found on the [RCPC recruitment pages](#).

19.1 Booking a Selection Centre

If you are invited to attend a Selection Centre, you will be required to log into your Oriel account and use the self-service functionality to book an appointment at a centre, date and time of your choosing, subject to availability. The only exception to this is if you have requested a reasonable adjustment under the Equality Act 2010; in this instance, the PaedsNRO will pre-book your appointment at a Selection Centre hosted by your first preference region.

When booking your Selection Centre, it is strongly recommended that you avoid booking from a mobile device or internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported.

The Selection Centre booking window will be between **Thursday 14th December 2017** to **Thursday 4th January 2018** on a first come; first served basis.

Applicants who have any problems booking an interview slot should email paedsnro@hee.nhs.uk

19.2 Confirmation of booking

Once you have booked your Selection Centre, you will receive an automated confirmation of booking message in Oriel and a secondary automated message will be sent to your registered email address. If you do not receive confirmation, log into your Oriel account to confirm if the booking process was completed in its entirety.

20. Selection Centre

The Selection Centre involves applicants completing a number of stations which are observed and assessed by trained assessors.

On the day of the Selection Centre, please ensure that you allow yourself plenty of time to get to the Selection Centre venue to allow for applicant registration and evaluation of essential entry criteria, e.g. documented proof of identity, immigration status, confirmation of award of medical degree, foundation competences etc.

If you are booked to attend Selection Centre and are unable to attend due to unforeseen circumstances or an emergency, you must contact the organising region directly to ascertain whether alternative arrangements can be made. Alternative arrangements cannot be guaranteed.

All recruiters are aware of the requirements of the Equality Act 2010 as detailed in Section 6. If you feel that there are any particular issues related to a disability need you may have, you **MUST** discuss these with the region before the assessment as no adjustment can be made for any applicant afterwards.

Applicants should note that children are not permitted at Selection Centre.

Important: *On arrival at Selection Centre, if you find you have a conflict of interest with a panel member, for example you are already familiar with them and you are not comfortable in being assessed by them; it is your responsibility to inform a member of the recruitment team at your earliest opportunity so that alternative arrangements can be made, such as being interviewed by a neutral panel member.*

20.1 Selection Centre Format

There will be an applicant briefing session at the start of the Selection Centre session and an opportunity for applicants to feedback on the interview process at the end.

The interview process comprises of four stations marked independently by two consultant assessors, followed by a Safe Prescribing task. Each station lasts 10 minutes. Applicants will rotate through the first four individually, finishing with the Prescribing task together. Section 20.4 below offers greater detail.

20.2 Interview Summary

- All applicants will rotate through five stations, finishing with the prescribing task
- Length of each station 10 minutes
- Two consultant assessors score independently in each station

All applicants are scored out of a total of 180 (each station to carry a maximum score of 40 i.e. each assessor scores out of 20, except for Prescribing task which is scored by one assessor and is out of 20). To be deemed "appointable" the applicant must score a minimum of 99/180 (55%). There are no weighted stations.

In exceptional circumstances, it is possible for a panel to find an applicant scoring >99 "Not appointable" if serious concerns (for example patient safety issues) are raised.

In order to ensure the selection process is equitable and of a high quality, observers (e.g. HEE Local Office/Deanery/ RCPCH staff) and lay representatives will be in attendance at interviews.

All panel members must have received training in Assessment, Selection, Equality and Diversity within the prior three years.

20.3 Scenarios, panel standards and scoring

20.3.1 ST1

None of the interview stations are designed to require extensive previous Paediatric knowledge or experience. Applicants are being assessed on their awareness of issues surrounding Paediatrics and Child Health. Applicants need to be able to demonstrate clinical competences commensurate with a Foundation Doctor.

20.3.2 ST2

Applicants will be expected to demonstrate relevant Paediatric knowledge and clinical competence as appropriate for an ST2 application.

20.3.3 Panel standards

All members of the selection and interview panels have been trained and briefed on the day of the interview process in question, and specifically on the importance of maintaining consistent scoring parameters.

Applicants can expect their interview panel to probe and challenge their answers and statements if the panel feel they need further information. This allows applicants a fair opportunity to answer the question(s).

Applicants can expect panels to wind up their interview with applicants prior to the designated time, if the panel feels it has obtained sufficient information to assess an applicant. **Neither assiduous question nor an early finish, are grounds for concern.**

20.3.4 Panel scoring

There will always be a minimum of two interviewers on any given interview station/panel. Interviewers are asked to score independently, but can discuss applicants' performances with their co-interviewer(s). It is not unusual for applicants to be awarded scores that vary between interviewers.

At the end of each day of interviews, all scores awarded during the day are reviewed by the interview panel, a lay representative and the recruitment lead, and any significant discrepancies in scores between interviewers are highlighted and discussed. Where discrepancies in scores are deemed to be justified - specifically, each interviewer has scored consistently within set scoring parameters - the score stands; where deemed not to be justified, the score is amended. An amendment is a reasonably rare occurrence, given interviewers are trained to score consistently.

With regard to scoring across interview stations, it is common for applicants not to be equally strong in all areas and this tends to be reflected in their scores across stations, which are devoted to different competency areas.

Applicants should be aware that on an interview station that scores communication skills, the clinical knowledge displayed will not necessarily be scored. It is therefore possible to display a considerable level of clinical knowledge on an interview station that primarily assesses communication skills, and still achieve a low score.

Applicants are being assessed more on general competencies and attributes that are associated with a good paediatric trainee. Paediatric clinical knowledge is therefore not essential.

20.4 Interview Stations

The interview consists of:

- Communication Station (10 minutes, 40 marks)
- Portfolio Station (10 minutes, 40 marks)
- Governance and Reflective Practice Station (10 minutes, 40 marks)
- Paediatric Clinical Thinking Station (10 minutes, 40 marks)
- Prescribing Task, (10 minutes, 20 marks)

20.4.1 Communication Station (10 minutes, 40 marks)

This station is used to assess the ability of the applicant to interact with patients/parents/carers. Applicants will be given the scenario to read 2 minutes before entering the communication interview room. The scenario will involve an explanation of a clinical condition or reasons for an intervention or transfer. The interaction will occur between the applicant and the actor. The assessors will be provided with a list of key points to use for scoring the content and overall performance of the applicant. Applicants will be given the scenario to read two minutes prior to entering the room

The scoring framework for this station is tailored towards the specific question being asked, with positive and negative indicators to guide the assessors' marking.

20.4.2 Portfolio Station (10 minutes, 40 marks)

Applicants are required to prepare no more than 12 sides of A4 paper from their portfolio of their choice, demonstrating their commitment to a career in Paediatrics. Bringing more than the required number may result in candidates being penalised.

The portfolio can be presented in whatever format an applicant chooses – i.e. direct print-outs from electronic portfolios etc are not mandatory

While you are presenting your portfolio, the assessors will look at the evidence that you are presenting in order to validate your conclusions and ask additional questions.

In addition to the answer applicants provide, applicants will also be assessed on the content of documentation provided for assessment (e.g. whether the documentation is complete or relevant).

This station will also seek to explore the applicant's motivation and commitment to a career in Paediatrics.

The scoring framework for this station is tailored towards the specific question being asked, with positive and negative indicators to guide the assessors' marking.

20.4.3 Governance and Reflective Practice Station (10 minutes, 40 marks)

This station is formed of two parts and applicants will be assessed on the following:

- Part 1 Governance (20 marks): Applicants will be asked a question to enable them to demonstrate their understanding and awareness of clinical governance. The scenario is likely to involve one of the following; adverse incident, audit changing practice or colleague difficulty.
- Part 2 Reflective Practice (20 marks): Applicants will be asked to reflect on a significant event from their career to date and reflect upon it to show their ability to be resilient

and use their experiences to help them advanced through their career. Assessors will ask the following:

- Can you describe a significant event where things went particularly well or not well?
- What was your role and what did you reflect on this event?
- How has this developed your practice as a result, and how would you deal with these feelings in the future?

The scoring framework for this station is tailored towards the specific question being asked, with positive and negative indicators to guide the assessors' marking.

20.4.4 Paediatric Clinical Thinking Station (10 minutes, 40 marks)

Applicants will be asked a case based scenario by one of the assessors and will be expected to describe the relevant issues and how they would manage the situation. This station will have a focus on paediatrics, however at ST1 level the scenarios have been set to ensure that applicants who have not previously undertaken a paediatric post will not be disadvantaged. The scoring framework is tailored directly to the scenario used and the level to which applicants have applied to, with positive and negative indicators to guide the assessors' marking.

The scoring framework for this station is tailored towards the specific question being asked.

20.4.5 Safe Prescribing Task, (10 minutes, 20 marks)

Applicants will complete the safe prescribing task at the end of their interview cycle. Applicants are required to give their completed drug chart to an administrator on exiting the station, who will pass this to the prescribing assessor for marking.

The scoring framework for the prescribing task is weighted with each element scoring differently depending on their importance.

21. After Interviews

Once all interviews are complete, the interview scores are collated and any low scores or serious concerns that were highlighted on the scoresheets by assessors are flagged for the final decision-making process.

21.1 Final decision-making process

The senior recruitment staff (Admin Lead, Clinical Lead, Senior Assessor(s) and Lay representative will review the interview scoresheets (all stations) and application form for all applicants who scored above the appointability threshold, but also achieved one of the following:

- low scores of 25% (or next highest denomination based on scoring structure) on any station by either or both assessors
- 'serious concerns' indicated on the scoresheet on any station by either or both assessors

The group will discuss and confirm a decision on how to proceed based on the above written evidence/documentation available on the day of the interview.

22. Offers

All offers will be made via Oriel by PaedsNRO. Offers received in any other way will be deemed invalid. If you are made an offer, you will need to respond to this on Oriel.

Applicants will be ranked in a single national list based on their performance throughout the selection processes. Offers are made in rank order based on this national ranking.

Tied ranks occur when applicants applying to the same ST level and same single unit of application, achieve the same total interview score. If the ST1 or ST2 interviews result in any tied ranks, the process to split any tied ranks uses the individual station scores, in the following order:

1. Communication station
2. Clinical thinking station
3. Portfolio station
4. Governance & Reflective Practice station
5. Safe Prescribing task

Please note: Applicants' shortlisting scores will be used if there are any tied scores still left after the process above has been carried out.

Initial offers will be released by *close of business* on the first offer date published for the current round **Monday 5th March 2018**. Please do not contact PaedsNRO about offers prior to this date, as it could delay the release.

You will be given 48 hours (exclusive of weekends) to respond to an offer and you have the option to accept, decline or hold. Only one offer can be held at any one time, across all specialty applications in a given round. If you fail to respond to an offer within the 48-hour window you will be deemed to have declined the offer.

If you are holding an offer and try to hold another, the original held post will be automatically declined on your behalf by Oriel.

Once you have accepted a post, you will not receive any further offers from any other specialty in this round (i.e. Oriel will automatically withdraw you from all other applications you have in the given recruitment round).

Offers that are declined will be reoffered in rank order to other applicants.

If you choose to hold an offer, you can keep this offer held up until the hold deadline, **Friday 9th March 2018**. Before this deadline, you will be required to go back into Oriel and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to have been declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept or decline.

23. Upgrading Offers

If you rank highly enough to be made an offer, this will be made to the highest ranked Training Programme preference that is available when your final rank is reached. If this Training Programme offer is suitable for you and you do not want to be considered for any other preferences you have ranked higher, you can choose to simply accept it.

However, applicants do have the option of getting one of their higher ranked Paediatrics Training programme preferences, should they become available, by opting into upgrading. The upgrading option is available to all offers that have been held or accepted, but not where an offer has been declined. An applicant who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until the upgrade deadline, **Friday 16th March 2018**. Please be aware that due to the ranking of your Paediatrics Training Programme preferences you may move into a different region if you are upgraded.

If you opt into upgrades and a higher preferenced offer becomes available, the upgrade will be automatic. You will be placed in the higher preferenced post and an automated message will be sent to you Oriel informing you of the upgrade; you will **not** be given 48 hours to decide whether you wish to accept or decline the upgrade. If an upgrade is made, the previously held or accepted post will be released and will be reoffered to another applicant.

Once you have been upgraded you will be sent an automated message through Oriel to inform you of this. Details of the upgrade made will be available in the relevant section on Oriel.

Once the upgrading deadline has passed, no further upgrades will be offered, even if a more preferred Paediatrics Training Programme becomes available at a later date.

23.1 Offer Exchanges/Enhanced Preferences

Applicants can have a change in circumstances for any number of reasons in the time between programme preferences being made and offers being released. To assist applicants in this situation, flexibility around preferencing has been introduced for 2018 recruitment.

For applicants who have accepted or held a post, there will be an option to select upgrade options which not only include those programmes that were originally ranked higher than the offered post, but also those that were ranked lower.

Please note: Any changes to preferences made between the offers algorithm being run and offers being released will not be considered until the next offers match is run.

Applicants who have not been made an offer may also have a change in circumstances that requires them to make amendments to their expressed preferences. PaedsNRO will keep their programme preferencing open throughout the recruitment process, however this will be temporarily disabled before each offer algorithm is run, until the offers have been released.

These processes will continue up until the upgrading deadline, **Friday 16th March 2018**.

More detailed guidance on this process is contained in the [Oriel Applicant User Handbook](#).

24. References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. You are required to give details of your last three clinical or educational supervisors from your current post, your previous post and the post before that.

All offers made will be on the condition of the offered region receiving three satisfactory references. Obtaining references is an applicant's responsibility. The offered region will NOT chase your referees.

24.1 Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to your nominated referees when you accept or, accept with upgrades an offer

of Paediatrics training. To ensure that the requests are not blocked or filtered by your referees' email providers you are strongly advised to inform your referees to add noreply@oriel.nhs.uk to their email whitelist.

24.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriel. You will be advised, via your Oriel portal, when your referee has submitted a reference. In rare cases there may be a need for your reference to be provided on paper. We will instruct you if this is necessary. You can download a Structured National Reference Form from the [Oriel Resource Bank](#) and you will need to ask the affected referee to return the completed form directly to the offered region.

24.3 Changing Your Nominated Referee

For any references that have not yet been submitted you are able to update the details of or, change your, nominated referees. However, if a referee has already submitted your reference, you will not be able to make any changes to their details.

If you change the email address against a referee, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

25. Further Preferencing within Offered Training Programme

Once you have accepted an offer of training at a region and the upgrade deadline has passed, you may be asked, by the offered region, to indicate your preferred geography and/or rotational posts from those that are available within the Training Programme that you have accepted.

Information regarding these further preferences will be published on individual region websites.

The PaedsNRO does not have any involvement in this process. Any queries relating to this should be sent to the region where the training offer was received.

26. Clearing

Clearing will be available to applicants who were deemed appointable at Selection Centre but who have not been made an offer. It will not include applicants who have been made an offer that they chose to decline. Clearing will only be run if there are available posts and appointable applicants.

If you are eligible for clearing you will be contacted through Oriel, by PaedsNRO, and will be asked to preference the available clearing posts. Applicants will be given a clearing rank based on total interview score. Clearing offers will be made starting with the highest ranked applicant and so on. Clearing posts and offers will not be subject to a further assessment.

You will only be able to accept or decline offers made in Clearing. They cannot be held and they will not be upgraded (as the deadlines will have passed), even if a higher ranked clearing post becomes available at a later date.

You will receive a maximum of one offer in Clearing. If this offer is declined you will not receive any further offers.

27. Feedback

Applicants will be given feedback throughout the recruitment process and will not need to make a formal request to receive it.

Applicants that are rejected at the longlisting stage will be advised of the reason why their application was rejected. Selection Centre feedback will be released up to seven days after the initial offer date.

Selection Centre feedback will be released in two parts. The first part will consist of numerical scores that show the applicants score per domain in each station, total score, rank and the total score needed to be considered appointable. The second part will be a copy of your scoresheets that include the notes made by assessors on the day of Selection Centre.

There is no further feedback that can be provided.

28. Offers of Employment & Pre-Employment Checks

The offer and allocation of a Training Programme referred to above is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable.

Information regarding pay, hours, sick pay and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available

from NHS Employers. A framework for a written contract of employment for GP specialty registrars is also available from the BMA. Individual region websites may also provide additional local information and links to individual employer websites.

The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the region needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identity, registration and qualifications and right to work for example) may also be undertaken by the region during the recruitment process.

29. Remaining Vacancies

If any vacancies are left unfilled at the end of this process, they will be re-advertised in a Round 1 Re-advert. Please refer to the [RCPCH website](#) for more details in due course.

30. Applicant Interview Expenses

Any claims for expenses incurred in travelling to a Selection Centre should be made to the region that interviewed you, not the PaedsNRO. This should normally be a venue close to your residence or place of work. You will be expected to explain why this is not the case if you appear to have excessive expenses.

Please contact the organising region for further guidance on their expenses policy.

Appendix A – Fitness to Practice contacts

HEE Local Office/Deanery	Contact Details
PeadsNRO	Email address: Paedsnro@hee.nhs.uk
Health Education London and South East (includes KSS)	Website: http://www.lpmde.ac.uk/ Email address: Paeds.lase@hee.nhs.uk
Health Education South West	Website: https://hee.nhs.uk/hee-your-area/south-west Email address: severn.stsupport@southwest.hee.nhs.uk PEN.STRHelpdesk@southwest.hee.nhs.uk
Health Education Thames Valley	Website: http://www.oxforddeanery.nhs.uk/ Email address: recruitment@thamesvalley.hee.nhs.uk
Wales	Website: https://www.walesdeanery.org/ Email address: confidentialenquiries@cf.ac.uk
Health Education Wessex	Website: http://www.wessexdeanery.nhs.uk/ Email address: wessex.recruitment@wessex.hee.nhs.uk
Health Education East Midlands	Website: https://www.eastmidlandsdeanery.nhs.uk Email address: heem.medicalrecruitment@nhs.net
Health Education East of England	Website: https://heeoee.hee.nhs.uk/ Email address: HEEE.recruitmenthelpdesk@nhs.net
Health Education West Midlands	Website: https://hee.nhs.uk/hee-your-area/west-midlands Email address: specialtyrecruitment@wm.hee.nhs.uk
Health Education North East	Website: https://hee.nhs.uk/hee-your-area/north-east Email address: lethelpdesk@ne.hee.nhs.uk
Health Education North West	Website: https://www.nwpgmd.nhs.uk/ Email address: lead.employer@sthk.nhs.uk
Health Education Yorkshire and the Humber	Website: http://www.yorksandhumberdeanery.nhs.uk Email address: specialty.recruitment@yh.hee.nhs.uk
Scotland	Website: http://www.nes.scot.nhs.uk/ Email address: RecruitmentConfidential@nes.scot.nhs.uk :
Northern Ireland	Website: http://www.nimmdta.gov.uk/ Email address: hr.nimmdta@hscni.net

Appendix B – ST1 Shortlisting Framework

Area of assessment	Indicators	Score
Additional Qualifications	➤ No additional qualifications	0
	➤ Postgraduate diploma/ Postgraduate certificate/Intercalated degree (2.1 or 2.2)	1
	➤ Intercalated degree (1st class honours)	2
	➤ MSc or equivalent	3
	➤ PhD or MD by research	4
Clinical experience linking to career in paediatrics relevant to application level and experience of applicant	➤ No evidence	0
	➤ Examples with little relevance to the specialty and/or little attempt to explain relevance of skills	1
	➤ Examples limited in scope and/or somewhat vague/unspecific with limited/superficial attempt to link examples to specialty	2
	➤ One significant and specific example of skills, with relevance to specialty and own development clearly explained (e.g. content or transferable skills)	3
	➤ More than one specific and significant example of skills, with relevance to specialty and own development clearly explained	4
Audit relevant to application level and experience of applicant	➤ No audit undertaken	0
	➤ Participation in relevant clinical audit (but did not design or lead audit)	1
	➤ Evidence of having designed, led and presented a good quality audit	2
	➤ Evidence of having presented a good quality audit at a local meeting and participated in regular useful audits throughout training	3
	➤ Has completed a good quality full audit cycle and presented its findings and has a good record of significant regular audit involvement in training	4
Management relevant to application level and experience of applicant	➤ No experience of management	0
	➤ Involvement in rota organisation, coordinating shifts/guideline development	1
	➤ Lead role as undergraduate/junior doctor in local organisations within university, medical school or department	2
	➤ Lead role as undergraduate/junior doctor at higher level within university, medical school or regional NHS	3
	➤ Lead role nationally at undergraduate or postgraduate level	4
Academic achievements relevant to application level and experience of applicant	➤ No research or poor description of research	0
	➤ Good description of involvement in a research project	1
	➤ Good description of a research project meeting with a regional presentation	2
	➤ Good description of research project meeting at least one of: National presentation or publication as co-author	3
	➤ Good description of research project meeting at least one of: Publication as first or last author or international presentation	4
Teaching relevant to application level and experience of applicant	➤ No experience of delivered teaching	0
	➤ Very limited participation in some local teaching	1
	➤ Contributed to local teaching (but did not lead)	2
	➤ Designed and led local teaching	3
	➤ Designed and led regional teaching	4

	➤ Extensive teaching experience including formal training in teaching methodology	5
Statement to support application relevant to level of application and experience of applicant	<ul style="list-style-type: none"> ➤ No statement or nothing of substance ➤ Weak statement unclear motivation ➤ Some motivating factors but appears general and unfocussed ➤ More focused motivation described using some specific examples ➤ Good clearly described focused motivating factors and experiences relating to career ➤ Excellent clear description of motivation and experience which clearly shows commitment to the specialty 	<p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>
Overall excellence of application	<ul style="list-style-type: none"> ➤ Weak, poorly presented & organised application with little to recommend ➤ Some areas poorly presented and not organised ➤ Overall presentation & organisation satisfactory, worthy of consideration ➤ Good overall application with answers showing strength and breadth ➤ Excellent application well organised and presented with applicant clearly demonstrating considerable ability and achievement 	<p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p>
Total		34

Appendix C – ST2 Shortlisting Framework

Area of assessment	Indicators	Score
Additional Qualifications	➤ No additional qualifications	0
	➤ Postgraduate diploma/ Postgraduate certificate/Intercalated degree (2.1 or 2.2)	1
	➤ Intercalated degree (1st class honours)	2
	➤ MSc or equivalent	3
	➤ PhD or MD by research	4
MRCPCH	➤ No parts passed	0
	➤ Passed Part 1a	1
	➤ Passed Parts 1a and 1b	2
	➤ Passed Part 2 Written	3
	➤ Passed MRCPCH	4
Clinical experience linking to career in paediatrics relevant to application level and experience of applicant	➤ No evidence	0
	➤ Examples with little relevance to the specialty and/or little attempt to explain relevance of skills	1
	➤ Examples limited in scope and/or somewhat vague/unspecific with limited/superficial attempt to link examples to specialty	2
	➤ One significant and specific example of skills, with relevance to specialty and own development clearly explained (e.g. content or transferable skills)	3
	➤ More than one specific and significant example of skills, with relevance to specialty and own development clearly explained	4
Courses	➤ None	0
	➤ One of (APLS/EPLS/PLS), NLS or Child Protection	1
	➤ Two of (APLS/EPLS/PLS), NLS or Child Protection	2
	➤ All three of (APLS/EPLS/PLS), NLS or Child Protection	3
	➤ Nominated for instructor of (APLS/EPLS/PLS) or NLS	4
	<i>*Note APLS/EPLS and PLS only score one mark</i>	
Audit relevant to application level and experience of applicant	➤ No audit undertaken	0
	➤ Participation in relevant clinical audit (but did not design or lead audit)	1
	➤ Evidence of having designed, led and presented a good quality audit	2
	➤ Evidence of having presented a good quality audit at a local meeting and participated in regular useful audits throughout training	3
	➤ Has completed a good quality full audit cycle and presented its findings and has a good record of significant regular audit involvement in training	4
Management relevant to application level and experience of applicant	➤ No experience of management	0
	➤ Involvement in rota organisation, coordinating shifts/guideline development	1
	➤ Lead role as undergraduate/junior doctor in local organisations within university, medical school or department	2
	➤ Lead role as undergraduate/junior doctor at higher level within university, medical school or regional NHS	3
	➤ Lead role nationally undergraduate/postgraduate level	4
Academic achievements	➤ No research or poor description of research	0
	➤ Good description of involvement in a research project	1

relevant to application level and experience of applicant	<ul style="list-style-type: none"> ➤ Good description of a research project meeting with a regional presentation 2 ➤ Good description of research project meeting at least one of: National presentation or publication as co-author 3 ➤ Good description of research project meeting at least one of: Publication as first or last author or international presentation 4
Teaching relevant to application level and experience of applicant	<ul style="list-style-type: none"> ➤ No experience of delivered teaching 0 ➤ Very limited participation in some local teaching 1 ➤ Contributed to local teaching (but did not lead) 2 ➤ Designed and led local teaching 3 ➤ Designed and led regional teaching 4 ➤ Extensive teaching experience including formal training in teaching methodology 5
Statement to support application relevant to level of application and experience of applicant	<ul style="list-style-type: none"> ➤ No statement or nothing of substance 0 ➤ Weak statement unclear motivation 1 ➤ Some motivating factors but appears general and unfocussed 2 ➤ More focused motivation described using some specific examples 3 ➤ Good clearly described focused motivating factors and experiences relating to career so far 4 ➤ Excellent clear description of motivation and experience which clearly shows commitment to the specialty 5
Overall excellence of application	<ul style="list-style-type: none"> ➤ Weak, poorly presented & organised application with little to recommend 0 ➤ Some areas poorly presented and not organised 1 ➤ Overall presentation & organisation satisfactory, worthy of consideration 2 ➤ Good overall application with answers showing strength and breadth 3 ➤ Excellent application well organised and presented with applicant clearly demonstrating considerable ability and achievement 4
Total	42