# Entry Criteria

## Essential Criteria

### Qualifications

Applicants must have:

- MBBS or equivalent medical qualification  
- Successful completion of MRCS (ENT) by time of interview or equivalent (see below)  
- Diploma of Otolaryngology, Head and Neck Surgery (DOHNS) plus MRCS is equivalent at time of interview, or  
- Diploma of the European Board of Otorhinolaryngology (DipEBORL) plus MRCS is equivalent at time of interview

### Eligibility

Applicants must:

- Be eligible for full registration with, and hold a current licence to practise from, the GMC at intended start date  
- Have evidence of achievement of foundation competences from a UKFPO-affiliated foundation programme or equivalent, in line with GMC standards / Good Medical Practice; including:
  - make the care of your patient your first concern  
  - provide a good standard of practice and care  
  - take prompt action if you think that patient safety, dignity or comfort is being compromised  
  - protect and promote the health of patients and of the public  
  - treat patients as individuals and respect their dignity  
  - work in partnership with patients  
  - work with colleagues in the ways that best serve patients’ interests  
  - be honest and open and act with integrity  
  - never discriminate unfairly against patients or colleagues  
  - never abuse your patients’ trust in you or the public’s trust in the profession.
- Evidence of achievement of CT/ST1 competences in core surgery at time of application and CT/ST2 competences in core surgery by time of appointment, supported by evidence from work-based assessments of clinical performance (DOPs, Mini-CEX, CBD, ACAT) and Multi Source Feedback or equivalent.
- Be eligible to work in the UK

### Fitness to Practise

Is up to date and fit to practise safely and is aware of own training needs.

### Language Skills

Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues; as demonstrated by one of the following:

- undergraduate medical training undertaken in English;  
- academic International English Language Testing System (IELTS) results showing a score of at least 7.0 in each domain (speaking, listening, reading, writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application

If applicants believe they have adequate communication skills, but do not have evidence in one of the above forms, they must provide alternative supporting evidence of language skills.

### Health

Applicants must meet professional health requirements (in line with GMC standards / Good Medical Practice).
**PERSON SPECIFICATION 2016**

### Career progression

Applicants must:
- Be able to provide complete details of their employment history
- Have evidence that their career progression is consistent with their personal circumstances
- Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training
- At least **24 months’ experience in surgery (not including Foundation modules)** by time of appointment of which a minimum of **6 months’ experience has been in otolaryngology**
- Not have previously relinquished or been released / removed from a Otolaryngology or Core Surgical training programme, except under exceptional circumstances.
- Not already hold, nor be eligible to hold, a CCT/CESR in the specialty they are applying for and/or must not currently be eligible for the specialist register for the specialty to which they are applying
- **For those wishing to be considered for Locum Appointment for Training posts (where available):** no more than 24 months experience in LAT posts in the specialty by intended start date

### Application completion

ALL sections of application form completed FULLY according to written guidelines.

### SELECTION CRITERIA

<table>
<thead>
<tr>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>WHEN EVALUATED</th>
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<tbody>
<tr>
<td>Career progression</td>
<td>12 months’ experience in otolaryngology</td>
<td>Application form, interview/selection centre, References</td>
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<td>6 months’ experience in two specialties complimentary to otolaryngology. Recognised specialties are:</td>
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<td>- Oral and Maxillofacial Surgery</td>
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<td>- Audiovestibular Medicine</td>
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### Clinical skills – clinical knowledge and expertise

- Capacity to apply sound clinical knowledge and judgement to problems
- Ability to prioritise clinical need
- Demonstrates appropriate technical and clinical competence and evidence of the development of diagnostic skills and clinical judgement
- Validated logbook documentation of surgical exposure to date
- Shows aptitude for practical skills, e.g. hand-eye coordination, dexterity, visuospatial awareness
- Attendance at relevant courses e.g. ATLS, Basic Surgical Skills or equivalent, CCrISP or equivalent, ALERT or equivalent, ALS, PLS and two ENT craft courses

### Academic skills

**Research and audit skills:**
- Demonstrates understanding of the basic principles of audit, clinical risk management and evidence-based practice
- Understanding of basic research principles, methodology and ethics, with a potential to contribute to research
- Evidence of participation in audit

**Teaching**
- Evidence of contributing to teaching and learning of others

### Personal skills

**Communication skills:**
- Capacity to communicate effectively and sensitively with others
- Able to discuss treatment options with patients in a way they can understand

**Problem solving and decision making:**
- Capacity to think beyond the obvious, with analytical and flexible mind
- Capacity to bring a range of approaches to problem solving
- Demonstrates effective judgement and decision-making skills

**Managing others and team involvement:**
- Capacity to work effectively in a multi-disciplinary team
- Demonstrate leadership, when appropriate
- Capacity to establish good working relationships with others.

**Organisation and planning:**
- Capacity to manage time and prioritise workload, balance urgent and important demands, follow instructions
- Understands importance and impact of information systems

**Vigilance and situational awareness:**
- Capacity to monitor and anticipate situations that may change rapidly
Coping with pressure and managing uncertainty:

- Capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situations
- Awareness of own limitations and when to ask for help

Values:

- Understands, respects and demonstrates the values of the NHS Constitution (e.g. everyone counts; improving lives; commitment to quality of care; respect and dignity; working together for patients; compassion)

<table>
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<tr>
<th>Probity – professional integrity</th>
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<td>Takes responsibility for own actions</td>
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<td>Demonstrates respect for the rights of all</td>
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<td>Demonstrates awareness of ethical principles, safety, confidentiality and consent</td>
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<td>Awareness of importance of being the patients’ advocate, clinical governance and the responsibilities of an NHS employee</td>
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<th>Commitment to specialty – learning and personal development</th>
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<td>Shows realistic insight into Otolaryngology and the personal demands of a commitment to surgery</td>
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<td>Demonstrates knowledge of training programme and commitment to own development</td>
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<td>Shows critical and enquiring approach to knowledge acquisition, commitment to self-directed learning and a reflective/analytical approach to practice</td>
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<td>Achievements relevant to Otolaryngology, including elective or other experience</td>
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<td>Participation in national and international meetings relevant to Otolaryngology</td>
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<td>Evidence of representing ENT or national or international representation, medical or otherwise</td>
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1. 'When evaluated' is indicative, but may be carried out at any time throughout the selection process.
2. 'Selection centre' refers to a process, not a place. It involves a number of selection activities which may be delivered within the unit of application.
3. The GMC introduced the licence to practise in 2009. Any doctor wishing to practise in the UK after this date must be both registered with and hold a licence to practise from the GMC at time of appointment.
4. 'Intended start date' refers to the date at which the post commences, not (necessarily) the time an offer is accepted.
5. Time of appointment refers to the date at which the post commences.
6. Applicants are advised to visit the GMC website which gives details of evidence accepted for registration.
7. Any time periods specified in this person specification refer to full-time-equivalent.
8. All experience in posts at any level in this specialty count, irrespective of the country the experience is gained.
9. Applications will only be considered if applicants provide a Support for Reapplication to a Specialty Training Programme form, signed by both the Training Programme Director/Head of School and the Postgraduate Dean in the LETB/Deanery that the training took place. Extraordinary circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train. Completed forms must be submitted at the time of application. No other evidence will be accepted.