Guidance for Applicants to the Paediatric Cardiology ST4 Specialty Training programme in 2017

Introduction

Health Education Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Paediatric Cardiology ST4 posts for commencement in August 2017. National Recruitment will cover all Paediatric Cardiology ST4 posts in England, Northern Ireland, Scotland and Wales. The process will incorporate recruitment into Specialty Training (NTN) posts at ST4 level.

Further queries pertaining to the specifics of the process can be found in the Paediatric Cardiology National Recruitment FAQs section of the Health Education Wessex website:

http://www.wessexdeanery.nhs.uk/recruitment/national_paediatric_cardiology.aspx

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00 Wednesday 1st February 2017</td>
<td>Applications open</td>
<td>Applications will only be accepted by completion of the application form via the Oriel recruitment system <a href="https://www.oriel.nhs.uk/">https://www.oriel.nhs.uk/</a></td>
</tr>
<tr>
<td>16:00 Wednesday 22 March 2017</td>
<td>Applications close</td>
<td>Applications will close promptly at 16:00 noon. Late applications will not be considered</td>
</tr>
<tr>
<td>Until Friday 03rd March 2017</td>
<td>Long listing</td>
<td>All applications will be assessed for eligibility against the person specification. Applicants may be contacted at any time to clarify information conveyed in the application</td>
</tr>
<tr>
<td>Monday 06th March 2017 – Friday 17th March 2017</td>
<td>Shortlisting</td>
<td>All applications will be scored by a minimum of two Paediatric Cardiologists to set criteria</td>
</tr>
<tr>
<td>By Wednesday 22nd March 2017</td>
<td>Invitation to the Assessment Centre</td>
<td>Applicants will receive notification of the outcome of the longlisting/scoring process. Successful applicants will be asked to book an assessment centre interview slot</td>
</tr>
<tr>
<td>Friday 31 March 2017</td>
<td>Assessment Centre</td>
<td>Assessment centre interviews will be held Friday 31 March 2017 at the Royal College of Paediatrics and Child Health (RCPCH), London</td>
</tr>
<tr>
<td>By 17.00 Thursday 27th April 2017</td>
<td>Initial offers released</td>
<td>Offers will be released through the Oriel recruitment system</td>
</tr>
<tr>
<td>13:00 Wednesday 3rd May 2017</td>
<td>Holding deadline</td>
<td>Successful applicants may accept, decline, or hold an offer. A decision must be made within 48 hours of the offer being made. All held offers must be accepted or rejected by this deadline</td>
</tr>
</tbody>
</table>

Contacting the Recruitment Team

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All queries should be directed to the Recruitment Team via email:

Paediatric.CardiologyRecruitment@wessex.hee.nhs.uk

- The Team will endeavour to respond to your queries within 48 hours.
- Urgent enquiries can be dealt with via telephone on 01962 718424
- The office opening hours are 08:30 – 17:00, Monday – Friday

It is kindly requested that applicants do not contact Consultants formally involved in national recruitment.

**Applying for a Vacancy**

Applications for all posts in Paediatric Cardiology will be completed via the Oriel recruitment portal only. The portal can be accessed via the internet:

https://www.oriel.nhs.uk

The system requires pre-registration which can be completed immediately.

**Fitness to Practice**

An applicant who answers yes to any of the fitness to practise declarations on the application form must inform Health Education Wessex of this response prior to submission of the application. The details will be examined and passed to the relevant LETB/Deanery in the event the candidate is successful. Please submit all FTP declarations marked “Fitness to Practice – Confidential” to:

Paediatric.CardiologyRecruitment@wessex.hee.nhs.uk

**Exclusions Policy**

During recruitment to posts, all LETBs/Deaneries require information where applicable relating to an applicant’s prior resignation or removal from a Paediatric Cardiology training post. Evidence substantiating the reason(s) for resignation or removal from training must be submitted in line with the fitness to practice model. Applicants must provide this information at the time of application; failure to do so could result in an application being withdrawn. Please refer to the exclusion policy section in the National Applicants Handbook. It is important to ensure sufficient time is allocated to submitting evidence as failure to do so before the closing date will result in an application being withdrawn.

**Longlisting**

At this stage the content of the application will not be assessed by any criteria other than the Health Education England Specialty Training person specification. Candidates who do not satisfy the essential criteria for the posts being advertised will be removed. This process will be completed centrally by Health Education Wessex Recruitment Team.
Queries at the longlisting stage will be limited to clarification of information provided on the application form. Applicants may be contacted prior to the closing date for application if there is a query concerning the information submitted. In this case clarification or additional information must be provided within the timeframe set in the email request.

**Core Competences** – Evidence of experience must be provided in order to satisfy the essential criteria in the person specification. If prior training has been undertaken in the United Kingdom it is unlikely further evidence will need to be submitted. However, in the setting of a more geographically varied training history the Recruitment Team may need supporting information to be submitted. Applicants will be contacted directly should this be the case.

**Shortlisting**

Applications will be scored by at least two Paediatric Cardiologists blinded to each other according to set criteria. The score assigned will be used to produce a shortlist rank which will determine invitations to the assessment centre. Scores attributed to applications are final; there will be no further review of the information submitted on the application form.

**Preferences**

Applicants will be asked to express preferences for training centres through the Oriel recruitment system once applications have closed. These preferences will be used in conjunction with the ranking produced at the assessment centre to determine the offers of training posts. The number of posts available in each training centre will be published alongside the preference list. It is important that applicants follow the online guidance regarding equally weighted preferences, and those training centres at which they would not consider accepting a post.

**Assessment Centre**

The assessment centre interviews will be held on **Friday 31 March 2017** at the Royal College of Paediatrics and Child Health (RCPCH), 5 – 11 Theobalds Road, London WC1X 8SH.

**Documentation**

Verified photographic identification is required of every candidate; only identification which requires an official counter signatory prior to issue will be accepted. This is usually a Passport or European Photograph Driving Licence. Failure to present acceptable identification will result in exclusion from the assessment centre process.

Candidates are also required to bring specific documents to the assessment centre. Failure to provide documentation (other than identification) will not affect a candidate’s rank on the day, but may delay the offer of a post:
<table>
<thead>
<tr>
<th>Original Document to Bring</th>
<th>Number of Copies to Bring</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>1</td>
<td>Please note the passport must be photocopied in black and white. <strong>Colour copies will not be accepted.</strong> Please provide copies of the front cover, inside cover and signature/photograph page.</td>
</tr>
<tr>
<td>Right to Work</td>
<td>1</td>
<td>Where necessary, evidence of visa status including letter from the UK Border Agency and Passport</td>
</tr>
<tr>
<td>Proof of address (two forms of documentation required)</td>
<td>1</td>
<td>Please ensure that all statements and letters are dated within 3 months of interview. All documents must state a current address. Tenancy agreements, council tax bills, utility bills, mortgage statements and UK driving licences are accepted as proof of address. Online bank statements will not be accepted. In the event of difficulty providing evidence for a current address or any other queries with the CRB/DBS process, please refer to the Home Office advice: <a href="https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide">https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide</a></td>
</tr>
<tr>
<td>GMC/GDC Certificate and License to Practice</td>
<td>2</td>
<td>GMC/ GDC Certificate or valid registration certificate. Candidates must bring two copies of both their GMC certificate and their License to Practice letter</td>
</tr>
<tr>
<td>Proof of Qualifications</td>
<td>1</td>
<td>Medical/Dental Degree, other exams, College Memberships and Postgraduate qualifications cited in the application</td>
</tr>
<tr>
<td>Proof of IELTS/English language proficiency</td>
<td>1</td>
<td>Proof of IELTS score (if applicable) or evidence of English language proficiency if undergraduate training was not in English</td>
</tr>
<tr>
<td>ALS certificate</td>
<td>1</td>
<td>Up to date certificate</td>
</tr>
<tr>
<td>Foundation/Core Competences</td>
<td>1</td>
<td>Documentation to substantiate eligibility to apply for the level of post being interviewed for</td>
</tr>
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The interview stations at the Assessment Centre may consist of:

**Clinical Knowledge.** Candidates are provided with a short case vignette and asked to discuss the management and decision making related to the scenario. Marks are awarded for background knowledge and clinical reasoning.

**Clinical Ethics.** Candidates are provided with a short case vignette that holds significant ethical implications and asked to describe an approach to the case. Marks are awarded for recognition of the ethical implications, and logic and clarity of approach.

**Presentation.** Candidates are provided with a topic and some relevant literature to facilitate preparation of a brief presentation. Delivery of the presentation is followed by a discussion of the topic. Marks are awarded for succinct appraisal, delivery and discussion of information.

**Structured Interview.** Candidates will be asked a series of questions pertaining to their suitability for entry into paediatric cardiology training. Marks are awarded for demonstrating suitability for entry into training.
**Assessment Centre Expenses**

Wessex Deanery will reimburse expenses incurred for travelling to the Assessment Centre. Details pertaining to making a claim will be provided with the invitation to attend for interview. Reimbursement will be made in line with the Health Education Wessex policy on assessment centre expenses, with any exceptions to the policy being communicated directly. The policy can be accessed on the Wessex Deanery website:


**Posts available**

Posts available nationwide can be found on the Health Education Wessex National Paediatric Cardiology webpage.

**Outcome of Assessment Centre – Offer of a Training Post**

Offers will be made by Health Education Wessex for all posts nationwide. The ranking of candidates determined by interview at the assessment centre will be used in conjunction with preferences for posts to determine offers.

Offers will be made through the Oriel Recruitment system, with a response required via the Oriel portal. Candidates will have 48 hours to accept, hold, or decline an offer. Failure to respond will result in an offer being withdrawn and the post being offered to another candidate.

Offers may be “held” until 13.00 Wednesday 3 May 2017, by which time they must be acted upon.

**Further Information**

For any further information or queries please refer to the Paediatric Cardiology Recruitment website or contact the Recruitment Team:

http://www.wessexdeanery.nhs.uk/recruitment/national_paediatric_cardiology.aspx

The person specification for Paediatric Cardiology ST4 is available from the Specialty Training website:

http://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications/2017-person-specifications

The JRCPTB curriculum for Paediatric Cardiology training is available at:

http://www.jrcptb.org.uk/specialties/paediatric-cardiology