Guidance for Applicants to Cardiothoracic Surgery ST1 Clinical Training programmes in 2018

Introduction

Health Education England – Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST1 for commencement in August 2018. National Recruitment will cover all Cardiothoracic Surgery ST1 posts in England, Northern Ireland and Wales.

If you have further queries about the specifics of the process after reading this document please email the recruitment team at CTSurgeryRecruitment.wx@hee.nhs.uk

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 2 November 2017</td>
<td>Advertisements Published</td>
<td>Adverts will be placed NHS Jobs</td>
</tr>
<tr>
<td>Wednesday 8 November 2017 (10:00)</td>
<td>Applications Open</td>
<td>Applications will only be accepted via the Oriel online application portal</td>
</tr>
<tr>
<td>Thursday 30 November 2017 (16:00)</td>
<td>Applications Close</td>
<td>Applications will close promptly at 16:00. Late applications will not be considered.</td>
</tr>
<tr>
<td>Friday 15 December 2017</td>
<td>Longlisting completed</td>
<td>All applications will be assessed for eligibility against the person specification.</td>
</tr>
<tr>
<td>Monday 18 December 2017 – Wednesday 10 January 2018</td>
<td>Shortlisting completed</td>
<td>Shortlisting will be completed for ST1 applications.</td>
</tr>
<tr>
<td>No later than Wednesday 17 January 2018</td>
<td>Invitation to Assessment Centre</td>
<td>Applicants will receive notification of the outcome of the scoring process. Applicants who are successful at this stage will be asked to book themselves into an assessment centre slot.</td>
</tr>
<tr>
<td>Tuesday 6 February 2018</td>
<td>Assessment Centre</td>
<td>Assessment centre will be held at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA.</td>
</tr>
<tr>
<td>Week commencing Monday 12 February 2018</td>
<td>Initial offers made</td>
<td>Offers will be through the Oriel application portal.</td>
</tr>
<tr>
<td>13:00 Friday 9 March 2018</td>
<td>Holding deadline</td>
<td>Applicants must have accepted or declined any “held” post by this deadline. Any post not accepted will be recycled and offered to eligible applicants.</td>
</tr>
</tbody>
</table>

Contacting the Recruitment Team

It is kindly requested that applicants and candidates do not contact Consultants or Training Centres involved in national recruitment.

Please refer to online documentation for information about the posts.
Any queries should be directed to the Recruitment Team via email: CTSurgeryRecruitment.wx@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

Applying for a Vacancy

Applications for all posts in Cardiothoracic Surgery will be completed via the Oriel recruitment portal only. The portal can be accessed via the internet: https://www.oriel.nhs.uk/Web/

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

Longlisting

Applicants that do not satisfy the essential criteria for the posts being advertised will be removed at the longlisting stage. This process will be completed centrally by the Health Education England – Wessex Recruitment Team.

Please be aware that you may be contacted prior to the closing date for application if there is a query about the information that you have already completed. You will be required to submit clarification or additional information within 72 hours of a request.

Queries at the longlisting stage will be limited to clarification of information that you have supplied on your application form.

Any applicant who is unsuccessful at the longlisting stage will be informed of this with a reason why their application was unsuccessful.

Fitness to Practise

Any applicants who answer yes to any of the fitness to practise declarations on their application form must inform Health Education England – Wessex prior to submission of their application. These details will be examined and passed to the relevant LETB/Deanery should you be successful. Please submit all FTP declarations to: ctsurgeryrecruitment.wx.hee.nhs.uk marked “Fitness to Practise – Confidential”

Exclusions Policy

Applicants reapplying for training in a specialty that they have previously resigned or been removed from will need the support of their previous Head of School/Programme Director and Postgraduate Dean in order to reapply.
Applicants must ask their previous LETB/Deanery, Head of School/Programme Director and Postgraduate Dean to complete a Support for Reaplication to a Specialty Training Programme form, available to download from the Oriel Resource Bank.

Applications will not be considered without a fully completed and signed form, which must be submitted at the time of application.

Applicants requiring this support are advised to start the process early.

Applicants currently working in a specialty and are applying to continue training in the same specialty in another region, without a break in service do not need support for their application.

Achievement of Foundation Competences

All applicants to CT1/ST1 posts are required to provide evidence of achievement of Foundation Competence within the 3 years prior to the intended commencement date for the advertised post(s).

The acceptable methods for demonstrating foundation competences are:

- **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.

- **Already completed a Foundation Programme**

  Applicants who have already completed a UK Foundation Programme will be asked to confirm that they have been awarded an FPCC or an FACD 5.2, signed no earlier than 1st January 2015. A scanned copy of the FPCC or FACD 5.2 **MUST** be uploaded to the Oriel application.

- **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.
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. Applicants may submit multiple Alternative Certificates, from different posts to show evidence of achievement of all competences. All submitted certificates must relate to posts undertaken for at least 3 months (whole time equivalent and a continuous period) since January 2015. Scanned copies of the certificates MUST be attached to the Oriel application form. Original document(s) will be requested at a later date. When submitting an Alternative Certificate, all competences must be signed as achieved at the time of application.

Alternative Certificates will be accepted where the assessed post has been wholly undertaken in the 3½ years prior to the commencement of the training post to which the applicant is applying; even if the form is not the one dated 2018. Applicants to General Practice are given an extended deadline. Full guidance is available from the General Practice National Recruitment Office.

The only exception to this is if you are a refugee. Refugees (as defined on the UKVI website: https://www.gov.uk/government/organisations/uk-visas-and-immigration) are advised to contact the recruiting organisation for further guidance but should submit an Alternative Certificate, if possible.

In addition, applicants are required to have had 12 months experience after achieving full GMC registration, or equivalent by the start date for the post they are applying for.

**Right to Work**

UK and EEA nationals and doctors whose immigration status entitles them to work as a doctor in training in the UK are eligible to apply for specialty training. Evidence of immigration status would be a biometric residence card, date stamped passport and/or identity card. These documents need to be dated as at or prior to the application closing date.

Please visit [https://www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration) for more information.

Other non-UK or non-EEA nationals with limited leave to remain in the UK, whose employment will require a Tier 2 visa, are subject to the Resident Labour Market Test (RLMT) and would only be considered for appointment if there were no suitable UK or EEA national (settled status) candidates for the post.

Applicants will be asked to bring their date stamped passport and/or identity card together with proof of their immigration status to any interviews or assessment centres. Applicants in the following categories are eligible to be considered for appointment in both Round 1, Round 1 re-adverts (CT1/ST1 recruitment) and Round 2 (ST3/ST4 recruitment):
• UK or EEA national

• Non-UK or non-EEA national where immigration status allows work without restriction in the UK e.g. those holding dependant status with no restriction against working as a doctor or dentist in training.

• Already on Tier 2, applying to continue training with the same sponsor and/or the same training number.

• Applying for a specialty in a shortage occupation.

• Non-UK or non-EEA national who has graduated from a UK medical or dental school, who currently has UK Tier 4 status to work in the Foundation Programme. Applicants in this category will need to apply for Tier 2 sponsorship, but will be exempt from the Resident Labour Market Test (RLMT) if they have had continuous immigration status in the UK since graduation.

• Non-UK or non-EEA national who currently has Tier 4 status to complete a Masters or PhD. Applicants must have completed their Masters or completed 1 year of their PhD to be exempt from the RLMT.

**Shortlisting**

Applications to Cardiothoracic Surgery ST1 will be shortlisted. A shortlist panel will review applications in between 18 December 2017 and 10 January 2018. Applications will be marked against an agreed criteria and scored by at least two clinicians.

The shortlisting criteria will be published prior to applications opening. Please refer to the Wessex Deanery website where you can download a copy of this (under Useful Downloads – named ‘ST1 Shortlisting Criteria’):


The results of the short listing process will be released no later than 17 January 2018.

**Preferences**

Applicants who are invited to attend the assessment centre will be asked to express a preference on training centres through the Oriel Recruitment portal. These preferences will be used in conjunction with your ranking from the assessment centre to inform the offer you receive should you be successful. The number of posts available in each training centre will be published alongside the preference list.

You will be able to adjust your preferences after the closing date of application, until 12:00 noon Friday 22 January 2018.
Assessment Centre

The assessment centre will be held on **Tuesday 6 February 2018** at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA. If you are successful at the shortlisting stage of the process you will be invited to attend the assessment centre stage, and further details of the venue will be provided at that time.

Please note that you will be required to be at the assessment from 8.00am for registration and a candidate briefing.

The ST1 assessment centre will consist of:

1. **Situation Judgement Scenarios**, lasting for 30 minutes.

2. **A Communication Skills station** which will last approximately 10 minutes. This station will involve a simulated patient / actor.

3. **An OSATS**\(^1\)\(^2\) (**Objective Structured Assessment of Technical Skills**) evaluation through 3 skills stations, to assess manual dexterity, movement economy, tissue and instrument handling etc. Examples of the skills stations include a simple surgical procedure station and a thoracoscopic skills evaluation station – each station will last 20 minutes in total.


OSATS

Applicants are advised that for the OSATS assessments it is not necessary to wear “interview clothing”. You must be dressed in a fashion that allows you to move freely, however the assessments are of technical ability and you should consider what you would deem appropriate for this. It is suggested that you consider the type of clothing that you would wear to work. Scrubs are not necessary.

Assessment Centre Accommodation and Expenses

It is kindly requested that candidates do not make reservations to stay at the Botley Park Hotel Golf and Spa where the Assessment Centre is taking place. Members of the panels and Deanery staff will be staying at the hotel and preparing during the evening for the following day’s assessments.

There are several hotels in the vicinity where we would recommend candidates make arrangements, below are a couple of suggestions:

**Holiday Inn Express, Southampton M27, Jct.7:**
Travelodge, Southampton Eastleigh: [http://www.travelodge.co.uk](http://www.travelodge.co.uk)

Health Education England – Wessex will reimburse expenses incurred for travelling and attending the Assessment Centre. You will be advised of the details of making a claim should you be invited to attend. Reimbursement will be made in line with the Health Education England – Wessex policy on interview expenses with any exceptions to the policy being communicated directly.

Please refer to the Expenses Guidance which can be found on the Wessex Deanery website for details of what you need written authorisation for in order to make a claim.

**Lay Members**

There will be lay members who will be observing various stations throughout the process. Lay members may be invited to comment on performance after marking by the Assessors has been completed. These comments will therefore not influence the scoring but may provide additional clarity in the event of a query being raised after the interviews have concluded.

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

Offers will be made by Health Education England – Wessex for all posts nationwide. Your ranking at the assessment centre will be used in conjunction with the preferences that you made through the Oriel recruitment portal.

**Further Information**

For any further information or queries please refer to the Cardiothoracic Surgery Recruitment website or contact the Recruitment Team details as above.