Guidance for Applicants to Cardiothoracic Surgery ST3 Clinical Training programmes in 2018

Introduction

Health Education England – Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST3 posts for commencement in August 2017. National Recruitment will cover all Cardiothoracic Surgery ST3 posts in England, Northern Ireland and Scotland. The process will incorporate recruitment into Specialty Training (NTN) posts in the specialty at ST3 level.

If you have further queries about the specifics of the process after reading this document please refer to email 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. Shortlisting for ST3 will not take place in the 2018 recruitment process. Applications will be scored by the Oriel system based upon answers given.</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>
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<tr>
<td>Monday 5 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>
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</tbody>
</table>
**Contacting the Recruitment Team**

It is kindly requested that applicants 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 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 Reapplication 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 Core Competences

Typically, you will have achieved the competences or equivalent from the first two years of specialty training (ST/CT1 and 2). For further information, see the specialty training curriculum available from the relevant Royal College websites.

There is no upper limit on experience for eligibility for selection to ST3, though some specialties may indicate a desirable upper limit.

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 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.

“Self Assessment” and Shortlisting

Applications to Cardiothoracic Surgery ST3 will be machine marked during the 2018 recruitment process. This process will require you to select specific statements from drop down boxes in the application form. Each answer will have a score allocated to it. Some answers will have the same score as one another and some answers will not have points attached. All answers are designed as “best fit” and you will be required to provide evidence of the achievements stated upon request. All scores will be checked and scrutinised by the Recruitment Team in the first instance.

Any applicant who is successful in being invited to attend the assessment centre will be asked to provide evidence to support the answers selected on their application form. Any discrepancy found may result in an applicant’s self assessment score being adjusted and/or an investigation being carried out. This could then lead to being withdrawn from the process depending on the outcome of the investigation.

Surgical Experience vs. Career Progression

As part of the selection process in 2018 applicants will be asked to complete a series of questions relating to their experience of specific surgical procedures. You will be asked to state the number of particular procedures that you have completed during your time in cardiothoracic surgery. Each answer will have a score allocated to it. This scoring function is automatic and it is therefore important that any queries are raised with the recruitment team, prior to submission.
The questions and answers for the specialty specific part of the application form will be published prior to applications opening. This will list each possible answer against each question and also give a range of scores for each question. Please refer to Health Education England – Wessex website where you can download a copy of this (under Useful Downloads – named ‘ST3 Scoring Matrix’)

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 centres will be held on Monday 5 February 2018 at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA. If you are successful at the self assessment / 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 centre from 8.00am for registration and a candidate briefing.
The ST3 assessment day will consist of:

1. Structured questions lasting approximately 30 minutes.

2. An OSATS\textsuperscript{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 vascular anastomosis station and a thoracoscopic skills evaluation station – each station will last 20 minutes in total.

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

4. Collation of scores from each station.

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Please note the specific stations mentioned above may change between applications opening and the actual assessment centre. However, full details will be given to applicants who are invited to the assessment centre.

**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 applicants 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 applicants 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.