Guidance for Applicants to Cardiothoracic Surgery ST3 Clinical Training programmes in 2019

Introduction

Health Education England – Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST3 posts for commencement in August 2019. 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>Wednesday 31 October 2018</td>
<td>Advertisements Published</td>
<td>Adverts will be placed NHS Jobs</td>
</tr>
<tr>
<td>Wednesday 7 November 2018 (10:00)</td>
<td>Applications Open</td>
<td>Applications will only be accepted via the Oriel online application portal</td>
</tr>
<tr>
<td>Thursday 29 November 2018 (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 14 December 2018</td>
<td>Longlisting completed</td>
<td>All applications will be assessed for eligibility against the person specification.</td>
</tr>
<tr>
<td>Monday 7 January 2019</td>
<td>Shortlisting completed</td>
<td>Shortlisting will be completed for ST3 applications.</td>
</tr>
<tr>
<td>No later than Friday 18 January 2019</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 5 February 2019</td>
<td>Assessment Centre</td>
<td>Assessment centre will be held at Health Education England – Wessex, Southern House, Otterbourne, Winchester SO21 2RU.</td>
</tr>
<tr>
<td>Week commencing Monday 11 February 2019</td>
<td>Initial offers made</td>
<td>Offers will be through the Oriel application portal.</td>
</tr>
<tr>
<td>13:00 Friday 8 March 2019</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 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 complete a form (which can be downloaded from the resource bank on the specialty training website) and submit it to: CTSurgeryRecruitment.wx@hee.nhs.uk marked “Fitness to Practise – Confidential”

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.

If you have completed Core Surgical Training you will need to upload your CT2 ARCP outcome form. If you have not completed a Core Surgical Training programme you will need
to submit a Certificate of Readiness to Enter Higher Surgical Training, which can be downloaded from the Oriel Resource Bank.

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 ST3 will be shortlisted during the 2019 recruitment process. A shortlisting day will take place on Monday 7 January 2019. Applications will be marked against an agreed criteria and scored by at least two clinicians.

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 shortlisting 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.

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 ‘ST3 Shortlisting Criteria’):


The results of the short listing process will be released no later than 18 January 2019.

**Surgical Experience vs. Career Progression**

As part of the selection process in 2019 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.

**IMPORTANT NOTE ABOUT TIME SPENT IN CARDIOTHORACIC SURGERY**

Applicants will be asked about their experience of certain procedures.

Time spent in cardiothoracic surgery includes months spent in all cardiothoracic or thoracic surgical posts at any level (not including Foundation modules), but **excludes** time spent in research posts.

**Please only select one bracket during the application stage.** The month range you should select is the bracket which you fall into **at the time you submit** your application form.

At the longlisting stage the Recruitment Team will review the employment history against the time bracket selected in your application form. If there is a discrepancy between the employment history and the time bracket selected then your application will be removed at the longlisting stage.

If you have doubts about eligible months, please email: **CTSurgeryRecruitment.wx@hee.nhs.uk** for clarification. Your experience and number of procedures completed will also be cross-checked at the assessment centre and checked against your validated logbook.

It is essential that the procedures you list were completed as 1\textsuperscript{st} operator with or without a Consultant scrubbed for assistance.

**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 1 February 2019.

**Assessment Centre**

The assessment centres will be held on Tuesday 5 February 2019 at Health Education England – Wessex, Southern House, Otterbourne, Winchester, Hampshire SO21 2RU. 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 process 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. A review of your portfolio, including a 20 minute face-to-face interview with the 2 Assessors.
2. Structured questions lasting approximately 25 minutes.
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 vascular anastomosis station and a thoracoscopic skills evaluation station – each station will last 30 minutes in total.
4. A Communication Skills station which will last approximately 10 minutes. This station will involve a simulated patient / actor.
5. Collation of scores from each station.


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

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

Premier Inn Southampton (Eastleigh):

Travelodge Southampton Eastleigh:

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.