Guidance for Applicants to Cardiothoracic Surgery ST1 Clinical Training programmes in 2020

Introduction

Health Education England – Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST1 for commencement in August 2020. National Recruitment will cover all Cardiothoracic Surgery ST1 posts in England, Northern Ireland, Scotland and Wales.

Please read this guide alongside the 'Medical Specialty Recruitment 2020 Applicant Handbook’ which is available to download on our website.

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 30 October 2019</td>
<td>Advertisements Published</td>
<td>Adverts will be placed NHS Jobs</td>
</tr>
<tr>
<td>Thursday 7 November 2019</td>
<td>Applications Open</td>
<td>Applications will only be accepted via the Oriel online application portal</td>
</tr>
<tr>
<td>Thursday 28 November 2019</td>
<td>Applications Close</td>
<td>Applications will close promptly at 16:00. Late applications will not be considered.</td>
</tr>
<tr>
<td>Friday 20 December 2019</td>
<td>Longlisting completed</td>
<td>All applications will be assessed for eligibility against the person specification.</td>
</tr>
<tr>
<td>No later than Friday 17 January 2020</td>
<td>Outcome of shortlisting released. Invitation to Assessment Centre released.</td>
<td>Shortlisting will be completed for ST1 applications at a shortlisting day in January. 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 3 February 2020</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>Monday 10 February 2020</td>
<td>Initial offers made</td>
<td>Offers will be through the Oriel application portal.</td>
</tr>
<tr>
<td>13:00 Friday 13 March 2020</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 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

Raising concerns about the recruitment process that fall outside of the national complaints policy

Should you wish to raise any concerns about the recruitment process that falls outside of the national complaints policy e.g. fraudulent submissions by other applicants please contact mdrs.confidential@hee.nhs.uk where you can raise such concerns.

This email address should not be used in order to raise a complaint which bypasses the process detailed in the national complaints policy.

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.
To be eligible to apply for ST1 you must have 18 months’ or less experience in surgery (not including Foundation modules) by time of intended start date.

**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 Foundation Competences**

All applicants to CT1/ST1 posts are required to provide evidence of achievement of Foundation Competence within the 3½ years prior to the intended commencement date for the advertised post(s).

The acceptable methods for demonstrating foundation competences are outlined in the Medical Specialty Recruitment 2020 Applicant Handbook – please refer to pages 12 – 15 of this document to determine what you need to provide with your application form.

**Immigration**

With effect from 6 October 2019, all medical practitioners are on the Shortage Occupation List. This means that with the exception of all applicants to Public Health, all specialty recruitment applicants will be exempt from the RLMT; there will be no restriction on their appointment.

**Shortlisting**

Applications to Cardiothoracic Surgery ST1 will be shortlisted during the 2020 recruitment process. A shortlisting day will take place on Monday 6 January 2020. Applications will be marked against agreed criteria and scored by at least two assessors (Cardiothoracic Training Programme Directors or SAC members).

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 2020.

**Preferences**

Applicants who are invited to attend the assessment process will be asked to express a preference on training programmes 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 programme 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 Thursday 6 February 2020.**

**Assessment Centre**

The assessment process will be held on **Monday 3 February 2020** 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 ST1 assessment centre will consist of:

1. Structured Questions lasting approximately 25 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 30 minutes in total.


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.

**Your shortlisting score will be carried over and added into your total overall score.**

**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:

Expenses will be made via the Selenity system. The policy and instructions from registering with the system can be downloaded from our website:
http://www.wessexdeanery.nhs.uk/recruitment/interview_expenses_guidance.aspx

Expense claims must be made no later than 28 calendar days after the interview. Claims received after this time will not be processed.

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 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 about the specifics of the process after reading this document please refer to the Cardiothoracic Surgery Recruitment website or contact the Recruitment Team details at CTSurgeryRecruitment.wx@hee.nhs.uk