Guidance for Applicants to Cardiothoracic Surgery ST3 Clinical Training programmes in 2020

Introduction

Health Education England – Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST3 posts for commencement in August 2020. National Recruitment will cover all Cardiothoracic Surgery ST3 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 (10:00)</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 (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 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.</td>
<td>Shortlisting will be completed for ST3 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>Tuesday 4 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>
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<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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</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

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 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.

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 ST3 will be shortlisted during the 2020 recruitment process. A shortlisting day will take place on Monday 6 January 2020. Applications will be marked against an agreed criteria and scored by at least two Assessors (Cardiothoracic Training Programme Directors or SAC members).

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 17 January 2020.
**Surgical Experience vs. Career Progression**

As part of the selection process in 2020 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.

- **Pure Research posts do NOT count as time spent in specialty.**

- **Combined Research/Clinical posts should be counted according to the number of sessions in theatre per week, benchmarked against the standard of 2 days per week for clinical trainees.** Therefore 1 day per week would count as 50%, a half day would count as 25% and so forth on a pro-rata basis. So as an example a 12 month clinical research post which involves 1 day in theatre per week should be counted as 50%, equivalent to 6 months experience for the purposes of the application form.

- **Transplantation posts MAY be counted or not at the discretion of the applicant.** If procedure numbers (such as sternotomy) are going to be counted to accrue points, then that post MUST be counted as experience within the specialty. If the applicant decides NOT to count the time spent in the post, then they may NOT score any points for surgical experience gained whilst in that particular job.

**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 1st operator with or without a Consultant scrubbed for assistance.
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 **Tuesday 4 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 ST3 assessment day will consist of:

1. Structured questions lasting approximately 25 minutes.

2. 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 thoracosopic skills evaluation station – each station will last 30 minutes in total.

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


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