2014 Core Surgery Applicant Guide

Core Surgery National Recruitment Office (CSNRO)

Version 1
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"Over the past three years the CST National Recruitment Project Steering Group have worked to create a transparent and robust recruitment process to attract the best possible trainees to Surgery.

We very much welcome your feedback to ensure we continuously improve the experience we are able to offer to applicants.

Good luck with your application!“

Mr Humphrey Scott  
Core Surgery National Recruitment Project Lead,  
Head of School of Surgery, HEKSS

The Core Surgical Training Applicant Guide is designed to give all applicants the necessary information and best chance to make a successful application to Core Surgical Training (CST) in 2014.

The Core Surgery National Recruitment Office (CSNRO), managed by Health Education Kent, Surrey and Sussex (HEKSS), coordinates recruitment into CST across England, Wales, Scotland and Northern Ireland.

Our aim at the CSNRO is to make sure that the recruitment process is fair and equitable for all applicants. This guide clearly defines each step in the CST recruitment process and offers specific guidance on how to better your application.

We hope that you find this guide useful and a helpful addition to the process.

The Surgery Recruitment website is regularly updated with the latest application information so if you have any queries please visit www.surgeryrecruitment.nhs.uk.

If your query cannot be answered by the information found on the website or through this Applicant Guide, please email us at csnro@kss.hee.nhs.uk.

We wish you the best of luck in your application.

Kind regards,

Core Surgery National Recruitment Office (CSNRO)

www.surgeryrecruitment.nhs.uk

@CSNRO
“Welcome to the National Recruitment for Core Surgical Training application. The Surgery Recruitment website is packed with useful links and information in order to guide you through the application process.

I would also strongly encourage you to seek advice from both CST colleagues who have been successful in previous rounds as well as senior colleagues who have been involved in the recruitment process.

Whilst I hope you find the following practical advice useful, I cannot emphasise enough how important it is that both your commitment and passion to pursue a surgical career come across at every stage”.  

Pamela Garcia Pulido (2013 CT1, HE South West)

“Failing to prepare is preparing to fail. You have heard it before, felt that adrenaline shot and wondered where to start. I can assure you this application is one of the most straightforward you may have ever been through.

Get informed, go online and avoid distractions, use the Surgery Recruitment website to print off the Person Spec, timeline, and application form.

My personal advice would be to start by listing all your achievements (easy if you have an up to date CV), take these and spread your achievements on the application form at an early stage.

The main differentiating categories between you and other applicants will be Teaching, Audit or Research, Prizes, Presentations and Dedication to specialty. Good luck”

James Nutt (2013 CT1, HE Kent, Surrey and Sussex)
The CSNRO was formed in 2010 to manage the recruitment into Core Surgical Training (CST) for England and Wales.

From 2012, this included all four nations—England, Wales, Scotland and Northern Ireland. Approximately 1300 applications to 16 Local Education and Training Boards (LETBs) and deaneries are received each year.

In 2014 the CSNRO will again manage all aspects of the application process and, for the first time, will coordinate the interviews centrally on behalf of all LETB/Deaneries at a National Selection Centre in London from the 20—31 January 2014.

Applicants will make only one application to the CSNRO via the Intrepid Pathway system. If successful at the Longlisting stage, applicants will receive a second login access to the UK Offers system and will have the option of preferencing all programmes available from the following LETBs/Deaneries across the nations:

<table>
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<tr>
<th>LETBs/Deaneries</th>
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<tbody>
<tr>
<td>East Midlands</td>
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<tr>
<td>East of England</td>
</tr>
<tr>
<td>Kent, Surrey and Sussex</td>
</tr>
<tr>
<td>London — North Central &amp; East</td>
</tr>
<tr>
<td>London — North West</td>
</tr>
<tr>
<td>London — South</td>
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<tr>
<td>North East</td>
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<tr>
<td>North West</td>
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<tr>
<td>Northern Ireland</td>
</tr>
<tr>
<td>Scotland</td>
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<tr>
<td>South West</td>
</tr>
<tr>
<td>Thames Valley</td>
</tr>
<tr>
<td>Wales</td>
</tr>
<tr>
<td>Wessex</td>
</tr>
<tr>
<td>West Midlands</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
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</table>
All dates above are subject to change and we recommend applicants check the Surgery Recruitment website (www.surgeryrecruitment.nhs.uk) for any updates. Application times, interview dates and programme numbers may also be subject to change. The timetable above details dates across the whole CST recruitment process.

Important information will also be provided to applicants via email and text message. We also suggest applicants follow the CSNRO on Twitter to keep informed of any other updates.

Follow us at @CSNRO or find our tweets by searching for the #tags: #CSNRO and #SpecialtyJobs
How well you do in your application to Core Surgery depends on how closely you meet the requirements set out in the Person Specification. Therefore, when completing an application we recommend applicants pay careful attention to the Person Specification and ensure they answer the questions in relation to how they fit the criteria.

Applications will open on **Tuesday 12 November 2013 at 10:00 hrs** and close on **Thursday 5 December 2013 at 17:00 hrs (GMT)**. Applications will **NOT** be considered after the deadline. All applications for Core Surgical Training must be made via the online system **Intrepid:Pathway**.

If you have not applied for any other specialties, you will first have to register before starting your application. To register and apply, please visit:  
[https://secure.intrepidonline.co.uk/Pathway2014](https://secure.intrepidonline.co.uk/Pathway2014)

Once logged into the homepage, you can search for the specialty you wish to apply for by going to the ‘**Vacancies**’ tab and clicking to begin your search and application process. For Core Surgery you will need to make your application to the CSNRO. When your application has been submitted you are unable to make any changes so please ensure that you do not submit unless it is complete. Applicants can change their contact details and referee contact details up to the deadline specified.

The application form has different sections that must be completed:
- Personal Details
- Eligibility
- Core Surgery specific section covering self-assessment questions and supporting evidence
- Equality and Diversity

It is important that you have all your required documents, including the Person Specification at hand before you begin your application and upload any documentation requested at the time you apply. We recommend you read and complete each question carefully, paying particular attention to the mandatory fields. Remember to regularly save your application as the system will time out should the page remain inactive for 60 minutes.

Depending on your answers, you may need to upload documentation to your application (e.g. confirmation of completion of your foundation training). We recommend you prepare your documentation as soon as possible and do not leave it until the last minute. **If applicants have not uploaded their documentation or emailed details of their Fitness to Practise or removed from/relinquished programme queries by the close of applications the application will be longlisted out.** There will be no exceptions to this rule.

If you have trouble uploading documentation to your application, please read the guidance on the website and contact the CSNRO should the issues persist. We strongly recommend that applicants read the Intrepid Pathway User Guide for help with any technical issues. Give yourself plenty of time to complete your application and do not leave it to the last minute to submit as applications close automatically. Late submissions cannot be accepted, regardless of technical difficulties.

**Good luck!**
SELF-ASSESSMENT QUESTIONS

There are a series of self-assessment questions relating to an applicant’s experience of teaching, audits, presentations and publications that have been built into the application form. Applicants are allocated a score based on the response chosen to each question.

An applicant’s self-assessment score is used to differentiate between applicants with tied scores and may also be used to shortlist applicants where there is a set interview capacity.

In round 1, all applicants who meet the essential eligibility criteria will receive an interview. Should a national round 2 take place, interviews will be subject to capacity and therefore a self-assessment review may take place to shortlist applicants.

The CSNRO is unable to advise an applicant which response best fits their experience. All applicants are strongly advised to refer to the self-assessment guidance found on the website – http://www.surgeryrecruitment.nhs.uk/how-to-apply/self-assessment-application-form.

Applicants are also encouraged to approach local careers advisors, TPDs and/or Educational Supervisors (or equivalent) to discuss completion of the application form, in line with the guidance provided on the website.

Each section begins with a drop-down menu, listing possible levels of experience that you may have (including the option ‘I have no experience...’). Once you have selected the most appropriate option, you must complete the white space box giving further details of evidence you have to support why you selected this option - e.g. title of the presentation, name of publication, the PubMed link and date published. There is a maximum of 65 words for each section. Applicants can choose to complete the white space sections in prose or using bullet points.

Applicants should select the response that best fits their experience at the time of application. Only items which have been completed should be included in your application - e.g. courses already attended, qualifications already gained, etc. Pending publications can be accepted under certain circumstances – refer to the Presentations and Publications section of the guidance for further information.

Should you be invited to interview, you will need to provide evidence to support each item of information you add to this section of your application form.
GUARANTEED INTERVIEW SCHEME

All applicants to CST, provided they meet the essential criteria of the person specification, are guaranteed an interview.

However, for some specialties that undergo shortlisting, if disabled, an applicant is guaranteed an interview, subject to meeting essential criteria on the person specification.

To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Equality Act 2010. This means you must have, or have had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities.

This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

LESS THAN FULL TIME TRAINING

Less Than Full Time (LTFT) Training is the means by which doctors and dentists undertake their training when they are unable to work and train full time for “well-founded” reasons. It is part of the NHS Improving Working Lives (England).

Applicants who express a wish to undertake less than full time training and who submit application forms through the online process should note that this information will be treated in strict confidence and will not be shared with clinicians who score those application forms.

However, prior communication may assist with meeting trainee needs and facilitating timely support, advice and an appropriate LTFT training placement.

Applicants should be aware that the application process for LTFT Training is separate to the recruitment process. Please review the relevant LETB/deanery website for information.

DEFERRING YOUR START DATE

Deferments to start date will only be considered for reasons stated in the Gold Guide i.e. for statutory grounds such as maternity leave or ill health. Any other reason will not be considered.

If you wish to request a deferred start, you will need to declare this in your application. Please refer to the Gold Guide for more information via www.specialtytraining.hee.nhs.uk
Longlisting is where an application is assessed to ensure that it meets the essential criteria outlined within the Person Specification.

Certain parts of the application form that relate to the essential criteria have ‘flags’ that may be raised if an applicant answers a question in a particular way.

The essential criteria include:

- Qualifications - MBBS or equivalent medical qualification
- Evidence of Foundation Competences
- Removed from or Relinquished from Programmes
- Advance Life Support (ALS) course by time of appointment (from August 2014)
- GMC Registration
- Fitness to practise
- Right to Work in the UK
- Language Skills
- Career Progression (and Experience)
- Health

All flags are investigated by a trained member of staff and an application is progressed according to whether or not an applicant meets the criteria. When longlisting is complete, invitations to interview will be sent to all longlisted applicants.

Applications are continually monitored throughout the process and an applicant may be longlisted out at any stage of the process if they are later found to be ineligible. Further information on eligibility can be found in this guide and on the Surgery Recruitment website.

The following sections give an overview of evidence required at application and interview for key criteria of the Person Specification.

**Please note:** Fitness to Practise, removed from/relinquished post information and proof of foundation competency documentation **must be submitted at the time of application or your application will be withdrawn with no recourse for appeal.**
Evidence of Foundation Competences can be demonstrated in 3 ways:

1. If you are currently undertaking a recognised foundation programme in the UK which is due to finish in August 2014, we will ask you to confirm the name of your Foundation School. **You do not need to do anything else at this stage but will be required to show proof of satisfactory completion of F1 at interview.**

2. If you have completed a UK foundation programme within the last 3 years (since 31st July 2011), we will ask you to confirm that you have been awarded an FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. **You do not need to do anything else at this stage but you will be expected to provide the original certificate at a later date.**

3. If you have not undertaken a UK foundation programme within the last 3 years, you will be able to submit alternative evidence by asking a consultant who has supervised you for at least 3 months since 31 July 2011 to attest to your achievement of foundation competency. You MUST attach a scanned copy of your alternative certificate to your application. You will be expected to provide the original certificate at your interview.

If the required evidence is not submitted by the close of applications, **the application will be longlisted out with no further recourse to appeal. No late documentation will be considered.**

For further information please refer to the Foundation Competency page on the website: [http://www.surgeryrecruitment.nhs.uk/facd-documentation](http://www.surgeryrecruitment.nhs.uk/facd-documentation).

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<th>Evidence Required at Application</th>
<th>Evidence Required at Interview</th>
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<tr>
<td>Evidence of Foundation</td>
<td>Name of foundation school. Upload your FACD 5.1 or 2/Alternative Certificate, where applicable</td>
<td>Provide original Alternative Certificate if applicable.</td>
</tr>
<tr>
<td>Competences</td>
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**ADVANCE LIFE SUPPORT (ALS)**

All applicants are required to have successfully completed the **ALS Course** by the start date of the programme (from August 2014). If the course has already been completed, you will need to upload evidence of completion and show the original copy at the document checking stage when invited to interview.

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<th>Criteria</th>
<th>Evidence Required at Application</th>
<th>Evidence Required at Interview</th>
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<tr>
<td>Advanced Life Support (ALS)</td>
<td>Answer the section on the application form. No documentation required at time of application</td>
<td>Provide proof of successful completion of course or booking of course.</td>
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<td>Resuscitation Council</td>
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<tr>
<td>UK or equivalent</td>
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Any doctor wishing to practise medicine in the UK must be registered with the GMC; and in addition, the GMC must have provided them with an up-to-date licence to practise medicine.

Please note that it is only necessary for you to have gained full GMC registration & licensing by the time of appointment to a programme (in most cases in round 1, this will be August 2014). However, any applicant without GMC registration & licensing must be able to at least state that they will be eligible for both GMC registration and to obtain a licence to practise.

For more information on registering, licensing and establishing GMC eligibility, please visit the GMC website at www.gmc-uk.org.

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<th>Criteria</th>
<th>Evidence Required at Application</th>
<th>Evidence Required at Interview</th>
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<tr>
<td>GMC Registration and Licence to Practise</td>
<td>Provide GMC registration number on application form. If not currently registered leave blank.</td>
<td>Current year certificate available to download from ‘MyGMC’</td>
</tr>
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</table>

If you answer ‘yes’ to any of the Fitness to Practise questions on the application form, you will be required to email full details of your response to declaration@kss.hee.nhs.uk before the closing date of applications. Please note it is your responsibility to ensure that the application you submit is accurate and correct. If the required evidence is not submitted by the close of applications, the application will be longlisted out with no further recourse to appeal. No late documentation will be considered.

Applicants to training programmes are exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered ‘spent’, under this Act.

You must advise if you have any speeding tickets but do not need to declare parking fines. Answering ‘yes’ to any of the questions below will not necessarily affect your application. This will depend on the nature of the position for which you are applying and the particular circumstances.

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<th>Criteria</th>
<th>Evidence Required at Application</th>
<th>Evidence Required at Interview</th>
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<tr>
<td>Fitness to Practise</td>
<td>Email details of conviction to <a href="mailto:declaration@kss.hee.nhs.uk">declaration@kss.hee.nhs.uk</a> by close of applications.</td>
<td>none</td>
</tr>
</tbody>
</table>
If you answered ‘yes’ to ‘Have you previously relinquished or been released or removed from a training programme in this specialty?’ you must ensure that you provide the details of your response to declaration@kss.hee.nhs.uk before the closing date of applications.

If the required evidence is not submitted by the close of applications, the application will be longlisted out with no further recourse to appeal. No late documentation will be considered.

Applications will only be considered if there is a letter of support from the Postgraduate Dean or designated Deputy of the LETB/Deanery in which they worked. We recommend you prepare this documentation as soon as possible and do not leave it until the last minute as it may take some time to receive this letter. Should the Postgraduate Dean not support the application, appeal may be made to the CSNRO whose decision will be final.

Answering ‘yes’ to this question will not necessarily mean you are ineligible to apply. Each response is looked at on an individual basis so it is important that the CSNRO has all the information at hand when reviewing your application.

Any evidence submitted will be considered by the CSNRO to decide whether or not the application can proceed.

### Criteria

<table>
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<th>Evidence Required at Application</th>
<th>Evidence Required at Interview</th>
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<tr>
<td>Removed from / Relinquished post</td>
<td>A letter of support from the Postgraduate Dean or deputy where you relinquished or were removed from post must be provided by close of applications.</td>
</tr>
<tr>
<td></td>
<td>none</td>
</tr>
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### RIGHT TO WORK IN THE UK

All applicants must prove that they are eligible to work in the UK. The proof required depends on your immigration/visa status. For more detailed information, please refer to the Home Office website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) and the Specialty Training website at [www.specialtytraining.hee.nhs.uk/](http://www.specialtytraining.hee.nhs.uk/).

- Generally, **UK/EEA Nationals** will only need to show their passport to prove their right to work.
- **Non-UK/EEA National** applicants may be eligible to apply depending on their immigration status.

Applicants are advised to contact the UKBA for guidance if there are any immigration/visa queries as the CSNRO is unable to offer any advice.
All applicants must complete the employment history section of the application form, showing that your career progression is consistent with personal circumstances and that your present achievement and performance is commensurate with the length of time you have spent in training. Any future programmes must also be included in your employment history. The information provided may then be reviewed by CSNRO where necessary. If an applicant has not included a full employment history in their application the application may be longlisted out with no further recourse to appeal.

If you have more than 18 months surgical experience, after your completion of foundation training (or equivalent) by the time of appointment, you will not be eligible to apply to core level training (CT1) in surgery. Experience from within the UK, overseas training and non-training experience is counted towards this 18 month limit.

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<tr>
<th>Criteria</th>
<th>Evidence Required at Application</th>
<th>Evidence Required at Interview</th>
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<tbody>
<tr>
<td>Career Progression</td>
<td>Provide full details including dates of employment, future posts and gaps on the application form.</td>
<td>none</td>
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**CAREER PROGRESSION**

**ENGLISH LANGUAGE SKILLS**

All applicants must have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues.

If your undergraduate medical training was taken in English and you have noted this on your application form, no further evidence will be required. If your undergraduate training was taught in a different language, you will need to provide some alternative evidence of your language skills.

The following are acceptable:

*International English Language Testing System (IELTS)*

To meet the minimum standard via IELTS, you must have achieved the following scores in one single sitting, within the 24 months prior to the application closing date: Overall 7, speaking 7, listening 7, reading 7, and writing 7.

*Alternative*

If you have not sat IELTS - or if your IELTS scores were gained more than two years prior to the opening date – you must state how you can demonstrate your English language skills. Generally, a letter from a UK consultant attesting to your English skills in reading, writing, speaking and listening will be adequate evidence.

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<tr>
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<th>Evidence Required at Interview</th>
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<tbody>
<tr>
<td>English language skills</td>
<td><em>If degree not taught in English, provide IELTS results or state how you are proficient in the English Language. Evidence may be required prior to interview.</em></td>
<td><em>IELTS pass certificate or alternative or letter from a consultant to confirm skill.</em></td>
</tr>
</tbody>
</table>
Once longlisting is complete, an email and text message is sent to all successfully longlisted applicants. From this point, if longlisted, you will now have access to book an interview slot online via Pathway on a first come, first served basis. You must book an interview slot by the specified deadline.

Greyed out time slots indicate that the times have been picked by other interviewees and cannot be allocated to you. All other slots shown can be booked.

You can change your interview time online up until the closing time for interview slot bookings (shown when you book a slot). To change your time slot, log in to your Pathway account and cancel your current booking. You will then be able to book another time slot. Please note, other available slots cannot be guaranteed. Unfortunately interviews cannot be conducted outside the stated dates of 20—31 January 2014.

**Contacting you:**
Remember to check your email and Intrepid Pathway account regularly throughout the application process. We will use your email address provided on your online application form to send you information throughout the entire period.

If you need to change your email address for any reason, do so on your Pathway account in order not to miss out on important messages. All emails sent through Pathway will be available to read when you log in to your account.

**UK OFFERS**

In 2014, applicants will use two portals to manage their application—Pathway and UK Offers. Following longlisting, all successfully longlisted applicants will be transferred to the UK Offers system where they will sub-preference and receive offers, if applicable.

Applicants will receive log in details to UK Offers and should activate their accounts within the timeframe indicated in the initial email they receive after the transfer.

All core specialties will be using the UK Offers system and applicants will only receive one account regardless of the number of applications they have made.
A sub-preference is a specific programme available at a LETB/Deanery. After applications have been transferred to UK Offers, sub-preferences become available for eligible applicants to rank. Not all LETBs/Deaneries provide the same level of detail for their available programmes. For 2014, applicants will be able to rank all programmes available across all LETBs/deaneries involved in the CST recruitment process.

The ranking of your sub-preferences, along with your overall interview ranking, determine how offers are made and is therefore a very important step in the process.

If you do not wish to be considered for a programme, move that preference to the ‘Not Wanted’ section. You must decide what programmes you would be willing to take up as you may receive an offer for any sub-preference that you move to either the ‘Preferenced’ or ‘No Preference’ section.

Programme details are subject to change over the recruitment period. When changes occur to programme information, the CSNRO will update the website and inform all applicants via email. Please ensure you are referencing the latest version of the programme information document on the surgery website when selecting your sub-preferences.

Applicants can change their sub-preferences up to 17:00 hrs on 19 February 2014. No changes can be made after this time and there will be no exception. Programme information and step by step guidance on how to sub-preference are available on the surgery recruitment website [http://www.surgeryrecruitment.nhs.uk/](http://www.surgeryrecruitment.nhs.uk/)

**REMINDER**

Remember if you do not wish to be considered for a post move it to the ‘Not wanted’ section.

A successful applicant may be offered any post that falls under the ‘Preferenced’ or ‘No Preference’ section.
You will receive an email with information on the location for the interview and what documentation you will need to bring. It is important that you pay particular attention to the documentation required as you may not be able to proceed with an interview if you do not have the correct documentation on the day.

Your interview slot includes a 30 minutes document check period which takes place before your interview starts. We recommend you arrive at the stated time on your booked slot for document checks and verification.

All copies of documentation to bring to the interview should not be stapled, on A4 size sheet and single sided.

Please bring the original plus one copy of each document as set out below:

- Passport photographs (with name & GMC number on back)
- Passport*
- Proof of entitlement to work in the UK (if required)
- Portfolio (including Portfolio Checklist)
- GMC certificate from ‘My GMC’
- Proof of licence to practice.
- Primary qualification certificate
- Post-graduate qualification certificate (where applicable)
- ‘Other’ qualifications (where applicable)
- Evidence of English Language skill (IELTS or equivalent if required)
- Proof of Foundation Competences ** (FACD 5.1/5.2, letter confirming on track to complete F2 or alternative certificate)
- Proof of address

* If you do not have a passport, you must provide photographic proof of identification such as a Drivers Licence.

** If you are a current F2, and are offered a programme, it is under the condition that you have successfully completed your foundation training.

If you did not bring all documentation to your interview, you will be given an outstanding documentation form. You have 5 working days after your interview to provide the outstanding documentation to the CSNRO or your application may be withdrawn. A documentation checklist can be found over the next page or downloaded from the website via — www.surgeryrecruitment.nhs.uk/downloads. If you have any issues in providing the above documentation, please contact the CSNRO as soon as possible for guidance.

OUTSTANDING DOCUMENTATION

If an original document is outstanding it must be presented to the CSNRO’s office in London. The address is listed on the ‘Outstanding Documentation’ form received at interview.

If copies are outstanding they must be emailed to CSNRO@kss.hee.nhs.uk within the 5 working days.
The CSNRO will require applicants to bring along their references to the interview which will be collected at the document checking stage. References are not used as part of the interview process.

Applicants are required to list 3 referees on their application form.

The three referees must have supervised your clinical training during the last three years of your employment or undergraduate training.

- One referee must be your current or most recent consultant or educational supervisor familiar with your clinical development.
- Referees can be from within the UK or outside of the UK.
- It is essential that the reference form is stamped with an official hospital stamp.
- If no stamp is available, please attach a compliment slip signed by the consultant providing the reference. Forms received without a stamp or a signed compliment slip will be returned.
- Original signatures are required - electronic signatures will not be accepted.
- The original reference must be brought to interview in a sealed envelope. Emailed copies will not be accepted.
- The applicant reference number is the same as the application ID that is found on your Pathway Intrepid application page.
- Ensure these details are correct as you will be unable to commence a training programme until references are supplied and checked.
- All references must be completed on the National Reference form - available to download here: [http://www.surgeryrecruitment.nhs.uk/downloads](http://www.surgeryrecruitment.nhs.uk/downloads).

Referees information can be changed after an application has been submitted by logging on to the Pathway account and selecting the ‘view application summary’ to change referee details and contact information.

**Example of the 2014 version of the reference form.**
This is a downloadable checklist of eligibility documentation required by all applicants to prepare and bring to their interview along with their portfolio. For information on how to structure your portfolio, we recommend you refer to the ‘Preparing your portfolio’ page on the website. If you have any questions about the checklist or will have trouble providing any of this information, please email csnro@kss.hee.nhs.uk prior to the interview.

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Copies</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Photographs - Original</td>
<td>2</td>
<td>Taken in last 6 months&lt;br&gt;Name and GMC on back</td>
</tr>
<tr>
<td>Passport— Original</td>
<td>1</td>
<td>Within a minimum of 6 months of expiry&lt;br&gt;Front cover, inside front cover and photo page</td>
</tr>
<tr>
<td>Proof of Right to Work in the UK</td>
<td>1</td>
<td>• If UK/EEA, passport is acceptable&lt;br&gt;• If Croatian national, must provide proof of right to work in UK if required&lt;br&gt;• Non UK/EEA applicants must provide evidence of immigration status – e.g. biometric residence card, date stamped passport and/or identity card, together with an accompanying letter from the Home Office detailing which type of visa has been granted.</td>
</tr>
<tr>
<td>Proof of address</td>
<td>1</td>
<td>2 forms of personal ID (Passport, Driving Licence or ID Card) and 1 document confirming address (recent utility bill or bank statement dated within past 3 months)</td>
</tr>
<tr>
<td>GMC certificate for current year</td>
<td>1</td>
<td>Current year certificate available to download from ‘My GMC’</td>
</tr>
<tr>
<td>Primary qualification certificate</td>
<td>1</td>
<td>Primary Qualification certificate (e.g. MBBS or equivalent)</td>
</tr>
<tr>
<td>Postgraduate qualification certificate</td>
<td>1</td>
<td>Any postgraduate qualification certificates that were declared on an application, (e.g. MSc)</td>
</tr>
<tr>
<td>‘Other’ qualifications</td>
<td>1</td>
<td>• Advance Life Support (ALS)&lt;br&gt;• Any other qualification certificates that were declared on an application, (e.g. BSc)</td>
</tr>
<tr>
<td>Evidence of Foundation Competences or equivalent</td>
<td>1</td>
<td>• 5.2 FACD if foundation training completed in last 3 years&lt;br&gt;• FACD 5.1 or letter from supervisor advising on track to complete F2 if current F2&lt;br&gt;• Alternative certificate if foundation equivalent training completed outside of the UK or over 3 years ago</td>
</tr>
<tr>
<td>Evidence of English Language skill (IELTS or equivalent)</td>
<td>1</td>
<td>• Proof of proficiency in English language&lt;br&gt;• IELTS test results (taken within the last 24 months with overall result of 7.0 or above)&lt;br&gt;• Alternative English language test results&lt;br&gt;• Letter from UK consultant confirming proficiency in English language</td>
</tr>
<tr>
<td>References</td>
<td>3</td>
<td>• Must be completed on national reference form available to download from the website&lt;br&gt;• Three referee details from the last 3 years&lt;br&gt;• One must be most recent clinical supervisor</td>
</tr>
</tbody>
</table>
The Interview Process

Your interview will last for approximately 40 minutes; consisting of 3 stations - Management, Portfolio and Clinical Scenario. Each station will last 10 minutes with a minimum of 3 minutes break between each station.

<table>
<thead>
<tr>
<th>Station A: Management Station</th>
<th>Station B: Portfolio Station</th>
<th>Station C: Clinical Scenario Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 2 management scenario questions.</td>
<td>- Panelists have 10 minutes prior to interview to review portfolio</td>
<td>- 2 clinical scenario questions</td>
</tr>
<tr>
<td>- Both questions are read to the applicant once in the room</td>
<td>- Applicants MUST complete the Portfolio Checklist prior to interview and insert at the front of their portfolio folder</td>
<td>- The first will be given to the applicant outside of the interview room. They will have 3 minutes to read the question and once inside the interview room the applicant will have 5 minutes to answer that question.</td>
</tr>
<tr>
<td>- 5 minutes allowed to answer each question</td>
<td>- Applicant’s will need to provide proof from their portfolio to justify their answers to the self-assessment questions on the summary sheet and to evidence the key skills listed on the score sheet.</td>
<td>- A second question will be asked after 5 minutes</td>
</tr>
<tr>
<td>- Questions are to encourage the candidate to think on their feet.</td>
<td></td>
<td>- This question is to encourage the candidate to think on their feet.</td>
</tr>
</tbody>
</table>

Important Portfolio Advice

Your portfolio should contain documentation of any achievements and qualifications you have quoted on the application form and also evidence of how you meet the criteria set out in the Person Specification.

All applicants must complete a Portfolio Checklist form (available on p.22 and also downloadable from the website) and place in the front of their folder so interviewers can easily see what evidence you have to support your application. No other form of contents page will be accepted.

You are strongly advised to ensure that your portfolio contains relevant evidence of academic achievement, attainment of Foundation competences and of key activities which you have undertaken in the workplace or within the community which will demonstrate your strengths as a doctor and manager of people. Although many trainees are now using e-Portfolio, you will not be able to access this at your interview and should bring hard copies of sections of your e-Portfolio that you feel will benefit your application.

Refer to the Portfolio Station Guidance available on the website for further information: www.surgeryrecruitment.nhs.uk
In addition to your eligibility documentation, you will also need to bring your portfolio to your CST interview. Your portfolio should contain documentation of any achievements and qualifications you have quoted on the application form and also evidence of how you meet the criteria set out in the Person Specification.

Any claims made on the application form, such as a published article, a prize awarded, etc. need to be evidenced by a piece of documentation that you can include in your portfolio. It is recommended that applicants refer to the ‘Portfolio Station Guidance’ available to download via the website. The Portfolio Station Guidance provides applicants with an overview of the maximum scores available for each of the scoring criteria and also provides examples of acceptable documentation that can be included in an applicant’s portfolio to show evidence of the scoring criteria.

Any claims made on your application form that is not backed up by documentation in your portfolio will be raised in the portfolio interview by the panelists. If the claim is found to be false, your application may be rejected and further action may be taken. If you do not have documented evidence in your portfolio you will not receive a score for that criterion.

At the interview, two panelists will review your application form and portfolio for ten minutes prior to your interview. During this time they will review your responses to the self-assessment questions and also the free text in the white space in addition to reviewing how you meet the other criteria set out in the Person Specification.

- You must place the Portfolio Checklist (below) at the front of your portfolio folder, so the panelists can easily see what evidence you have brought to support your application
- No other form of contents page will be accepted however you may still include your own table of contents
- Do NOT bring your personal training portfolio or a full print-out of your ePortfolio; rather, provide copies of sections that you feel appropriate and supportive of your application. E.g. MSF summary, publications, min-PAT, mini-CEX, CbD etc
- If you do not bring sufficient evidence for achievements claimed on the application form, your application may be discounted; serious probity issues may be reported to the GMC
- DO NOT include any patient identifiable data – this would be a serious breach of patient confidentiality
- Applicants are suggested to use a single lever arch folder (or similar)
- Use one lever arch file for all your documents
- Use dividers, or other markers, to identify the relevant sections. Advise in the ‘Section’ column where the evidence is located in your portfolio
- This is an opportunity to display your presentation and organisational skills
- Sometimes, it may be difficult to obtain certain evidence in a suitable format. In this case, an evidence letter completed by a consultant who can confirm your claim is acceptable.

Your portfolio folder will be collected from you before you start your interview. It will be returned to you after the interview – please do not leave without it, as it might not be possible to post it back to you.
**PORTFOLIO CHECKLIST**

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Tick</th>
<th>Description of Evidence in Portfolio</th>
<th>Section / Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc Hons/MSc/MD/BDS/PhD</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptional Performance in Undergraduate/Foundation years or equivalent</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPD courses</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical / Procedural Experience in both surgical and non-surgical posts</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentations / Abstracts / Publications (Full papers only)</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates Leadership</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to Specialty</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Interview results will be released when interviews are complete and all scores have been quality checked. Your overall score is based on your performance at each of the three stations attended during your interview. Your application status will be updated to show whether or not you were successful at your interview and all applicants will also receive an email to advise them whether or not they were successful at interview. Applicants who score below the cut-off or less than 50% on one or more stations may be deemed unsuccessful and will not be ranked. This means they cannot be offered a CST programme in this round.

If succesful at interview, applicants will be able to view their score through the Pathway and UK Offers systems.

All interview successful applicants will then be ranked. Applicant's rank is determined by where the applicant placed compared to other applicants who were interviewed and is determined firstly by your interview score.

In the event that there are applicants with the same overall interview score and therefore rankings are tied, the Pathway system will rank the applicants with tied scores according to their scores at the individual stations using the following weighting or order:

- Clinical
- Portfolio
- Management

If there are still tied scores between 2 or more applicants once the interview scores have been exhausted, the self-assessment questions from the application form are used in the same manner as above to differentiate between applicants.

The scores from these questions will be used with the following order of ranking:

- Overall self-assessment score
- Clinical Audit
- Presentations and Publications
- Teaching Experience

If once the self-assessment scores have been exhausted, there are still tied scores between 2 or more applicants, the individual portfolio domain scores will be used in the following order to differentiate between applicants.

- Commitment to Specialty
- Exceptional undergraduate / foundation experience
- Demonstrates leadership
- Clinical / Procedural experience
- Teaching Experience
- Presentations / abstracts / publications
- CPD courses
- Audit
- BSc Hons / MSc etc
APPLICATION STATUSES

Once interviews are complete, all scores are uploaded and an applicant's application status will be changed depending on whether or not they were successful at interview. Below is a list of statuses used following interviews and what it means for an application.

Interviewed unsuccessful: The applicant did not score high enough at interview to be offered a programme and will not be eligible for any CST offers in this round.

Interviewed Successful: This applicant has scored high enough to be eligible to be offered a programme should one be available that matches their rank and sub-preferences. NB: This status does not automatically mean you will receive an offer.

For more information on application statuses, please refer to the page 28.

INTERVIEW FEEDBACK

Following the release of offers, applicants can view their score and rank (if successful) via the Pathway and UK Offers system.

If you would like further information on your score and to access your scoresheets, you will need to complete a Data Access Request by following the CSNRO feedback procedure.

Further information can be found here: http://www.surgeryrecruitment.nhs.uk/useful-information/requesting-interview-feedback

EXPENSES

Applicants attending interviews are eligible to claim travel and subsistence. Applicants interview expenses are paid by the CSNRO in line with the guidance. Some expenses, such as air travel and accommodation, require prior written consent from the CSNRO before they are booked.

The CSNRO will not pay for any air travel or accommodation which was not approved prior to booking. Applicants must email any flight or accommodation requests to csnro@kss.hee.nhs.uk giving full details of the mode of travel, the cost involved and the reason for the mode of transport or accommodation.

Applicants should contact the CSNRO for a copy of the form and the expenses guidance before booking to ensure they have read and understood the guidance.
In 2014, offers for CST will be coordinated through the UK Offers system. Successful longlisted applicants will be contacted directly by UK Offers with account details after all applications have been longlisted.

Offers are made by the CSNRO according to an applicant’s rank and the order with which they ranked the sub-preferences. It is important to note that although an applicant may be successful at interview they may not receive an offer in the first or subsequent iterations, as there are usually more successful applicants than available programmes.

If an applicant ranked first, the applicant will be offered their first preference followed by the person who ranked second being offered their first preference, unless it had already been offered to the first applicant in which instance they would get their second preference and so on.

Applicants will have 48 hours to respond to an offer. After the 48 hour period expires, any declined and expired offers will be released to the next eligible applicants. There will be no exception to this rule.

It is important to remember that even if an applicant does not receive an offer in the first iteration, they may still receive an offer in further iterations.

However this is not guaranteed and applicants should look at their rank and the number of programmes available to determine whether this may happen.

If an applicant receive an offer they will be notified by email and possibly text message. Offers can only be accepted through the UK Offers system.

All applicants can see how the offers are progressing through UK Offers. Applicants can view the number of offers that have been accepted, held and declined and can calculate how likely it is they will receive an offer.

**WITHDRAWING YOUR APPLICATION**

If an applicant accepts an offer in another specialty, the applicant’s CST application will be withdrawn and they will not receive any CST offers in this round. If an applicant wishes to withdraw their application after they have attended an interview, the applicant must email: csnro@kss.hee.nhs.uk providing their PIN, DOB, full name along with the reason for withdrawal. The CSNRO will then withdraw the application on the applicant’s behalf.

**Key Dates**

- **Week commencing 24 February 2014** – 1st Iteration of offers released
- **13:00 hrs on 12 March 2014** – Deadline for holding an offer
- **17:00 hrs on 19 March 2014** – Upgrades deadline
OFFER RESPONSES

ACCEPTING AN OFFER
Once you have been offered a programme and accepted, you must withdraw from any other applications, interviews or offers. Your details will be forwarded to the LETB/deanery to contact you with further information once recruitment is complete. When an offer is accepted, you should receive an automatic email acknowledging your response. If this email is not received immediately contact the CSNRO as a matter of urgency. *NB: all offers are subject to pre-employments checks.*

HOLDING AN OFFER
The hold function exists so applicants that have applied to more than one specialty can hold an offer whilst waiting to hear from other specialties. Applicants via the UK Offers system can only hold one offer at any one time across all specialties until the nationally agreed deadline (13:00 hrs, Wednesday 12 March 2014). If a confirmation email is not received immediately after holding an offer, the applicant should contact the CSNRO as a matter of urgency. After the deadline, all held offers will be automatically rejected.

DECLINING AN OFFER
If you decline an offer you will not automatically be eligible to receive any further CST offers in this recruitment round. If national clearing is required, applicants with this status can choose to enter clearing where they will be able to preference any remaining posts. To opt in applicants must email CSNRO@kss.hee.nhs.uk to register their interest. This is not an automatic process. It is important that you choose your sub-preferences carefully to avoid being offered a programme you do not want.

OFFERS UPGRADE
Applicants can elect to opt in to upgrades when they accept or hold an offer. This means that should a higher ranked preference become available where an offer is held or accepted with upgrades, you will be automatically upgraded to this offer, if eligible up on until the national upgrades deadline (17:00 hrs, Wednesday 19 March 2014). You will not have the option to decline the upgrade as your previous programme will have already been offered to another applicant. You can choose to opt out of upgrades when you first accept your offer or at any point during the process through your UK Offers account.

EXPIRED OFFERS
If you do not respond to your offer within 48 hours, or do not accept your held offer prior to the hold deadline, your offer will automatically expire. You will not automatically be eligible to receive any further CST offers in this recruitment round. If national clearing is required, applicants with this status can choose to enter clearing where they will be able to preference any remaining posts. To opt in applicants must email CSNRO@kss.hee.nhs.uk to register their interest. This is not an automatic process.

IMPORTANT INFORMATION ABOUT HOLDING OFFERS
Applicants are only able to accept one held offer across all specialties.

If you are already holding an offer and receive a second offer from another specialty you must decide which offer you would like to keep. If you decide to hold your second offer, your first held offer will be automatically rejected. *This cannot be reversed.*
Congratulations on accepting a programme!

Depending on when you accepted your programme, you may now have to wait some time for the LETB/deanery to get in contact to confirm details of your allocation. Unfortunately it is not possible to advise exactly when you can expect to hear from them. However LETBs/deaneries usually contact appointed trainees 8-12 weeks before the advertised training start date from August 2014.

Generally, once all programmes at that LETB/deanery have been allocated, the LETB/deanery will contact all appointed trainees to complete pre-employment checks. Pre-employment checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients.

Checks will include verification of references, Fitness to Practise updates from the General Medical Council (GMC), occupational health clearance, criminal records checks and immigration status checks. You may also need to again produce some of the documentation you were required to bring to interview, such as proof of English language proficiency.

Once pre-employment checks have been completed successfully, the employer will confirm new starter details with you. You should receive your contract within two months of starting in programme, as per NHS Employers’ guidance.

In the meantime if you do have any queries regarding the programme you have accepted, we recommend you contact the LETB/deanery directly for further details.

WITHDRAWING FROM AN ACCEPTED OFFER

Applicants wishing to withdraw from their programme following acceptance of an offer will not be eligible to receive any other offers. The applicant must contact the CSNRO and the appointing LETB/deanery to resign ensuring they have given appropriate notice to ensure the gap in service can be filled.

Applicants are reminded of the GMC guidance on accepting appointments outlined in paragraph 38 of “Good Medical Practice”
http://www.gmc-uk.org/guidance/good_medical_practice.asp
After the upgrades deadline and the final iterations of offers are released, any programmes remaining from all LETBs/deanery will be entered into national clearing. Applicants with an application status of ‘interviewed successful’ are eligible for clearing.

All eligible applicants will be contacted with information on how the process will work once clearing programmes have been confirmed.

At national clearing, all eligible applicants will be re-ranked according to their interview score and programmes allocated according to preference and rank.

In clearing you will have the opportunity to re-preference all remaining available programmes across all LETBs/deaneries. You will not be eligible to enter national clearing if you have an application status of ‘interviewed unsuccessful’. If you have a status of ‘offer declined’ or ‘offer expired’ you can opt in to national clearing by emailing CSNRO@kss.hee.nhs.uk.

A national round 2 may be held to fill any remaining programmes after round 1. If all posts have been filled there will not be a national round 2.

If a round 2 is held, and an applicant has accepted a round 1 programme and decides to apply again in round 2, the applicant will need to give the required period of notice if they subsequently accept a post.

The CSNRO will advise applicants via the national surgery website if a national round 2 will be held for 2014: [www.surgeryrecruitment.nhs.uk](http://www.surgeryrecruitment.nhs.uk)

Please note applicants will be required to submit a new application for round 2 should it take place. Interviews for round 2 are not guaranteed for all successfully longlisted applicants. Instead, interviews are subject to interview capacity and a self-assessment review will take place to determine which applicants will be invited to interview.
### GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted Withdrawn</td>
<td>An applicant withdrew their application after having accepted an offer</td>
</tr>
<tr>
<td>Applied</td>
<td>An application has been submitted</td>
</tr>
<tr>
<td>Applied Withdrawn</td>
<td>An applicant withdrew their application after applying but before attending an interview</td>
</tr>
<tr>
<td>CSNRO</td>
<td>Core Surgery National Recruitment Office</td>
</tr>
<tr>
<td>FACD 5.2</td>
<td>Certificate awarded for the successful completion of FY2. FACD 5.1 is for the completion of FY1.</td>
</tr>
<tr>
<td>Interview</td>
<td>An invite to interview has been issued.</td>
</tr>
<tr>
<td>Interview DNA</td>
<td>An applicant did not attend their booked interview</td>
</tr>
<tr>
<td>Interview Successful</td>
<td>An applicant was successful at your interview but no offer has been received</td>
</tr>
<tr>
<td>Interview Unsuccessful</td>
<td>An applicant were not successful at interview and will not be eligible to receive any offers</td>
</tr>
<tr>
<td>Interview Withdrawn</td>
<td>An applicant withdrew their application after having attended an interview</td>
</tr>
<tr>
<td>LETB/Deanery</td>
<td>The UK is divided up into regional areas, which each manage the postgraduate medical training carried out within their borders. In England they are called Local Education and Training Boards (LETB) and Deanery in the rest of the UK</td>
</tr>
<tr>
<td>Longlist unsuccessful</td>
<td>An application did not meet the essential criteria of the person specification and cannot proceed to the next stage.</td>
</tr>
<tr>
<td>Longlisted</td>
<td>An application meets the essential criteria of the person specification and will proceed to the next stage of the recruitment process.</td>
</tr>
<tr>
<td>Offer Accepted</td>
<td>An applicant has accepted an offer</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>An applicant received an offer that they rejected. No further offers will be made to the applicant.</td>
</tr>
<tr>
<td>Offer Expired</td>
<td>An applicant received an offer but did not respond in the 48 hours. No further offers will be made to the applicant.</td>
</tr>
<tr>
<td>Offer made</td>
<td>An offer has been made to applicant but no response has been made</td>
</tr>
<tr>
<td>RLMT</td>
<td>Resident Labour Market Test</td>
</tr>
<tr>
<td>Sub-preference</td>
<td>The training programmes available at a LETB/deanery</td>
</tr>
<tr>
<td>UK Offers</td>
<td>A centralised system which coordinates and standardises offers for medical and dental specialty training posts</td>
</tr>
</tbody>
</table>
USEFUL LINKS

Core Surgery National Recruitment:
http://www.surgeryrecruitment.nhs.uk

Specialty Training:
http://specialtytraining.hee.nhs.uk

Scottish Medical Training:
http://www.scotmt.scot.nhs.uk

Specialty Training in Wales:
http://specialty.walesdeanery.org

Northern Ireland Medical and Dental Training Agency:
http://www.nimdta.gov.uk

Royal College of Surgeons of England:
http://www.rcseng.ac.uk

Royal College of Surgeons of Edinburgh:
http://www.rcsed.ac.uk

Royal College of Physicians and Surgeons of Glasgow:
http://www.rcpsg.ac.uk

Medical Careers:
http://www.medicalcareers.nhs.uk

GP training:
http://gprecruitment.hee.nhs.uk/

Home Office:
http://www.ukba.homeoffice.gov.uk

Recruitment for Academic Clinical Fellowships in medicine and dentistry in England:
http://www.nihrtcc.nhs.uk/intetacatrain

The Royal Society of Medicine (RSM):
http://www.rsm.ac.uk/

UK Offers:
https://ukoffers.org.uk/Login.aspx
www.surgeryrecruitment.nhs.uk

@CSNRO

CSNRO@kss.hee.nhs.uk