Wessex Foundation School

F2 LAT Recruitment Process 2017
Guide to Application Process

Please read these guidelines before completing your online application form. We advise you to print them out and refer to them while you are working on your application as they have been written to help you through each stage of the form.

Please also refer to the F2 LAT Recruitment web page and other Foundation School web pages on the Health Education Wessex website for more information.

Any queries about F2 LAT recruitment and the Wessex Foundation Programme should be emailed to: Foundation.WX@hee.nhs.uk

<table>
<thead>
<tr>
<th>Contents</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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1: Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tr>
<td>Applications open</td>
<td>Monday 13 March 2017 (09:00am)</td>
</tr>
<tr>
<td>Applications close</td>
<td>Friday 24 March 2017 (12:00 noon)</td>
</tr>
<tr>
<td>Shortlisted applicants invited to interview</td>
<td>11 - 14 April 2017</td>
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<tr>
<td>Interviews</td>
<td>Wednesday 26 April 2017</td>
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<tr>
<td>Offers made to successful applicants</td>
<td>Wednesday 3 May 2017</td>
</tr>
<tr>
<td>Deadline for applicants to accept any offer received</td>
<td>Friday 5 May 2017</td>
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Applications must be made online via the Oriel application system: [https://www.oriel.nhs.uk/](https://www.oriel.nhs.uk/)

No late applications will be accepted.

Offers will be sent by email via the Oriel application system. (offers sent out between 09:00 – 10:00am)

2. Registering

You will need to register on the online recruitment system before you can gain access to the Wessex F2 LAT application form.

1) Follow this link to the Oriel online recruitment system [https://www.oriel.nhs.uk/](https://www.oriel.nhs.uk/)

2) Scroll to the bottom of the homepage and select the ‘Medical & Dental specialties’ staffing group.

3) Click on the ‘Account Registration’ box on in the centre of the page.
4) Complete your personal details
   Please make sure that you provide you’re most up-to-date email address as we will use
   this throughout the application process and all important information will be sent to it.

5) Each time you log on to Oriel you will be asked to enter your email address and
   password.

**Once logged in you can gain access to the application form**

1) Click on ‘Vacancies’ at the top of the page.

2) Under ‘vacancy search’ in the centre of the page, select ‘Medical ’ from the first drop
   down list against ‘I am applying to’ then select ‘F2’ from the drop down in ‘training
   grade’.

3) A list of F2 LAT vacancies will automatically appear as you adjust the filters.

4) The Wessex Foundation Year 2 application round will be displayed and you need to click
   on ‘Open’ Followed by ‘Apply here’.

**3. The application form**

Whilst working on your application you can save your work at any time and come back to it at a
later stage until it is submitted as your final application. Please note that after 30 minutes of
inactivity the application system will time you out; if you have not saved your work, you may
lose it. You are strongly advised to save every page of the application before moving on to the
next page. Please note that there are 11 pages of the application form.

**Page 1 of 11: PERSONAL DETAILS**
Please enter all details as requested. The information will not be used in assessing your
application, however if you are successful these details will be passed to the Human Resources
(HR) department of your employer.

If you have a disability as set out in the Disability Discrimination Act (DDA) and wish to be
considered under the Guaranteed Interview Scheme please ensure you complete the
appropriate section on this page. The Guaranteed Interview Scheme only applies to applicants
with a disability and in order to qualify you must also meet the essential job criteria. You are
asked to give details of specific arrangements you require to attend interview if invited. This
information will not be made available to short listing panels.
More information about the DDA can be found at: http://www.legislation.gov.uk/ukpga/1995/50/contents

Page 2 of 11: ELIGIBILITY TO APPLY

It is important that you study the person specification for these posts; if you do not match ALL the essential requirements of the person specification you will NOT be short-listed. You are eligible to apply for a one year F2 LAT programme within the Wessex Foundation School if you can confirm ALL of the following statements:

Applicants must:

- have been awarded a primary medical qualification

- have GMC FULL registration with a licence to practise or expect to have this by the time of starting an F2 post in August 2017

- **You will be asked to enter your GMC number in the relevant box. If you do not currently have a GMC number, please contact the GMC directly.**

- If you do not have full registration at the time of application, you must confirm either that you do not require PLAB 2 in order to register with the GMC OR that you have passed PLAB 2 at time of application OR that you have booked to sit PLAB 2 in time to take up an offer of F2 on 2 August 2017 (the last PLAB 2 test date prior to the start of F2 programmes on 2nd August is 8th June 2017. Please refer to the GMC website http://www.gmc-uk.org/doctors/plab/test_dates.asp Applicants who have not booked onto a course by this date will not be able to gain full registration in time and will be withdrawn).

- have trained successfully to the level of Intermediate Life Support* OR have specific plans to train successfully to the level of Intermediate Life Support** by 31 July 2017

  - *Intermediate Life Support (ILS). ILS trains healthcare personnel in skills that enable them to manage patients in cardiac arrest until arrival of a cardiac arrest team and to participate as members of that team. If invited for interview, you will be expected to provide evidence of having achieved this level of training or your plans to do so.

  - **You must tell us what arrangements you have put in place for completing ILS training on the application form. If you have not made specific and appropriate arrangements, your application will be excluded
must not have already successfully completed an F2 year and received a Foundation Achievement of Competency Document (FACD) or equivalent or expect to do so by 2 August 2017

have a standard of written and spoken English sufficiently good to allow effective written and verbal communication about medical issues with patients and colleagues (see person specification)

be in a position to commence in post on 2 August 2017

be willing to travel as required
  - You must be willing to travel from the acute Trust base to any community based posts in your rotation. Some such posts may require about an hour’s travelling time.

be up to date and fit to practise
  - You must answer the question in this section about whether you have worked continuously in a clinical capacity during the last year. By working in a clinical capacity, we mean working as a doctor only. Answer ‘yes’ if you have worked continuously in this way.

If you have not worked as a doctor continuously during the last year, then you must select ‘no’ and describe what you have done to keep your clinical skills and medical knowledge up to date. For example, you might have attended conferences, courses, teaching or training sessions and/or conducted a period of shadowing or work experience. Failure to provide this information may result in your application being withdrawn.
If you are called to interview, you will also be expected to provide evidence to support what you have told us about how you have kept up to date.

Language skills
Please provide appropriate evidence of your English language proficiency by selecting all of the options that apply to you.

- Primary medical qualification was taught in English
- Current academic IELTS minimum score of 7.5 in each of the domains (speaking, listening, reading and writing)
- Other – see below

If you select ‘other’, you must provide details in the relevant box (word limit 50); ‘other’ evidence might include:
- Completed 12 month internship in English speaking hospital
- Certificate in Advanced English level A or B (CAE)
- Certificate in Proficiency in English (CPE)
- National Qualification Framework (NQF) level 3
• Common European Framework (CEF) level C2
• Worked in the NHS for 1 year or more - evidence of English language skills to be confirmed in a letter by a Consultant you have worked alongside

**Right to work in the United Kingdom**
Doctors whose immigration status entitles them to work without restriction in the UK at the time of application will be considered on an equal basis with UK and EEA nationals. Applicants are subject to the Resident Labour Market Test (RLMT).

You must indicate your right to work in the UK by ticking the category that applies to you and providing explanatory information if this is asked for. If you do not complete this section fully and we cannot assess your right to work, then your application will not progress. If shortlisted, you will need to bring appropriate evidence of your right to work with you to interview. Please see interview guidance for details.

**Page 3 of 11: CRIMINAL RECORDS AND FITNESS TO PRACTICE**
All applicants are required to consider every category of this section and answer all items fully and honestly. If you answer ‘yes’ to any of the drop-down boxes you must provide full details and place in a sealed envelope addressed to: Amelia Isaac, Wessex Foundation School, Health Education Wessex, Southern House, Otterbourne, Winchester, SO21 2RU. Please mark the envelope ‘CONFIDENTIAL’ and ensure that it arrives by **Friday 24 March 2017 (12 noon)**. If you are matched to a post, this information will be provided to the relevant trust and will form part of their pre-employment checks.

**Page 4 of 11: REFERENCES**
You are asked to provide three referees – these must have supervised your clinical work during the last two years of your employment or undergraduate training. They should be medical practitioners at consultant level or equivalent. One must be your current employer or your last employer if you are currently not working. Failure to list three references may result in your application being withdrawn. Offers of employment are subject to satisfactory references being received. You should include full contact details so that your referees can be easily contacted.

If you are successfully appointed, referees will be contacted by your employing Trust as part of their pre-employment checks. Please contact your chosen referees in advance to ask whether you can nominate them.

**Page 5 of 11: EVIDENCE OF COMPETENCES AND EXPERIENCE**
In this section you are asked to insert details of your primary medical qualification including start and completion dates.
Page 6 of 11: FULL EMPLOYMENT HISTORY
Please make sure that you include your full employment history from the date of completion of your primary medical qualification to the current time. Any breaks in employment of more than 4 weeks duration must be recorded and explained in the relevant section, as failure to do so may result in your application being withdrawn.

You should include breaks of ANY nature e.g. maternity leave, sickness, study, training or relocation. You will not be excluded from the process for taking such leave but we do need to be able to account for your entire working history since medical school and we can only do this if we know about every break you have had, however small that was.

You should include details of any known future posts in the first two sections on this page, followed by your current or most recent employer and finally details of all your past clinical employment.

For each relevant period of employment, you must answer ‘yes’ or ‘no’ against ‘Observer/Clinical attachment/unpaid post’ to indicate whether you were working primarily in a shadowing/observational capacity or were routinely responsible for initiating first line management of patients (which includes prescribing responsibilities). You will be required to provide evidence of this experience at interview. Failure to do so or misrepresentation of your experience will result in your application being withdrawn.

Page 7 of 11: EVIDENCE OF SELECTION CRITERIA

Clinical and practical skills
You are required to indicate which clinical and practical skills you already have or will have achieved by the time you take-up pre-employment screening. Any false declaration of skills and abilities will be taken very seriously.

Additional undergraduate and postgraduate degrees and qualifications
Please make sure that you give all details required in this section. You are asked to list all your academic qualifications additional to your primary medical qualification e.g. BSc, MSc, and PhD.

Additional achievements
You are asked to list details of any prizes, honours or evidence of high academic achievements you’ve gained. Each individual prize, honour, or academic achievement record needs to be entered separately.

Training courses attended
You are also asked to list any relevant training courses you have attended and successfully completed or are currently undertaking. You must include details of ILS or equivalent training in
this section (please see page 5 of this guide for a definition of this training).

Page 8 of 11: SUPPORTING INFORMATION

Presentations and publications
Please provide details of presentations you have given and list any written work you have had published in this section. You must state your personal contribution to the work in order for it to be taken into account as part of your application. (Word limit 200).

First line management of patients
Please describe the experience you have of the first-line management of patients, in particular as it relates to your capability to assess patients, form initial management plans and prescribe. (Word limit 200)

Teamwork
Please give an example of teamwork that you have witnessed, that improved patient care, and explain what you learnt from it. Reflecting on how you may apply this to your F2 year. (Word limit 200)

Page 9 of 11: PREFERENCES
Applicants are not required to rank any job preferences as part of their initial application on the Oriel application system. In the interim, programme vacancies and information will become available on the Wessex Foundation School F2 LAT recruitment web page.

If you are shortlisted to attend interview you will be asked to rank your programme preferences prior to interview day, and these will need to be submitted on the Oriel application site. Further information and full instructions will be sent to shortlisted candidates.

Page 10 of 11: EQUALITY AND DIVERSITY MONITORING FORM
There is a requirement to monitor recruitment processes on the basis of race, gender, age, ethnic origin, nationality, sexual orientation, religion and disability. This information will be kept for all those who apply. Key personal information, including monitoring data, will not be made available to short-listing or interview panels. The data will be recorded and processed on secure information technology systems in order to process and monitor appointments as well as to produce recruitment statistics.

Completing this section is not mandatory. It will not make any difference to your application if you do or do not complete this section. However, providing us with this information will help us to evaluate our employment practices and ensure that these are fair.
In order to submit your application you must confirm all declarations on this page.

Please note that once you have submitted your application, you will not be able to amend, remove or add any information to it. Once you have submitted your application you will be able to view it and we advise you to print a copy for your records so that you can refer to it prior to any interview should you be shortlisted.

Your application will show onscreen as ‘submitted’ and you can view the status of your application at any time you are logged in.

No hard copy applications or CVs will be accepted.

You must only submit one application. If you submit more than one application then all your applications will be disqualified.

When answering the questions as part of your application, you must answer them honestly. Trusts will use their own processes to validate the information you give them so do not include any information that you cannot substantiate. Any false or misleading information provided may result in any offer of employment being withdrawn, employment being terminated and/or referral to the General Medical Council. You will be expected to provide evidence to support the information you have provided on your application if invited to interview.

If your application is successful, we are unable to guarantee that you will be offered one of your most preferred posts. Occasionally it is necessary to change the placements within a rotation due to unforeseen changes in the Foundation Programme.

4. Shortlisting

All correctly submitted applications will be considered. Those applications which pass the longlisting stage will go on to be considered by two clinicians during a shortlisting phase.

5. Interviews

All applicants will be contacted during the period 11 - 14 April 2017 and notified whether they have been short listed for interview.
Interviews are being held on **Wednesday 26th April 2017** at Health Education Wessex, Southern House, Otterbourne, Winchester, SO21 2RU.

If shortlisted for interview, you will receive instructions by email on how to book an interview date and time slot.

**Interview expenses**
Those attending interview are entitled to claim back reasonable expenses incurred as a result of attending the interview. However, there are certain rules regarding receiving this entitlement which must be adhered to. Please ensure you are aware of these rules prior to making your journey. A guide to claiming interview travel and subsistence expenses can be found on the [HEE Wessex website](#).

If you are invited to interview you will be provided with a claim form and a copy of the guidance and a deadline by which all claims must be submitted. Please ensure you read the guidance carefully before submitting a claim.

**Incomplete Interview Claim Forms**
Claims will not be accepted without relevant receipts attached and incomplete forms will be returned to you.

**Deadline for Submission**
The deadline for receipt of claims is 2 weeks after your interview date. Candidates are advised to keep a copy of the form and receipts that they submit, in case of problems with the postal service.

**Interview day set up**
Applicants will be interviewed by one panel. The interview will last for approximately 20 minutes and will include a clinical scenario. The panel will consist of two senior clinicians. Interview panels will have seen your application with the exception of the equal opportunities and personal data sections.

**Interview process**
If you are invited for interview you must be prepared to bring a number of documents with you. We will need to see both the original documents and photocopies of the documents. The photocopies will be retained for our records and will be checked against the originals. Photocopies alone will not be accepted.
You **must** bring the following paperwork:

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<tr>
<th>Document / Evidence</th>
<th>Bring to interview</th>
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<tr>
<td>Valid GMC certificate with full registration and licence to practise (if available)</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>If PLAB 2 required and not yet passed provide proof of booked place on test.</td>
<td>Original letter from GMC plus 1 x photocopy</td>
</tr>
<tr>
<td>Valid passport (and appropriate visa or biometric residence permit and any relevant correspondence)</td>
<td>Original 1 x photocopy of front cover, inside cover, photo page and any visa pages (<em>black &amp; white photocopy only</em>)</td>
</tr>
<tr>
<td>Letter or document showing immigration status and any date of expiry of that status</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>English language proficiency (<a href="#">Undergraduate training was in English/ IELTs certificate/ has worked in NHS for 1 year or more /Other – see page 6</a>)</td>
<td>Original plus 1 x photocopy of qualification or IELTSs certificate or other evidence if required</td>
</tr>
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**Career Evidence:**

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<tr>
<th>Document / Evidence</th>
<th>Bring to interview</th>
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<tr>
<td>Primary medical degree certificate</td>
<td>Original plus 1 x photocopy</td>
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<tr>
<td>Certificates for additional undergraduate degrees and qualifications</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>Certificates for postgraduate degrees and qualifications</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>Certificates for additional achievements - prizes, awards and other distinctions</td>
<td>Original plus 1 x photocopy</td>
</tr>
<tr>
<td>ILS certificate or evidence of equivalent training</td>
<td>Original plus 1 x photocopy</td>
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<tr>
<td>Certificates for completed training courses relating to medicine ( e.g. ALS)</td>
<td>Original plus 1 x photocopy</td>
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<tr>
<td>Evidence that you have practiced continuously as a doctor for the last 12 months OR evidence that you have maintained your clinical knowledge and skills, post qualification.</td>
<td>Evidence to be documented in portfolio</td>
</tr>
<tr>
<td>Publications, presentations, research, abstracts listed in application</td>
<td>Evidence to be documented in portfolio:</td>
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<tr>
<td></td>
<td>Publications – please provide evidence of title, authors name, publication title and reference (e.g. PubMed ID).</td>
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<tr>
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<td>Presentations – please provide</td>
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IMPORTANT:
Applicants who attend interview should note that failure to provide the required evidence on the day may result in their application being withdrawn from the process. Each applicant will attend a document checking session prior to the start of their interview and Wessex staff will check all documentation provided by the applicant. Any documentation missing will be confirmed and applicants will have **until 17:00pm Friday 28 April** to provide this to the Wessex Foundation School. The exact deadline will be confirmed to the applicant on the day and also in writing. Any post offer made to the applicant will be subject to receipt of the missing documentation. Applicants who fail to provide missing documentation by this deadline may have their application withdrawn.

6. Post offers and acceptances

Post offers will be made to the applicants who rank the highest in interview. If offered a post, it will not necessarily be one of your top programme choices; this will depend on how you scored at interview and if higher scoring applicants ranked your top preferences.

Post offers will be emailed to successful candidates on the national offers date of **Wednesday 3 May 2017**. If you wish to accept an offer you must login to Oriel and accept the offer by the deadline on Friday 5 May 2017 (9.00am). We will cascade a second round of offers on Tuesday 08 May if any vacancies remain unfilled.

All offers made by Wessex Foundation School Health Education Wessex are subject to satisfactory Trust 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 practice updates from the General Medical Council (GMC), occupational health clearance, Disclosure and Barring Service (DBS) and immigration status checks. They may also include validation of the evidence you presented at interview, such as English language proficiency.

Following satisfactory pre-employment checks you will receive a contract of employment from your employing trust. You are expected to take up any employment you have formally accepted and to work your contracted notice period in line with the GMC Good Medical Practice (2013), paragraph 38.
Agreed terms, such as the notice period, will apply even if you have not received your contract. You have responsibility for patients and services. As the GMC’s Good Medical Practice points out, patient care may be compromised if there is insufficient medical cover. You need to ensure that your employer has reasonable time to make other arrangements (such as minimum, contractual notice period) if you later decline a post you have accepted.

Failure to arrive for work on the start date previously notified by your employer could affect patient services and their care, and may have an adverse impact on the working conditions of medical colleagues. You may be in breach of contract if you do not comply with the minimum contractual notice.

7. Feedback
Requests for feedback will only be accepted in writing (via email) between 3 – 30 June 2017. The Wessex Foundation School will complete all feedback requests within 40 calendar days as outlined in the Data Protection Act 1998. Applicants should email their feedback request to: Foundation.WX@hee.nhs.uk

Shortlisting Feedback
All applicants who request feedback will be provided with the following information only:

- Overall Score
- Minimum score to be shortlisted

The Wessex Foundation School is unable to provide feedback on the content of applications.

Interview Feedback
Following interviews all candidates who request feedback will be provided with the following information only:

- Overall score
- Breakdown of score (if applicable to interview scoring system)
- Rank
- Minimum score to be appointed

The Wessex Foundation School retains all recruitment information for a period of 13 months following interview. After this time all recruitment material, other than statistics, is destroyed.