Guidance for Applicants to Cardiothoracic Surgery ST1 Academic and Clinical Training programmes in 2017

Introduction

Health Education Wessex Recruitment Team (formerly Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST1 for commencement in August 2017. National Recruitment will cover all Cardiothoracic Surgery ST1 posts in England, Northern Ireland, Scotland and Wales. The process will incorporate recruitment into Specialty Training (NTN) posts in the specialty at ST1 level.

If you have further queries about the specifics of the process after reading this document please refer to the Cardiothoracic Surgery National Recruitment FAQs on the Health Education Wessex website: http://www.wessexdeanery.nhs.uk/recruitment/recruitment_2017/core_specialty_recruitment/specialty_adverts/national_ct_surgery_st1_st3.aspx

Academic Clinical Fellow (ACF) Posts

Application forms submitted for NTN ST1 posts will not be considered for academic posts. Please ensure that if you would like to apply for an academic post that you complete the specific application form.

If you wish to be considered for an NTN ST1 post and an ACF ST1 post then you will need to complete an application for each post type.

Please be aware that applicants for ACF posts will be subject to initial assessment against the clinical ST1 entry requirements.

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 3 November 2016</td>
<td>Advertisements Published</td>
<td>Adverts will be placed NHS Jobs</td>
</tr>
<tr>
<td>Wednesday 9 November 2016</td>
<td>Applications Open</td>
<td>Applications will only be accepted via the Oriel online application portal</td>
</tr>
<tr>
<td>Thursday 1 December 2016</td>
<td>Applications Close</td>
<td>Applications will close promptly at 16:00. Late applications will not be considered.</td>
</tr>
<tr>
<td>Friday 13 December 2016</td>
<td>Longlisting completed</td>
<td>All applications will be assessed for eligibility against the person specification.</td>
</tr>
<tr>
<td>Wednesday 14 December 2016</td>
<td>Shortlisting completed</td>
<td>Shortlisting will be completed for ST1 applications.</td>
</tr>
<tr>
<td>No later than Wednesday 18 January 2017</td>
<td>Invitation to Assessment Centre</td>
<td>Applicants will receive notification of the outcome of the scoring process. Applicants who are successful at this stage will be asked to book themselves into an assessment centre slot.</td>
</tr>
<tr>
<td>Monday 6 February 2017</td>
<td>Assessment Centre</td>
<td>Assessment centre will be held at Botley</td>
</tr>
<tr>
<td>Week commencing Monday 13 February 2017</td>
<td>Initial offers made</td>
<td>Offers will be through the Oriel application portal.</td>
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<tr>
<td>13:00 Thursday 9 March 2017</td>
<td>Holding deadline</td>
<td>Applicants must have accepted or declined any “held” post by this deadline. Any post not accepted will be recycled and offered to eligible applicants.</td>
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</tbody>
</table>

**Contacting the Recruitment Team**

It is kindly requested that applicants and candidates do not contact Consultants or Training Centres involved in national recruitment.

Please refer to online documentation for information about the posts.

Any queries should be directed to the Recruitment Team via email:
[ctsurgery.recruitment@wessex.hee.nhs.uk](mailto:ctsurgery.recruitment@wessex.hee.nhs.uk)

- The Team will endeavour to respond to your queries within 48 hours.
- Urgent enquiries can be dealt with via telephone on 01962 718424
- The office opening hours are **08:30 – 17:00, Monday - Friday**

**Applying for a Vacancy**

Applications for all posts in Cardiothoracic Surgery will be completed via the Oriel recruitment portal only. The portal can be accessed via the internet: [https://www.oriel.nhs.uk/Web/](https://www.oriel.nhs.uk/Web/)

The system requires pre-registration which can be completed immediately.

**Longlisting**

Applicants that do not satisfy the essential criteria for the posts being advertised will be removed at the longlisting stage. This process will be completed centrally by the Health Education 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 inform Health Education Wessex prior to submission of their application. These details will be examined and passed to the relevant LETB/Deanery should you be successful. Please submit all FTP declarations to: ctsurgery.recruitment@wessex.hee.nhs.uk marked “Fitness to Practise – Confidential”

**Exclusions Policy**

Applicants reapplying for training in a specialty that they have previously resigned or been removed from will need the support of their previous Head of School/Programme Director and Postgraduate Dean in order to reapply.

Applicants must ask their previous LETB/Deanery, Head of School/Programme Director and Postgraduate Dean to complete a Support for Reapplication to a Specialty Training Programme form, available to download from the Oriel Resource Bank.

Applications will not be considered without a fully completed and signed form, which must be submitted at the time of application.

Applicants requiring this support are advised to start the process early.

Applicants currently working in a specialty and are applying to continue training in the same specialty in another region, without a break in service do not need support for their application.

**Achievement of Foundation Competences**

All applicants to CT1/ST1 posts are required to provide evidence of achievement of Foundation Competence within the 3 years prior to the intended commencement date for the advertised post(s).

The acceptable methods for demonstrating Foundation Competences are:

1. **Currently on a Foundation Programme**
   
   If you are undertaking a recognised foundation programme in the UK¹ which is due to finish in August 2017, we will ask you to confirm the name of your Foundation School. You do not need to do anything else or submit any evidence. Any offer of a programme will be conditional upon you successfully completing the Foundation Programme and being awarded an FACD 5.2 before August 2016. Those applying who will require a delayed start date due to illness or maternity, will be permitted to apply and defer in order to allow them to complete their Foundation Programme.

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¹ UK Affiliated Foundation Programmes include those in Malta. The Maltese Foundation School awards FACD 5.2 to the same standards as other UK Foundation Schools and as such is considered equivalent.
2. **Already completed a Foundation Programme**
   If you have already completed a UK Foundation Programme, we will ask you to confirm that you have been awarded an FACD 5.2, signed no earlier than 1\(^{st}\) January 2013. You **MUST** attach a scanned copy of your FACD 5.2 to your application.

3. **If you have not undertaken and completed a UK Foundation programme on or after 1\(^{st}\) January 2013,** you will be required to submit an Alternative Certificate of Foundation Competence signed by a consultant who has supervised you for at least 3 months (continuous period) since 1st August 2013. You may submit more than one Alternative Certificate from different posts in order to show evidence of achievement of all competences but all certificates must relate to posts undertaken for at least 3 months (whole time equivalent and a continuous period) since August 2013. You **MUST** attach scanned copies of the certificates to your application form. You will be expected to provide the original document(s) at a later date.

When submitting an Alternative Certificate, all competences must be signed as achieved at the time of application.

Only Alternative Certificates from the current recruitment year will be accepted. Therefore, for 2017 recruitment, the 2017 Alternative Certificate should be submitted at the time of application.

*The only exception to this is if you are a refugee.* Refugees (as defined on the UKVI website: [https://www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration)) are advised to contact the recruiting organisation for further guidance - but should submit an Alternative Certificate if it all possible.

You are also required to have had 12 months experience after full GMC registration, or equivalent. We therefore expect all doctors applying to a specialty training programme to have had at least 24 months experience in appropriate posts, either in the UK or overseas, since gaining their primary medical qualification and before commencing a specialty training programme. For those applying with an Alternative Certificate of Foundation Competency, this experience must have been obtained by time of application.

**Right to Work**

UK and EEA nationals and doctors whose immigration status entitles them to work as a doctor in training in the UK are eligible to apply for specialty training. Evidence of immigration status would be a biometric residence card, date stamped passport and/or identity card. All of these documents need to be dated as at or prior to the application closing date.

Other non-UK or non-EEA nationals with limited leave to remain in the UK, whose employment will require a Tier 2 visa, are subject to the resident labour market test (the exceptions to this are highlighted in the Immigration Statement below). This would include, for example, doctors on student visas or Tier 1 of the Points-Based System who are restricted from taking employment as a doctor in training. The labour market test means that
you would only be considered if there were no suitable UK or EEA national (settled status) candidates for the post.

You will be asked to bring your passport and proof of your immigration status to any interviews or assessments you attend.

**Shortlisting**

Applications to Cardiothoracic Surgery ST1 will be shortlisted. A shortlist panel will review applications in between 14 December 2016 and 6 January 2017. Applications will be marked against an agreed criteria and scored by at least two clinicians.

The shortlisting criteria will be published prior to applications opening. Please refer to the Wessex Deanery website where you can download a copy of this (under Useful Downloads – named ‘ST1 Shortlisting Criteria’):


The results of the shortlisting process will be released no later than **18 January 2017**.

**Preferences**

Applicants who are invited to attend the assessment centre will be asked to express a preference on training centres through the Oriel Recruitment portal. These preferences will be used in conjunction with your ranking from the assessment centre to inform the offer you receive should you be successful. The number of posts available in each training centre will be published alongside the preference list.

You will be able to adjust your preferences after the closing date of application, until **12:00 noon Friday 13 January 2017**.

**Assessment Centre**

The assessment centre will be held on **Monday 6 February 2017** at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA. 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 venue will be provided at that time.

Please note that you will be required to be at the assessment from 8.00am for registration and a candidate briefing.

The ST1 assessment centre will consist of:

1. Situation Judgement Scenarios, lasting for 20 minutes.
2. A Communication Skills station which will last approximately 20 minutes.
3. An OSATS\textsuperscript{1,2} (Objective Structured Assessment of Technical Skills) evaluation through 3 skills stations, to assess manual dexterity, movement economy, tissue and instrument handling etc. Examples of the skills stations include a simple surgical procedure station and a thoracoscopic skills evaluation station – each station will last 20 minutes in total.


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.

Academic specific stations

These have yet to be agreed but details will be provided to any applicant who is invited to the assessment centre. Previous questions have included a critique of a paper, a PowerPoint presentation on academic challenges etc.

Assessment Centre Accommodation and Expenses

It is kindly requested that candidates do not make reservations to stay at the Botley Park Hotel Golf and Spa where the Assessment Centre is taking place. Members of the panels and Deanery staff will be staying at the hotel and preparing during the evening for the following day’s assessments.

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


Travelodge, Southampton Eastleigh: [http://www.travelodge.co.uk](http://www.travelodge.co.uk)

Health Education Wessex will reimburse expenses incurred for travelling and attending the Assessment Centre. You will be advised of the details of making a claim should you be invited to attend. Reimbursement will be made in line with the Health Education Wessex policy on interview expenses with any exceptions to the policy being communicated directly.

Please refer to the Expenses Guidance which can be found on the Wessex Deanery website for details of what you need written authorisation for in order to make a claim.
**Lay Members**

There will be lay members who will be observing various stations throughout the process. Lay members may be invited to comment on performance after marking by the Assessors has been completed. These comments will therefore not influence the scoring but may provide additional clarity in the event of a query being raised after the interviews have concluded.

**Outcome of Assessment Centre – Offer of a Training Post**

Offers will be made by Health Education Wessex for all posts nationwide. Your ranking at the assessment centre will be used in conjunction with the preferences that you made through the Oriel recruitment portal.

**Further Information**

For any further information or queries please refer to the Cardiothoracic Surgery Recruitment website or contact the Recruitment Team details as above.