Guidance for Applicants to Paediatric Cardiology ST4 Specialty Training programmes in 2015

Introduction

Health Education Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Paediatric Cardiology ST4 posts for commencement in August 2015. National Recruitment will cover all Paediatric Cardiology ST4 posts in England, Northern Ireland, Scotland and Wales. The process will incorporate recruitment into Specialty Training (NTN) posts and Locum Appointment for Training (LAT) posts, where available, in the specialty at ST4 level.

If you have further queries about the specifics of the process after reading this document please refer to the Paediatric Cardiology National Recruitment FAQs on the Health Education Wessex website: http://www.wessexdeanery.nhs.uk/recruitment/hew_national_recruitment/paediatric_cardiology_st4.aspx

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00 Tuesday 17 February 2015</td>
<td>Applications Open</td>
<td>Applications will only be accepted by completion of the application form via the Oriel recruitment system <a href="https://www.oriel.nhs.uk/Web/">https://www.oriel.nhs.uk/Web/</a></td>
</tr>
<tr>
<td>16:00 Wednesday 11 March 2015</td>
<td>Applications Close</td>
<td>Applications will close promptly at 16:00 noon. Late applications will not be considered.</td>
</tr>
<tr>
<td>Until Friday 20 March 2015</td>
<td>Long listing</td>
<td>All applications will be assessed for eligibility against the person specification. You may be contacted at any time during the process to clarify information expressed in your application</td>
</tr>
<tr>
<td>Monday 23 – Friday 10 April 2015</td>
<td>Shortlisting</td>
<td>All applications will be reviewed by 2 or 3 Consultants to a set criteria.</td>
</tr>
<tr>
<td>By Friday 1 May 2015</td>
<td>Invitation to The assessment centre</td>
<td>Applicants will receive notification of the outcome of the longlisting/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 11 May 2015</td>
<td>Assessment Centre</td>
<td>Assessment centre will be held Thursday 11 May 2015 at the Royal College of Paediatrics and Child Health (RCPCH), London</td>
</tr>
<tr>
<td>By 17.00 Thursday 14th May 2015</td>
<td>Initial Offers released</td>
<td>Offers will be released through the Oriel recruitment system</td>
</tr>
<tr>
<td>13:00 Wednesday 20 May 2015</td>
<td>Holding deadline</td>
<td>Successful applicants are able to accept, decline, or hold an offer. A decision must be made within 48 hours of the offer being made. Any held offers must be accepted or rejected by this deadline.</td>
</tr>
</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: Paediatric.CardiologyRecruitment@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 Paediatric Cardiology will be completed via the Intrepid Pathway recruitment portal only. The portal can be accessed via the internet: https://www.oriel.nhs.uk/Web/

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

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:

Paediatric.CardiologyRecruitment@wessex.hee.nhs.uk

Marked “Fitness to Practise – Confidential”

Exclusions Policy

During recruitment to posts commencing from August 2015 all LETBs/Deaneries and recruiters will be asking questions relating to applicants’ prior resignation or removal from training posts within the specialty to which they are applying.

Evidence of the reasons for resignation or removal from training will need to be submitted in line with the fitness to practise model. It is the responsibility of the applicant to provide this information at the time of application and failure to provide such could result in your application being withdrawn. Please refer to the exclusion policy section in the national Applicants handbook.
Please ensure that you leave plenty of time to submit the evidence as failure to submit before the closing date will result in your application being withdrawn.

**Longlisting**

Candidates that do not satisfy the essential criteria for the posts being advertised will be removed at the longlisting stage. This process will be completed centrally by Health Education 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 the timeframe set in the email request.

Queries at the longlisting stage will be limited to clarification of information that you have supplied on your application form.

The content of your application will not be assessed by any other criteria than the Health Education England Specialty Training person specification at this stage.

**Core Competences** – You are required to provide of your experience in order to satisfy the essential criteria in the person specification. If you have completed your training in England it is unlikely that you will be required to submit evidence prior to the assessment centre, however if your career history is more varied the Recruitment Team may need you to submit information in support. You will be contacted directly should this be the case.

**Shortlisting**

Your application will be reviewed by at least two Paediatric Cardiology Consultants and you will be given a score based upon set criteria. The score that your application is awarded will be used to produce a shortlist rank which will determine if you are invited to the assessment centre. Any score attributed to your application will be final and there will be no further review of the information that you have submitted.

**Preferences**

You will be asked to express a preference on training centres through the Oriel recruitment system once applications have closed.

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. Please ensure that you follow the online guidance regarding equally weighted preferences and those training centres that you would not consider accepting a post in.

**Assessment Centre**
The assessment centre will be held on **Monday 11 April 2015** at the Royal College of Paediatrics and Child Health (RCPCH), 5 – 11 Theobalds Road, London WC1X 8SH. If you are successful at the shortlisting stage of the process you will be invited to attend the assessment centre stage.

### Documentation

Verified photographic identification is required from every candidate; only identification which requires an official counter signatory prior to issue will be accepted. This is usually Passport or European Photo Driving Licence. Failure to present acceptable identification will result in exclusion from the assessment centre process.

Candidates are required to bring specific documents to the assessment centre. Failure to provide documentation (other than identification) will not affect your performance on the day, however may delay your offer of a post:

<table>
<thead>
<tr>
<th>Original Document to Bring</th>
<th>Number of Copies to Bring</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>1</td>
<td>One copy of the application form. You will be asked to sign this on the day of your interview at the document checking stage.</td>
</tr>
<tr>
<td>Passport</td>
<td>1</td>
<td>Please note that your passport must be photocopied in black and white. Colour copies will not be accepted. Please provide copies of the front cover, inside cover and signature/photo page of your passport.</td>
</tr>
<tr>
<td>Right to Work</td>
<td>1</td>
<td>Evidence of visa status, including letter from the Home Office and Passport.</td>
</tr>
<tr>
<td>Proof of address (x2)</td>
<td>1</td>
<td>Please ensure that all statements and letters are <strong>within 3 months</strong>. All documents must state your <strong>current address</strong>. Tenancy agreements, council tax bills, mortgage statements and UK driving licences will be accepted as proof of address. Online bank statements will not be accepted. If you are having difficulty providing evidence for your current address or any other queries with the CRB/DBS process please refer to the Home Office advice: <a href="https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide">https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide</a>.</td>
</tr>
<tr>
<td>1x bank/credit card statement</td>
<td>1</td>
<td>GMC/ GDC Certificate or valid registration certificate. Candidates must bring two copies of both their GMC certificate and their License to Practice letter.</td>
</tr>
<tr>
<td>1x utility bill</td>
<td>1</td>
<td>Medical/Dental Degree Other exams, College Memberships and Postgraduate qualifications cited in your application.</td>
</tr>
<tr>
<td>Proof of Qualifications</td>
<td>1</td>
<td>You should bring proof of your IELTS scores (if applicable) or evidence of English language proficiency if undergraduate training was not in English.</td>
</tr>
<tr>
<td>ALS certificate</td>
<td>1</td>
<td>Up to date certificate.</td>
</tr>
</tbody>
</table>
You will be required to present documentation to detail your eligibility to apply for the level of post you are being interviewed for. Please see the below link: Foundation Competences.

If you are current working for the NHS please bring your most recent payslip.

An example of possible stations at the assessment centre consist of:

1. Clinical Scenario – You will be given a clinical scenario which you will be asked a series of questions relating to the assessment domains, you will be assessed upon your responses to the questions and your management of the scenario.

2. Structured Questions – You will be asked a series of structured interview questions, this will include topics that you may have covered in your application form.

3. Communication – You will be given a clinical scenario upon which you will be asked to interact with a simulated patient upon which your communication skills will be assessed.

4. 5 minute presentation – You will be given an undisclosed topic upon which you will be asked to summarise the key points and assert your opinions. Your critical thinking and knowledge will be assessed.

5. Portfolio review – You will be required to provide a portfolio of evidence at the beginning of the assessment centre, it will be reviewed whilst you are participating in the other stations. You will be provided with a list of the documents required which you must provided separate to your recruitment documents.

6. Collation of scores from each station.

**Presentation**

You will be given an academic paper, discussion topic or statement which you will be asked to comment on and present the key points and your opinion. You will be given 15 minutes to prepare for this station and you are allowed to take notes in with you. There will be no PowerPoint facilities and you will be kept to a strict 5 minute limit. You will be required to field questions from the panel after your presentation for an additional 5 minutes.

**Assessment Centre Expenses**

Wessex Deanery 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 the assessment centre expenses with any exceptions to the policy being communicated directly. You can access the policy on the Wessex Deanery website:
Posts available

Indicative posts available nationwide can be found on the Health Education Wessex National Paediatric Cardiology webpage

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 make at the time of application.

Offers will be made through the Oriel Recruitment system and you will be required to respond via that portal. You will have 48 hours to accept, hold, or decline the offer. Failure to respond will result in your offer being withdrawn and the post being offered to another candidate. Offers may be “held” until 13.00 Wednesday 20 May 2015, before which offers must be acted upon.

Further Information

For any further information or queries please refer to the Paediatric Cardiology Recruitment website or contact the Recruitment Team details as above:


The person specification is for Paediatric Cardiology ST4 is available from the MMC website:


You can view the JRCPTB curriculum for Paediatric Cardiology training on their website:

http://www.jrcptb.org.uk/specialties/paediatric-cardiology