Otolaryngology (ENT) ST3 National Recruitment 2015:

Newsletter 1

Health Education Yorkshire and the Humber (HEYH) are responsible for leading National Otolaryngology (ENT) ST3 recruitment across all LETBs/Deaneries in England and Scotland in 2015. This newsletter aims to provide LETB/Deaneries with a brief overview of the National Otolaryngology recruitment process and outline key responsibilities.

National Otolaryngology ST3 participated in the 2014 Oriel pilot and we are looking forward to using Oriel as the single recruitment system in 2015. Oriel will offer both the application and offers functionality with no requirement for candidates to log into a different system.

Your key contacts are:

- Ryan McKenzie: Recruitment Officer (ryan.mckenzie@yh.hee.nhs.uk)
- Calum Smith: Recruitment Assistant (calum.smith@yh.hee.nhs.uk)

All applicant queries should be directed to ent.rec@yh.hee.nhs.uk

If you have any questions or queries at any stage throughout the process, please get in touch with us; we’re here to help!

Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Advertised from</td>
<td>11th February 2015</td>
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<tr>
<td>Applications Open</td>
<td>17th February 2015, 10am</td>
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<tr>
<td>Applications Close</td>
<td>11th March 2015, 4pm</td>
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<tr>
<td>Longlisting</td>
<td>11th – 20th March 2015</td>
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<tr>
<td>Interview Invites Sent by</td>
<td>24th March 2014</td>
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<td>Interviewer Training</td>
<td>TBA</td>
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<tr>
<td>Interview Dates</td>
<td>30th and 31st March 2015</td>
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<tr>
<td>Initial offer to be sent by</td>
<td>14th May 2015, 5pm</td>
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<tr>
<td>Hold Deadline</td>
<td>20th May 2015, 1pm</td>
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<tr>
<td>Upgrade Deadline</td>
<td>22nd May 2015, 4pm</td>
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<tr>
<td>Hierarchal Deadline</td>
<td>Wednesday 27th May 2015</td>
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<tr>
<td>Paperwork Deadline</td>
<td>Friday 29th May 2015</td>
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Oriel and the Application Process

All applicants will be required to submit their Otolaryngology (ENT) ST3 application through the Oriel recruitment system [https://www.oriel.nhs.uk](https://www.oriel.nhs.uk).

If you would like more information about the Oriel project please follow this link to the Specialty Training Website, or contact hee.mdrs@nhs.net. HEYH have been involved in the 2014 Oriel pilot and the subsequent phases of User Acceptance Testing (UAT) to ensure the 2015 system can fully support National ENT Recruitment.

National Otolaryngology ST3 will be advertised centrally by HEE in the BMJ and by HEYH in NHS jobs (Job Centre+). These adverts will direct all candidates to the National Otolaryngology ST3 Webpage on the HEYH website.

Applicants will be required to complete a series of self-assessment questions as part of their application, these will be used to produce part of the Portfolio station score and will be validated as part of the Interview. Applicants can download a copy of the ENT Self-assessment Guidance from our website, this document contains, details of the process, the full scoring framework and a checklist for organising their portfolio. This document is available to applicants in advance of applications opening.

We intend to interview all eligible applicants, if demand exceeds capacity the self assessment score will be used to shortlist out the lowest scoring applicants.

ACFs required to attend Otolaryngology ST3

Prior to ST3 applications opening we will contact all Academic applicants on the HEE list that require a Clinical Otolaryngology ST3 interview, please therefore ensure that details of all relevant ACF applicants have been passed to HEE through the appropriate channels.

We will ask all relevant ACF applicants that require an Otolaryngology ST3 Interview to submit an application. All applicants are required to complete a self-assessment form at application for use at interview; the self assessment form and submitting of an application are therefore considered part of the interview and are mandatory.

Interview Process

Prior to the Interviews the interviewers will be required to attend an interviewer Training Session on the morning of the first day of interviews. **Interviews will then be held on the 30th and 31st March 2015 at: The East Stand, Elland Road Football Stadium, Elland Road, Leeds, West Yorkshire, LS11 0ES.**

Details will be communicated to the interviewers directly alongside their formal invite to interview. Health Education Yorkshire and the Humber will be responsible for inviting candidates to interview.
The selection centre will consist of 5 stations.

- Clinical Scenario
- Communication
- Management
- Portfolio
- Skills

**Interviewer Arrangements**

All interviewers have been arranged centrally by the ENT Lead Clinician, we have where possible invited interviewers proportionately so that the number of interviewers from your region is fair. We try to ensure that at least 1 TPD or HOS attends from each LETB/Deanery. We also prefer that at least 1 interviewer attends from your LETB/Deanery even if you do not currently plan to recruit to any posts.

Interviewers will be required to book their own accommodation and claim it back from their home LETB/Deanery or Employment Board (Scotland), we will supply them with details of a recommended hotel but advise that they check their Local claims policy before booking.

Hotel rooms are reserved at:
- **Crown Plaza Leeds**
  - Wellington Street,
  - Leeds,
  - LS1 4DL

  **Interviewers should call 01132616803 or 01132616802**
  - within office hours (9-5) and state
  - “ENT HEYH” to receive this rate

  **Sunday 29th March - £90 B&B**
  **Monday 30th March - £90 B&B**

Hotel rooms that remain unbooked after the 15th February will automatically be released by the Hotel, thereafter the above rate and the rooms will be subject to availability.

We are currently in the process of finalising the interviewers, we will email you a list of those due to attend and send them the booking information within the next 2 weeks.

A confirmed list of attendees from your region will be available after the interviews.

**Offers and Preferences Process**

All preferencing and offers will be conducted using Oriel.

Health Education Yorkshire and the Humber will make offers on behalf of your LETB/Deanery using an amended version of the standard offer of an allocation letter, based on the candidate rankings and preferences. Health Education Yorkshire and the Humber will request references for appointed applicants only, however any outstanding references that have not been obtained will be the responsibility of the local employer.
English LETB’s Please note:
A total NTN cap similar to that applied in 2014 may be implemented depending on the total number of vacancies requested; we are currently awaiting confirmation of this from HEE.

ENT LAT’s can only be recruited to through the National offers process. LAT vacancies can only be submitted to directly replace OOP’s or Maternity Leave.

Scotland does not have a limit on the number of NTN’s or LAT’s that will be appointed.

IMPORTANT, Information Required from LETB/Deaneries:

We would be very grateful if you could return the below information to ryan.mckenzie@yh.hee.nhs.uk by no later than the 10th February 2015. If you have any questions please don’t hesitate to give me a call on 0113 343 1940.

- The web address of your LETB/Deanery Otolaryngology webpage
- The Forename, Surname email address and phone number of the member of staff that will be communicating the vacancy numbers
- And complete the attached national standard vacancy/preference spreadsheet “... Oriel Import Spreadsheet Guidance – FINAL” (We will give you an opportunity to update these before and after the interviews).

Please note: All Vacancies/preferences must match the taxonomy stated in the spreadsheet. If you are unfamiliar with the Taxonomy please discuss with your Recruitment manager.

Interviewers are being centrally recruited by the lead clinician, we plan to email formal invites to the Interviewers in the next 2 weeks, we will also send you details of the interviewers due to attend from your region.

Please could you put a link on your website to our National Otolaryngology (ENT) ST3 recruitment Webpage: http://www.yorksandhumberdeanery.nhs.uk/recruitment/specialty_recruitment/specialties/national_otolaryngology_(ent)_st3_recruitment_2015/

Please note: All conditions of service and post/programme information should be available on your local website, and we will link to all LETB/Deanery websites.

We look forward to hearing from you, and if there’s any further information you require at this stage please let us know, further details and updates will follow in the second newsletter.

Kind Regards

Ryan Mckenzie
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