Guidance for Applicants to the Paediatric Cardiology ST4 Specialty Training programme in 2018

Introduction

Health Education England - Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Paediatric Cardiology ST4 posts for commencement from August 2018. 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 at ST4 level.

Further queries pertaining to the specifics of the process can be found in the Paediatric Cardiology National Recruitment FAQs section of the Health Education Wessex website:

http://www.wessexdeanery.nhs.uk/recruitment/national_paediatric_cardiology.aspx

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 24 January 2018</td>
<td>Advertisements Published</td>
<td>Adverts will be placed on NHS Jobs</td>
</tr>
<tr>
<td>10.00 Wednesday 31 January 2018</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/">https://www.oriel.nhs.uk/</a></td>
</tr>
<tr>
<td>16:00 Wednesday 21 February 2018</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 2 March 2018</td>
<td>Long listing</td>
<td>All applications will be assessed for eligibility against the person specification. Applicants may be contacted at any time to clarify information conveyed in the application</td>
</tr>
<tr>
<td>Monday 5 March 2018 – Friday 16 March 2018</td>
<td>Shortlisting</td>
<td>All applications will be scored by a minimum of two Paediatric Cardiologists to set criteria</td>
</tr>
<tr>
<td>By Friday 6 April 2018</td>
<td>Invitation to Interview</td>
<td>Applicants will receive notification of the outcome of the longlisting/scoring process. Successful applicants will be asked to book an assessment centre interview slot</td>
</tr>
<tr>
<td>Monday 16 April 2018</td>
<td>Interview</td>
<td>Interviews will be held Monday 16 April 2018 at the Royal College of Paediatrics and Child Health (RCPCH), London</td>
</tr>
<tr>
<td>By 17.00 Thursday 26 April 2018</td>
<td>Initial offers released</td>
<td>Offers will be released through the Oriel recruitment system</td>
</tr>
<tr>
<td>13:00 Wednesday 2 May 2018</td>
<td>Holding deadline</td>
<td>Successful applicants may accept, decline, or hold an offer. A decision must be made within 48 hours of the offer being made. All held offers must be accepted or rejected by this deadline</td>
</tr>
</tbody>
</table>
Contacting the Recruitment Team

All queries should be directed to the Recruitment Team via email:

PaediatricCardiologyRecruitment.WX@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

It is kindly requested that applicants do not directly contact SAC members or Consultants formally involved in national recruitment after the recruitment process commences on 24/01/2018.

Applying for a Vacancy

Applications for all posts in Paediatric Cardiology will be completed via the Oriel recruitment portal only. The portal can be accessed at:

https://www.oriel.nhs.uk

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

Fitness to Practice

An applicant who answers yes to any of the fitness to practise declarations on the application form must inform Health Education England - Wessex of this response prior to submission of the application. The details will be examined and passed to the relevant LETB/Deanery in the event the candidate is successful. Please submit all FTP declarations marked “Fitness to Practice – Confidential” to:

PaediatricCardiologyRecruitment.WX@hee.nhs.uk

Exclusions Policy

Applicants reapplying for training in a specialty that they have previously resigned or been removed from (including an ARCP Outcome 4) 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 the support of a previous Head of School/Programme Director and Postgraduate Dean are advised to apply for this early, as failure to submit support for their application by 21/02/2018 will result in their application being withdrawn.
Applying to continue specialty training in the same specialty in another region

Applicants who are already in a specialty training programme and are applying again to the same specialty, in another area/region must declare this on their application form.

At the time of application, a Support for Reapplication of Specialty Training in a Different Region form must be completed, approved by the current Training Programme Director/Head of School and submitted at the time of application to the confidential email address supplied by the lead recruiter for the specialty (Please see Annex E for email addresses). Failure to provide this information will result in the application being rejected.

Applicants considering applying for the same specialty training programme in another region should communicate this to their existing Training Programme Director/Head of School at the earliest opportunity. Specialty training vacancies available for recruitment are confirmed well in advance of interviews/selection centres taking place. Early conversations with existing training programmes could allow for provisional plans to be put in place to replace the trainee, should they be successful in their application.

Longlisting

At this stage of recruitment the content of the application will not be assessed by any criteria other than the Health Education England Specialty Training person specification. The applications of candidates who do not satisfy the essential criteria for the posts being advertised will be removed. This process will be completed centrally by Health Education England - Wessex Recruitment Team.

Queries at the longlisting stage will be limited to clarification of information provided on the application form. Applicants may be contacted prior to the closing date for application if there is a query concerning the information submitted. In this case clarification or additional information must be provided within the timeframe set in the email request.

Core Competences – Evidence of experience must be provided in order to satisfy the essential criteria in the person specification. If prior training has been undertaken in the United Kingdom it is unlikely further evidence will need to be submitted. However, in the setting of a more geographically varied training history the Recruitment Team may need supporting information to be submitted. Applicants will be contacted directly should this be the case.

Shortlisting

Applications will be scored according to set criteria by at least two Paediatric Cardiologists blinded to each other. The score assigned will be used to produce a shortlist rank which will determine invitations to the assessment centre. Scores attributed to applications are final; there will be no further review of the information submitted on the application form.

Preferences

Applicants will be asked to express preferences for training centres through the Oriel recruitment system once applications have closed. These preferences will be used in conjunction with the ranking derived from interviews at the assessment centre to determine
the offers of training posts. The number of posts available in each training centre will be published alongside the preference list. It is important that applicants follow the online guidance pertaining to equally weighted preferences, and those training centres at which they would not consider accepting a post.

**Assessment Centre**

The assessment centre interviews will be held on **Monday 16 April 2018** at the Royal College of Paediatrics and Child Health (RCPCH), 5 – 11 Theobalds Road, London WC1X 8SH.

**Documentation**

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

Candidates are also required to bring the specific documents detailed below to the assessment centre. Failure to provide documentation (other than identification) will not affect a candidate’s rank on the day, but may delay the 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>Passport</td>
<td>1</td>
<td>Please provide a copy of the signature/photo page of your passport. Photocopies must be in black and white only. <strong>Colour copies will not be accepted</strong></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>GMC/GDC Certificate and License to Practice</td>
<td>1</td>
<td>GMC/GDC Certificate or valid registration certificate. Candidates must bring a print out of the GMC website dated within 7 days of their interview.</td>
</tr>
</tbody>
</table>

The interview stations consist of:

**Clinical Knowledge.** Candidates are provided with a short case vignette and asked to discuss management options and decision making related to the scenario. Marks are awarded for background knowledge and clinical reasoning.

**Clinical Ethics.** Candidates are provided with a short case vignette that holds significant ethical implications and asked to describe an approach to the case. Marks are awarded for recognition of the ethical implications, and for logic and clarity of approach.

**Presentation.** Candidates are provided with a topic and some relevant literature to facilitate preparation of a brief presentation. Delivery of the presentation is followed by a discussion of the topic. Marks are awarded for succinct appraisal, delivery and discussion of information.

**Structured Interview.** Candidates will be asked a series of structured, pre-formatted questions designed to assess their suitability for entry into paediatric cardiology training. Marks are awarded for demonstrating suitability for entry into training.
Interview Expenses

Health Education England - Wessex will reimburse expenses incurred for travelling to the Interview. Details pertaining to making a claim will be provided with the invitation to attend for interview. Reimbursement will be made in line with the Health Education England - Wessex policy on assessment centre expenses, with any exceptions to the policy being communicated directly. The policy can be accessed on the Health Education England - Wessex website:


Posts available

Posts available nationwide can be found on the Health Education England - Wessex National Paediatric Cardiology webpage.

Outcome of Assessment Centre – Offer of a Training Post

Offers will be made by Health Education England - Wessex for all posts across the United Kingdom. The ranking of candidates determined by interview at the assessment centre will be tabled against preferences for posts, to determine offers.

Offers will be made through the Oriel Recruitment system, with a response required via the Oriel portal. Candidates will have 48 hours to accept, hold, or decline an offer. Failure to respond will result in an offer being withdrawn and the post being offered to another candidate.

Offers may be “held” until 13.00 Wednesday 2 May 2018, by which time they 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:

http://www.wessexdeanery.nhs.uk/recruitment/national_paediatric_cardiology.aspx

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

https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications

The JRCPTB curriculum for Paediatric Cardiology training is available at:

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