Guidance for Applicants to the Paediatric Cardiology ST4 Specialty Training programme in 2020

Introduction

Health Education England - Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Paediatric Cardiology ST4 posts for commencement from August 2020. 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>Tuesday 21 January 2020</td>
<td>Advertisements Published</td>
<td>Adverts will be placed on NHS Jobs</td>
</tr>
<tr>
<td>10.00 Wednesday 29 January 2020</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 19 February 2020</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 Tuesday 25 February 2020</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>Wednesday 26 February – Wednesday 11 March 2020</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 Wednesday Friday 20 March 2020</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 30 March 2020</td>
<td>Interview</td>
<td>Interviews will be held Monday 30 March 2020 at the Royal College of Paediatrics and Child Health (RCPCH), London</td>
</tr>
<tr>
<td>By 17.00 Thursday 23 April 2020</td>
<td>Initial offers released</td>
<td>Offers will be released through the Oriel recruitment system</td>
</tr>
<tr>
<td>13:00 Wednesday 29 April 2020</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>
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</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 21/01/2020.

Raising concerns about the recruitment process that fall outside of the national complaints policy

Should you wish to raise any concerns about the recruitment process that falls outside of the national complaints policy e.g. fraudulent submissions by other applicants please contact mdrs.confidential@hee.nhs.uk where you can raise such concerns.

This email address should not be used in order to raise a complaint which bypasses the process detailed in the national complaints policy.

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

Any applicants who answer yes to any of the fitness to practise declarations on their application form must complete a form (which can be downloaded from the resource bank on the specialty training website) and submit it to: CTSurgeryRecruitment.wx@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 (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 20/02/2019 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 Paediatric Cardiology or Paediatric training programme and are applying to Paediatric Cardiology 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 PaediatricCardiologyRecruitment.WX@hee.nhs.uk. 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.

**Please ensure that you document MRCPCH, MRCP and equivalence on your application form.**
Immigration

With effect from 6 October 2019, all medical practitioners are on the Shortage Occupation List. This means that with the exception of all applicants to Public Health, all specialty recruitment applicants will be exempt from the RLMT; there will be no restriction on their appointment.

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 30 March 2020 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.

<table>
<thead>
<tr>
<th>Original Document to Bring</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Passport</td>
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</tr>
<tr>
<td>Right to Work</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>Candidates must bring a print out of the GMC website dated within 7 days of their interview or show evidence on an electronic device.</td>
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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 if relevant some 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.

**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 29 April 2020**, 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:


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

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