Welcome to CSNRO November bulletin for Core Surgery Recruitment in 2014

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APPLY NOW:
https://secure.intrepidonline.co.uk/Pathway2014

Key Dates

Applications Open:
12 November 11:00hrs GMT

Applications Close:
5 December 17:00hrs GMT

Interviews:
20 – 31 January 2014

Applications

Welcome to the 2014 CST recruitment process. Applications have now opened and will close on Thursday 5 December at 17:00hrs GMT. No applications will be considered after this time.

Please note it is best not to leave your application to the last minute as technical queries will be priority over the last 48 hours before applications close and all other queries may have a delayed response.

The CSNRO will communicate with applicants directly via their Pathway account so we recommend applicants check their accounts as regularly as possible during the recruitment process. Applicants will also receive text messages to advise them of key stages of the process such as interview bookings, sub-preferencing and offers.

The CSNRO will send a Recruitment Bulletin to all applicants every month throughout the recruitment period. The bulletin provides applicants with the latest information relating to CST recruitment. We also recommend applicants review the FAQs and Applicant Guide for further guidance and information.

We wish you the very best with your application!

Compulsory Documentation

Some applicants may be required to upload documentation to their application prior to submission. Further details are below:

Fitness to Practise (FtP)/Relinquished Posts
If an applicants answered ‘yes’ to any of the Fitness to Practise questions or have been removed from or relinquished a CST or foundation post, details must be emailed to declaration@kss.hee.nhs.uk before the close of applications. All information sent to this email address is treated as confidential and only senior members of the CSNRO will have access.

Foundation competences
If you are currently undertaking foundation training in the UK
Who do we recruit for?

- East Midlands
- East of England
- Kent, Surrey and Sussex
- London Shared Services
- North East
- North West
- Northern Ireland
- Scotland
- South West
- Thames Valley
- Wales
- Wessex
- West Midlands
- Yorkshire and the Humber

(F2) you will not need to submit evidence of this at this stage. However, if you are invited to interview you would need to provide evidence of successful completion of F1 or a letter from your current supervisor confirming you are on track to complete your F2 year.

If you have completed UK foundation training in the last 3 years you will be expected to upload your FACD 5.2 to your Pathway account by the close of applications on 5 December.

If you do not fit into either of the above criteria, then you will need to submit an Alternative Certificate by the close of applications on 5 December. You can download the 2014 certificate here: http://www.surgeryrecruitment.nhs.uk/downloads

Please note no previous versions of the Alternative Certificate will be accepted.

If the required evidence is not submitted by the close of applications, your application will be longlisted out with no further recourse to appeal. No late documentation will be considered. Please review the Applicant Guide available on the surgery website for a list of documents required to support the application made. http://www.surgeryrecruitment.nhs.uk/downloads

UK Offers

Offers across all specialties in 2014 will be coordinated through the UK Offers system (UK Offers). After applications have closed, all applicants will be transferred to UK Offers. You will then receive login information via email from UK Offers which will be the account you use for all applications you make in 2014. Applications will be linked by GMC number and email address.

Please refer to this page for further information if you have not received UK Offers login details - http://www.surgeryrecruitment.nhs.uk/events/uk-offers-help

Interviews

Interviews will be held at a national selection centre in London from 20 – 31 January 2014 at the Charing Cross Hotel.

Invitations to interview will be issued after longlisting. Applicants will be required to bring originals and a copy of each of their eligibility documentation. A checklist is available on the website to help applicants gather the appropriate documents before their interview – www.surgeryrecruitment.nhs.uk/downloads

We recommend applicants start to prepare their documents for interview, including references as soon as possible.

Portfolio Guidance

In addition to the eligibility documentation, applicants will also need to bring their portfolio to the CST interview. The portfolio should contain documentation of any achievements...
and qualifications declared on the application form and evidence of how an applicant meets the criteria set out in the Person Specification.

The CSNRO has provided a Portfolio checklist which must be put at the front of the portfolio folder so that interviewers can see what evidence applicants have brought to support their application. A copy of the checklist is available to download from the download section of the surgery website. No other form of contents page will be accepted.

Any claims made on the application form, such as a published article, a prize awarded, etc. need to be evidenced in your portfolio. It is recommended that applicants refer to the ‘Portfolio Station Guidance’ available to download via the website http://www.surgeryrecruitment.nhs.uk/content/portfolio-guidance-0.

This guidance advises applicants of examples of acceptable evidence and also provides the ranges of marks available across all of the scoring criteria.

**Sub-preferencing**

The post rotations details are yet to be confirmed for 2014. Once received, they will be published on the Surgery Recruitment website under ‘Programme Information’ found here: http://www.surgeryrecruitment.nhs.uk/the-process/programme-information. Applicants are not restricted to ranking choices according to LETB/deanery.

Preferencing will take place on the UK Offers system after invitations to interview have been issued. An email and text message will be sent when sub-preferencing has opened.

Applicants can choose to preference the posts in any order they wish and do not have to rank all choices.

Offers will be made by the CSNRO week commencing 24 February according to an applicant’s rank and the order of their sub-preferences.

**FAQs**

1. **Am I eligible to apply?**
   To be eligible to apply, applicants must meet the essential criteria set out in the 2014 Person Specification; this can be found under the ‘Downloads’ section of the Surgery Recruitment website.

2. **Can I apply If I have more than 18 months experience?**
   Any experience in a surgical post outside of foundation training (or equivalent) counts towards the 18 months limit, regardless of the level (training or non-training) or location (in and outside of the UK).

   If you have over this amount of experience you may wish to consider entering training at a higher level as you will not be
eligible to apply for core training.

3. Why can’t I preference on my application?
Preferences are not completed during the application process. Applicants will be able to preference all available CST programmes across all LETBs/deaneries in the UK after longlisting and invitations to interview.

4. Do I need a letter by a UK consultant confirming my English skills although I have successfully passed IELTS?
No, if your IELTS scores were gained within the last 2 years you will only need to provide the results information on your application. If invited to interview you will need to provide evidence of the results. No letter from a UK consultant is needed in this instance.

5. The achievement I have doesn’t fit easily into one of the drop-downs, what one should I choose?
The CSNRO is unable to advise an applicant which response best fits their experience however we have created guidance and definitions to help applicants choose the most appropriate option.

If you are uncertain which drop-down to use, pick the best match, and justify your choice in the white space box provided.

6. What documents do I need to upload to my application?
You are only required to upload specific documentation if your application requests it.

Please see below the link for the Person Specification and eligibility page, this will provide you with further guidance on what documentation is required for upload on your application.
http://www.surgeryrecruitment.nhs.uk/person-specification-and-eligibility