Developing people for health and healthcare

Applicant Guidance

Anaesthetics ST3
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**Application Window**

Advertisements will appear in the BMJ, on NHS Jobs and on the new Oriel recruitment system on Monday 3 February 2014.

Applications will be accepted from 10.00am on Monday 3 February 2014 until 5.00pm on Monday 10 March 2014. Late applications will not be accepted.

Support for applicants experiencing problems with their application will be available from the Anaesthetics National Recruitment Office during normal office hours for the duration of the application window.

Applications will be made through Oriel to the Anaesthetics National Recruitment Office (ANRO) who will be coordinating the recruitment process on behalf of the Royal College of Anaesthetists. Oriel can be accessed through [www.oriel.nhs.uk](http://www.oriel.nhs.uk) from Monday 27 January 2014.

**Dual Programmes with Intensive Care Medicine (ICM)**

Applicants who currently hold a National Training Number (NTN) in ICM and are applying to Anaesthetics in the hope of securing a dual programme can only undertake a dual programme if:

1. The offer of an Anaesthetics NTN is in the same LETB/deanery as the one where ICM training is being undertaken

2. The appointing LETB/deanery is able to support and offer a dual training programme

If an applicant receives an offer for Anaesthetics and either of these conditions are not met, then the applicant will need to decide whether to accept the Anaesthetics offer. Accepting an Anaesthetics post if either of these conditions have not been met would require the applicant to resign their ICM training number.

**Units of Application**

You will be asked to preference all Units of Application (UoAs) that you would be prepared to work in. Preferences cannot be amended once an application has been submitted.

Providing you meet the longlisting criteria and you rank a sufficient number of UoAs, you are guaranteed an interview. Each candidate will have a maximum of one interview.

The UoA that you are interviewed in will be decided based on your ranking against other candidates in relation to your self assessment score and whether your chosen UoA has capacity to interview you when your rank is reached.
If you choose to preference just a few UoAs, you may find that you are not invited to interview. You should understand that if you rank insufficient UoAs then you cannot be guaranteed an interview in one of your preferred locations - other, higher ranking candidates will not be displaced from their allocated interview slots to accommodate you.

A list of the Units of Application recruiting at this level is available on the website (http://anro.wm.hee.nhs.uk).

When deciding which UoAs to preference, you should consider the historical competition ratios in each area available on the Specialty Training website (www.specialtytraining.nhs.uk).

Please be aware that the recruitment process is expected to be very competitive with many more applicants than posts available.

**Self-Assessment**

The application form will contain a number of self assessment questions. The score generated from this will be used to determine which Unit of Application you are interviewed in, and ultimately considered for appointment in.

It is imperative that you answer the self assessment questions accurately and honestly. The self assessment will be ratified as part of the portfolio station at interview and you will be required to provide evidence to support the score that you give yourself. Deliberately falsifying or giving dishonest answers is in breach of Good Medical Practice and may need to be referred to the General Medical Council on the grounds of probity.

The white box questions on the application form will not be scored, but will be used in the portfolio station to give assessors an idea of a candidate’s achievements prior to them entering the station.

**Deferment of Start Date**

Deferments to start date will only be considered for reasons stated in the Gold Guide i.e. for statutory grounds such as maternity leave, ill health.

Deferment for any other reason will not be permitted.

If you wish to request a deferment to your start date, you need to declare this in your application form and contact your recruiting LETB/deanery as soon as possible.
Application process for International Medical Graduates (IMGs) without Right of Residence

Please refer to national guidance from Health Education England and the UK Borders Agency to confirm whether or not you are eligible to apply.

Assessment of Core Competence

In order to be eligible for a ST3 post, you need to be able to demonstrate within your application that you have achieved all core Anaesthetics competences, or that you will have done by the time you take up appointment in August 2014. This can be demonstrated in a number of ways:

1. You are currently in a CT2 post and will have enough experience in Anaesthetics/ICM by August 2014 to satisfy the person specification requirements

2. You have completed a full core training programme and are in possession of a Basic Level Training Certificate (or SHO Training Certificate) which you are required to upload to your application form

3. You have completed sufficient time in Anaesthesia/ICM posts and upload a Royal College of Anaesthetists Basic Level Equivalence Certificate to your application form

In addition, you need to demonstrate your Primary FRCA examination status. For this round of recruitment, you can apply with the MCQ part of the exam, however, you need to have passed all remaining parts by the interview date.

If you apply whilst only in possession of the MCQ part of the exam, you will be required to declare on the application form when you intend to attempt the remaining parts. If this falls beyond the date of interview, your application will be longlisted out.

Due to the exam timetable of the Royal College of Anaesthetists, only those applicants in possession of the Irish MCQ, looking to sit the remaining parts of the Irish examination will be in a position to apply with just a part pass.

Fitness to Practise

If you answer yes to any of the Fitness to Practise questions on the application form, you will be required, in the first instance to send information about this declaration to the Anaesthetics National Recruitment Office (fitnessstopractise@wm.hee.nhs.uk) by the deadline for applications.
Once you have been allocated to a Unit of Application for interview, you will also need to provide evidence directly to them, using the appropriate email address from the list below:

<table>
<thead>
<tr>
<th>Deanery/LETB</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Education East Midlands</td>
<td><a href="mailto:marcia.reid@nhs.net">marcia.reid@nhs.net</a></td>
</tr>
<tr>
<td>Health Education East of England</td>
<td><a href="mailto:h.mckee@nhs.uk">h.mckee@nhs.uk</a></td>
</tr>
<tr>
<td>Health Education Kent, Sussex and Surrey</td>
<td><a href="mailto:declaration@kss.hee.nhs.uk">declaration@kss.hee.nhs.uk</a></td>
</tr>
<tr>
<td>Health Education North East</td>
<td><a href="mailto:leanne.lowe@nhs.net">leanne.lowe@nhs.net</a></td>
</tr>
<tr>
<td>Health Education North West (Mersey)</td>
<td><a href="mailto:Susan.McCarthy@nw.hee.nhs.uk">Susan.McCarthy@nw.hee.nhs.uk</a></td>
</tr>
<tr>
<td>Health Education North West (North Western)</td>
<td><a href="mailto:helpdesk.recruitment@pat.nhs.uk">helpdesk.recruitment@pat.nhs.uk</a></td>
</tr>
<tr>
<td>Health Education Thames Valley</td>
<td><a href="mailto:recruitment@thamesvalley.hee.nhs.uk">recruitment@thamesvalley.hee.nhs.uk</a></td>
</tr>
<tr>
<td>Health Education South West (Severn)</td>
<td><a href="mailto:Severn.Fitness@southwest.hee.nhs.uk">Severn.Fitness@southwest.hee.nhs.uk</a></td>
</tr>
<tr>
<td>Health Education Wessex</td>
<td><a href="mailto:jemma.martell@wessex.hee.nhs.uk">jemma.martell@wessex.hee.nhs.uk</a></td>
</tr>
<tr>
<td>Health Education West Midlands</td>
<td><a href="mailto:fitnessstopractise@wm.hee.nhs.uk">fitnessstopractise@wm.hee.nhs.uk</a></td>
</tr>
<tr>
<td>Health Education Yorkshire and the Humber</td>
<td><a href="mailto:specialty.recruitment@yh.hee.nhs.uk">specialty.recruitment@yh.hee.nhs.uk</a></td>
</tr>
<tr>
<td>London Shared Services</td>
<td><a href="mailto:fitnessstopractise@southlondon.hee.nhs.uk">fitnessstopractise@southlondon.hee.nhs.uk</a></td>
</tr>
<tr>
<td>NHS Education for Scotland</td>
<td><a href="mailto:medicalrecruitment.tayside@nhs.net">medicalrecruitment.tayside@nhs.net</a></td>
</tr>
<tr>
<td>Northern Ireland Medical and Dental Training Agency</td>
<td><a href="mailto:HR@nimdta.gov.uk">HR@nimdta.gov.uk</a></td>
</tr>
<tr>
<td>Wales Deanery</td>
<td><a href="mailto:BassettL@cardiff.ac.uk">BassettL@cardiff.ac.uk</a></td>
</tr>
</tbody>
</table>

Deaneries will handle Fitness to Practise declarations in line with their local processes.

**Exclusion Policy**

This prevents trainees previously removed from the training programme from reapplying, except in exceptional circumstances.

If you have previously been removed from an Anaesthetics training programme, but you believe that you have exceptional circumstances that would allow you to reapply, you should ask your current Postgraduate Dean for a letter of support. This letter, along with any other evidence should be submitted to nationalrecruitment@wm.hee.nhs.uk by the closing date for applications. Emails should be titled *Exclusion Policy Evidence*.

Evidence submitted will be reviewed by the Postgraduate Dean in the coordinating LETB, who will make decisions on an individual basis on whether or not the applications can be permitted to progress to the next stage.
**Longlisting**

Following the deadline for receipt of applications, the Anaesthetics National Recruitment Office will conduct longlisting on all applicants, regardless of the Unit of Application applied to.

Candidates who fail to meet the following criteria will be longlisted out and will not progress any further in the recruitment process:

- Eligible for full registration with the General Medical Council, at the time of appointment
- At least 24 months post Foundation experience in Anaesthetics and/or Intensive Care Medicine (but no more than 6 months experience in ICM during the qualifying 24 months), by time of appointment, anywhere in the world
- Evidence of completion of core competences by the time of appointment. Ways of demonstrating this are outlined under the Core Competences section
- Evidence that the applicant has achieved, as a minimum the MCQ part of the Primary examination with evidence that the outstanding parts of the exam can be attempted before the interview date
- Confirmation that the applicant has not previously been removed from an Anaesthetics training programme

Applicants that fail to demonstrate that they meet all of the longlisting requirements by the closing date for applications will not be processed any further. Responsibility lies with you as the applicant to demonstrate fully in your application form that you are eligible for the post you are applying for.

**Allocation to Units of Application for Interview**

On completion of the longlisting process, all candidates that have met the minimum eligibility criteria will be considered for interview.

Each Unit of Application will notify the Anaesthetics National Recruitment Office of the maximum number of interviews it wishes to carry out.

The Unit of Application that interviews you will be determined by your self assessment score. All candidates that apply will be ranked according to their self assessment score and interview slots will be allocated in rank order.

If, when your name is reached in the ranked list, your first choice has interview slots available then you will be allocated an interview in that Unit of Application. However, if all of the
Interview slots have already been filled, you will be transferred to the next highest preference that still has capacity to interview you.

If you are transferred to another Unit of Application for interview, this will become your first choice and you will only be considered for appointment in this LETB/deanery. You will not be considered for appointment in the LETB/deanery that was ranked first on your original application form.

Interview invitations will be sent by the Anaesthetics National Recruitment Office on Monday 24 March 2014.

**Programme Preferences**

Once you have been allocated to a Unit of Application for interview, you will be asked to make more detailed programme and geographical preferences. These preferences will need to be made on the UK Offers System and your stated preferences will be used when offers are made. Please be aware that preferences expressed in any other way will not be taken into consideration.

Please note that should you put any of the sub preference options in the *not wanted* column on UK Offers, you will never receive an offer for these rotations/programmes. You can only receive an offer for posts that appear in either the *preference* or *no preference* columns.

If you fail to express your preferences online and you are made an offer, you should expect that the offer made will be for one of the least popular rotations in the allocated UoA. You will also not be eligible for an upgrade as there will be no higher preferred rotations that you could be upgraded into.

Health Education South West are recruiting as a cluster for both the Peninsula and Severn areas. If you apply to this cluster, you will be considered for appointment in both areas.

**Interviews**

All interviews will be take place between Monday 31 March 2014 and Friday 2 May 2014.

Interview dates for individual Units of Application can be found on the website ([http://anro.wm.hee.nhs.uk](http://anro.wm.hee.nhs.uk)).

On the day of the interview, please ensure that you allow yourself plenty of time to get to the interview venue and ensure that you take a paper copy of your portfolio of evidence with you. Access to e-portfolio will not be available at interview. Guidance on preparing your portfolio for interview is available on the website. It is important that it contains evidence to support every score you have awarded yourself in self-assessment.
If you are invited for interview and are unable to attend due to unforeseen circumstances or an emergency, you must contact the interviewing LETB/deanery to ascertain whether alternative arrangements can be made. Alternative arrangements cannot be guaranteed.

**Interview Format**

A standardised interview/selection format is in place, which is mandatory for all Anaesthetics interviews to ensure that there is a consistent national standard.

The standardised format incorporates a generic scoring system and structure for interviews across all Units of Application but allows the addition of local deanery specific stations to complement the nationally standardised stations.

At each of the standard stations, you will be assessed by a minimum of two consultant assessors. Each assessor will score you independently.

**Clinical Interview – 10 minutes**

This is a scenario based interview assessing:

- Clinical judgment and decision making
- Working under pressure
- Teamwork

**Portfolio – 20 minutes**

The Portfolio station is designed to assess past achievements, commitment to specialty and career progression to date. 10 minutes of the station time will be used to confirm your self-assessment score. You will therefore be expected to have evidence to show for each of the self-scoring domains. Failure to supply suitable evidence to fully support the score awarded will result in your score being reduced.

The second half of the portfolio station will be used to explore areas of your portfolio in more detail. In particular, assessment will be made on evidence of reflective practice, your commitment/insight into Anaesthetics and your commitment to the training programme/Unit of Application you are applying for. Achievements and interests outside of medicine will also be taken into account.

**Presentation – 10 minutes (5 minutes for delivery and 5 minutes for questions)**

This station gives you an opportunity to demonstrate how you can perform, with an associated time pressure, to prepare and deliver a presentation. Topics are carefully chosen so that this exercise tests the delivery of a presentation in challenging circumstances rather than being a pure test of knowledge.

You will be given the presentation topic on the day and will be given 10 minutes to prepare your presentation.

Assessors will score you against the following domains:
• Communication
• Working under pressure
• Organisation and planning

In addition, for each of the three national standard stations, you will be given a score from each assessor on their overall view of your performance at the station.

**LETB/Deanery specific stations**

Individual Units of Application are able to supplement the above three standardised stations with local preferred LETB/deanery specific stations. If used, these will be designed to test attributes described in the national person specification. If UoAs choose to adopt local stations, it is expected that you would be informed of this and the attributes that are being tested.

**Evaluation of the Interview Process**

Anonymous data from the interview process, including scores awarded and feedback collected on the day of the interview, will be used to evaluate and refine the national selection process. Data may be correlated with anonymised scores from outcome measures during your future training such as success in professional examinations, for this purpose.

**References**

Obtaining references is a candidate's responsibility but these should not be requested until after you have accepted a post. References should be requested on the nationally agreed reference form, available to download from the Anaesthetics National Recruitment Office website ([http://anro.wm.hee.nhs.uk/Downloads](http://anro.wm.hee.nhs.uk/Downloads)).

**Offers**

All offers will be made on the UK Offers System by the Anaesthetics National Recruitment Office and not through Oriel. Offers received in any other way will be deemed invalid. If you are made an offer, you will need to respond to this on the UK Offers System.

The first wave of offers will be sent out on Monday 12 May 2014. Please do not contact the recruitment office about offers prior to this date, as it could delay the release.

You will be given 48 hours (inclusive of weekends and bank holidays) to respond to an offer and have the option to accept, decline or hold. Only one offer can be held at any one time, across all specialty applications. If you fail to respond to an offer within the 48 hour window you will be deemed to have declined the offer.

Once you have accepted a post, you will not receive any further offers from any other specialty.
Offers that are declined will be recycled and offered in rank order to other candidates.

If you choose to hold an offer, you can hold this up until 1.00pm on Thursday 29 May 2014. Before this deadline, you will be required to go back into the UK Offers System and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to have been declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept or decline.

**Upgrading of Offers**

You will be able to express more detailed preferences for training programme and geography within the Unit of Application (please see Programme Preferences).

If you rank highly enough to be made an offer, this will be made to the highest ranked sub preference that is available when your interview rank is reached. If you are happy with this offer, you can choose to simply accept it.

However, if you would like the option of getting one of your higher ranked sub preferences, should they become available, you can opt into upgrading. The upgrading option is available to all offers that have been held or accepted, but not where an offer has been declined. A candidate who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until Friday 30 May 2014 at 5.00pm.

Once the upgrading deadline has been passed, no further ST3 upgrades will be offered.

If you opt into upgrading and a higher preferred offer becomes available, the upgrade will be automatic. You will be placed in the higher preferred post without the Anaesthetics National Recruitment Office making any further contact with you and you will not be given 48 hours to decide whether you wish to accept or decline the new post. If an upgrade is made, the previously held or accepted post will be released and will be reoffered to another candidate.

Once you have been upgraded you will be contacted to inform you of this. Details of the upgrade made will be available in the UK Offers System.

**Locum Appointments for Training (LATs)**

Locum Appointment for Training posts will be appointed through the national process however, offers will not be made until such time as all NTN posts have been filled.
If you are interested in a LAT post, you should not expect to hear about this until at least 8 July 2014.

If you receive an offer for a ST3 (NTN) post that you choose to decline, you will not be eligible for a LAT offer.

**Clearing**

Clearing will be available to applicants who were deemed appointable at interview but who have not been made an offer. It will not include candidates who have been made an offer that they chose to decline.

Clearing will also be available to applicants that were deemed unappointable in their interviewing Unit of Application provided they scored between 100 and 109 in the national stations (and were not vetoed).

If you are eligible, you will be asked to preference the clearing posts. Please note, if you were deemed unappointable by a LETB/deanery in your initial interview (i.e. you scored less than 110 in the three national stations), you will not be eligible to apply for posts in that LETB/deanery in clearing.

ST3 clearing posts will be subject to a further interview. Clearing interviews will be held centrally in Birmingham on 24 and 25 June 2014 and will have representatives from all of the Units of Application with clearing vacancies on the interview panel.

Offers made in clearing will only be eligible for accept or decline. They cannot be held and they will not be upgraded, even if a higher preferenced post becomes available at a later date.

You will only receive a maximum of one offer in clearing. If this offer is declined you will not receive any further offers.

**Feedback**

Feedback will be provided to you throughout the recruitment process. There is no need for you to make a formal request to receive it.

If your application is rejected at the longlisting stage, we will inform of the reason for this.

Following interview, you will be provided with a breakdown of your scores by interview station and by scoring domain. No further information will be provided. If you wish to receive more information than this you will be required to contact the recruiting LETBs/deaneries directly, but should be aware that the provision of any further information is only likely to be provided at a cost.
Candidate Interview Expenses

Any claims for expenses incurred in travelling to an interview should be made to the LETB/deanery that interviewed you, not the Anaesthetics National Recruitment Office.

Unfilled Posts

Any posts that are left unfilled at the end of this process will be readvertised as another national process for commencement in February 2015.