**Guidance for Applicants to Cardiothoracic Surgery ST1 Academic and Clinical Training programmes in 2014**

**Introduction**

Health Education Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST1 for commencement in August 2013. National Recruitment will cover all Cardiothoracic Surgery ST1 posts in England, Northern Ireland, Scotland and Wales. The process will incorporate recruitment into Specialty Training (NTN) and Academic Clinical Fellowship (ACF) posts in the specialty at ST1 level.

If you have further queries about the specifics of the process after reading this document please refer to the Cardiothoracic Surgery National Recruitment FAQs on the Health Education Wessex website: http://www.wessexdeanery.nhs.uk/recruitment/hew_national_recruitment/cardiothoracic_surgery_st1__3.aspx

**Academic Clinical Fellow (ACF) Posts**

Application forms submitted for NTN ST1 posts will not be considered for academic posts. Please ensure that if you would like to apply for an academic post that you complete the specific application form.

If you wish to be considered for an NTN ST1 post and an ACF ST1 post then you will need to complete an application for each post type.

Please be aware that applicants for ACF posts will be subject to initial assessment against the clinical ST1 entry requirements.

**Key Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 7 November 2013</td>
<td>Advertisements Published</td>
<td>Adverts will be placed in the BMJ and on the websites for both NHS Jobs and the Society of Cardiothoracic Surgeons</td>
</tr>
<tr>
<td>Tuesday 12 November 2013 (10:00)</td>
<td>Applications Open</td>
<td>Applications will only be accepted via the Intrepid Pathway online application portal</td>
</tr>
<tr>
<td>Thursday 5 December 2013 (17:00)</td>
<td>Applications Close</td>
<td>Applications will close promptly at 17:00. Late applications will not be considered.</td>
</tr>
<tr>
<td>Friday 13 December 2013</td>
<td>Longlisting completed</td>
<td>All applications will be assessed for eligibility against the person specification.</td>
</tr>
<tr>
<td>Monday 16 December 2013 – Thursday 2 January 2014</td>
<td>Shortlisting completed</td>
<td>Shortlisting will be completed for ST1 applications.</td>
</tr>
<tr>
<td>No later than Friday 17 January 2014</td>
<td>Invitation to Assessment Centre</td>
<td>Applicants will receive notification of the outcome of the scoring process. Applicants who are successful at this stage will be asked to book themselves into an assessment centre slot.</td>
</tr>
</tbody>
</table>
### Assessment Centre

**Assessment centre will be held at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA.**

### Initial offers made

**Offers will be through the UK Offers System**

### Holding deadline

**Applicants must have accepted or declined any “held” post by this deadline. Any post not accepted will be recycled and offered to eligible applicants.**

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**Contacting the Recruitment Team**

It is kindly requested that applicants and candidates do not contact Consultants or Training Centres involved in national recruitment.

Please refer to online documentation for information about the posts.

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

ctsurgery.recruitment@wessex.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**

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**Applying for a Vacancy**

Applications for all posts in Cardiothoracic Surgery will be completed via the Intrepid Pathway recruitment portal only. The portal can be accessed via the internet:

https://secure.intrepidonline.co.uk/Pathway2014/sys_Pages/MainMenu/MainMenu.aspx

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

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**Longlisting**

Applicants that do not satisfy the essential criteria for the posts being advertised will be removed at the longlisting stage. This process will be completed centrally by the Health Education Wessex Recruitment Team.

Please be aware that you may be contacted prior to the closing date for application if there is a query about the information that you have already completed. You will be required to submit clarification or additional information within 48 hours of a request.

Queries at the longlisting stage will be limited to clarification of information that you have supplied on your application form.

Any applicant who is unsuccessful at the longlisting stage will be informed of this with a reason why their application was unsuccessful.
Fitness to Practise

Any applicants who answer yes to any of the fitness to practise declarations on their application form must inform Health Education Wessex prior to submission of their application. These details will be examined and passed to the relevant LTB/Deanery should you be successful. Please submit all FTP declarations to: ctsurgery.recruitment@wessex.hee.nhs.uk marked “Fitness to Practise – Confidential”

Exclusions Policy

During recruitment to posts commencing from August 2014 all LTBs/Deaneries and recruiters will be asking questions relating to applicants’ prior resignation or removal from training posts within the specialty to which they are applying.

Evidence of the reasons for resignation or removal from training will need to be submitted in line with the fitness to practise model. It is the responsibility of the applicant to provide this information at the time of application and failure to provide such could result in your application being withdrawn.

Achievement of Foundation Competences

There are a 3 ways you can demonstrate that you possess Foundation Competence, and the application form will ask you a series of questions to help you determine the most appropriate form of evidence for you to submit.

1. Currently on a Foundation Programme
   If you are undertaking a recognised foundation programme in the UK which is due to finish in August 2014, we will ask you to confirm the name of your Foundation School. You do not need to do anything else. You do not need to submit any evidence. Any offer of a programme will be conditional upon you successfully completing the Foundation Programme and being awarded an FACD 5.2 before August 2014. This includes those applying for a delayed start date due to illness or maternity. If you are undertaking a “stand alone” FY2 post that is NOT part of a recognised foundation programme attached to a UK Foundation School and you do not expect to be awarded with an FACD 5.2 upon satisfactory completion, then you must answer NO to this question on the application form and you will be required to submit an Alternative Certificate as detailed below.

2. Already completed a Foundation Programme
   If you have already completed a UK Foundation Programme within the last 3 years or 5 years for Public Health (since 1st August 2011), we will ask you to confirm that you have been awarded an FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. You will be expected to provide the original certificate at a later date.

3. Anybody who is not in 1 or 2 above
   If you have not undertaken a UK Foundation programme within the last 3 years, you will be able to submit an Alternative Certificate signed by a consultant who has
supervised you for at least 3 months since 1st August 2011. This certificate attests to your achievement of Foundation Competence. For the purposes of this documentation, “consultant” includes General Practitioners, Clinical Directors, Medical Superintendents, Academic Professors and anyone on the specialty register. You may submit more than one Alternative Certificate from different posts in order to show evidence of achievement of all competences but all certificates must relate to posts undertaken for at least 3 months (whole time equivalent) since August 2011. You **MUST** attach scanned copies of the certificates to your application form. You will be expected to provide the original document(s) at a later date.

*The only exception to this is if you are a refugee.* Refugees (as defined on the UKBA website: http://www.ukba.homeoffice.gov.uk/asylum/) are advised to contact the recruiting organisation for further guidance - but should submit an Alternative Certificate if it all possible.

If the required evidence is not submitted by the close of applications, the application will be **longlisted out with no further recourse to appeal. No late documentation will be considered.**

**Right to Work**

All applicants must prove that they are eligible to work in the UK at the time they apply. The proof required depends on your immigration/ visa status. For more detailed information, please refer to UKBA (www.ukba.homeoffice.gov.uk) and the Specialty Training websites (http://specialtytraining.hee.nhs.uk)

Generally, UK/EEA Nationals will only need to show their passport to prove their right to work. The exceptions are Bulgarian & Romanian citizens who must provide additional information as their immigration status is different to that of other EEA nationals. Please visit the UKBA website for more information: http://www.ukba.homeoffice.gov.uk/

Non-UK/EEA Nationals applicants may be eligible to apply depending on whether or not they have any work restrictions on their immigration status.

**Shortlisting**

Applications to Cardiothoracic Surgery ST1 will be shortlisted. A shortlist panel will review applications in between 16 December 2013 and 2 January 2014. Applications will be marked against an agreed criteria and scored by at least two clinicians.

The shortlisting criteria will be published prior to applications opening. Please refer to the Wessex Deanery website where you can download a copy of this (under Useful Downloads – named ‘ST1 Shortlisting Criteria’): http://www.wessexdeanery.nhs.uk/recruitment/hew_national_recruitment/cardiothoracic_surgery_st1__3.aspx

The results of the short listing process will be released no later than **17 January 2014.**
Specialty Selection Test – pilot

The Specialty Selection Test will be piloted across a number of different medical specialties during **January 13 - 25 2014**, across the United Kingdom, and includes a Clinical Problem Solving Test (CPS) and a Situational Judgement Test (SJT). The purpose of this pilot is to evaluate whether these tests enhance the current methods of selection used for applicants to first year specialty and core training.

Applicants successful at the shortlisting stage will be invited to sit the Specialty Selection Test. **The test will not count towards the shortlisting score or final assessment score.**


Preferences

Applicants who are invited to attend the assessment centre will be asked to express a preference on training centres on the UK Offers System. These preferences will be used in conjunction with your ranking from the assessment centre to inform the offer you receive should you be successful. The number of posts available in each training centre will be published alongside the preference list.

At the time applications close the number of posts will be indicative only. After the SAC in December final numbers of posts will be available and will be communicated to all those who have submitted an application.

You will be able to adjust your preferences after the closing date of application, until **12:00 noon Friday 24 January 2014.**

Assessment Centre

The assessment centre will be held on **Monday 3 February 2014** at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA . If you are successful at the shortlisting stage of the process you will be invited to attend the assessment centre stage, and further details of the venue will be provided at that time.

Please note that you be required to be at the assessment from 8.00am for registration and a candidate briefing.

The ST1 assessment centre will consist of:

- **1. Situation Judgement Scenarios**, lasting for 20 minutes.
- **2. A Communication Skills station**, which will last approximately 20 minutes.
- **3. An OSATS\(^{1,2}\) (Objective Structured Assessment of Technical Skills) evaluation through 3 skills stations**, to assess manual dexterity, movement economy, tissue and...
instrument handling etc. Examples of the skills stations include a simple surgical procedure station and a thoracoscopic skills evaluation station – each station will last 20 minutes in total.

4. Formal review of references and collating results.


Whilst there is no specific portfolio station within the assessment centre, in lieu of this, checks on operative experience and other aspects of the application form will be carried out and cross validated against your portfolio. If any discrepancy is found an investigation may be carried out, which could lead to being withdrawn from the process depending on the outcome of the investigation. In 2013 an application was withdrawn from the process at the assessment centre stage for this reason.

**OSATS**

Applicants are advised that for the OSATS assessments it is not necessary to wear “interview clothing”. You must be dressed in a fashion that allows you to move freely, however the assessments are of technical ability and you should consider what you would deem appropriate for this. It is suggested that you consider the type of clothing that you would wear to work. Scrubs are not necessary.

**Academic specific stations**

These have yet to be agreed but details will be provided to any applicant who is invited to the assessment centre. Previous questions have included a critique of a paper, a PowerPoint presentation on academic challenges etc.

**Assessment Centre Accommodation and Expenses**

It is kindly requested that candidates do not make reservations to stay at the Botley Park Hotel Golf and Spa where the Assessment Centre is taking place. Members of the panels and Deanery staff will be staying at the hotel and preparing during the evening for the following day’s assessments.

There are several hotels in the vicinity where we would recommend candidates make arrangements, below are a couple of suggestions:


Travelodge, Southampton Eastleigh: [http://www.travelodge.co.uk](http://www.travelodge.co.uk)
Health Education Wessex will reimburse expenses incurred for travelling and attending the Assessment Centre. You will be advised of the details of making a claim should you be invited to attend. Reimbursement will be made in line with the Health Education Wessex policy on interview expenses with any exceptions to the policy being communicated directly.

Please refer to the Expenses Guidance which can be found on the Wessex Deanery website for details of what you need written authorisation for in order to make a claim.

**Posts available**

Indicative posts available nationwide (Please note these numbers may vary up until the interview process is complete):

<table>
<thead>
<tr>
<th>LETB/Deanery</th>
<th>ST1 Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
<td>1</td>
</tr>
<tr>
<td>East of England</td>
<td>0</td>
</tr>
<tr>
<td>London</td>
<td>0</td>
</tr>
<tr>
<td>Mersey</td>
<td>0</td>
</tr>
<tr>
<td>Northern</td>
<td>0</td>
</tr>
<tr>
<td>North West</td>
<td>1</td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>1 (TBC)</td>
</tr>
<tr>
<td>Scotland</td>
<td>0</td>
</tr>
<tr>
<td>Severn/Southwest Peninsula</td>
<td>1</td>
</tr>
<tr>
<td>Wales</td>
<td>1 (TBC)</td>
</tr>
<tr>
<td>West Midlands</td>
<td>1</td>
</tr>
<tr>
<td>Wessex/Oxford</td>
<td>(TBC)</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td>0</td>
</tr>
<tr>
<td>ACF Posts</td>
<td>Number</td>
</tr>
<tr>
<td>Northern</td>
<td>1</td>
</tr>
</tbody>
</table>

Please note post numbers are subject to change throughout the recruitment process and this document will continue to be updated throughout the process.

**Outcome of Assessment Centre – Offer of a Training Post**

Offers will be made by Health Education Wessex for all posts nationwide. Your ranking at the assessment centre will be used in conjunction with the preferences that you made on the UK Offers System.

Please note that in 2014 the UK Offers System will be used to process ALL offers.

**Further Information**

For any further information or queries please refer to the Cardiothoracic Surgery Recruitment website or contact the Recruitment Team details as above.