**Guidance for Applicants to Cardiothoracic Surgery ST3 Specialty Training programmes in 2013**

**Introduction**

The Wessex Deanery Recruitment Team (WDRT) is coordinating national recruitment to Cardiothoracic Surgery ST3 posts for commencement in August 2013. National Recruitment will cover all Cardiothoracic Surgery ST3 posts in England, Northern Ireland, Scotland and Wales. The process will incorporate recruitment into Specialty Training (NTN) posts in the specialty at ST3 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 Wessex Deanery website: [http://www.wessexdeanery.nhs.uk/recruitment/core__specialty_recruitment/recruitment_2013/specialty_adverts/cardiothoracic_surgery_st1__3.aspx](http://www.wessexdeanery.nhs.uk/recruitment/core__specialty_recruitment/recruitment_2013/specialty_adverts/cardiothoracic_surgery_st1__3.aspx)

**Key Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 9 November 2012</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>Monday 12 November 2012</td>
<td>Applications Open</td>
<td>Applications will only be accepted via the Intrepid Pathway online application portal</td>
</tr>
<tr>
<td>Monday 10 December 2012</td>
<td>Applications Close</td>
<td>Applications will close promptly at 12:00 noon. Late applications will not be considered.</td>
</tr>
<tr>
<td>Friday 21 December 2012</td>
<td>Longlisting complete</td>
<td>All applications will be assessed for eligibility against the person specifications. Shortlisting for ST3 will not take place in the 2013 recruitment process. Applications will be scored by the Pathway system based upon answers given.</td>
</tr>
<tr>
<td>No later than Friday 18 January 2013</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>
<tr>
<td>Monday 4 and Tuesday 5 February 2013</td>
<td>Assessment Centre</td>
<td>Assessment centre will be held at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA. <strong>Invited candidates are required to attend on both days.</strong></td>
</tr>
<tr>
<td>Week commencing Monday 11 February 2013</td>
<td>Initial offers made</td>
<td>Offers will be through the UK Offers System</td>
</tr>
</tbody>
</table>
**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 WDRT via email: ctsurgery.recruitment@wessexdeanery.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

**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/Pathway2013/sys_Pages/MainMenu/MainMenu.aspx

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

Posts in all training centres will be listed in the system under Wessex Deanery>Cardiothoracic Surgery>National Recruitment

Please note that allocation of NTN’s at ST3 level is done via the SAC and at the time of application will be provisional numbers only.

**Longlisting**

Candidates 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 Wessex Deanery 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.

The content of your application will not be assessed by any other criteria than the MMC person specification at this stage.
**Fitness to Practise**

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

**Exclusions Policy**

During recruitment to posts commencing from August 2013 all 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.

**Right to Work**

All applicants must prove that they are eligible to work in the UK. The proof required depends on your immigration/ visa status. For more detailed information, please refer to UKBA (www.ukba.homeoffice.gov.uk) and the MMC websites (http://www.mmc.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 candidates may be eligible to apply depending on whether or not they have any work restrictions on their immigration status.

**“Self Assessment” and Shortlisting**

Applications to Cardiothoracic Surgery ST3 will be machine marked during the 2013 recruitment process. This process will require you to select specific statements from drop down boxes in the application form. Each answer will have a score allocated to it. Some answers will have the same score as one another and some answers will not have points attached. All answers are designed as “best fit” and you will be required to provide evidence of the achievements stated upon request. All scores will be checked and scrutinised by the WDRT.
Surgical Experience vs. Career Progression

IMPORTANT NOTE ABOUT TIME SPENT IN CARDIOThorACIC SURGERY

Applicants will be asked about their experience of certain procedures.

Time spent in cardiothoracic surgery includes months spent in all cardiothoracic or thoracic surgical posts at any level (not including Foundation modules), but excludes time spent in research posts.

The month range you should select is the bracket which you fall into at the time you submit your application form. Please note that for the purposes of the application form the first bracket has been lowered to 3 – 12 months as this takes into account the earlier opening date, however to be eligible you must have completed at least 6 months in Cardiothoracic Surgery at CT1 level or higher by the time of appointment as per the person specification.

If you have doubts about eligible months, please email: ctsurgery.recruitment@wessexdeanery.nhs.uk for clarification. Your self assessment of experience will be cross-checked at interview.

As part of the selection process in 2013 applicants will be asked to complete a series of questions relating to their experience of specific surgical procedures. You will be asked to state the number of particular procedures that you have completed during your time in cardiothoracic surgery. Each answer will have a score allocated to it. This scoring function is automatic and it is therefore that any queries are raised with the recruitment team, prior to submission.

Preferences

You will be asked to express a preference on training centres as part of your application form. 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 Monday 28 January 2013.
Assessment Centre

The assessment centres will be held on **Monday 4th and Tuesday 5th February 2013** at Botley Park Hotel Golf and Spa, Winchester Road, Southampton, Hampshire SO32 2UA. If you are successful at the self assessment / 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 on both days for registration and a candidate briefing.

Documentation

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

Candidates are required to bring specific documents to the assessment centre. Failure to provide documentation (other than identification) will not affect your performance on the day, however may delay your offer of a post:

<table>
<thead>
<tr>
<th>Application Form</th>
<th>1</th>
<th>One signed copy of the application form. Your signature should appear on the front page, with your name printed below and dated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Identity</td>
<td>2</td>
<td>Passport or European Driving licence</td>
</tr>
<tr>
<td>Right to Work</td>
<td>2</td>
<td>Evidence of visa status, including letter from the Home Office and Passport</td>
</tr>
<tr>
<td>Proof of address (x2)</td>
<td>2</td>
<td>Please ensure that all statements and letters are within 3 months</td>
</tr>
<tr>
<td>1x bank/credit card statement</td>
<td></td>
<td>All documents must state your current address</td>
</tr>
<tr>
<td>1x utility bill</td>
<td></td>
<td>Tenancy agreements, council tax bills, mortgage statements and European driving licences will be accepted as proof of address.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you are having difficulty providing evidence for your current address or any other queries with the CRB process please refer to the Home Office advice: <a href="http://www.crb.homeoffice.gov.uk/PDF/CRB11%20Guidance%20Notes.pdf">http://www.crb.homeoffice.gov.uk/PDF/CRB11%20Guidance%20Notes.pdf</a></td>
</tr>
<tr>
<td>GMC/GDC Certificate and Licence to Practise</td>
<td>2</td>
<td>GMC/GDC Certificate or valid registration certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Candidates must bring two copies of both their GMC certificate and their License to Practise letter.</td>
</tr>
</tbody>
</table>
**Proof of Qualifications**

- **Medical/Dental degree**
- Other exams and College Memberships cited in your application

**Proof of IELTS/English language proficiency**

- 2
- You should bring proof of your IELTS scores (if applicable) or evidence of English language proficiency if undergraduate training was not in English.

**Current CRB certificate**

- 0
- Full certificate

**Two Passport photos**

- 2 originals
- Photos should be signed, name printed and date on the reverse

**Foundation/Core Competences**

- 2
- You will be required to present documentation to detail your eligibility to apply for the level of post you are being interviewed for.

**Payslip**

- 2
- If you are currently working for the NHS please bring your most recent payslip

**References**

- 3 originals
- You must provide the original reference from all three of your named referees. References must be provided in a sealed envelope with your name and the specialty and level for which you are interviewing. Sealed envelopes must be signed across the seal by the Referee. Only references on the national reference form will be accepted.

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**Candidates are required to attend the Assessment Centre on both days.**

The ST3 the assessment days will consist of:

1. A structured interview, again lasting approximately half an hour.

2. 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 vascular anastomosis station and a thoracoscopic skills evaluation station – each station will last 20 minutes in total.

3. A 5 minute presentation, using Powerpoint, on an **audit** project which must be relevant Cardiothoracic Surgery that you have been primarily involved, in which your presentation skills will also be assessed.

4. A Communication Skills station which will last approximately 15 minutes. This station **will count** towards the final mark.

5. Formal review of references and collating results.
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.

Presentation

Audit presentations will need to be submitted to the WDRT by 12:00noon on Monday 28 January 2013. This is to allow the team to load all presentations onto the IT equipment in advance. Late submissions will not be accepted and your presentation will then have to be made without the use of slides.

cutsurgery.recruitment@wessexdeanery.nhs.uk

Amendments and additions to the presentations will not be accepted, nor will they be considered.

The Wessex Deanery uses Microsoft PowerPoint 2007. All lower editions are compatible. If you are using Office 2010 please ensure this is saved in a compatible format.

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

Wessex Deanery 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 Wessex Deanery policy on interview expenses with any exceptions to the policy being communicated directly. You can access the policy on the Wessex Deanery website:
http://www.wessexdeanery.nhs.uk/recruitment/core__specialty_recruitment/interview_expenses_guidance.aspx

Please refer to the Expenses Guidance which can be found at the above link 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 are indicative and will vary up until the interview process is complete):

<table>
<thead>
<tr>
<th>Deanery</th>
<th>ST3 Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
<td>1</td>
</tr>
<tr>
<td>East of England</td>
<td>3</td>
</tr>
<tr>
<td>London</td>
<td>6</td>
</tr>
<tr>
<td>Mersey</td>
<td>1</td>
</tr>
<tr>
<td>Northern/Northern Ireland</td>
<td>1</td>
</tr>
<tr>
<td>North West/Mersey</td>
<td>2</td>
</tr>
<tr>
<td>Northern Ireland/Northern</td>
<td>1</td>
</tr>
<tr>
<td>Scotland</td>
<td>1</td>
</tr>
<tr>
<td>(TBC at what level – ST1 or ST3)</td>
<td></td>
</tr>
<tr>
<td>Severn/Southwest Peninsula</td>
<td>1</td>
</tr>
<tr>
<td>Wales/West Midlands</td>
<td>0</td>
</tr>
<tr>
<td>West Midlands</td>
<td>TBC</td>
</tr>
<tr>
<td>Wessex/Oxford</td>
<td>1</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td>TBC</td>
</tr>
</tbody>
</table>

Please note that allocation of NTN’s at ST3 level is done via the SAC and at the time of application will be provisional numbers only.

Outcome of Assessment Centre – Offer of a Training Post

Offers will be made by the Wessex Deanery for all posts nationwide. Your ranking at the assessment centre will be used in conjunction with the preferences that you make at the time of application.

Please note that in 2013 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.