Guidance for Applicants to Paediatric Cardiology ST4 Specialty Training programmes in 2013

Introduction

The Wessex Deanery Recruitment Team (WDRT) is coordinating national recruitment to Paediatric Cardiology ST4 posts for commencement in August 2013. 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 and Locum Appointment for Training (LAT) posts, where available, in the specialty at ST4 level.

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 Monday 25 February 2013</td>
<td>Applications Open</td>
<td>Applications will only be accepted by completion of the application form via the Intrepid Pathway application portal <a href="http://www.intrepidpathway.co.uk">www.intrepidpathway.co.uk</a></td>
</tr>
<tr>
<td>12:00 Monday 25 March 2013</td>
<td>Applications Close</td>
<td>Applications will close promptly at 12:00 noon. Late applications will not be considered.</td>
</tr>
<tr>
<td>Until Thursday 28 March 2013</td>
<td>Long listing</td>
<td>Applications will be reviewed by the WDRT for essential criteria. You may be contacted at any time during the process to clarify information expressed in your application</td>
</tr>
<tr>
<td>Tuesday 2 – Thursday 11 April 2013</td>
<td>Shortlisting</td>
<td>All applications will be reviewed by 2 Consultants to a set criteria.</td>
</tr>
<tr>
<td>Friday 12 April 2013</td>
<td>Invitation to The assessment centre</td>
<td>Applicants will receive notification of the outcome of the longlisting/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 22 April 2013</td>
<td>Assessment Centre</td>
<td>Assessment centre will be held Monday 22 April 2013 at the Royal College of Paediatrics and Child Health (RCPCH), London</td>
</tr>
<tr>
<td>By Friday 26 April 2013</td>
<td>Offers</td>
<td>Successful applicants are able to accept, decline, or hold an offer. A decision must be made within 48 hours of the offer being made. Any held offers must be accepted or rejected by this deadline.</td>
</tr>
<tr>
<td>12:00 noon Monday 20 May 2013</td>
<td>Holding deadline</td>
<td></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: Paediatric.CaridiologyRecruitment@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 Paediatric Cardiology will be completed via the Intrepid Pathway recruitment portal only. The portal can be accessed via the internet: www.intrepidpathway.co.uk

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

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: Paediatric.CaridiologyRecruitment@wessexdeanery.nhs.uk

Marked “Fitness to Practise – Confidential”

Exclusions Policy

During recruitment to posts 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.

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.

Core Competences – You are required to provide of your experience in order to satisfy the essential criteria in the person specification. If you have completed your training in England it is unlikely that you will be required to submit evidence prior to the assessment centre, however if your career history is more varied the WDRT may need you to submit information in support. You will be contacted directly should this be the case.

Shortlisting

Your application will be reviewed by at least two Paediatric Cardiology Consultants and you will be given a score based upon set criteria. The score that your application is awarded will be used to produce a shortlist rank which will determine if you are invited to the assessment centre. Any score attributed to your application will be final and there will be no further review of the information that you have submitted.

“Self Assessment”

As part of the application form you will be asked to complete two “self assessment” questions. These questions will also be reviewed by either the short listing panel or by two appointed Consultants to assess the validity of the scoring criteria. 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.

The “self assessment” questions will not form part of your final score either at short list stage or at the assessment centre. You must complete these questions in order to progress with your application.

Preferences

You will be asked to express a preference on training centres as on the UK Offers System once application shave closed.

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. Please ensure that you follow the online guidance regarding equally weighted preferences and those training centres that you would not consider accepting a post in.

Preferences are specific to geography only. Any allocation to LAT posts will be made on the basis of the geographical preference you have stated. You will not be offered a LAT post in a training centre that you have stated that you would not be willing to train in.
Assessment Centre

The assessment centre will be held on **Monday 22nd April 2013** at the Royal College of Paediatrics and Child Health (RCPCH), 5 – 11 Theobalds Road, London WC1X 8SH. If you are successful at the shortlisting stage of the process you will be invited to attend the assessment centre stage.

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 assessment centre 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>Documentation Type</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>1</td>
<td>One copy of the application form. You will be asked to sign this on the day of your interview at the document checking stage.</td>
</tr>
<tr>
<td>Proof of Identity</td>
<td>2</td>
<td>Passport or European Driving license.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please note that your passport must be photocopied in black and white. Colour copies will not be accepted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please provide copies of the front cover and photo page of your passport.</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></td>
<td>Please ensure that all statements and letters are <strong>within 3 months</strong>. All documents must state your <strong>current address</strong>. Tenancy agreements,</td>
</tr>
<tr>
<td>1x bank/credit card statement</td>
<td></td>
<td>council tax bills, mortgage statements and UK driving licenses will be accepted as proof of address.</td>
</tr>
<tr>
<td>1x utility bill</td>
<td></td>
<td>Online bank statements will not be accepted.</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:</td>
</tr>
</tbody>
</table>
### GMC/GDC Certificate and Licence to Practise
- **Number:** 2
- **Requirements:** GMC/GDC Certificate or valid registration certificate. Candidates must bring two copies of both their GMC certificate and their License to Practise letter.

### Proof of Qualifications
- **Number:** 2
- **Requirements:** Medical/Dental degree, Other exams and College Memberships cited in your application

### Proof of IELTS/English language proficiency
- **Number:** 2
- **Requirements:** 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
- **Number:** 0
- **Requirements:** Full certificate

### Two Passport photos
- **Number:** 2 original
- **Requirements:** Photos should be signed, name printed and date on the reverse

### Foundation/Core Competences
- **Number:** 2
- **Requirements:** You will be required to present documentation to detail your eligibility to apply for the level of post you are being interviewed for.

### Payslip
- **Number:** 2
- **Requirements:** If you are currently working for the NHS please bring your most recent payslip

### References
- **Number:** 3 original
- **Requirements:** 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 attending the assessment centre. 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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The assessment days will consist of:

1. **Clinical Scenario** – You will be given a clinical scenario which you will be asked a series of questions relating to the assessment domains, you will be assessed upon your responses to the questions and your management of the scenario.

2. **Structured Questions** – You will be asked a series of structured interview questions, this will include topics that you may have covered in your application form.

3. **Communication** – You will be given a clinical scenario upon which you will be asked to interact with a simulated patient upon which your communication skills will be assessed.
4. 5 minute presentation – You will be given an undisclosed topic upon which you will be asked to summarise the key points and assert your opinions. Your critical thinking and knowledge will be assessed.

5. Portfolio review – You will be required to provide a portfolio of evidence at the beginning of the assessment centre, it will be reviewed whilst you are participating in the other stations. You will be provided with a list of the documents required which you must provided separate to your recruitment documents.

6. Collation of scores from each station.

Presentation

You will be given an academic paper, discussion topic or statement which you will be asked to comment on and present the key points and your opinion. You will be given 15 minutes to prepare for this station and you are allowed to take notes in with you. There will be no PowerPoint facilities and you will be kept to a strict 5 minute limit. You will be required to field questions from the panel after your presentation for an additional 5 minutes.

Assessment Centre Expenses

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 the assessment centre 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/recruitment_2013/interview_expenses_guidance.aspx

Posts available

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

<table>
<thead>
<tr>
<th>Deanery</th>
<th>NTN posts</th>
<th>LAT posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>London (starting in Oxford)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mersey</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Northern</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Severn</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Wessex</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>West Midlands</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>West Midlands (rotating with East Midlands)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Yorkshire and The Humber</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
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.

Offers will be made through the UK Offers System and you will be required to respond via that portal. You will have 48 hours to accept, hold, or decline the offer. Failure to respond will result in your offer being withdrawn and the post being offered to another candidate. Offers may be “held” until 12:00 noon Monday 20th May 2013, before which offers 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 details as above:


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


You can view the JRCPTB curriculum for Paediatric Cardiology training on their website:
