ST3 Specialty Training

Recruitment

Round One 2011

Introduction
Contributors

Dr Liz Berkin, clinical lead for specialty recruitment
Sarah Lazell, ST3 project manager, RCP-SRO
Alex Morley, specialty recruitment administrator, RCP-SRO
Simon Lismann, specialty recruitment coordinator, RCP-SRO
Tom Waterman, communications coordinator, RCP-SRO

Please forward any comments, suggested amendments or queries relating to this guidance to st3recruitment@rcplondon.ac.uk.

Please note: the RCP-SRO acts in an advisory capacity only when considering the eligibility of candidates for ST3 specialty training posts. The final decision in each case rests with the deanery to which the candidate has applied / is being considered for. Recruiters are encouraged to seek further clarification from appropriately qualified colleagues within their deanery.

Throughout the process, please consider general and deanery-specific data protection guidelines. Applicants have submitted a considerable amount of personal information within their application forms; please do be aware of the sensitivity of the data within these applications.

The content of this Guide is solely the work of the Specialty Recruitment Office of the Royal College of Physicians. Full citation and credit should be given wherever any section or part of this document is re-printed or used elsewhere.
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1. Introduction

This document is a guide for recruitment, human resources staff and administrators involved in the recruitment of candidates to ST3 training posts in the specialties of:

- **Acute internal medicine (AIM)**
- **Cardiology**
- **Clinical pharmacology & therapeutics (CPT)**
- **Endocrinology & diabetes mellitus**
- **Gastroenterology**,
- **Genito-urinary medicine (GUM)**
- **Geriatric medicine**
- **Haematology**
- **Neurology**
- **Palliative medicine**
- **Renal medicine**
- **Respiratory medicine**

In England & Wales; through the coordinated recruitment system (Konetic) in Round one, commencing 4 March 2011.

From hereon the guide will refer to the above ST3 specialties as ‘RCP-hosted specialties’.

2. Guidance for Candidates

Shortly, the RCP-SRO will publish its ‘Applicants Guide 2011’ guide on the ST3 website (www.st3recruitment.org.uk). Currently, the 2010 version can be found on the home page and in the ‘Downloads’ section. As the core process remains largely the same, updates will be based on improving the guide based on queries received from candidates in 2010. Candidates are advised to read this document for guidance on how to complete an application successfully. You can promote the use of this document to candidates if they have queries relating to the recruitment process. The ST3 website also has an FAQ page which is updated regularly; and the RCP-SRO runs a monitored email helpdesk to which queries can be sent (st3recruitment@rcplondon.ac.uk).
3. Round one timetable

For posts commencing up until 31 December 2011:

**Advert:** Friday 18 February (allowing for the required 1 month advert period). The advert links will be available via the ST3 website. We will notify recruiters when it goes up.

**Applications open:** 9.00am on Friday 4 March; close: 12.00pm midday, Monday 23 March. Applications can be long-listed as soon as they have been submitted

**Long- & short-listing**: Thursday 24 March to Friday 8 April

**Interviews:** 18 April – 24 May (can be earlier depending on long- and short-listing)

**Offers:** can be made as soon as a deanery/specialty’s interviews have concluded and interview scores verified and uploaded

**Holding:** To be confirmed but likely to be 2 June (awaiting interview date information from deaneries)

Local then national clearing: after holding expires

* - In ST3 R1 2011, only Neurology will undertake short-listing by clinicians

4. Changes from Round one 2010

We have tried to make Round one 2011 as similar to the Round one 2010 process as possible, however because from time to time there are changes to policy and procedure, and updates to the Konetic system there will inevitably be slight variations. As with Round one 2010, applicants will be able to apply to two deaneries per specialty. However as we have more specialties this year applicants are limited to a maximum of 10 applications.

Clinicians from the specialty of neurology will be required to short-list by assessing two short-answer responses on-line. Clinician short-listing will not be required for other participating specialties.

- Candidates applying to CPT will make a single application to Mersey deanery. Candidates applying to GUM will apply to either Yorkshire if they are applying to the North and London if they are applying to the south. They will then preference their regions at interview stage.

- Once preferences have been decided and candidates are ready to be made offers the ownership of the candidate will transfer to the offering deanery via the Konetic clearing mechanism.

- In ST3 R1 2011, if you have no substantive posts for a given specialty, but you have LAT posts, you may advertise them this round. However, the posts type must be declared, and will clearly be identified as a non-substantive posts. A LAT post must not change mid-round, into a substantive post, as this will cause disadvantage to candidates who applied elsewhere.
• In ST3 R1 2011, all LAT offers may be made via Konetic. When making the offer, the recruiter must select the relevant post-type.

A new website has been created to incorporate the new RCP-hosted specialties. The website has been designed to be more user friendly for candidates.

4.1 Guides

To help recruiters, we will be re-publishing the Round one 2011 guides and will make clear any changes from Round one 2010 (using the symbol to the left) so recruiters will be able to spot the differences easily without having to read the entire document if they are already familiar with operating procedures.

From the feedback we received from Konetic users, there have been occasions where users may not have realised that they could carry out certain actions on the system. In this instance we have highlighted these as hints in the following Round one 2011 guides.

The Gold Guide has now been updated and added to the MMC website. There has been a change to the deferral rules which now state ‘The start of training may only be deferred on statutory grounds (eg maternity leave, ill health)’. Please see the link below for further information: http://www.mmc.nhs.uk/specialty_training/specialty_training_2011/gold_guide.aspx

4.2 Konetic system

Further to the feedback we received from the recruiter survey launched earlier this year, the RCP-SRO has strived to make the Konetic system more user-friendly. You will notice that improvements have so far been made to the functionality of the system. The main changes from 2010 are:

Improvements to the Candidate Portal:

• availability of help text against application labels
• ability for candidates to upload multiple documents relating to their core competency
• displaying an automatic word count and spell check functionality for text areas across the application form
• ability for a candidate to withdraw applications or hold offers via the candidate portal
• ability to view vacancy details before they open.

Improvements to the Recruiter Portal:

• ability to manage (eg add and remove) assessors for your deanery
• the history log will now indicate which flags are updated by whom and will be date and time stamped
• links will be available next to warning and information flags (to be cleared during the long-listing process) so details entered by the candidate that raised the flag will be easily accessed
• the application management tab has been improved to make long-listing easier
• extra flag to identify candidates who haven’t passed MRCP part 2 and PACES as well as capturing equivalent qualifications
• ability to bulk reject applications
• ability to view test locations and Assessors specific to the recruiter’s deanery
• requirement/ability to indicate reason for Withdrawal and Rejection
• LAT posts can now be offered on the Konetic system and identified via the power grid.

4.3 Clearing
Central clearing will take place, and for R1 2011 will be for substantive posts and LAT posts. Towards the end of the round, deaneries will be requested to identify remaining posts (substantive & LAT). The RCP-SRO will attempt to match appointable candidates to posts from other deaneries, based on candidates’ clearing (regional) preferences.

5. Recruiter Guides
As with previous rounds, the RCP-SRO will produce a number of guidance documents to help you progress through the Konetic system at each of the main stages of the recruitment process. Below is a timetable of the likely time you can expect to receive these documents (please note: these dates are to be used as a guide only and are subject to change. You may receive the guide before or after the date below):
• long-listing guide-around application open date
• short-listing guide (neurology recruiters only)-before application close date
• short-listing guide (neurology clinicians only)-before application close date
• interview guide (recruiters)-around 3 weeks before interview window
• interview guide (clinicians)-around 3 weeks before interview window
• offers guide-around one-2 weeks prior to interviews commencing
• references guide-during interview window.
6. What you will need to provide to us

Throughout the recruitment round the RCP-SRO will contact you via email to request information and data that will be use for our records and to set up certain sections of the Konetic system. This will include the items below.

- **Contact details** for recruiters, administrators and training programme directors within your deanery - it is important that we have the correct contact details of the people at your deanery should we need to request data or forward on any relevant information/guidance. If you, or one of your colleagues leaves the deanery, please let us know (by contacting the ST3 Helpdesk- st3recruitment@rcplondon.ac.uk), similarly if a new staff member joins and you feel it is appropriate that they receive information from us, please do get in touch with us and we will add them to our distribution lists.

- **Licence details** – we will need to know how many licences you require, the email addresses and if any of these are for more than one deanery.

- **Post details** – we will ask for these before and during a recruitment round. As post numbers tend to fluctuate during a recruitment round it is important (for us and for candidates) that we have an accurate record of how many posts your deanery/specialty is recruiting to. These numbers are reported back to the DH. Please let us know of any unusual posts that may need to be brought to the attention of the candidates as we will make sure that the information is going on our website, for example, ACF posts, or other variations on the usual training programme. If you have any over-arching specialties we will makes sure that this is clear.

- **Interview dates and locations** – we will request this information before and during a recruitment round. Our request prior to the opening of a round will be for basic information (eg. dates etc) so that we can add this to our website. The second request will be to gather more detailed information (including- locations, interview capacity etc).

- **Details of any unfilled posts** you may have at the end of the round– we will contact you towards the end of the interview/offers period to determine whether your deanery has any posts that it was unable to fill. These posts will then be entered in to national clearing.

These email requests will always feature a date by which the RCP-SRO requires a response from you. Please do send through any information you may have by the required date. If you do not have the information by the date specified please let the RCP-SRO know.
7. Specialty summary

Below is a summary of the likely format of each specialty to help with your planning. Most specialties will follow the same format as 2010 but there will be a few differences between specialties in terms of whether they are undertaking clinician short-listing for 2 boxes (remainder of application is self-assessment) and interview content.

We recommend booking interview venues and interviewing clinicians sooner rather than later to give applicants fair warning of the dates. The Specialty Recruitment Office will be working with deaneries to avoid interview clashes.

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Medicine</td>
<td>deanery based</td>
</tr>
<tr>
<td></td>
<td>3 X 10 min Interview stations with 6 main questions</td>
</tr>
<tr>
<td></td>
<td>no clinician short-listing</td>
</tr>
<tr>
<td>Cardiology</td>
<td>deanery based</td>
</tr>
<tr>
<td></td>
<td>3 x 10 min Interview stations with 6 main questions</td>
</tr>
<tr>
<td></td>
<td>no clinician short-listing</td>
</tr>
<tr>
<td>Clinical Pharmacology and</td>
<td>hosted by Mersey Deanery for England and Wales</td>
</tr>
<tr>
<td>Therapeutics</td>
<td>3 x 10 min Interview stations with 6 main questions</td>
</tr>
<tr>
<td></td>
<td>no clinician short-listing</td>
</tr>
<tr>
<td>Diabetes/Endocrinology</td>
<td>deanery based</td>
</tr>
<tr>
<td></td>
<td>3 x 10 min Interview stations with 6 main questions</td>
</tr>
<tr>
<td></td>
<td>no clinician short-listing</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>deanery based</td>
</tr>
<tr>
<td></td>
<td>3 x 10 min Interview stations with 6 questions</td>
</tr>
<tr>
<td></td>
<td>no clinician short-listing</td>
</tr>
<tr>
<td>Geriatric Medicine</td>
<td>deanery based</td>
</tr>
<tr>
<td></td>
<td>3 x 10 min Interview stations with 6 main questions</td>
</tr>
<tr>
<td></td>
<td>no clinician short-listing</td>
</tr>
<tr>
<td>GUM</td>
<td>cluster model with Yorks and Humber leading the North Cluster and</td>
</tr>
<tr>
<td></td>
<td>London Deanery leading the South Cluster.</td>
</tr>
<tr>
<td></td>
<td>north cluster: E Mids; Eastern; Mersey; N West; Northern; W Mids;</td>
</tr>
<tr>
<td></td>
<td>Wales; Y &amp; H</td>
</tr>
<tr>
<td></td>
<td>south cluster: LKSS; London; Oxford; Peninsula; Severn; Wessex</td>
</tr>
<tr>
<td></td>
<td>3 x 10 min Interview stations with 6 main questions</td>
</tr>
<tr>
<td></td>
<td>no clinician short-listing</td>
</tr>
<tr>
<td>Haematology</td>
<td>deanery based</td>
</tr>
<tr>
<td></td>
<td>3 x 10 min Interview stations with 6 main questions</td>
</tr>
<tr>
<td></td>
<td>No clinician short-listing</td>
</tr>
<tr>
<td></td>
<td>candidates can also apply for paediatric posts (Leeds, London,</td>
</tr>
<tr>
<td></td>
<td>these centres require 2 paediatric haematologists on panel)</td>
</tr>
</tbody>
</table>
Neurology
- deanery based
- 3x 10 min Interview stations with 6 questions
- clinician short-listing
- EoE will require an additional academic station at the interview

Palliative Medicine
- deanery based
- 3 x 10 min Interview stations with 6 main questions
- no clinician short-listing

Renal Medicine
- deanery based
- 2 x 15 min Interview stations with 6 main questions
- no clinician short-listing

Respiratory
- Deanery based
- 3 x 10 min Interview stations with 6 main questions
- No clinician short-listing

8. Accessing the on-line system for ST3 Recruitment (Konetic)

Konetic will open for applications at 9.00am on Friday 4 March 2011. The system will be configured so that only the specialties you are recruiting for will be available for candidates to choose. Once the system has gone live it will not be possible to open further vacancies.

If you have used the Konetic recruitment system before, there are some slight changes to the ST3 recruitment system to cater for the twelve specialties, but the basic functionality is similar.

There are three main user access areas:
- the candidate portal - where candidates can complete and submit their applications, view their progress, schedule interviews and accept or decline offers
- the recruiter inbox (RI) - where recruiters manage applications and assessors
- assessor’s portal – where assessors score anonymised applications (for neurology only).

The link to access all areas is: https://st3recruitment.Konetic.net

8.1 Required Internet Settings
It is strongly recommended that you access the system using Microsoft Internet Explorer.

If you are accessing the RI please do not use Mozilla Firefox.

Follow the steps below to get the system up and running on your computer:
Step 1- Add the ST3 Konetic website as a trusted site

- copy the following URL: https://st3recruitment.Konetic.net
- open Internet Explorer → go to tools → internet options → click on the security tab → trusted sites icon → sites button
- paste the URL into the text box, but before you click on ok, UNTick the ‘require server verification (https:) for all sites in this zone’ box
- Click OK and then OK again

Step 2- Disable your pop-up blockers

- open Internet Explorer → go to tools → internet options → click on the privacy tab
- un-tick the ‘block pop-ups’ tick box at the bottom of the page (if it is currently ticked)
- Click OK
- in Internet Explorer → go to tools → pop-up blocker → turn off pop-up blocker

Step 3- Enable automatic downloads for Internet Explorer

- Open Internet Explorer → go to tools - internet options → security tab → internet icon
- click on custom level button
- in the window that opens up scroll down until you find the sub-heading ‘Downloads’
- in this sub-heading make sure ‘automatic prompting for file downloads’ is set to ‘enabled’ and file download is also set to ‘enabled’
- Click ‘OK’. You may receive a message saying ‘Are you sure you want to change the security settings for this zone?’ → click Yes, followed by OK

Step 4- Set Internet Security Level for this site to Medium

- open Internet Explorer → go to tools → internet options → security tab → internet icon
- click on ‘custom level’ button
- at the bottom of the screen set the ‘reset custom settings’ drop down menu to medium
- click OK and OK
8.2 Compatibility Checks
If you are using Internet Explorer 8, you will receive a message requesting that you set your ‘browser compatibility’ to ensure you can view Konetic in the correct format. Once you have logged in to Konetic, click the ‘Tools’ option at the top-right of the screen and a drop down box will be displayed. If you see a broken page icon in the ‘compatibility view’ box your system is currently not compatible.

To make it compatible click on the broken box icon and the system will advise you that you are now in a compatible view. If you return to the ‘tools’ option you will now see that there is a “tick” in the “compatibility view” box:
8.3 Logging On

If you have notified the Royal College of Physicians Specialty Recruitment Office (RCP-SRO) that you require a Konetic licence you are classed as a registered user on the system. To access the system for the first time you will need to enter your email address (the contact email address you supplied) and then click ‘I have forgotten my password’. The system will automatically generate a password that will be emailed to you:
When you receive your password you should change it to something more memorable. Do this by clicking on the ‘Reset Password’ heading on the ‘Admin’ functions menu.

A pop-up window will ask for your current password and your new (chosen) password. Enter the password you require and click ‘Update Password’. A second pop-up will appear confirming that your password has been changed. Click ‘Continue’.

Your new password will be ready to use from now on.

8.4 Data Security

It is important you DO NOT share your Konetic password with other members of staff.

All users of the Recruiter Inbox must be formally registered for data security and audit purposes.

Your registration details allow the system to maintain an audit trail of who has accessed a candidate’s file, made actions and added notes. If you have given your log in details to a colleague, you should change your password to prevent them from using it any further. Every user should be registered with their own details to gain access to the system.

Please use a password that cannot be guessed, ideally with a combination of both letters and numbers.