

Paediatric Specialty Training Recruitment (Round 1) Guidance for Applicants 2012



Royal College of
Paediatrics and Child Health
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This guide is for applicants applying to Paediatric Specialty Training in Round One, 2012. We hope that this guide, along with the [RCPCH](#) recruitment web pages, will answer your questions and help you through the application process.

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Eligibility to apply

Before beginning your application it is important for you to determine whether you are eligible to apply. Applicants must meet certain eligibility criteria in order to be considered for specialty training. These criteria are in place to meet legal and other requirements and will be assessed during the longlisting/ shortlisting stage.

You are advised to check the eligibility checklist below **before** beginning an application to ensure you meet these criteria. You are advised to consult the person specifications for the level to which you are applying in addition to this document.

Eligibility checklist

The criteria (as detailed in the person specifications) are;

- MBBS or other equivalent primary medical qualification
- Hold full GMC registration (with license to practise) or be eligible to do so at the time of appointment.
- Evidence of achievement of foundation competences or equivalent by August 2012.
- Eligibility to work in the UK
- Fitness to practise
- Sufficient language skills (e.g. completion of undergraduate training in English/IELTS etc)
- Success at MRCPCH (in accordance with level of application)
- Completion of specified courses (in accordance with level of application)
- Experience for level to which you are applying*
- Not previously relinquished, released or removed from a training programme in this specialty except under exceptional circumstances (see person specification for further details)

*If it is unclear whether you meet/exceed the experience requirements for entry then your application may be referred to the Shortlisting Panel. However, if it is decided you do not meet a certain requirement then your application will not progress further. If you exceed the stipulated length of experience but feel that you have not been able to gain the sufficient competences to apply at a higher level, you must make a justified case for this in your application form.

The stated eligibility requirements must be fulfilled at the time of application. Consideration cannot be given to changes in eligibility status after the closing date e.g. if you are applying to ST4 but do not yet hold full MRCPCH examination you cannot be considered for that level, it is not sufficient to have registered to sit the exam.

It is your responsibility as an applicant to ensure that you fulfil the eligibility and essential criteria as detailed in the person specifications. If it comes to light at a later date (even after interview) that you do not meet either an eligibility and/or essential criteria your application will not progress any further and this may result in the withdrawal of an offer. **If you are in any doubt as to whether you fill any of these criteria please contact the RCPCH [recruitment and careers team](#), your deanery or educational supervisor before making an application.**

Right to work in the UK

Anyone wishing to work in the UK must have the sufficient immigration status to do this. Information relating to immigration issues surrounding those applying to specialty training can be found on the MMC website. RCPCH staff members are not regulated to provide immigration advice and so are prohibited from doing so. If you are unsure as to what your immigration status is or whether you are eligible to apply for an advertised post please contact the [UK Borders Agency](#) (UKBA) or the [Office of the Immigration Services Commissioner](#) (OISC).

You should be aware that failure to meet the required standards, or provide sufficient information on your application form may result in your application being delayed or rejected.

Evidence of Foundation Competence

It is a requirement that candidates hold foundation competences or equivalent by August 2012.

ST1 Candidates only

In order for you to submit an application for a specialty training programme, you must either demonstrate that you are currently undertaking a UK foundation year 2 programme or you have achieved foundation year two competency **within the last 3 years (i.e. on or after August 2009)** or you are currently in active clinical or clinical academic practice or in a CT/FTSTA/LAT/ST post or equivalent where attainment of foundation competences was assessed on appointment.

In order to assess your eligibility, you will be asked the following questions in the application form:

1. Have you completed the 1st year of a UK affiliated Foundation Programme (with a satisfactory training outcome) AND are you currently in the second year of a UK affiliated Foundation Programme which finishes August 2012?
Or
2. Do you already hold a Foundation Achievement of Competency Document (FACD 5.2) from a UK affiliated Foundation School?
Or
3. Are you currently in active clinical or clinical academic practice or in a CT/FTSTA/LAT/ST post or equivalent where attainment of foundation competences was assessed on appointment?

If you have answered NO to questions 1, 2 and 3 above, you are required to show that your previous experience meets the eligibility criteria for a specialty training programme. Please indicate ONE of the options below that accurately describes your experience.

- 12 months satisfactory completion of either a pre-registration internship¹ OR FY1 post AND 12 month's full time satisfactory completion in posts approved for the purposes of medical education by the relevant authority.
Or
- 12 months satisfactory completion of either a pre-registration, internship or FY1 post AND 12 months full time experience at a publicly funded hospital in at least two specialties (see " Table of Specialties for Demonstrating Foundation Competency" for further information)
Or
- 12 months satisfactory completion of either a pre-registration, internship or FY1 post AND a 12-month full time FY2 post.

You MUST be able to show achievement of foundation competence which includes 12 months pre-registration experience PLUS 12 months post registration experience and standard documentary evidence. Accordingly you will be asked to obtain a declaration from a Clinical Consultant² with whom you have worked for a minimum of 3 months (whole time equivalent) since 1st August 2009 confirming that you achieved foundation competence. If this declaration relates to a post with acute medical specialties you will be required to complete a Form A. If it relates to non-acute you will be required to complete a Form B.

¹ An internship is a period of pre-graduate or post-graduate clinical experience that provides an acceptance foundation for future practice as a fully registered and licensed medical practitioner. Internships must be either a 12 month programmes that includes a minimum of 3 months in surgery and 3 months in medicine OR a programme of at least 10 months duration that includes a minimum of 3 months in surgery and 3 months in medicine with an additional study period of up to 2 months OR the equivalent of 2 years full time post-qualification at a publicly funded hospital in at least two branches of medicine and surgery.

² A Consultant includes GPs, Clinical Directors, Medical Superintendent's, and anyone on the specialist register.

MRCPCH requirements for entry into paediatrics

ST1/2: it is not essential for you to hold any part of the MRCPCH examination.

ST3: you must hold **part 1a and 1b** by the time you apply.

ST4: you must hold the **full MRCPCH** examination at the time of your application.

Please note: There is no equivalence to the MRCPCH (by examination). Applications will not progress past longlisting if you fail to meet the examination requirements.

The Application Process

Application period

12 noon GMT Friday 25th November 2011 – 12 noon GMT Friday 9th December 2011.

Advertisement of posts

Adverts containing details of participating deaneries will appear on the RCPCH and NHS jobs websites from 11th November 2011. Participating deaneries will have further information on their websites.

England, Northern Ireland and Wales will be participating in Round One 2012 paediatric recruitment. Indicative post numbers will appear on the RCPCH website from October 2011. Applicants are reminded that post numbers may be subject to change and are advised to check the deanery websites prior to submitting applications and attending interview.

Recruitment for Scotland will be run separately. For information on the Scottish recruitment process visit [Scottish Medical Training](#).

Selecting deaneries

You will be able to make a single application to your first preference deanery. In addition you are invited to complete a preference sheet indicating up to an additional 9 deaneries in which you would consider a training place, ranking these in order of preference. These preferences may be used in the event that the number of submitted applications extends beyond the maximum interviewing capacity of a candidate's first preference deanery. Alternatively these additional preferences may also be used in the clearing process to match remaining eligible applicants with remaining unfilled posts.

If a deanery has no posts available in round one, you will not be able to preference that deanery.

You will be asked to state whether you wish to apply to

- ST only
- ST/FTSTA (i.e. you would consider an FTSTA post as well as an ST)
- FTSTA only (This option can only be selected when applying to a deanery that only has FTSTA posts available).

You should be aware, if you select either ST only or FTSTA only you will only be considered for posts of that type.

Accessing the application form

RCPCH use an online application form (Konetic) for national recruitment. You must register with the [Konetic application website](#) in order to access the application form.

To register you will need to have a valid email address, mobile telephone number and GMC number (if applicable). **You must ensure your email address is current as all contact with you will be made**

using this address. Upon registering you will be sent a password to enable access to the secure application site to complete your application at anytime until the closing date.

You will not be able to access the electronic application form prior to 12 noon on Friday 25th November 2011.

Completing and submitting your form

Please allow yourself plenty of time to complete your application: we would recommend you start your application as soon as possible, but no later than 4th December 2011 to ensure you have more than enough time to resolve any queries you may have before the closing date.

Be clear in your form: it is your responsibility to ensure that the information you present in your form is relevant and demonstrates your suitability for paediatric Specialty Training, as you will not be able to amend it after submission.

Remember, staff conducting long listing and short listing cannot make assumptions about your suitability for a post; they can only consider and score the facts you present them with. Take time with your application form and get someone to read it through before you submit it!

When you have completed your application form using the Konetic application system you must submit it in order for it to be considered. Under no circumstances will applications be considered if they are incomplete, late, or submitted by any other means outside of the Konetic system.

References

You must provide contact details, including valid e-mail addresses, of **three referees** who have supervised your clinical training **during the last two years** of your employment or undergraduate training. **One referee must be your current or most recent consultant or educational supervisor familiar with your clinical development.**

Reference reports are not used for scoring purposes during shortlisting or interview but will be reviewed during the selection process and again prior to confirmation of appointment for successful applicants. The reference process is designed to check the accuracy of your previous employment and training history and to provide assurance of your qualifications, integrity and track record.

Your clinical referees should be contacted by you in advance of the application period where possible to confirm that they are willing to provide a reference and are available and able to do so in the time period required.

Some deaneries will require candidates to bring references with them to interview. This information will be available from the deanery directly, so we recommend you check the relevant deanery website regularly to ensure you have enough time to get them.

Please ensure the details you provide for referees are correct. You will be unable to begin in post until references are supplied and checked.

Fitness to Practise

Before you can be considered for appointment in a position of trust as a specialty trainee on a deanery programme we need to be satisfied about your character and suitability. The posts to which you will be applying are exempt from the Rehabilitation of Offenders Act 1974 and so you **must** declare all criminal convictions, including those that would otherwise be considered “spent” (you do not need to declare parking offences however you **must include speeding offences**).

On the application form you will be asked a series of questions to assess your fitness to practise. If you answer ‘yes’ to any of those questions please provide your full name, date of birth, GMC number and full details of the offence in an email marked “confidential” to fitnesstopractise@rcpch.ac.uk by

the closing date (this is a confidential email address only accessed by designated staff members at RCPCH).

Answering 'yes' to any of the questions on the application form will not necessarily bar you from appointment; this will depend on the particular circumstances surrounding your disclosure. The information you provide will be treated confidentially and will be forwarded to the designated HR contact at the deanery to which you are applying (or to another deanery should you enter the clearing process). If further information is required, the nominated HR contact will contact you directly.

Additional information regarding fitness to practise is provided on the application form itself so please read through the guidance notes before completing that section of your form.

If you have any queries regarding your fitness to practise please call RCPCH on 020 7092 6142.

Deferred Entry

Applicants may request a deferred entry in accordance with the [Gold Guide](#) which clearly states that the start of training may only be deferred on statutory grounds (e.g. maternity leave, ill health).

Deferment for any other reason, such as overseas work or further study is not permitted.

Candidates applying from another training programme

It is possible to apply to paediatrics if you are currently in paediatric training or have completed training in another specialty. As with all other applicants you will need to ensure that you meet the criteria relevant to the level you are applying to.

If you succeed in securing a post in paediatrics you would need to resign for your current post in accordance with your contract of employment.

Candidates applying to multiple specialties

Candidates are free to apply to as many different specialties as they wish within a recruitment round.

At the point of application it is not necessary to inform any of the involved specialties you have applied elsewhere. However, MMC guidance clearly states that as soon as you receive and **accept** an offer in a specialty you must **withdraw from all other specialties**. You are reminded that if you accept an offer in one specialty and then attempt to withdraw and accept an offer in another specialty you face the risk of having all offers removed.

If you are in any way unsure as to whether these rules affect you please contact paedjobs@rcpch.ac.uk immediately for further guidance.

After Applications Close

Once the application period closes deanery/trust and clinical staff access your application form to begin assessing your suitability for appointment.

Assessing your suitability

Your application will be considered by your first preference deanery to assess your suitability to progress to interview in the following ways:

Longlisting: Longlisting exists to confirm eligibility requirements outlined in the person specification have been met. In order to progress to interview you must meet all of the eligibility requirements. This stage is conducted by recruitment teams in the deanery or lead trust.

All eligible paediatric candidates applying for ST1 will receive an interview in round one, 2012. It is expected that candidates will be interviewed in their first preference deanery. However, in the event

that the number of applications extends beyond the maximum interviewing capacity of a deanery, the national shortlisting framework³ will be used to determine shortlisting rank. This rank will be used to place that candidate in their next available deanery for interview (wherever possible candidates will be placed in their second preference deanery).

For candidates placed in a deanery beyond their first choice, it will no longer be possible to be considered in your first preference deanery.

At ST2 and above we are unable to guarantee interviews. Instead eligible candidates will be ranked as outlined above, and then offered interviews based on capacity.

The Interview Process

Invite to interview and what to take with you

Interviews for Paediatrics will be held locally between 9th January and 11th February 2012. Specific information on dates and venues can be found on the [RCPCH recruitment pages](#).

You will receive notification of your interview via SMS and email. This notification will include the time, venue of your interview together with any relevant additional information.

Candidates will typically be asked to provide original and 2 copies of the following:

- Current passport (to include originals and copies of all visa stamps/ documentation from the Home Office as applicable)
- Evidence of competences (either foundation or specialty)
- Proof of address
- Passport photograph
- Signed application form
- Selected portfolio documentation (paper versions required for 2012 process)
- References in a sealed envelope (**only** if deanery have asked you to provide them in advance)

Please note: The above is only a guide, please follow the specific deanery guidance you are given. If you are unsure of what to bring to interview please contact the deanery immediately as failure to produce required documentation may result in your interview being cancelled/ a delay to any potential offer being made.

The interview

When you arrive at the interview venue you will be met by document checkers from the deanery/lead employing trust who will examine and process the supplementary evidence you were asked to take with you (see above).

The interview process consists of 4 x 10 minute stations in which you will be assessed. The stations are as follows;

- Structured Interview
- Communication Station
- Presentation Station
- Paediatric Clinical Thinking

Structured Interview: This station will assess the candidates' career progression/motivation to pursue a career in paediatrics and awareness of clinical governance. Candidates will be required to bring along sections of their portfolio for this station. Further information on the portfolio documentation required can be found in the document *Interview Scoring Framework 2012*.

³ **Shortlisting:** Performed by at least 2 consultants, who will assess an application using the standardised framework (see "RCPCH Short listing Framework" for further information). This may include further assessment of eligibility.

Communication Station: This station involves the use of trained actors to demonstrate candidate communication skills in a “Doctor to Patient/ Doctor to Parent” scenario. The candidate will not interact with the interview panel during this station.

Presentation Station: This station is designed to assess ability to present clinical information. Candidates will be given case notes including investigation results and asked to outline initial assessment and management using either PowerPoint or acetates.

Paediatric Clinical Thinking: This station will assess clinical ability and understanding and consists of two elements; a prescribing test and a discussion about a clinical scenario. A children’s BNF, drug chart and calculator will be provided for the prescribing test.

During the interview cycle candidates will also be given a **preparation period**. This will last for 45 minutes and is used to complete the drug chart for the prescribing station and the slides for the clinical presentation station.

ST1 only: None of the above stations are designed to require previous paediatric knowledge/experience. Instead candidates are being assessed on their awareness of issues surrounding paediatrics and child health and whether they are able to demonstrate clinical competences commensurate with a Foundation Doctor.

At **ST2 and above** candidates will be expected to demonstrate relevant paediatric knowledge and clinical competence as appropriate for their level of application.

In each station you will be assessed across a range of domains specific to the station⁴ by two consultants. Each station will carry a maximum score of 40. Candidates must score a minimum overall score of 80/160 in order to be deemed “appointable”. Any candidate who does not meet this requirement will be deemed “not appointable”. It is also permissible for panels to find applicants who score above 80 to be found “not appointable” if serious concerns are highlighted.

Interview Panels

The full interview panel will consist of 8 suitably qualified Consultant Paediatricians, one of whom will act as chair of the interview panel. Each station will be assessed by 2 members of the panel. In addition to the clinical panel, there will also be a “lay advisor” who will monitor interviews and the overall process for quality assurance. To assist with this, and the advancement of the recruitment process, either a lay or college representative may observe a particular station, but have no scoring power.

Interview expenses

Please contact your interviewing deanery in advance of attending interview to confirm the policy on interview expenses. Expenses must be agreed in advance and candidates should not assume that all costs will be reimbursed. Candidates are reminded that failure to get expenses approved ahead of interview may result in them being refused. **RCPCH will not reimburse any interview expenses.**

After the interview

All candidates will be notified as to whether they have been deemed appointable or not following interview.

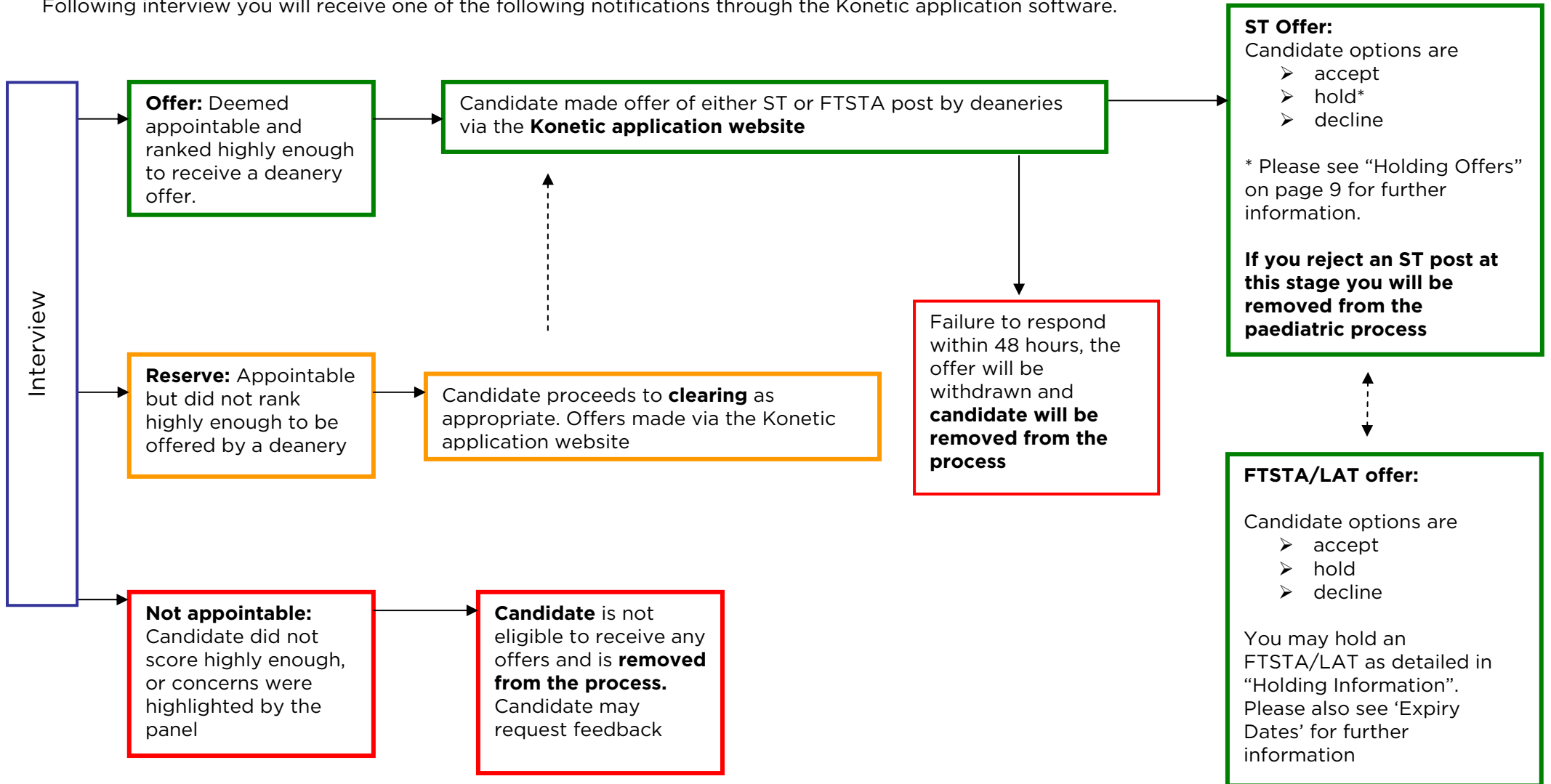
Deanery offer cycles

Deaneries will begin making offers in accordance with local timetables, following interviews. Recycled offers will be made on an ad-hoc basis. All candidates will have 48 hours (including bank holidays and weekends) to respond to the offer (see diagram on page 8). All specialties will have made their first cycle of offers by 9th March 2012.

⁴ See RCPCH “Interview Framework” for further information.

Offers Process

Once interviews are completed “appointable” candidates will be ranked and a cut off will be agreed. It is important to remember that in addition to the minimum score requirements as detailed above, a further cut off will be set by deaneries in accordance with candidate performance and post availability. Following interview you will receive one of the following notifications through the Konetic application software.



Responding to offers

Important: All offers will be made through the Konetic application system. Successful candidates **must** respond to the offer using the Konetic application system, Please do **not** contact RCPCH to register a response to an offer.

At the offer stage deaneries may or may not inform you of your rotational placements. This is at their discretion in accordance with their own procedures and the Code of Practice. RCPCH have no involvement in rotations so please submit any queries you regarding this direct to the deanery.

Coordinated offers process

For Round One 2012, all participating specialties will be making their offers in a coordinated offers window. All specialties will have made their first release of offers by 9th March 2012. If you are applying to multiple specialties, see below for information on managing those offers.

Holding Offers

Depending on your circumstances, there are two options for holding offers:

Applied to paediatrics only

If you submitted an application to Round One paediatrics only and receive an ST offer, you will have 48 hours (includes bank holidays and weekends) to accept or reject this offer. You will not be able to hold an ST offer pending the outcome of subsequent recruitment rounds. However; If you receive a paediatric FTSTA offer and wish to provisionally accept it pending a paediatric ST post in subsequent offer cycles and clearing within Round One 2011 you may hold the FTSTA offer in accordance with the deadlines given.

Applied to multiple specialties

All specialties will be participating in a coordinated offers window. You may hold **ONE** offer at any given time. In no circumstances will you be permitted to hold an offer in more than one specialty. The offers are still subject to the **48 hour response** period (includes bank holidays and weekends). If you decide to relinquish a particular held offer in favour of another you **must** do so using the relevant specialties' software. The coordinated process was adopted so as to enable candidate choice. It is therefore imperative that you reject any unwanted offers so as to ensure fairness for all other candidates.

Expiry dates

All offers made have an expiry date (**48 hours from time the offer is made including bank holidays and weekends**), which will be detailed in the notification you receive via Konetic system. **If you do not respond to the offer by the expiry date we will assume you are rejecting the offer and you will be removed from the process accordingly.**

In addition to the initial 48 hour expiry date, those holding offers in accordance with the guidance above will be given an additional deadline by which you must finally accept or decline the post. If you are holding an ST post in any specialty then you must finally accept or decline the offer by **12 noon GMT on 19th March 2012**. If the clearing process ends before this date candidates still holding FTSTA posts will be notified so that outstanding posts can be accepted or declined.

Clearing

If deaneries exhaust their pool of appointable candidates before all their posts are filled, RCPCH will run a national clearing process. Candidates that were deemed appointable at interview but due to ranking were not offered a deanery post will be entered into clearing to be matched with any outstanding available posts based on the following criteria;

- Interview score (ranking based on total interview score plus sequence of individual stations in the event of a tie-break)
- Preferences given
- Posts available

Posts will be offered to the highest ranking available candidate taking the above points into consideration. In the same way as offers in the deanery cycle, candidates will have 48 hours (including bank holidays and weekends) to respond to these offers. At this point candidates will only be able to accept or decline an offer. Holding is not permissible. As with all other offers, failure to respond will be treated as rejection and you will be removed from the process.

If you have previously rejected a Paediatric ST offer during the deanery offer cycles you will not be permitted to enter the clearing process.

Feedback

You can request feedback on your application, irrespective of which stage in the process it reached.

Your request for feedback should be made in writing to the deanery (**not RCPCH**) in accordance with the deanery guidelines. Any requests **MUST** include your full name, GMC number and the level you applied to (failure to provide this information will delay your request being processed). As per MMC guidance feedback requests will be dealt with within 40 days of receipt of all required information.

If after reading this guide you still have queries regarding the national recruitment process, the online application, fitness to practise or clearing please contact paedjobs@rcpch.ac.uk. For all other queries please contact the relevant deanery.

Good luck with your application!

Useful documents

The Gold Guide
 Shortlisting Scoring framework
 Interview Scoring Framework
 Person Specifications

Useful websites

<http://paedjobs.rcpch.ac.uk>
www.mmc.nhs.uk
www.bmj.com
www.jobs.nhs.uk
<http://www.gmc-uk.org/>
www.foundationprogramme.nhs.uk