

## NTN Grid Longlisting and Shortlisting Scoresheet 2019

*Please note: All members of the selection and interview panels must have received training in Assessment, Selection, Equality and Diversity within the last 3 years.*

There are two stages where candidate's applications will be assessed:

- **Stage One** - Longlisting: confirmation the basic eligibility requirements have been met
- **Stage Two** - Shortlisting: scoring of candidates application

### Stage One - Longlisting (completed by RCPCH and CSAC)

Does the applicant meet the longlisting eligibility requirements for entering sub-specialty

1. Appropriate eligibility requirements (including MRPCH) at closing date and confirmation of eligibility form completed with no issues?
2. Appropriate previous experience / Confirmation of training to date / Sufficient time left to complete sub-specialty training prior to CCT date?

All candidates must meet the above criteria to proceed to shortlisting. Any candidates unsuccessful at longlisting due to unsatisfactory eligibility will be provided with feedback.

### Stage Two - Shortlisting (completed by CSAC)

Analysis of information derived from the application form that demonstrates the candidate has the potential to succeed.

**Clinical experience** relevant to application level and experience of applicant

No evidence	0
Examples with little relevance to the specialty and/or little attempt to explain relevance of skills	1
Examples limited in scope and/or somewhat vague/unspecific with limited/superficial attempt to link examples to specialty	2
One significant and specific example of skills, with relevance to specialty and own development clearly explained (e.g. content or transferable skills)	3
More than one specific and significant example of skills, with relevance to specialty	4

**Quality Improvement/Audit** experience relevant to application level and experience of applicant

No projects undertaken	0
Participation in relevant clinical projects, but has not designed or led QIP/audit	1
Evidence of having designed and led projects(s)	2
Evidence of having designed, led and presented a good quality projects, describing the project cycle process, and participated in regular useful projects involvement throughout training	3
Evidence of having designed led and presented good quality projects. Has a good record of significant regular useful project involvement throughout training, being involved in the cycle process describing subsequent service change.	4

**Management experience** relevant to application level and experience of applicant

- Teaching/educational experience should be scored within the teaching section.

No experience of management	0
Involvement in rota organisation, coordinating shifts	1
Lead role as undergraduate/postgraduate in local organisations within medical school or department	2
Lead role as undergraduate/postgraduate at higher level within university or regional NHS	3
Lead role nationally at undergraduate or postgraduate level	4

**Research achievements** relevant to application level and experience of applicant

No research	0
Poor description of research experience and/or limited to required undergraduate experience	1
Good description of postgraduate research project of a high standard, with some input by applicant	2
Good description of postgraduate research of a high standard with significant input by applicant, which has achieved local recognition	3
Clear precise description of postgraduate research, with significant input by applicant, which has achieved national recognition	4

**Publications / Presentations / Posters** relevant to application level and experience of applicant

- Publications receiving points must be published (or accepted for publication), submitted publications should not earn any points.
- Applicants will be asked to provide full citations, PUBMED number and publication author ranking for publications.
- Applicants will be asked to indicate which category their presentation/poster falls into from the options provided below. Applicants will also provide author ranking for presentations / posters
- If the candidate lists their name on the application form they should not receive more than 1 point.
- When awarding points, please consider differentiation between single case reports vs more comprehensive studies for national or international meetings and award scores accordingly

No publications / presentations / posters	0
Presentation at a local meeting and /or Poster at local / regional (deanery) meeting	1
E-letter, letter published Poster presentation at national meeting	2
Case report published Oral presentation at national meeting	3
Evidence of good quality peer reviewed publication as a co-author. Written good quality book chapter as co-author or first author. Written review articles, or general interest articles within recognised publications. Presentation at a national meeting (either within UK or national meeting outside UK)	4
Evidence of more than one good quality peer reviewed publication as a co-author or evidence of one peer reviewed publication as a first author	5
Evidence of more than one publication in a peer reviewed journal as a first author	6

**Education** relevant to application level and experience of applicant

- The first 3 points are to be awarded for involvement in teaching. A further maximum of 2 points can be added if a formal qualification in teaching/education has been completed. The maximum points that can be achieved in this area of assessment is 5.
- Candidates must have completed the course/qualification, not just registered.
- Candidates should already have received further points for their specific postgraduate qualification.

No experience of delivered teaching	0
Very limited participation in some local teaching	1
Contributed to local teaching (but did not lead)	2
Designed and led local/regional teaching	3

**Formal teaching (to be added onto above score)**

Extensive teaching experience including formal training e.g. completion of Generic Instructor Course (GIC), Teach the Teacher's or equivalent	1
Postgraduate qualification in medical education	2

**Statement to support application** relevant to level of application and experience of applicant

No statements or nothing of substance	0
Weak statements unclear motivation	1
Some motivating factors but appears general and unfocused	2
More focused motivation described using some specific examples	3
Good clearly described focused motivating factors and experiences relating to career so far	4
Excellent clear description of motivation and experience which clearly shows commitment to the specialty	5

<b>MAXIMUM POINTS SHORTLISTER CAN AWARD:</b>	<b>32</b>
--	-----------

*Please note: the amount of shortlisters for each sub-specialty will vary, each shortlister can award a maximum of 32 points. All shortlisters scores will be added together to calculate the total score which will then be used for the final ranking of all candidates at shortlisting.*