

RCPCH

Royal College of
Paediatrics and Child Health
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NHS

Health Education England

Applicant Guidance

ST3 & ST4
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1. Introduction

The Paediatrics National Recruitment Office (PaedsNRO) co-ordinates the nationally agreed and quality assured process for recruitment to **ST3 and ST4 Paediatric Training**.

Recruitment to ST3 and ST4 level Paediatric Training will take place once per year for August/September 2019 commencement. All dates and deadlines relating to 2019/20 recruitment activity are available on the [RCPCH website](#)

All submitted applications for ST3 and ST4 Paediatric Training will be assessed using a standard, national and consistent staged process outlined below. This is an established and well-researched selection process using modern methodologies that are fair, robust and fit for purpose. The selection process allows applicants to demonstrate their abilities and suitability for ST3 or ST4 Paediatric Training - applications are assessed by the demonstration of competences as outlined in the [Person Specification](#) for each level

Applicants can apply for either ST3 or ST4. It should be noted that both levels are separate vacancies on the Oriel recruitment portal and therefore, applicants wishing to apply for both ST3 and ST4 will need to submit an application for both vacancies.

All eligible applicants will be invited to book a place at a single Selection Centre which will be held centrally in the West Midlands on the 10th and 11th April 2019. Applicants will be considered for appointment across the whole of the UK (based on their performance and rank). This method is known as Single Transferable Score (STS) as applicants are not restricted to being considered for appointment in a single specific region. The STS system is designed to maximise opportunities for successful appointment.

Applicants are advised to refer to both the [Oriel Applicant User Guide](#) (for general guidance on how to navigate Oriel and technical help with the on-line application form) and the [2019 Medical Specialty Recruitment Applicant Handbook](#) (for general information about the administration of national recruitment processes).

The [RCPCH website](#) contains up to date information relating to post numbers for ST3 and ST4 Paediatric Training recruitment. If applicants have any queries regarding the recruitment process, they should contact the PaedsNRO at paedsnro@hee.nhs.uk.

2. Application Window

Advertisements will appear on NHS Jobs, Find A Job-and on the Oriel recruitment portal on **Tuesday 22nd January 2019**.

All applications must be made via the on-line Oriel portal. Applications open at 10:00 on **Wednesday 30th January 2019** and close at 16:00 on **Thursday 21st February 2019**.

Late applications will NOT be considered.

Once your application has been submitted you are unable to make any changes, apart from to update your own contact and referee details so please ensure that you do not submit unless it is complete.

Applicants should allow plenty of time to complete their application. It is recommended that applicants commence their application as soon as possible to ensure that they have more than enough time to resolve any queries that may occur before the closing date.

Be clear in your application- it is your responsibility to ensure that the information you present in your application is relevant and demonstrates your suitability for ST3 and/or ST4 Paediatric Training. Recruiters cannot make assumptions about your suitability for a post; they can only consider the facts you present. Take time with your application form and if you wish to, get someone to read it through before you submit it.

Please be aware that the Oriel portal does not support internet browsers that have reached the end of their product support lifecycle.

3. Communications Regarding an Application

Contact regarding your Paediatrics application will be via direct messaging through Oriel. PaedsNRO will also send an email as a secondary form of communication. However, as emails are external to Oriel, delivery cannot be guaranteed and therefore this method of communication should not be relied upon. Therefore, please ensure you check your Oriel account regularly for messages throughout the entirety of the recruitment process.

You should also make sure that you are using an email account that you can access at any time and will not be blocked by your employer's IT security system. If you are uncertain about this, you should check with your IT department at work.

To ensure messages from the PaedsNRO are not filtered by your email provider's junk / spam filters, you are strongly advised to add paedsnro@hee.nhs.uk and noreply@oriel.nhs.uk to your email whitelist.

4. Selecting a Region (Preferencing)

Applicants are permitted to submit ONE application, per Round, for a standard Paediatrics ST3 and/or ST4 training programme. You will be asked to indicate your preferences from all Training Programmes available in the UK, in rank order. This means that you can be considered for appointment across the whole of the UK. The preference window opens once the longlisting stage has been completed on **Wednesday 13th March 2019** and applicants may select as many or as few preferences as they wish.

Important: please only preference the programmes that you would be prepared to work in, including those listed with zero vacancies as posts may become available at a later date. If you preference a post, it is assumed that you are able to accept this, if offered. It is therefore imperative that applicants consider their preference choices before submitting them. In making those decisions, researching regions carefully is recommended.

The ability to record your preferences will be locked 48 hours before the first offers date. Applicants who successfully complete the recruitment and selection process will have a further opportunity to amend their preferences once the offers process commences. See section 20.1 Offer Exchanges/Enhanced Preferences for details.

The programmes that you preference in your application will be used to make you an offer, subject to the successful completion of the selection process.

5. Deferment of Start Date

Deferments to start date will only be considered on statutory grounds as stated in the Gold Guide i.e. personal ill health or maternity/paternity/adoption leave.

Deferment for any other reason will not be permitted.

If you wish to request a deferment to your start date, you must declare this on your application form. If you accept an offer you should contact the appointing region as soon as possible regarding your deferment.

6. Flexibility in Deployment of Trainees (Great Britain only)

In 2017, England, Scotland and Wales introduced formalised processes to better assist applicants with training in their desired locations of the country.

6.1 Special Circumstances

A standardised national process is available for all specialty recruitment to ensure that applicants with special circumstances and a requirement to train in a specific region are treated in a fair and consistent way.

Any applicant who falls into one of the following eligibility criteria will be pre-allocated into a post, subject to it meeting the requirements of entering Paediatric training:

- **Criterion 1** – the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010,
- **Criterion 2** – the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from the [Oriel Resource Bank](#)) and forward this, together with the appropriate supporting evidence by email to mdrs.nationalrecruitment@hee.nhs.uk as soon as their application has been submitted.

It is important that you review the relevant section in the [2019 Medical Specialty Recruitment Applicant Handbook](#) for full details on the eligibility criteria and administrative process.

7. Adjustments under the Equality Act 2010

All recruiters are aware of the requirements of the Equality Act 2010 and will make reasonable adjustments to accommodate applicants at Selection Centres provided these are made known in advance. Applicants who require adjustments (e.g. wheelchair access, extra time, nursing mothers) will be required to submit supporting evidence to substantiate the required adjustment. This evidence will need to be uploaded to Oriel via the *Document Upload* dashboard as "*Supporting evidence*" and attached to the application form *at the point of application*.

Adjustments cannot be guaranteed if evidence is provided late and no adjustments can be made on the day of the assessment.

In some instances, to satisfy requests for adjustments, it may be necessary to schedule a Selection Centre place at a specific time or a specific location.

8. Application process for International Medical Graduates (IMGs) without Right of Residence

Applicants without right of residence will be able to apply in this round of Paediatric recruitment. Applicants without right of residence will not be rejected solely due to their immigration status and, should they be successful, will be considered for an offer in this round. For these applicants to be appointed, the Resident Labour Market Test (RLMT) will need to be satisfied.

It is strongly suggested that you read the [2019 Medical Specialty Recruitment Applicant Handbook](#) to familiarise yourself with the immigration information contained within.

9. Evidence of Specialty Competence

It is an essential eligibility requirement that applicants hold the appropriate level of Paediatric competences for the post to which they are applying by the start date of the post, which will be August/September 2019.

There are different requirements for applicants wishing to enter at ST3 to those wishing to enter at ST4. Applicants should ensure they provide the correct evidence appropriate to the level they are applying for.

9.1 ST3 evidence of specialty competence

Applicants seeking to apply at ST3 will need to be able to demonstrate a minimum of 24 months post-graduate, post-Foundation school (or equivalent) experience in paediatrics by the intended start date of the post.

In order to be eligible for an ST3 post, applicants will need to be able to demonstrate that they hold competences equivalent to those undertaken by someone who has completed ST1 and ST2 of the UK paediatric training programme.

There are three ways applicants can demonstrate that they possess ST1 and ST2 competences:

- **Currently a UK paediatric trainee:** Applicants who are currently in a UK-approved paediatric training programme (NTN holder) and are on track to obtain a satisfactory ARCP outcome for their ST2 post. Applicants will be required to submit their most recent ARCP evidence at the point of application (via Oriol). Applicants will also be required to provide evidence of completion of ST2 prior to commencing an ST3 post.
- **Already completed UK paediatric training at ST1 and ST2:** Applicants who have already completed ST1 and ST2 in a UK approved paediatric training programme, within 44 months (3.5 years) of the intended start date of the post (August/September 2019), and have evidence of a satisfactory ARCP outcome.

Applicants will be required to submit ARCP evidence at the point of application (via Oriel).

- **Anybody who is not covered by the above:** Will need to submit evidence with their application (via Oriel).

Evidence should be in the format of a letter obtained from a Consultant on Trust headed paper which includes the Consultants medical registration details.

The Letter should clearly state that training to date has been equivalent to that of Level 1 UK paediatric training, giving evidence of the applicants progress against each of the 11 Learning Outcomes from the Level 1 [Paediatric Curriculum](#)

Evidence should confirm that the applicant would be on track to sign of each of these Learning Outcomes at the end of a further year of training. Please see [guidance on the ARCP process](#) for further clarification:

The Consultant should have supervised the applicant clinically for a minimum of three months (whole time equivalent) within the previous three and a half years

Applicants may also wish to include satisfactory trainer reports, supervisory reports or other such documentation to support their application.

If the evidence is not found to be satisfactory, the application will not be considered eligible and will be rejected at the longlisting stage. Applicants who are unsure as to whether they can provide evidence of previous training should contact the PaedsNRO office at Paedsnro@hee.nhs.uk for further assistance.

9.2 ST4 evidence of specialty competence

Applicants seeking to apply at ST4 will need to be able to demonstrate a minimum of 24 months post-graduate, post-Foundation school (or equivalent) experience in paediatrics by the intended start date of the post.

In order to be eligible for an ST4 post applicants will need to be able to demonstrate they hold competences equivalent to completion of those outlined in Level 1 of the [Paediatric Curriculum](#) i.e. all competences for ST1, ST2 and ST3.

There are three ways applicants can demonstrate that they possess Level 1 (ST1, ST2 & ST3) competences:

- **Currently a UK paediatric trainee:** Applicants are currently in a UK approved paediatric training programme (NTN holder) and are on track to obtain a satisfactory ARCP outcome for their ST3 post. Applicants will be required to submit their most recent ARCP evidence at the point of application (via Oriel). Applicants will also be

required to provide evidence of completion of Level 1 prior to commencing an ST4 post.

- **Already completed UK paediatric training at Level 1 (ST1, ST2 & ST3):** Applicants have already completed Level 1 in a UK approved paediatric training programme, within 44 months (3.5 years) of the intended start date of the post (August/September 2019), and have evidence of completion of a satisfactory ARCP outcome. Applicants will be required to submit ARCP evidence at the point of application (via Oriel).
- **Anybody who is not covered by the above:** Applicants who do not fall in any of the above categories will be required to demonstrate that their experience to date has enabled them to successfully complete competences equivalent to those of a trainee in a UK approved paediatric training programme for Level 1. Applicants will need to provide evidence at point of application (via Oriel) by submitting a fully completed Certificate of Completion of Paediatric Level 1 Competency.

No other form of evidence will be considered. N.B. It is possible to submit your competences across more than one Certificate of Completion of Paediatric Level 1 Competency, if it is not possible to get all competences signed off by one consultant.

Please note:

Failure to do so will result in their application being rejected at the longlisting stage.

Where evidence is not found to be satisfactory, applicants will not be considered eligible and will be rejected at the longlisting stage.

From August 2018, the Royal College of Paediatrics and Child Health (RCPCH), introduced a new curriculum for paediatric training, RCPCH Progress. As a result, from the 2019 recruitment rounds, an updated Level 1 competency form has been introduced that maps to this new curriculum. As we are aware that many applicants work on getting their Level 1 forms completed a long way before the applications open, for 2019 recruitment only, both the old and new forms will be acceptable.

Applicants who are unsure as to whether they can provide evidence of previous training should contact the PaedsNRO office at Paedsnro@hee.nhs.uk for further assistance.

10. MRCPCH requirements

ST3: Applicants must hold two out of the three written MRCPCH examination papers (Foundation of Practice, Theory and Science, Applied Knowledge in Practice) at the point of application.

ST4: Applicants must hold full MRCPCH (Foundation of Practice, Theory and Science, Applied Knowledge in Practice and the Clinical) at the time of application.

Evidence of the achievement of these examinations will need to be emailed to the PaedsNRO@hee.nhs.uk at point of application.

There are **no equivalent examinations** that will be considered for entry into paediatric specialty training. Applicants who are unable to meet the above essential MRCPCH requirements at the time of application will not be considered eligible and will be rejected at the longlisting stage. Applicants with pending results will also be rejected at the longlisting stage

11. Fitness to Practice

If you answer *yes* to any of the Fitness to Practise questions on the application form, you will be required to send further information about this declaration to the PaedsNRO *by the application closing date*. This must be provided on the [Fitness to Practise \(FtP\) Declaration Form](#) and sent to paedsnro@hee.nhs.uk.

Failure to provide this evidence by the application closing date will result in your application not progressing any further in the recruitment round.

12. Reapplication to Specialty Training

Specialty training posts and programmes are not normally available to any doctor who has previously relinquished or been released or removed from that training post/programme. However:

12.1 Support for Reapplication to Specialty

If you have previously resigned or been removed from a Paediatrics training programme, you will need to provide full details of the resignation/release/removal. This must be provided on the [Support for Reapplication to a Specialty Training Programme](#) form and approved by both the Head of School/Training Programme Director **and** Postgraduate Dean in the region where training was previously undertaken. This evidence should be emailed to the confidential email address of your first preference region *at the point of application*.

Any applications from excluded trainees without submitted evidence will not progress any further in the recruitment process.

12.2 Support for Reapplication to Specialty Training in a Different Region

Trainees currently working in Paediatrics, applying to continue their training in another region, without a break in service, will need to provide information relating to this. You must gain support from your current region by completing the [Support for Reapplication of Specialty Training in a Different Region](#) form. This evidence should be emailed to your first preference region at the point of application.

Any applications without submitted evidence will not progress any further in the recruitment process.

13. Document Upload

As you progress through your application it may become apparent that you will be required to upload some form of documentation to allow PaedsNRO to assess your eligibility.

If you are required to do this you must:

- Ensure that the document is uploaded as a single document and not in separate pages
- Ensure that the document label describes the nature of the document
- Ensure that the document is uploaded in to the correct document section

PaedsNRO reserves the right to request re-submission of documentation if the above rules are not followed.

ST3 Paperwork to be uploaded:

- Evidence of achievement of ST1/ST2 competences in this specialty (see above).
- Evidence of completion of APLS or EPLS (or equivalent) and NLS or evidence to show that this has been booked* to take place before the start date of post.
- Evidence of completion of Level 2 Safeguarding Children (as per person spec) or evidence to show that this has been booked to take place before the start date of post.

ST4 Paperwork to be uploaded:

- Evidence of achievement of Level 1 Paediatric competences as outlined in the Paediatric Level 1 curriculum.
- Evidence of completion of APLS or EPLS (or equivalent) and NLS or evidence to show that this has been booked* to take place before the start date of post.
- Evidence of completion of Level 2 Safeguarding Children (as per person spec) or evidence to show that this has been booked to take place before the start date of post.

*An email or letter confirming that applicants have booked onto the course will be sufficient.

Please note: Applicants who do not supply these documents may be longlisted out of the application process.

14. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national [ST3 and ST4 person specifications](#).

15. Shortlisting

PaedsNRO offer sufficient Selection Centre capacity to ensure that all eligible applicants are invited to interview.

16. Invitation to Selection Centre

ST3 and ST4 interviews will be delivered via a single-centre model. This means that interviews will take place at the same central venue. Interviews are scheduled to run over two days.

Dates: Interviews will take place on the **10th and 11th April 2019**. Due to the nature of single-centre interviews, PaedsNRO will not be able to rearrange interviews for those applicants who are unable to attend interview on either 10th and 11th April 2019, even if eligible.

Venue: Interviews will be held at [West Bromwich Albion Football Club, The Hawthorns, West Bromwich, West Midlands, B71 4LF](#). Applicants should ensure they have address details for the venue and when making travel arrangements, should factor in additional time to allow for possible delays during the interviews and travel disruptions.

16.1 Booking a Selection Centre

If you are invited to interview, you will be required to log into your Oriel account and use the self-service functionality to book an appointment at the Selection Centre on date and time of your choosing, subject to availability. The only exception to this is if you have requested a reasonable adjustment under the Equality Act 2010; in this instance, the PaedsNRO will pre-book your appointment at a Selection Centre.

When booking your Selection Centre, it is strongly recommended that you avoid booking from a mobile device or internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported.

The Selection Centre booking window will be between **Tuesday 26th March 2019** to **Friday 28th March 2019** on a first come; first served basis.

Applicants who have any problems booking a slot should email paedsnro@hee.nhs.uk

16.2 Confirmation of booking

Once you have booked your Selection Centre, you will receive an automated confirmation of booking message in Oriel and a secondary automated message will be sent to your registered email address. If you do not receive confirmation, log into your Oriel account to confirm if the booking process was completed in its entirety.

17. Selection Centre

The Selection Centre involves applicants completing a number of stations which are observed and assessed by trained assessors.

On the day of the Selection Centre, please ensure that you allow yourself plenty of time to get to the venue to register.

Applicants can expect to undergo a document check, including a verification of ID documentation, GMC registration and immigration status. Applicants will be required to provide the **original** of the following documentation.

- **Proof of identity (e.g. passport or other photo ID)**
- **Nationality/immigration status if non UK**
- **Full GMC registration with a licence to practise (electronically is fine)**

Please note: Applicants should be aware that failure to provide the required documentation on the day of the interview may result in their interview being delayed and any potential offer being made.

If you are booked to attend Selection Centre and are unable to attend due to unforeseen circumstances or an emergency, you must contact the PaedsNRO directly to ascertain whether any alternative arrangements can be made. Alternative arrangements cannot be guaranteed.

Applicants should note that children are not permitted at Selection Centre.

Important: On arrival at Selection Centre, if you find you have a conflict of interest with a panel member, for example you are already familiar with them and you are not comfortable in being assessed by them; it is your responsibility to inform a member of the recruitment team at

your earliest opportunity so that alternative arrangements can be made, such as being interviewed by a neutral panel member.

Whilst care is taken to ensure a quiet environment for interviews, applicants are advised to be prepared for a certain amount of low-level noise.

Any applicants' who experience issues on the day of interview, should speak to the lay representative or a member of the PaedsNRO staff present at the interview **on the day**.

Please note: The use of mobile phones or any other media devices is forbidden during the interview process. Any applicant found to have used a mobile device, or any other device during the interview process may have their application withdrawn and could face further action.

17.1 Selection Centre Format

The interview circuit for Paediatric ST3 and ST4 comprises of a preparation room (42 minutes) followed by seven stations. Six of these stations are interactive and last for 10 minutes each and one (safe prescribing) is a written task which lasts for 14 minutes.

As applicants rotate around the circuit, a minimum of 2 minutes will be given before entering each station to prepare by reading a scenario (where necessary). Arrangements for the safe prescribing task and the portfolio/evidence review station are different, and are specified in the guidance below. All applicants will hear a two-minute warning before the end of a station to assist them, and the assessors, with time-keeping.

Applicants will be progressed through the circuit in small cohorts, meaning the order of stations will be different for each individual. The experience and time applicants will be given for the circuit will otherwise be identical. Further details on the stations can be found in **section 17.5**.

17.2 Scoring

Applicants are scored out of a total of 250 (each station to carry a maximum score of 40 i.e. each assessor scores out of 20, except for the Safe Prescribing task which is scored by one assessor out of 10). To be deemed appointable, the applicant must score a minimum of 138/250 (55%). There are no weighted stations.

In exceptional circumstances, it is possible for a panel to find an applicant scoring >138 unsuccessful if serious concerns (for example patient safety issues) are raised. Further information can be found in section 19.6.

There will always be a minimum of two assessors on the Selection Centre station/panel. Assessors are asked to score independently but can discuss applicants' performances with their co-assessor(s).

At the end of each Selection Centre, all scores awarded during the day are reviewed by the panel, a lay representative and the recruitment lead, and any significant discrepancies in scores between assessors are highlighted and discussed. Where discrepancies in scores are deemed to be justified - specifically, each assessor has scored consistently within set scoring parameters - the score stands; where deemed not to be justified, the score is amended. An amendment is a reasonably rare occurrence, given assessors are trained to score consistently.

17.3 Panel Standards

All members of the Selection Centre panel have been trained and will be briefed on the day of the Selection Centre, specifically on the importance of maintaining consistent scoring parameters. All panel members must have received training in Assessment, Selection, Equality and Diversity within the prior three years.

Applicants can expect the Selection Centre panel to probe and challenge answers and statements if the panel feel they need further information. This allows applicants a fair opportunity to answer the question(s).

Applicants can expect panels to wind up their interview with applicants prior to the designated time, if the panel feels it has obtained sufficient information to assess an applicant. **Neither assiduous question nor an early finish, are grounds for concern.**

In order to ensure the selection process is equitable and of a high quality, observers (e.g.RCPCH staff) and lay representatives will be in attendance at the interviews. There may be instances where either an observer or a lay representative will be present at one of your interview stations. This person is there purely to assess the process and will not participate in the scoring of applicants.

17.4 Scenarios

Applicants will be expected to demonstrate relevant paediatric knowledge and clinical competence as appropriate for an ST3 and/or ST4 application dependant on the level applied for.

17.5 Selection Centre Stations

The Selection Centre consists of:

1. Safe Prescribing task (written – 10 marks)
2. Teaching (interactive – 40 marks)
3. Communication (interactive – 40 marks)

4. Reflective Practice (interactive – 40 marks)
5. Paediatric Clinical Thinking (interactive – 40 marks)
6. Leadership and Management (interactive – 40 marks)
7. Governance (interactive – 40 marks)

17.5.1 Safe Prescribing (10 marks, 14 minutes in station)

This is a written safe prescribing task, designed to assess applicants' ability to prescribe safely.

Applicants will be given 14 minutes to complete a drug chart based on a scenario that will be given on the day of the interview.

Applicants will not be given any material to read in advance of entering this station; however, to assist with the completion of the drug chart, a Children's BNF, a calculator, blank RCPCH drug charts and writing material will be provided.

The scenario will include all of the information required to complete the prescription.

Marks will be awarded for the correct, safe completion of the drug chart, which will include both good prescribing practice and also marks specific to the drugs required to prescribe. For marking this station, assessors will be given a completed drug chart with the full answers to use as reference for this.

Before exiting the safe prescribing station, applicants will be required to give the completed drug chart to a staff member. Applicants must ensure their NAME LABEL STICKER is clearly DISPLAYED at the top of the drug chart in the space allocated.

17.5.2 Teaching station (max 40 marks, 10 minutes in station)

Applicants will be asked to prepare an ad hoc teaching session for a small group of medical students.

The medical students will not directly score this station, but their opinions on teaching style etc. will be considered, as appropriate, by the assessors.

Applicants will be given 4 minutes outside of the station to prepare the topic for the teaching scenario.

Applicants will not interact with the assessors in this station. They will observe and score the performance based upon the delivery of teaching to the medical students. Upon entering this station applicants will be required to begin immediately with the teaching session.

17.5.3 Communication station (max 40 marks, 10 minutes in station)

This station is designed to assess your ability to interact with patients/and or parents.

Applicants will be given 4 minutes outside of the station to familiarise themselves with a communication scenario.

Whilst this station is primarily designed to assess communication skills applicants will be required to provide some clinical information, commensurate with a Doctor in training at the level applied for.

Applicants will not interact with the assessors in this station. They will observe and score based on the communication with a professional actor.

Professional actors are used to ensure all applicants receive consistency of experience and response to the scenario. The actor will not score applicants, but their opinion on the communication with them will be taken into consideration, as appropriate, by the assessors.

17.5.4 Reflective Practice & Career Motivation station (max 40 marks, 10 minutes in station)

The reflective practice station is designed to assess applicants' ability to learn from reflection and feedback. It also assesses your aptitude for suitability for entry/re-entry into the Paediatric training programme.

Applicants will be given 4 minutes outside of the station to review the documentation they have brought with them for this station.

Applicants will need to prepare a selective portfolio consisting of no more than 4 pieces (8 sides) of A4 paper. This will be checked and verified on arrival at the Selection Centre.

These documents should demonstrate the applicant's ability to learn from feedback and reflection.

In addition, they should demonstrate the applicant's suitability for a career in paediatrics. We suggest they include:

1. A single piece of Feedback e.g. multi source feedback (MSF) or open reference
2. A single piece of Reflection e.g. on a critical incident or management of a difficult situation

Please note that these two documents are not mandated but are just suggestions of the sort of document that applicants may want to include in their selected portfolio.

In addition to the answers provided, applicants will also be assessed on the standard of documentation they have provided.

17.5.5 Paediatric clinical thinking (40 marks, 10 minutes in station)

This station is designed to assess applicants' situational judgement and clinical problem-solving skills.

Applicants will be given a scenario to review for 4 minutes prior to entering the station.

Upon entering the room, the assessors will ask applicants to describe how they would manage and progress through the given situation in the scenario.

Applicants will be asked a series of follow up questions as appropriate.

The clinical content of the scenario will be commensurate with a Doctor in training at the level applied for.

17.5.6 Leadership and Management (40 marks, 10 minutes in station)

This station is designed to assess applicants' ability to lead and manage situations commensurate with a Doctor in training at the level applied for.

These situations may not be directly clinical, and instead could concern staffing, patient management, complaint handling etc.

Applicants will not be given any material to read ahead of entering this station.

Upon entering the station, the assessors will verbally ask the scenario question.

17.5.7 Governance (40 marks, 10 minutes in station)

This station is designed to assess applicant's awareness and understanding of the role of governance in the workplace.

The situation given may not be directly clinical.

Applicants will be given a scenario to review for 4 minutes prior to entering the station.

18. After Selection Centre

Once all Selection Centres are complete, scores are collated and any low scores or serious concerns that were highlighted on the scoresheets by assessors are flagged for the final decision-making process.

18.1 Final decision-making process

The senior recruitment staff (Selection Centre Admin Lead, Clinical Lead, Senior Assessor(s) and Lay representative) will review the scoresheets (all stations) for all applicants who scored above the appointability threshold, but also achieved one of the following:

- low scores of 25% (or next highest denomination based on scoring structure) on any station by either or both assessors
- 'serious concerns' indicated on the scoresheet on any station by either or both assessors

The recruiters will discuss and confirm a decision on how to proceed based on the above written evidence/documentation available on the day of the interview.

19. Offers

All offers will be made via Oriel by PaedsNRO. Offers received in any other way will be deemed invalid. If you are made an offer, you will need to respond to this on Oriel.

Applicants will be ranked in a single national list based on their performance throughout the selection processes. Offers are made in rank order based on this national ranking.

Tied ranks occur when applicants achieve the same total interview score. The applicants' unique rank will be achieved in the following order:

1. Communication station
2. Reflective Practise & Career Motivation station
3. Leadership and management station
4. Paediatric Clinical Thinking station
5. Teaching station
6. Safe Prescribing station
7. Governance station

Initial offers will be released by *close of business* on **Tuesday 23rd April 2019** Please do not contact PaedsNRO about offers prior to this date, as it could delay the release.

Offers will be made separately for ST3 and for ST4 using the Oriel application system.

You will be given 48 hours (exclusive of weekends) to respond to an offer and you will have the option to accept, decline or hold. Only one offer can be held at any one time, across all

specialty applications in a given round. If you fail to respond to an offer within the 48-hour window you will be deemed to have declined the offer.

If you are holding an offer and try to hold another, the original held post will be automatically declined on your behalf by Oriel.

Once you have accepted a post, you will not receive any further offers from any other specialty in this round (i.e. Oriel will automatically withdraw you from all other applications you have in the given recruitment round).

Offers that are declined will be reoffered in rank order to other applicants.

If you choose to hold an offer, you can keep this offer held up until the hold deadline, 1 pm **Wednesday 1st May 2019**. Before this deadline, you will be required to go back into Oriel and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to have been declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept or decline.

IMPORTANT:

- *When actioning an offer, it is strongly recommended that applicants avoid using a mobile device or internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported.*
- *Applicants whose immigration status would require an employer to obtain a Certificate of Sponsorship can only be made an offer if there are no remaining suitable UK/EEA applicants.*
- *Applicants who let their offer expire (and are withdrawn from the recruitment process) can be reinstated if they contact the PaedsNRO; however, their original offer cannot and will not be guaranteed.*

20. Upgrading Offers

If you rank highly enough to be made an offer, this will be made to the highest ranked Training Programme preference that is available when your final rank is reached. If this Training Programme offer is suitable for you and you do not want to be considered for any other preferences you have ranked higher, you can choose to simply accept it.

However, applicants do have the option of getting one of their higher ranked ST3 or ST4 Paediatric Training programme preferences, should they become available, by opting into upgrading. The upgrading option is available to all offers that have been held or accepted, but not where an offer has been declined. An applicant who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until the upgrade deadline, 4pm, **Friday 3rd May 2019**. Please be aware that due to the ranking of your ST3 or ST4 Paediatric Training Programme preferences you may move into a different region if you are upgraded.

If you opt into upgrades and a higher preferred offer becomes available, the upgrade will be automatic. You will be placed in the higher preferred post and an automated message will be sent to you Oriel informing you of the upgrade; you will **not** be given 48 hours to decide whether you wish to accept or decline the upgrade. If an upgrade is made, the previously held or accepted post will be released and will be reoffered to another applicant.

Once you have been upgraded you will be sent an automated message through Oriel to inform you of this. Details of the upgrade made will be available in the relevant section on Oriel.

Once the upgrading deadline has passed, no further upgrades will be offered, even if a more preferred ST3 or ST4 Paediatric Training Programme becomes available at a later date.

20.1 Offer Exchanges/Enhanced Preferences

Applicants can have a change in circumstances for any number of reasons in the time between programme preferences being made and offers being released. To assist applicants in this situation, flexibility around preferencing was introduced for 2018 onwards recruitment.

For applicants who have accepted or held a post, there will be an option to select upgrade options which not only include those programmes that were originally ranked higher than the offered post, but also those that were ranked lower.

Please note: Any changes to preferences made between the offers algorithm being run and offers being released will not be considered until the next offers match is run.

Applicants who have not been made an offer may also have a change in circumstances that requires them to make amendments to their expressed preferences. PaedsNRO will keep their programme preferencing open throughout the recruitment process, however this will be temporarily disabled before each offer algorithm is run, until the offers have been released.

These processes will continue up until the upgrading deadline, **Friday 3rd May 2019**.

More detailed guidance on this process is contained in the [Oriel Applicant User Handbook](#).

21. References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. You are required to give details of your last three clinical or educational supervisors from your current post, your previous post and the post before that.

All offers made will be on the condition of the offered region receiving three satisfactory references. Obtaining references is an applicant's responsibility. The offered region will NOT chase your referees.

21.1 Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to your nominated referees when you accept or, accept with upgrades an offer of Paediatrics training. To ensure that the requests are not blocked or filtered by your referees' email providers you are strongly advised to inform your referees to add noreply@oriel.nhs.uk to their email whitelist.

21.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriel. You will be advised, via your Oriel portal, when your referee has submitted a reference. In rare cases there may be a need for your reference to be provided on paper. We will instruct you if this is necessary. You can download a Structured National Reference Form from the [Oriel Resource Bank](#) and you will need to ask the affected referee to return the completed form directly to the offered region.

21.3 Changing Your Nominated Referee

For any references that have not yet been submitted you are able to update the details of or, change your, nominated referees. However, if a referee has already submitted your reference, you will not be able to make any changes to their details.

If you change the email address against a referee, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

22. Feedback

Applicants will be given feedback throughout the recruitment process and will not need to make a formal request to receive it.

Applicants that are rejected at the longlisting stage will be advised of the reason why their application was rejected. Selection Centre feedback will be released within seven days after the initial offer date.

Applicants who wish to request feedback above and beyond the standard feedback that is provided (i.e. their actual score sheets) can do so by making a request to the PaedsNRO.

PaedsNRO expect the score sheets to be sent back to applicants within 20 working days however applicants must understand that in busy periods this could take longer to receive.

There is no further feedback that can be provided after score sheets have been requested

23. Offers of Employment & Pre-Employment Checks

The offer and allocation of a Training Programme referred to above is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable.

Information regarding pay, hours, sick pay and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available from NHS Employers. Individual region websites may also provide additional local information and links to individual employer websites.

The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the region needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identify, registration and qualifications and right to work for example) may also be undertaken by the region during the recruitment process.

25. Applicant Interview Expenses

Any claims for expenses incurred in travelling to a Selection Centre should be made to the PaedsNRO. Details on how to claim will be provided on the day of Selection Centre.