

**RCPCH**

Royal College of  
**Paediatrics and Child Health**  
*Leading the way in Children's Health*

**NHS**

**Health Education England**

# Applicant Guidance

**Level 1 Paediatric Training (ST1 & ST2)**

**R1R**

**August 2019**

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## 1. Introduction

The Paediatrics National Recruitment Office (PaedsNRO) co-ordinates the nationally agreed and quality assured process for recruitment to **Level 1 Paediatric Training (ST1 & ST2)**.

Recruitment to Level 1 Paediatric Training will take place twice per year for August/September 2019 commencement.. All dates and deadlines relating to 2019/20 recruitment activity are available on the [RCPCH website](#).

This guidance is for **Level 1 Paediatric Training (ST1&ST2) Round 1 Re-Advert**.

All submitted applications for Level 1 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 Level 1 Paediatric Training - applications are assessed by the demonstration of competences as outlined in the [Person Specification](#).

For a Level 1 Paediatric Training post an applicant will make one application for *all* participating regions.

All eligible applicants will be invited to book a interview slot at the Selection Centre. 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 [Oriol Applicant User Guide](#) (for general guidance on how to navigate Oriol 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 dates and post numbers for Level 1 Paediatric Training (ST1 & ST2) R1R recruitment. If applicants have any queries regarding the recruitment process, they should contact the PaedsNRO at [paedsnro@hee.nhs.uk](mailto:paedsnro@hee.nhs.uk).

## 1.1 Summary of notable changes for 2019 Paediatric recruitment

For 2019, there have been a number of changes to Level 1 Paediatric Training (ST1 & ST2) which are detailed below.

### 1.1.1 Merging of ST1 & ST2 vacancies:

There is now a single Person Specification to cover entry to Level 1 Paediatric Training (ST1 & ST2) which can be found on the [HEE Specialty Training website](#). The rules regarding the amount of prior Paediatric experience an applicant to Level 1 Paediatric Training can have outside UK Foundation training (or equivalent) has been revised. UK regions will now submit an overall number of posts for their region that will accommodate trainees starting at Level 1.

Applications will be made to a single vacancy advertised at ST1 and all applicants will be longlisted based on ST1 eligibility criteria. Applicants that are able to demonstrate more Paediatric experience may be able to progress through Level 1 more quickly subject to assessment at Selection Centre. A fast-track recommendation from Selection Centre will be considered at the first year Annual Review of Competence Progression (ARCP), if applicable. Selection Centre scores will be awarded as in previous years but all applicants will receive just one set of scores.

Applicants who would like to be considered for fast tracking will need to have completed a minimum of 12 months Paediatric experience, outside of the UK Foundation programme or equivalent, by the advertised start date, and will be asked to evidence this in the Employment History and Evidence section of the Oriel application form. Such applicants will be highlighted to assessors before the Selection Centre process begins and will be required to perform well enough at Selection Centre. Assessors will verify if the applicant could reasonably complete Level 1 Paediatric Training competences in 2 years in order to be recommended for fast tracking.

Anyone deemed unsuitable for fast track recommendation at Selection Centre will however still be eligible to receive an offer at ST1, providing they achieve the appointability threshold and are not otherwise deemed unsuccessful. Section 20.1 explains in full how appointability decisions are reached.

Applicants who are deemed suitable for fast tracking will be informed by the PaedsNRO when initial offers are released and advised to contact their appointed region for guidance.

### 1.1.2 Scores for the Safe Prescribing station

To align with other stations, the Safe Prescribing station will be scored out of 10 marks (previously out of 20).

### 1.1.3 Assessing the Portfolio station

Assessors will now have access to applicants' application forms, excluding personal and demographic information, as standard, at all Selection Centres, either electronically or in paper form and may therefore use this to inform their assessment of this station.

## 2. Application Window

Advertisements will appear on NHS Jobs, Find A Job, in the BMJ and on the Oriel recruitment system on **Wednesday 13<sup>th</sup> February 2019**.

All applications must be made via the on-line Oriel system. Applications open at 10:00 on **Tuesday 26<sup>th</sup> February 2019** and close at 16:00 on **Thursday 14<sup>th</sup> March 2019**.

**Late applications will NOT be considered.**

All deadlines relating to 2019 recruitment activity are available on the [RCPCH website](#)

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: applicants are recommended to start 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 Level 1 Paediatric Training.

Remember, 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 system 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](mailto:paedsnro@hee.nhs.uk) and [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to your email whitelist.

### 4. Selecting a Region (Preferencing)

The preference window opens once the longlisting stage has been completed on **Wednesday 20th March 2019** and you will be asked to indicate your preferences from all Level 1 Paediatric Training Programmes available in the UK, in rank order; this means that you can be considered for appointment across the whole of the UK. 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 22.1 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.

Applicants are also advised to read the regions' profile pages and access individual region websites for more information about the opportunities available. We suggest that you research

not only the types of programmes offered in each region but also the geography of each region, the main Trusts within the geography, transport links to home and so on.

## **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 your recruiting HEE Local Office, NES, NIMDTA or Health Education and Improvement Wales 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**

To ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way, those applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this on their application form. Requests for consideration of special circumstances received in any other way will not be accepted.

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from <https://www.oriel.nhs.uk/Web/ResourceBank>) and forward this, together with the following supporting evidence by email to [mdrs.nationalrecruitment@hee.nhs.uk](mailto:mdrs.nationalrecruitment@hee.nhs.uk) as soon as their application has been submitted electronically.

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**

Recruiters are aware of the requirements of the Equality Act 2010 and will make reasonable adjustments to accommodate applicants at the Selection Centre 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.

## **8. Right to Work in the UK**

Applicants without right of residence will be able to apply in this rounds of Paediatrics Level 1 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 in regions where the Shortage Occupation List (SOL) doesnot apply, 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.

### **8.1 Shortage Occupation List**

The Shortage Occupation List (SOL) contains a list of jobs that do not require the Resident Labour Market Test (RLMT) to be applied. In Scotland, Paediatrics, is on the SOL. Applicants to Scotland without the right of residence, will not have to satisfy RLMT.

## **9. Evidence of English Language Skills**

All applicants will need to provide evidence of their English language skills at the Selection Centre in line with the acceptable evidence detailed in the [Level 1 Paediatric Training ST1 and ST2 Person Specification \(2019\)](#).

## **10. Evidence of Foundation Competences**

All applicants are required to provide evidence of having met the UK Foundation Competences, or equivalent, within the 3½ years prior to the intended commencement date for the advertised post(s). Foundation competency can be demonstrated in any of the following ways:

- **Currently on a Foundation Programme** - Applicants currently undertaking a recognised foundation programme in the UK which is due to finish in August 2019, will need to confirm the name of their Foundation School but do not need to submit any other evidence at the point of application. Any offer of a training programme will be conditional upon successful completion of the Foundation Programme and being awarded a Foundation Programme Certificate of Completion (FPCC) before August 2019. Those applying who will require a delayed start date due to illness or maternity/paternity/adoption leave, will be permitted to apply and defer to allow them to complete their Foundation Programme.
- **Already completed a Foundation Programme** - Applicants who have already completed a UK Foundation Programme will be asked to confirm that they have been awarded an FACD 5.2 or an FPCC, signed no earlier than 3½ years prior to the advertised start date for the training programme to which they are applying. A scanned copy of the FACD 5.2 or FPCC must be uploaded to the Oriel application.
- **Currently on a Specialty Training Programme** - Applicants currently in active clinical or clinical and academic practice in a UK educationally approved training post (CT/ST/LAT or equivalent), holding either a National Training Number (NTN) or Deanery Reference Number (DRN) will be considered as having had their foundation competences assessed on entry to their current post and do not need to demonstrate these again, regardless of when foundation competences were signed off.

Applicants in this category, who relinquish their NTN or DRN between the time of application and commencement, will be required to submit a Certificate of Readiness to Enter Specialty Training for the period out of training.

- **Anybody who is not covered by the above** - will be required to submit a [Certificate of Readiness to Enter Specialty Training](#) signed by a consultant who has supervised them for at least 3 months (whole time equivalent and continuous period) in the 3½ years prior to the advertised start date for the training programme to which they are applying. Applicants may submit multiple Certificates, from different posts to show evidence of achievement of all competences. All submitted certificates must relate to posts undertaken for at least 3 months (whole time equivalent and a continuous period) in the 3½ years preceding the advertised start date. Scanned copies of the certificates must be attached to the Oriel application form. Original document(s) will be requested at a later date.

In addition, applicants are also required to have 12 months experience **after** achieving full registration with the GMC, or equivalent medical regulatory body, by the start date for the post they are applying for.

**Please note:**

- *When submitting the Certificate/s, all competences must be signed as achieved at the time of application. Certificates will not be accepted where it is stated that outstanding competences will be achieved before the advertised start date of the post.*
- *Certificates of Readiness to Enter Specialty Training will be accepted where the assessed post has been wholly undertaken in the 3½ years prior to the commencement of the training post to which the applicant is applying; even if the form is not the one dated 2019. Prior to 2019 recruitment, the certificate was known as the Alternative Certificate of Foundation Competence. These will still be accepted providing they are still valid.*
- *The only exception to this is if you are a refugee. Refugees (as defined on the [UKVI website](#)) are advised to contact the recruiting organisation for further guidance but should submit a Certificate of Readiness to Enter Specialty Training, if possible.*

## 11. Evidence of Paediatric Experience

In addition to evidence of having met the UK Foundation Competences, or equivalent, applicants who wish to be considered for a fast track recommendation must be able to demonstrate a minimum of 12 months post-graduate, post-Foundation school (or equivalent) experience in Paediatrics at point of application.

Applications should confirm their intention to be considered for a fast track recommendation in the Employment History and Evidence section of the Oriel application form.

Details of the posts that make up the minimum 12 months prior experience should be clearly stated in the Employment History section of the Oriel application form. The posts should be explicitly defined posts in Paediatrics that have not formed part of the UK Foundation Programme.

Suitable posts should be:

- Outside of a UK Foundation Programme (or equivalent)
- Salaried clinical posts i.e. does not include observerships
- In Paediatrics or a specific Paediatric sub-specialty and at ST/SHO level (or equivalent)

Posts that **cannot** be used as evidence:

- Any post in an allied specialty (even if it has involved treatment of children and young people) e.g. A&E
- Observed or unsalaried posts

## 12. MRCPCH requirements

For applications to Level 1 Paediatric Training (ST1 & ST2) entry it is not essential for applicants to hold any part of the MRCPCH examination.

## 13. Fitness to Practice

Applicants who 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 by the application closing date. This must be provided on the [Fitness to Practise \(FtP\) Declaration Form](#) and sent to [paedsnro@hee.nhs.uk](mailto: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.

## 14. 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:

### 14.1 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 [paedsnro@hee.nhs.uk](mailto:paedsnro@hee.nhs.uk) *at the point of application*.

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

### 14.2 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 [paedsnro@hee.nhs.uk](mailto:paedsnro@hee.nhs.uk) at the point of application.

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

## 15. 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.

## 16. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national [Level 1 Paediatrics ST1 and ST2 Person Specification \(2019\)](#).

## 17. Shortlisting

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

## 18. Invitation to Selection Centre

Applicants who are successful at the longlisting stage will be invited to attend Selection Centre. Level 1 Paediatric Training (ST1 & ST2) R1 Re-advert Selection Centre will be held on **Tuesday 9<sup>th</sup> April 2019** at the **West Bromwich Albion Ground in the West Midlands**.

### 18.1 Booking a interview slot at the Selection Centre

If you are invited to attend the Selection Centre, you will be required to log into your Oriel account and use the self-service functionality to the book an appointment at the Selection Centre at a 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 time at the Selection Centre.

When booking your time slot at 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 interview slot booking window will be between **Wednesday 27<sup>th</sup> March 2019** and **Monday 1<sup>st</sup> April 2019** on a first come; first served basis.

Applicants who have any problems booking a Selection Centre slot should email [paedsnro@hee.nhs.uk](mailto:paedsnro@hee.nhs.uk)

## 18.2 Confirmation of booking

Once you have booked your timeslot at the 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.

## 19. 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 Selection Centre venue to allow for applicant registration and evaluation of essential entry criteria, e.g. documented proof of identity, GMC registration, immigration status, if applicable.

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 alternative arrangements can be made. Alternative arrangements cannot be guaranteed.

All recruiters are aware of the requirements of the Equality Act 2010. If you feel that there are any particular issues related to a disability need you may have, you **MUST** discuss these with the region before the assessment as no adjustment can be made for any applicant afterwards.

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.

## 19.1 Selection Centre Format

There will be an applicant briefing session at the start of the Selection Centre and an opportunity for applicants to feedback on the interview process at the end.

The Selection Centre comprises of a Safe Prescribing task followed by four stations marked independently by two consultant assessors. Each station lasts 10 minutes. Applicants will do the Safe Prescribing task together, and then rotate through the four other stations individually. Section 19.5 below provides greater detail.

To ensure the selection process is equitable and of a high quality, observers (e.g. HEE Local Office/Deanery/ RCPCH staff) and lay representatives will be in attendance at interviews.

## 19.2 Scenarios

None of the Selection Centre stations are designed to require extensive previous Paediatric knowledge or experience. Applicants are being assessed on their awareness of issues surrounding Paediatrics and Child Health. Applicants need to be able to demonstrate clinical competences commensurate with a Foundation Doctor.

## 19.3 Scoring

Applicants are scored out of a total of 170 (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 94/170 (55%). There are no weighted stations.

In exceptional circumstances, it is possible for a panel to find an applicant scoring >94 unsuccessful if serious concerns (for example patient safety issues) are raised. Further information can be found in section 20.2.

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 the 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.

With regard to scoring across stations, it is common for applicants not to be equally strong in all areas and this tends to be reflected in their scores across stations, which are devoted to different competency areas.

Applicants should be aware that on a station that scores communication skills, the clinical knowledge displayed will not necessarily be scored. It is therefore possible to display a considerable level of clinical knowledge on a station that primarily assesses communication skills, and still achieve a low score.

Applicants are being assessed more on general competences and attributes that are associated with a good Paediatric trainee. Paediatric clinical knowledge is therefore not essential.

## 19.4 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.

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.**

All panel members must have received training in Assessment, Selection, Equality and Diversity within the prior three years.

## 19.5 Interview Stations

The interview consists of:

- Safe Prescribing Task, (10 minutes, 10 marks)
- Communication Station (10 minutes, 40 marks)
- Portfolio Station (10 minutes, 40 marks)

- Governance and Reflective Practice Station (10 minutes, 40 marks)
- Paediatric Clinical Thinking Station (10 minutes, 40 marks)

### **19.5.1 Safe Prescribing Task, (10 minutes, 10 marks)**

Applicants will complete the Safe Prescribing task at the start of the Selection Centre cycle. Applicants are required to give their completed drug chart to an administrator on exiting the station, who will pass this to the prescribing assessor for marking.

### **19.5.2 Communication Station (10 minutes, 40 marks)**

This station is used to assess the ability of the applicant to interact with patients/parents/carers. Applicants will be given the scenario to read 2 minutes before entering the communication station. The scenario will involve an explanation of a clinical condition or reasons for an intervention or transfer. The interaction will occur between the applicant and the role player. The assessors will be provided with a list of key points to use for scoring the content and overall performance of the applicant.

### **19.5.3 Portfolio Station (10 minutes, 40 marks)**

Applicants are required to prepare no more than 12 sides of A4 paper from their portfolio of their choice, demonstrating their commitment to a career in Paediatrics. Bringing more than the required number may result in applicants being penalised. Assessors will now have access to applicants' application forms, excluding personal and demographic information, as standard at all interview centres, either electronically or in paper form and may therefore use this to inform their assessments of this station.

The portfolio can be presented in whatever format an applicant chooses – i.e. direct print-outs from electronic portfolios etc are not mandatory

While you are presenting your portfolio, the assessors will look at the evidence that you are presenting in order to validate your conclusions and ask additional questions.

In addition to the answers applicants provide, applicants will also be assessed on the content of documentation provided for assessment (e.g. whether the documentation is complete or relevant).

This station will also seek to explore the applicant's motivation and commitment to a career in Paediatrics.

### **19.5.4 Governance and Reflective Practice Station (10 minutes, 40 marks)**

This station is formed of two parts and applicants will be assessed on the following:

- Part 1 Governance (20 marks): Applicants will be asked a question to enable them to demonstrate their understanding and awareness of clinical governance. The scenario is likely to involve one of the following; adverse incident, audit changing practice or colleague difficulty.
- Part 2 Reflective Practice (20 marks): Applicants will be asked to reflect on a significant event from their career to date and reflect upon it to show their ability to be resilient and use their experiences to help them advanced through their career.

Assessors will ask the following:

- Can you describe a significant event where things went particularly well or not well?
- What was your role and what did you reflect on this event?
- How has this developed your practice as a result, and how would you deal with these feelings in the future?

### **19.5.5 Paediatric Clinical Thinking Station (10 minutes, 40 marks)**

Applicants will be asked a case-based scenario by one of the assessors and will be expected to describe the relevant issues and how they would manage the situation. This station will have a focus on Paediatrics, however the scenarios have been set to ensure that applicants who have not previously undertaken a paediatric post will not be disadvantaged.

## **20. After Selection Centre**

Once the Selection Centre is 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.

### **20.1 Fast Track Recommendation**

Assessors will be made aware of those with more Paediatric experience and will be asked to confirm whether they consider the applicant could reasonably complete Level 1 Paediatric Training competences in 2 years and therefore be recommended for fast track.

If the professional judgement of 2 or more assessors in 2 stations suggest the Level 1 competences cannot be obtained in 2 years, the applicant will not be recommended for fast tracking. Such applicants will still be eligible for ST1 entry, subject to reaching the appointability threshold.

### **20.2 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) and application form 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.

A decision will also be made on any applicants eligible for fast track as described in section 20.1.

## 21. 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. Total Interview Score
2. Communication station
3. Clinical thinking station
4. Portfolio station
5. Governance & Reflective Practice station
6. Safe Prescribing task

Initial offers will be released by *close of business* on **Tuesday 30<sup>th</sup> April 2019**. Please do not contact PaedsNRO about offers prior to this date, as it could delay the release.

You will be given 48 hours (exclusive of weekends) to respond to an offer and you 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 **Friday 3<sup>rd</sup> 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.

## 22. 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 Level 1 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 3<sup>rd</sup> May 2019**. Please be aware that due to the ranking of your Level 1 Paediatric Training Programme preferences you may move into a different region if you are upgraded.

If you opt into upgrades and a higher preferenced offer becomes available, the upgrade will be automatic. You will be placed in the higher preferenced 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 Level 1 Paediatric Training Programme becomes available at a later date.

## 22.1 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 3<sup>rd</sup> May 2019**.

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

## 23. 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.

### 23.1 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](mailto:noreply@oriel.nhs.uk) to their email whitelist.

## 23.2 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.

## 23.3 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.

## 24. Further Preferencing within Offered Training Programme

Once you have accepted an offer of training and the upgrade deadline has passed, you may be asked, by the offered region, to indicate your preferred geography and/or rotational posts from those that are available within the Level 1 Paediatric Training Programme that you have accepted.

### 24.1 Recommendation for Fast Track

Applicants recommended for fast-tracking will have the opportunity to be progress more quickly through Level 1 Paediatric Training and their Educational Supervisor will be aware of this from the start of their training, so their progress can be closely monitored.

Progression to ST3 after a year's training will remain dependent on sufficient progress being made during their first year of training and will ultimately be confirmed at the first ARCP. Educational Supervisors will ensure that a trainee is kept informed of their progression during their first year of training and any concerns that a trainee would not be suitable to progress straight to ST3 after one year, will be highlighted as soon as possible.

Please note: the exact process may differ between nations. The PaedsNRO does not have any involvement in this process. Any queries relating to this should be sent to the region where the training offer was received.

## **25. 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

## **26. 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.

## **28. Applicant Interview Expenses**

Any claims for expenses incurred in travelling to a Selection Centre should be made to the PaedsNRO.