Applicant Guidance

Level 1 Paediatric Training (ST1)
Round 1
August 2020
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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)**.

Recruitment to Level 1 Paediatric Training will take place once per year for August/September 2020 commencement. All dates and deadlines relating to 2020/21 recruitment activity are available on the [RCPCH website](http://www.rcpch.ac.uk).

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](http://www.rcpch.ac.uk).

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 place at a Selection Centre of their choice, subject to availability. 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](http://www.rcpch.ac.uk) (for general guidance on how to navigate Oriel and technical help with the on-line application form) and the [2020 Medical Specialty Recruitment Applicant Handbook](http://www.rcpch.ac.uk) (for general information about the administration of national recruitment processes).

The [RCPCH website](http://www.rcpch.ac.uk) contains up to date information relating to dates and post numbers for Level 1 Paediatric Training recruitment. If applicants have any queries regarding the recruitment process, they should contact the PaedsNRO at paedsnro@hee.nhs.uk.

1.1 ST1 & ST2

There is now a single Person Specification to cover entry to Level 1 Paediatric Training which can be found on the [HEE Specialty Training website](http://www.hee.nhs.uk).
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 and assessed based on ST1 eligibility criteria. Applicants that are able to demonstrate more Paediatric experience may be able to progress through Level 1 more quickly.

Applicants who would like to request fast tracking will need to have completed a minimum of 12 months Paediatric experience, outside of the UK Foundation programme or equivalent, at point of application, and will be asked to evidence this in the Employment History and Evidence section of the Oriel application form. Such applicants, if successful at Selection Centre, will be highlighted to the offered region to be considered at the first year Annual Review of Competence (ARCP) with a view to verifying if the applicant could reasonably complete Level 1 Paediatric Training competences in 2 years.

2. Application Window

Advertisements will appear on NHS Jobs, Find A Job, in the BMJ and on the Oriel recruitment system on **Wednesday 30th October 2019**.

All applications must be made via the on-line Oriel system. Applications open at 10:00 on **Thursday 7th November 2019** and close at 16:00 on **Thursday 28th November 2019**.

**Late applications will NOT be considered**.

All deadlines relating to 2020 recruitment activity are available on the [RCPCH website](https://www.rcpch.ac.uk).

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 and noreply@oriel.nhs.uk to your email whitelist.

4. Selecting a Region (Preferencing)

At the time of application, 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. 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. Level 1 Paediatric Training Programmes are available at ST1 for 8 years duration. Scotland also offer Locum Appointed for Training (LAT) programmes – this information will be shown in the preference detail.

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.

The ability to record your preferences will be available until Monday 2nd March 2020.
The Level 1 Paediatric Training Programmes that are preferred 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/adoptive 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 (UK)

There are formalised processes to assist applicants to train in desired locations.

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 as soon as their application has been submitted electronically.

It is important that you review the relevant section in the 2020 Medical Specialty Recruitment Applicant Handbook for full details on the eligibility criteria and administrative process.

6.2 Offer Exchanges/Enhanced Preferencing

PaedsNRO understand that applicants can have a change in circumstances for any number of reasons in the time between preferences being made and offers being released.
For applicants who have accepted or held a post, you will be able to change your upgrade options to not only include those preferences that were originally ranked higher than the offered post, but also those that were ranked lower or not at all.

Applicants who have not been made an offer can also make amendments to their expressed preferences. PaedsNRO will keep preferencing open throughout most of the recruitment process. They will be closed between offers algorithms and release of offers (see section 16).

Further information on this is available in the 2020 Medical Specialty Recruitment Applicant Handbook (page 25).

### 6.3 Adjustments under the Equality Act 2010

All recruiters are aware of the requirements of the Equality Act 2010 and in this regard, recruiters 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.

**PaedsNRO will be unable to review your request if supporting evidence is not provided.**

### 7. Right to work in the UK

From 6 October 2019, all medical practitioners have been added to the Shortage Occupation List in the UK. This means that all medical practitioners are exempt from the Resident Labour Market Test (RLMT) and can apply for any specialty in any recruitment round, subject to eligibility.

It is strongly suggested that you read the 2020 Medical Specialty Recruitment Applicant Handbook to familiarise yourself with the immigration information contained within.
8. Assessment of Foundation Competency

All applicants to CT1/ST1 posts 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).

- **Currently on a Foundation Programme** - Applicants currently undertaking a recognised foundation programme in the UK which is due to finish by the advertised start date 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 the advertised start date.

- **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 and will be required to upload their FACD 5.2 or FPCC to their application form, at the time of application submission.

- **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.

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

- **Previously resigned from Paediatric training in the UK** - Applicants who have previously *resigned voluntarily* from a Paediatric training programme will be considered as having had their Foundation competences assessed previously, providing that they can demonstrate evidence of satisfactory progress in the form of ARCP documentation for the duration of the training undertaken.

- Applicants who have started but who have **not satisfactorily completed a 2-year UK Foundation Programme or a standalone UK Foundation Year 2** post are
expected to return to the Foundation Programme to complete their training. In exceptional circumstances, where trainees were unable to continue their training in the Foundation Programme at that time, e.g. due to personal illness or family caring responsibility, applicants can provide a letter written and signed by the Postgraduate Dean where the previous training took place. This letter must use the standard proforma available from either the PaedsNRO or the Oriel Resource Bank and be uploaded to the application form. The letter must include the following information:

- The dates of the previous training
- Confirmation of the reasons for the resignation, removal or relinquishing of their post in the Foundation Programme
- Confirmation that the applicant has met the requirements and/or demonstrated the competences of foundation training
- Confirmation that the applicant has completed a period of remediation, if applicable

- **Currently in a Widening Access to Specialty Training (WAST) Programme** – Applicants in WAST post need to obtain a fully completed and signed Certificate of Readiness to Enter Specialty Training (CREST) by the start date of the post to which they are applying. No further evidence needs to be provided at the time of application.

- **Anybody who is not covered by the above** - Applicants who do not fall into any of the above categories will be required to submit a Certificate of Readiness to Enter Specialty Training (CREST) 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; CRESTs will be accepted where the assessed post has been wholly undertaken in the 3½ years prior to the advertised start date. Applicants must not submit multiple Certificates, from different posts to show evidence of achievement of all competences; only one certificate should be submitted. Only the 2020 CREST will be accepted; forms from previous recruitment years will not be accepted.

The signatory for the certificate must not be the applicant’s spouse, partner or family member.

Where the signatory does not currently have GMC registration, it is the applicant’s responsibility to ensure that adequate evidence of their signatory’s standing with a regulatory authority is provided. This evidence must be scanned and attached to the CREST. Where this evidence is not in English, an official English translation should also be provided. In cases where the signatory has historic but not current GMC registration, it is the current registration that is required; previous GMC registration
will not be accepted. Where adequate evidence is not provided, the CREST and the Paediatric training application will be rejected.

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 advertised start date.

- The only exception to providing evidence of Foundation Competences is if you are a refugee. Refugees, as defined by UK Visas and Immigration, are advised to submit a Certificate of Readiness to Enter Specialty Training (CREST), if possible. Where this is not possible, on successful appointment, there may be a requirement by the employer or the responsible officer for you to undergo further assessments to ensure that your competence, professional knowledge and skills are up to date in line with the GMC Good Medical Practice.

9. Fitness to Practise

Applicants who answer yes to any of the Fitness to Practise questions on the application form must complete a form (see link below) and submit it to PaedsNRO together with further supporting information, if applicable.

Forms are available from the resource bank on the oriel website: https://www.oriel.nhs.uk/Web/ResourceBank

Further details on the nature of the declaration may be requested and should be provided prior to the deadline for submission of applications. Failure to provide this detail by the closing date may result in the application being rejected.

10. 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:

10.1 Support for Reapplication to Specialty

If you have previously resigned or been removed from a Paediatric 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 HEE Local
Office, NES, NIMDTA or Health Education and Improvement Wales where training was previously undertaken.

This evidence must be uploaded to your Oriel account via the Document Upload dashboard as supporting evidence and attached to your application at the point of application. A new form has to be completed, with appropriate support for application, each recruitment year. Forms completed in previous recruitment years will not be accepted.

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

10.2 Support for Reapplication to Specialty Training in a Different Region

Trainees currently working in a Paediatric Training Programme, applying to continue their training in another HEE Local Office, NES, NIMDTA or Health Education and Improvement Wales, without a break in service, will need to provide information relating to this. You must gain support from your current employing region by completing the Support for Reapplication of Specialty Training in a Different Region form. This form exists to ensure that any applicant moving region is currently performing to the required standard (i.e. satisfactory progress at ARCP).

This evidence must be uploaded to your Oriel account via the Document Upload dashboard as supporting evidence and attached to your application at the point of application. A new form has to be completed, with appropriate support for application, each recruitment year. Forms completed in previous recruitment years will not be accepted.

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

11. Evidence of Paediatric Experience

In addition to evidence of having met the UK Foundation Competences, or equivalent, applicants who wish to request fast track consideration once in training 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 fast track 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 entry it is not essential for applicants to hold any part of the MRCPCH examination.

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 into the correct document section

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

14. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national Level 1 Paediatrics ST1 and ST2 Person Specification (2020).
15. Invitation to Selection Centre

Applicants who are successful at the longlisting will be able to choose where they would like to attend Selection Centre. Applicants will be invited to attend one Selection Centre and will be considered for appointment to programmes in all preferenced regions.

Paediatric Selection Centres are delivered using six cluster-led centres. The clusters are as follows, with the lead highlighted in bold:

<table>
<thead>
<tr>
<th>Cluster breakdown:</th>
<th>Selection centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>London/KSS</td>
<td>London</td>
</tr>
<tr>
<td>Thames Valley /South West/Wales/Wessex</td>
<td>Oxford</td>
</tr>
<tr>
<td>West Mids/East Mids/East of England</td>
<td>Birmingham</td>
</tr>
<tr>
<td>North East/North West/Yorks &amp; Humber</td>
<td>Newcastle</td>
</tr>
<tr>
<td>Scotland</td>
<td>Glasgow</td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>Belfast</td>
</tr>
</tbody>
</table>

Specific dates and venues can be found on the RCPCH recruitment pages.

15.1 Booking a Selection Centre

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

When booking your Selection Centre slot, 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 Monday 6th January 2020 to Thursday 9th January 2020 on a first come; first served basis.

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

15.2 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.

16. 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. Your interview timeslot will have taken into account time for applicant registration and evaluation of essential entry criteria, e.g. documented proof of identity, GMC registration, 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 organising region 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 PaedsNRO 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 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.

16.1 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 attend interviews.

### 16.2 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.

### 16.3 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 17.2.

There will always be a minimum of two assessors on any given Selection Centre station. 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.

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.
16.4 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 the panel 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.

16.5 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)

16.5.1 Safe Prescribing Task, (10 minutes, 10 marks)

Applicants will complete the Safe Prescribing task at the start of the Selection Centre cycle. Applicants will be provided with a calculator, BNFC, a blank drug chart (an example can be found on the RCPCH website) and a pen. Once the 10 minutes are over applicants will be advised to put their pens down, an administrator will then collect all sheets and pass them on to the prescribing assessor for marking.

16.5.2 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.

The scoring framework for this station is tailored towards the specific question being asked, with positive and negative indicators to guide the assessors’ marking.
16.5.3 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, as standard, at all Selection Centres 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 printouts 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 answer’s 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.

The scoring framework for this station is tailored towards the specific question being asked, with positive and negative indicators to guide the assessors’ marking.

16.5.4 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?

The scoring framework for this station is tailored towards the specific question being asked, with positive and negative indicators to guide the assessors’ marking.
16.5.5 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. The scoring framework is tailored directly to the scenario used and the level to which applicants have applied to, with positive and negative indicators to guide the assessors' marking.

The scoring framework for this station is tailored towards the specific question being asked.

17. 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.

17.1 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) 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.

18. 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 3rd March 2020**. Please do not contact PaedsNRO about offers prior to this date, as it could delay their 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 13th March 2020**. 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.

**19. 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 20th March 2020**. 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 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 Level 1 Paediatric Training Programme becomes available at a later date.

**19.1 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.

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 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 20th March 2020**.

More detailed guidance on this process is contained in the [Oriel Applicant User Handbook](#).
20. 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.

20.1 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.

20.2 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.

20.3 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.

21. 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.
21.1 Requests for Fast Track

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

Progression to ST3 after a year’s training will remain dependent on sufficient progress being made during the 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 the 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.

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.

24. Remaining Vacancies

If any vacancies are left unfilled at the end of this process, they will be re-advertised in a Round 1 Re-advert. Please refer to the RCPCH website for more details in due course.

25. Applicant Interview Expenses

Any claims for expenses incurred in travelling to a Selection Centre should be made to the region that interviewed you, not the PaedsNRO. This should normally be a venue close to your residence or place of work. You will be expected to explain why this is not the case if you appear to have excessive expenses.

Please contact the organising region for further guidance on their expenses policy.

26. Complaints Procedure

All national recruitment offices use a nationally agreed process for handling complaints about recruitment. If you feel your application has not been managed correctly and have evidence of a failure in the process, you should explore this route. A copy of the national complaints policy and procedure document can be located on the Recruitment to Medical and Dental Specialty Training Complaints Policy and Procedures 2020.

26.1 Raising Concerns

Applicants wishing to raise concerns about any part of the recruitment process, where this falls outside the scope of the complaints policy should forward these, in confidence to mdrs.confidential@hee.nhs.uk
Concerns raised without detail are difficult to investigate due to the volume of applications received. Applicants are therefore requested to provide details of the specialty and, where applicable, the applicants concerned. Any information provided would be treated in the utmost confidence.