

# Applicant Guidance

**Level 1 Paediatric Training (ST1)**

**Round 1**

**August 2021**

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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 2021 commencement. All dates and deadlines relating to 2021 recruitment activity are available on the [RCPCH website](#)

All submitted applications for Level 1 Paediatric Training will be assessed using a standard, national and consistent staged 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, namely Health Education England (HEE), NHS Education for Scotland (NES), Northern Ireland Medical & Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW).

Applicants will be considered for appointment across the whole of the UK (based on their performance and rank). This method is known as Single Transferable Score (STS) as applicants are not restricted to being considered for appointment in a single specific region. The STS system is designed to maximise opportunities for successful appointment.

Applicants are advised to refer to both the [Oriel Applicant User Guide](#) (for general guidance on how to navigate Oriel and technical help with the on-line application form) and the [2021 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 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 Assessment and Selection Process for 2021

In response to the COVID-19 pandemic, a number of changes have been necessary to the Assessment and Selection process for Paediatrics Level 1 training.

Plan A

- Multi-Specialty Recruitment Assessment (MSRA) – 20%
- Shortlisting – 30%

- 25-minute online interview with two assessors plus a role player for the communication element -50%

Greater detail of each assessment stage is provided in the subsequent sections of this Guidance.

In the event of significant disruptions due to the COVID-19 pandemic and online interviews are not viable, Plan B will be deployed and offers made using:

Plan B

- MSRA – 40%
- Shortlisting – 60%

## 1.2 Fast-tracking

Fast-tracking through Level 1 Paediatric Training will continue to be available in 2021. 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. This decision will be made once you commence in training.

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 **Monday 2<sup>nd</sup> November 2020**.

All applications must be made via the on-line Oriel system. Applications open at 10:00 on **Thursday 5<sup>th</sup> November 2020** and close at 16:00 on **Tuesday 1<sup>st</sup> December 2020**.

**Late applications will NOT be considered.**

All deadlines relating to 2021 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)**

At the time of application, you will not need to indicate your preferences.

The ability to record your preferences will be available from **Monday 11<sup>th</sup> January 2021 to Sunday 11<sup>th</sup> April 2021.**

From this date 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 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/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 HEIW 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

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

Any applicant who falls into one of the following eligibility criteria can apply to have their circumstances taken into consideration, allowing them to be pre allocated into a post, subject to it meeting the requirements of entering Paediatrics training:

- **Criterion 1** – the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010,

- **Criterion 2** – the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an *absolute* requirement.

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

It is important that you review the relevant section in the [2021 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 (see section 20.1).

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 20.2)

*Further information on this is available in the [2021 Medical Specialty Recruitment Applicant Handbook](#) (page 26).*

## 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 online interview 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.

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



Once applicants have booked a slot for an online interview, PaedsNRO expects the applicant to forward any reasonable adjustment requests to the regions lead contact.

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

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 [2021 Medical Specialty Recruitment Applicant Handbook](#) to familiarise yourself with the immigration information contained within.

## 8. Right to work in the UK

All applicants will be requested to produce valid right to work documents. Applicants who do not have valid right to work documents will need to apply for Tier 2 / Skilled Worker sponsorship.

From 1 July 2021, EU/EEA citizens will need to either provide confirmation that they have obtained *EU settlement status*, have another valid right to work visa (e.g. dependent visa) or will need to apply for Tier 2 / Skilled Worker sponsorship.

## 9. Assessment of Foundation Competency

All applicants to ST1 posts are required to provide evidence of achievement of UK Foundation Competences, or equivalent, within the 3½ years prior to the intended commencement date for the advertised post(s). The acceptable methods for demonstrating foundation competence are:

- **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 FPCC, signed no earlier than 3½ years prior to the advertised start

date and will be required to upload their 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 Paediatrics 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 the Oriol 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 2021 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 Paediatrics 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 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 the [GMC Good Medical Practice](#).

## 10. 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

## 11. MRCPCH requirements

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

## 12. 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 [specialty training website](#).

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.

## 13. 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:

### 13.1 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 HEIW 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.

### 13.2 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 HEIW, 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.

## 14. 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.

**IMPORTANT: Please do not upload anything other than documents to support the longlisting process.**

## 15. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national [Level 1 Paediatrics ST1 and ST2 Person Specification \(2021\)](#).

Applicants that fail to demonstrate that they meet all of the essential criteria by the closing date for applications will not progress any further. It is the applicant's responsibility to fully demonstrate in the application form eligibility for the post applied for.

## 16. Shortlisting

At time of application, you will complete questions within the application form that will be used for shortlisting. Answers will be marked against the Applicant Scoring Framework by two assessors. A copy of the framework can be found on the [RCPCH Website](#).

The maximum score available, per assessor, is 36. Total score is 72.

Shortlisting scores will be used as a tool to determine which applicants will be invited to an online interview if the number of eligible applicants exceeds online interview capacity.

## 17. Multi-Specialty Recruitment Assessment (MSRA)

For 2021, all eligible Paediatric applicants (i.e. those who have been assessed as demonstrating evidence of eligibility as outlined in section 15) will be invited to attend the Multi-Specialty Recruitment Assessment (MSRA).

The MSRA is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the Person Specification and is based around clinical scenarios.

The MSRA has two component parts - a Professional Dilemmas (PD) paper and a Clinical Problem Solving (CPS) paper. The MSRA is delivered as a *single* exam. Your MSRA score will contribute 20% towards your total score. The PD and CPS elements will be weighted equally at 10%. MSRA scores are scaled for each specialty, so that they can be combined with the rest of the selection process, and appropriately weighted, as intended.

The MSRA will not be used to determine invitation to online interview.

The MSRA will be delivered at Pearson VUE testing centres with remote testing provisions in place for those who are isolating/shielding due to COVID-19 or depending on their geographical location, local or national COVID-19 lockdown measures preventing access to a testing centre. The testing window is **Thursday 28<sup>th</sup> January – Friday 12<sup>th</sup> February 2021**.

The General Practice NRO (GPNRO) lead the delivery of the MSRA on behalf of all participating specialties and has developed a separate guide which provides applicants with information about the whole MSRA process (e.g. registering to sit the test, centre locations, format of the assessment, etc.)

All applicants are expected to read this document in full to develop an understanding of this stage of the recruitment process and what is expected of applicants; it is available from the RCPCH website.

## 18. Invitation to Online Interview

Applicants who are successful at the longlisting and shortlisting process if utilised will be able to choose where they would like to attend Online Interview. Applicants will be invited to attend *one* Online Interview and will be considered for appointment to programmes in all preferred regions.

Specific dates and venues can be found on the [RCPCH recruitment pages](#).

## 18.1 Booking an Online Interview

If you are invited to attend Online Interview, you will be required to log into your Oriel account and use the self-service functionality to book on a date and time of your choosing, subject to availability.

When booking your Online Interview 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 Online Interview booking window will be between **Monday 1<sup>st</sup> February 2021** to **Thursday 4<sup>th</sup> February 2021** on a first come; first served basis.

Applicants who have any problems booking an online interview slot should email [paedsnro@hee.nhs.uk](mailto:paedsnro@hee.nhs.uk)

## 18.2 Confirmation of booking

Once you have booked your Online Interview, 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. Online Interview

The online interview window will run between **Monday 15<sup>th</sup> February 2021 - Wednesday 31<sup>st</sup> March 2021**.

All online interview dates can be found on the [RCPCH website](#).

If you are invited to participate in an online interview, instructions regarding access to the online system; proof of ID and participation guidelines will be provided in due course.

If you are invited to online interview and are unable to attend due to unforeseen circumstances or an emergency, you must contact the region directly to ascertain whether alternative arrangements can be made. It is important to note that alternative arrangements cannot be guaranteed.

### 19.1 Online Interview Format

All interviews will be performed online on Microsoft Teams and will be 25 minutes in length.



Please ensure that you have a secure and stable internet connection and that your PC device works with video and microphone enabled with the video-conferencing platform, before the scheduled interview date

## **19.2 Online Interview Domains**

You will be assessed, by two clinicians scoring independently, on the following domains in relation to your clinical experiences to date and your understanding of issues relevant to working in the NHS:

1. Communication
2. Career Motivation
3. Reflective Practice

Applicants are scored out of a total of 100. To be deemed successful at interview, you must score 55%.

At the end of each day of online interviews, all scores awarded during the day are reviewed by the panel, the Recruitment Lead and Clinical 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.

### **19.2.1 Communication Scenario (10 minutes, 40 marks)**

The first part of the interview will be 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 starting their virtual interview. 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.

Each assessor will be scoring out of 20, using a scoring framework tailored towards the specific scenario being undertaken, with positive and negative indicators to guide their marking.

### **19.2.2 Career Motivation (Portfolio) Question (10 minutes, 40 marks)**

Applicants will *not* be required to demonstrate their portfolio but still prepare the content that they want to speak about during this part of the interview, which will help to demonstrate their enthusiasm, suitability and motivation for a career in Paediatrics.

Applicants will be asked to demonstrate their commitment to a career in Paediatrics, as well as an understanding of the specialty and how their personal attributes and career so far will help to make them a good Paediatrician. Assessors will not have access to any application forms during the interview (which will have already been marked), so applicants are advised to use the white-space answers around their career development and achievements to help them prepare for what they are going to discuss in this part of the interview.

Each assessor will be scoring out of 20, using a scoring framework tailored towards the specific scenario being undertaken, with positive and negative indicators to guide their marking.

### **19.2.3 Reflective Practice Question (5 minutes, 20 marks)**

The final part of the interview will assess an applicant's understanding of reflection and how they apply their experiences to their career progression.

Applicants will be asked to reflect on a significant event from their career to date where something has either gone well or not well and reflect upon it to demonstrate how they will use their experiences to help them through their career.

Assessors will therefore ask the following:

- Briefly describe a significant event where things went particularly well or not well and outline your role in it
- How did you reflect on this event?
- How has this developed your practice as a result, and how would you deal with a similar situation in the future?

N.B. This station is designed to focus on the act of reflection and its subsequent application, so applicants should ensure they spend the minimum time on describing the event and their involvement, so the majority of the time is to describe their reflection and how that has developed their practice.

Each assessor will be scoring out of 10, using a scoring framework tailored towards the specific scenario being undertaken, with positive and negative indicators to guide their marking.

### **19.3 Observers on the Online Interview**

There may be a Lay Representative or External Assessor present during the online interview. The purpose of this role is to ensure that quality, consistency, and standardisation is present throughout. Furthermore, it allows for areas of best practice to be established and shared.

PaedsNRO can confirm that the observers will have no role in the assessment of an applicant nor in deciding the appointability of an applicant.

## 20. 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 your national ranking.

Total overall scores are calculated by scaling all assessment elements. Tied ranks occur when applicants achieve the same total overall score. The applicants' unique rank will be achieved in the following order:

1. Total Interview Score
2. Total Application Score
3. Communication
4. Career Motivation
5. Total MSRA
6. Reflective Practice

Initial offers will be released by *close of business* on **Monday 12<sup>th</sup> April 2021**. 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 **Wednesday 28<sup>th</sup> April 2021**. 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.

### **20.1 Upgrading of Offers**

Up to the offers stage, you will have had the ability to rank preferences for training programmes and geographies within your allocated cluster. If you rank highly enough to be made an offer, this will be made to the highest ranked sub preference that is available when your rank is reached. If you are happy with this offer, you can choose to simply accept it.

However, if you would like the option of getting one of your higher ranked preferences, should they become available, you can opt 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 **4.00pm (UK time) on Friday 30<sup>th</sup> April 2021**.

If you opt in to upgrading and a higher preference offer becomes available, subject to your ranking, the upgrade will be automatic. You will be placed in the higher preference post *without* PaedsNRO making any further contact with you and you *will not* be given 48 hours to decide whether you wish to accept or decline the new post. 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 contacted via an automated email message to inform you of this. Details of the upgrade made will be available in the Oriel System.

Once the upgrading deadline has passed, no further upgrades will be offered, even if one of your higher preferences becomes available at a later date.

### **20.2 Offer Exchanges/Enhanced Preferencing**

There is increased applicant flexibility for upgrading of offers as described in Section 6.2. Any applicant that has accepted or held an offer, and opted into upgrades, can amend their preference options as many times as they like up until the upgrade deadline. Applicants will be able to re-rank their preference options so that they can move lower ranked preferences, or preferences originally not wanted, into a higher ranked preference than their current offer. This will then mean that these newly ranked preferences are considered for an upgrade in subsequent offer iterations.

**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.

The above process will continue up until the upgrading deadline at **4.00pm (UK time)** on **Friday 30<sup>th</sup> April 2021**.

## 21. References

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

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

### 21.1 Reference Requests

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

### 21.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriel. You will be advised, via your Oriel portal, when your referee has submitted a reference.

In rare cases there may be a need for your reference to be provided on paper. We will instruct you if this is necessary. You can download a Structured National Reference Form from the [Oriel Resource Bank](#) and you will need to ask the affected referee to return the completed form directly to the offered region.

### 21.3 Changing Your Nominated Referee

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

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

## 22. 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.

## 23. 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.

If shortlisting is deployed, scores will be disclosed before invitations to interview are sent. Where capacity enables all applicants to be interviewed, shortlisting scores will be disclosed along with MSRA and Online Interview feedback.

MSRA and Online Interview 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.

## 24. Offers of Employment & Pre-Employment Checks

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

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

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

## 25. 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 2021](#).

### 25.1 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](mailto: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.