

# Applicant Guidance

**Paediatric Training (ST4)**

**Round 2**

**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 **Paediatric Training (ST4)**.

Recruitment to ST4 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 ST4 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 ST4 Paediatric Training - applications are assessed by the demonstration of competences as outlined in the [Person Specification](#).

For a ST4 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 ST4 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

- Application Form – 50%

- 30-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

- Application Form

## 2. Application Window

Advertisements will appear on NHS Jobs, Find A Job, in the BMJ and on the Oriel recruitment system on **Monday 23<sup>rd</sup> November 2020**.

All applications must be made via the on-line Oriel system. Applications open at 10:00 on **Thursday 26<sup>th</sup> November 2020** and close at 16:00 on **Thursday 17<sup>th</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 ST4 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 1<sup>st</sup> February 2021 to Sunday 3<sup>rd</sup> May 2021.**

From this date you will be asked to indicate your preferences from all ST4 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.* ST4 Paediatric Training Programmes are available at ST4 for 5 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 ST4 Paediatric Training Programmes that are preferenced 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 Paediatric training:

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

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from the [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 18.1).

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 18.2)

*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. Evidence of Specialty Competence

It is an essential eligibility requirement that applicants hold the appropriate level of Paediatric competences for the post to which they are applying by the start date of the post, which will be August/September 2021.

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

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

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

- **Currently a UK paediatric trainee:** Applicants are currently in a UK approved paediatric training programme (NTN holder) and are on track to obtain a satisfactory ARCP outcome for their ST3 post. Applicants will be required to submit their most recent ARCP evidence at the point of application (via Oriel). Applicants will also be required to provide evidence of completion of Level 1 prior to commencing an ST4 post.

**Please note:** trainees affected by COVID-19 will be allowed to progress to ST4 if the ARCP panel awards an outcome 10.1. It is imperative you refer to the [RCPCH website](#) for further guidance.

- **Already completed UK paediatric training at Level 1 (ST1, ST2 & ST3):** Applicants have already completed Level 1 in a UK approved paediatric training programme by intended start date of the post (August/September 2021), and have evidence of completion of a satisfactory ARCP outcome. Applicants will be required to submit ARCP evidence at the point of application (via Oriel).
- **Anybody who is not covered by the above:** Applicants who do not fall in any of the above categories will be required to demonstrate that their experience to date has enabled them to successfully complete competences equivalent to those of a trainee in a UK approved paediatric training programme for Level 1. Applicants will need to provide evidence at point of application (via Oriel) by submitting a fully completed Certificate of Completion of Level 1 Paediatric Training Capabilities 2021.

No other form of evidence will be considered. It is possible to submit your competences across two Certificate of Completion of Level 1 Paediatric Training Capabilities 2021 forms, if it is not possible to get all competences signed off by one consultant.

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

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

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

## 10. MRCPCH requirements

Applicants must hold **full** MRCPCH at the point of application, awarded within 7 years of completion of the written elements.

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

**Please note:** Given exam disruption as a result of COVID-19, applicants that are scheduled to sit the final, clinical element of the MRCPH in February 2021 will be allowed to proceed in the recruitment process. Should an unsuccessful outcome be awarded, your application will be withdrawn.

## 11. 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.

## 12. Reapplication to Specialty Training

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

### 12.1 Support for Reapplication to Specialty

If you have previously resigned or been removed from a 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.

### 12.2 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.

### 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.

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

### 14. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national [ST4 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.

### 15. 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 30. Total score is out of 60.

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.

## 16. 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](#).

### 16.1 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 8<sup>th</sup> February 2021** to **Thursday 11<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)

### 16.2 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.

## 17. Online Interview

The online interview window will run between **Monday 19<sup>th</sup> April 2021** - **Wednesday 28<sup>th</sup> April 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.

### **17.1 Online Interview Format**

All interviews will be performed online on Microsoft Teams and will be 30 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

### **17.2 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. Communications (10 mins – 40 marks)
2. Governance and Leadership (5 mins – 20 marks)
3. Reflective practice (5 mins – 20 marks)
4. Clinical thinking (10 mins – 40 marks)

Applicants are scored out of a total of 120. 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.

#### **17.2.1 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 4minutes 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.

### **17.2.2 Governance and Leadership (5 minutes, 20 marks)**

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

The scenario given may not be directly clinical and instead could concern staffing, patient management, complaint handling etc.

Applicants will not be given any material to read ahead of this part of the interview and will be presented with a scenario verbally by the assessors.

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.

### **17.2.3 Reflective Practice (5 minutes, 20 marks)**

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

Applicants will be asked to reflect on an example of clinical leadership from their career to date, either that of a colleague or their own and reflect upon it to demonstrate how the experience has influenced their career.

Assessors will ask the following:

- Please tell us briefly about an example of when good or poor clinical leadership led to a good or poor outcome respectively.
- Tell us about your reflection on this incident and your learning.
- How has this episode changed your approach to clinical leadership 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 available 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.

#### **17.2.4 Clinical Thinking (10 minutes, 40 marks)**

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

Applicants will be given a scenario verbally, by one of the assessors.

The assessors will then ask applicants to describe how they would manage and progress through the given situation in the scenario.

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

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

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.

#### **17.3 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.

### **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 your national ranking.

Total overall scores are calculated by scaling all assessment elements in line with the percentage weighting. 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. Total Application Score
3. Communication
4. Clinical Thinking
5. Leadership & Reflective Practice
6. Governance

Initial offers will be released by *close of business* on **Tuesday 4<sup>th</sup> May 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 **Tuesday 11<sup>th</sup> May 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.

### **18.1 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 Wednesday 12<sup>th</sup> May 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.

## 18.2 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 Wednesday 12<sup>th</sup> May 2021.**

## 19. 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.

### 19.1 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.

### **19.2 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.

### **19.3 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.

## **20. 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 online interview feedback.

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.

## **21. 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.

## **22. 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](#).

### **22.1 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.