

Applicant Guidance

Level 1 Paediatric Training (ST1)

Round 1

August 2022

Contents

| | |
|---|-----------|
| 1. Introduction | 4 |
| 1.1 Fast-tracking..... | 4 |
| 2. Application Window | 5 |
| 3. Communications Regarding an Application | 6 |
| 4. Selecting a Region (Preferencing)..... | 6 |
| 5. Deferment of Start Date | 7 |
| 6. Flexibility in Deployment of Trainees (UK)..... | 7 |
| 6.1 Special Circumstances | 7 |
| 6.2 Offer Exchanges/Enhanced Preferencing | 7 |
| 6.3 Adjustments under the Equality Act 2010 | 8 |
| 7. Right to work in the UK..... | 8 |
| 8. Assessment of Foundation Competency..... | 9 |
| 9. Evidence of Paediatric Experience | 11 |
| 10. MRCPCH requirements | 12 |
| 11. Fitness to Practise | 12 |
| 12. Reapplication to Specialty Training | 12 |
| 12.1 Support for Reapplication to Specialty | 12 |
| 12.2 Support for Reapplication to Specialty Training in a Different Region..... | 13 |
| 13. Document Upload..... | 13 |
| 14. Longlisting – Eligibility Requirements | 13 |
| 15. Shortlisting | 14 |
| 16. Invitation to Online Interview | 14 |
| 16.1 Booking an Online Interview | 14 |

| | |
|---|-----------|
| 16.2 Confirmation of booking | 15 |
| 17. Online Interview | 15 |
| 17.1 Online Interview Format | 15 |
| 17.2 Online Interview Domains..... | 15 |
| 17.2.1 Communication Scenario | 16 |
| 17.2.2 Career Motivation (Portfolio) Question..... | 16 |
| 17.2.3 Reflective Practice Question | 16 |
| 17.3 Observers on the Online Interview | 17 |
| 18. Offers | 18 |
| 18.1 Upgrading of Offers..... | 19 |
| 18.2 Offer Exchanges/Enhanced Preferencing | 19 |
| 19. References..... | 20 |
| 19.1 Reference Requests..... | 20 |
| 19.2 Completing a Reference | 20 |
| 19.3 Changing Your Nominated Referee | 20 |
| 21. Feedback | 21 |
| 22. Offers of Employment & Pre-Employment Checks | 22 |
| 23. Complaints Procedure..... | 22 |
| 23.1 Raising Concerns | 22 |

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 2022 commencement. All dates and deadlines relating to 2022 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 [2022 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.

1.1 Fast-tracking

Paediatric training is capability based, with an indicative time of 8 years. As such it is possible to move through training faster (or slower), depending on a trainee's progress through the curriculum. Fast-tracking through Level 1 Paediatric Training is therefore possible for any applicants joining training in 2022.

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 a trainee has commenced training.

Applicants who will have completed a minimum of 12 months Paediatric experience by the point of starting their training can request to be considered for fast-tracking, when they join their programme. This paediatric experience should be in posts outside of the UK Foundation programme or equivalent and should be evidenced in the Employment History and Evidence section of the Oriel application form.

If successfully appointed to a paediatric training post, any such evidence will be highlighted to their offered region, so that the new trainee can discuss with their Educational Supervisor. Any subsequent considerations will be discussed at the Annual Review of Competence (ARCP) at the end of the first year of training, with a view to verifying if the applicant could reasonably complete Level 1 Paediatric Training capabilities in less than the indicative time.

2. Application Window

Advertisement will appear on the Oriel recruitment system on **Tuesday 2nd November 2021**.

All applications must be made via the on-line Oriel system. Applications open at **10:00am on Thursday 4th November 2021** and close at **16:00pm on Wednesday 1st December 2021**.

Late applications will NOT be considered.

All deadlines relating to 2022 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 and 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 10th January 2022** to **Tuesday 29th March 2022**.

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 an indicative 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 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 dates 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 as soon as their application has been submitted.

It is important that you review the relevant section in the [2022 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 [2022 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 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. 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 or pre-settled status, have another valid right to work visa (e.g. dependent visa) or will need to apply for Skilled Worker sponsorship.

Please note that medical practitioners are now part of the Shortage Occupation List and the

Health and Care visa route is available to medical and dental practitioners. For applicants who require sponsorship, it is important to be aware of the Home Office.

8. 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 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 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](#).

9. 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

It should be noted however, that there is no formal requirement for applicants to ST1 Paediatric posts to have any significant experience in the specialty when applying.

10. MRCPCH requirements

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

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 [Level 1 Paediatrics ST1 ST2 Person Specification](#).

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 scored as part of the overall recruitment process and may also 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 33. Total score is 66.

These scores will be used as a shortlisting tool to determine which applicants will be invited to an online interview only 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 an 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 **Wednesday 19th January 2022** to **Friday 21st January 2022** on a first come; first served basis.

Applicants who have any problems booking an online interview slot should email 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 **Tuesday 1st February 2022 to Friday 18th March 2022.**

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

There will be a 30-minute virtual interview, on an online platform. This will either be in one single station or two 15-minute stations, depending on the platform that is used. A new online platform is currently under testing, that will be used in place of Microsoft Teams if confirmed as fit-for-purpose. The exact format of the interviews will therefore be confirmed as soon as testing has been completed.

17.2 Online Interview Domains

You will be assessed, 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
4. Paediatric Clinical Reasoning Question

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

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 following a scoring framework tailored towards the specific scenario being undertaken, with positive and negative indicators to guide their marking.

17.2.2 Career Motivation (Portfolio) Question

Applicants will *not* be required to demonstrate their portfolio but are still advised to prepare the content that they want to speak about during this part of the interview in advance, so they have their own 'virtual selected portfolio'. The contents of this, should 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. Examples do not have to be strictly clinically related, so long as they can be used to clearly demonstrate relevant skills and attributes.

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

17.2.3 Reflective Practice Question

This 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:

- Can you briefly describe a significant clinical 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?
- Describe how you use reflective practice in your daily practice.

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 can be spent exploring their reflection on it and how it has developed their practice.

17.2.4 Paediatric Clinical Reasoning Question

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 in a paediatric setting, however, will not be looking for applicants to demonstrate complex paediatric clinical knowledge. The scenarios have been set to ensure that applicants who have not previously undertaken a paediatric post will not be disadvantaged and knowledge should be commensurate with anyone at a UK F2 level or equivalent. Assessors will be looking for applicants to demonstrate a clear and methodical approach to a clinical problem, including consideration of their own level and ability.

Each assessor will be following 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. Tied ranks occur when applicants achieve the same total overall score. 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 (interview)
4. Career Motivation (interview)
5. Clinical Reasoning (interview)
6. Reflective Practice (interview)

Initial offers will be released by *close of business* on **Wednesday 30th March 2022**. 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 5th April 2022**. 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 Monday 11th April 2022**.

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 Monday 11th April 2022.**

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 three referees who have supervised your clinical training in the last 2 years.

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.

The deadline for submitting references on Oriel is **Tuesday 19th April 2022 (4:00pm)**

After the deadline for submission of references to Oriel closes, the responsibility now moves to the employing organisation when they complete all pre-employment checks. It is not the responsibility of PAEDSNRO or the region where your post is based to chase up outstanding references that may be requested once the oriel deadline has passed. This responsibility lies solely with the applicant.

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 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. 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. Their Educational Supervisor will be aware of this from the start of their training, so performance can be monitored and the trainees progress through training will ultimately be confirmed at the first ARCP.

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.

21. 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.

22. 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.

23. 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 2022](#)

23.1 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.