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Introduction

At Level 3 of training (ST6-8), paediatric trainees have the opportunity to sub-specialise in a specific area of paediatrics or continue in general paediatric training. Those who complete an approved programme of sub-specialty training will be eligible to enter on to the General Medical Council (GMC) Specialist Register/ Certificate of Completion of Training (CCT) as a paediatrician with a sub-specialty.

The RCPCH runs the recruitment process into paediatric sub-specialty training. The aim is to provide a fair, consistent and competitive access to approved sub-specialty training programmes. These programmes will lead to sub-specialty accreditation with quality assurance that takes into account workforce demands in each of the sub-specialties.

If successful at shortlisting and subsequently found appointable at interview, candidates are matched to the programmes offered within each sub-specialty, based on the candidates’ programme preferences and the programmes available. The number of posts available for each sub-specialty is designed to reflect the likely future workforce demand.

The process enables trainees to train in appropriate numbers for each sub-specialty which reduces the likelihood of being in a highly specialised field with little chance of obtaining a consultant post after reaching CCT. The maximum number of posts available is in constant review due to changes in workforce planning arrangements across the UK.

The RCPCH recruit into the following paediatric sub-specialties*:

- Child mental health
- Community child health
- Paediatric allergy, immunology and infectious diseases
- Paediatric clinical pharmacology and therapeutics
- Paediatric diabetes and endocrinology
- Paediatric emergency medicine
- Paediatric gastroenterology, hepatology and nutrition
- Paediatric inherited metabolic medicine
- Paediatric intensive care medicine
- Neonatal medicine
- Paediatric nephrology
- Paediatric neurodisability
- Paediatric neurology
- Paediatric oncology
- Paediatric palliative medicine
- Paediatric respiratory medicine
- Paediatric rheumatology

*The yearly involvement of each sub-specialty is dependent on the training programme submissions that are available. i.e., not every sub-specialty is guaranteed to recruit every year.
## Timeline

<table>
<thead>
<tr>
<th>2022</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Sub-specialty programmes published on RCPCH website</td>
<td></td>
</tr>
<tr>
<td>RCPCH</td>
<td>Candidates</td>
</tr>
<tr>
<td>Applications open via Oriel system</td>
<td>Trainees apply via Oriel system</td>
</tr>
<tr>
<td>12 noon Wednesday 12 October</td>
<td></td>
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<tr>
<td>12 noon Wednesday 26 October</td>
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</table>

### Application Period

<table>
<thead>
<tr>
<th>Monday 7 November</th>
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<tbody>
<tr>
<td>Deadline for confirmation of eligibility form to be submitted to deanery contact via e-portfolio (Applications submitted without this will not be considered)</td>
</tr>
<tr>
<td>Wednesday 23 November-Wednesday 7 December</td>
</tr>
<tr>
<td>Shortlisting process</td>
</tr>
<tr>
<td>From Wednesday 14 December</td>
</tr>
<tr>
<td>Invitations to interview and shortlisting outcomes sent via Oriel (All applicants will be notified of their shortlisting outcome)</td>
</tr>
<tr>
<td>Wednesday 21 December</td>
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<tr>
<td>Shortlisting feedback emailed out to all applicants</td>
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</table>

### Interview period

<table>
<thead>
<tr>
<th>Wednesday 4 January</th>
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<tr>
<td>Shortlisting complaints deadline</td>
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<tr>
<td>Thursday 19 January-Friday 3 February</td>
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<tr>
<td>Virtual sub-specialty interview period (Specific dates for each sub-specialty will be published on the RCPCH website)</td>
</tr>
<tr>
<td>12 noon Friday 3 February</td>
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<tr>
<td>Deadline for preferences in Oriel</td>
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<tr>
<td>w/c Monday 6 February</td>
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<tr>
<td>Matching Process</td>
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<tr>
<td>From Tuesday 14 February</td>
</tr>
<tr>
<td>Offers will be made in Oriel Candidates have 48 hours to accept, accept with upgrades, hold or decline offers</td>
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</table>
Who can apply?

Eligibility criteria/Person specification

All applicants should ensure that they meet the eligibility criteria in order for their application to be considered.

Paediatric sub-specialty training is available for all trainees in the UK Paediatric Training pathway, along with some specific exceptions for trainees from related specialties, as detailed below.

N.B. Applications that do not meet these criteria will be longlisted out of the process.

<table>
<thead>
<tr>
<th>RCPCH Trainees</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
</tr>
<tr>
<td>• Bachelor of Medicine and Bachelor of Surgery (MBBS) or equivalent medical qualification</td>
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<tr>
<td>• Completion of MRCPCH examination</td>
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<tr>
<td><strong>Eligibility</strong></td>
</tr>
<tr>
<td>• Must hold a National Training Number (NTN)</td>
</tr>
<tr>
<td>• Eligible for full registration with the GMC at time of appointment and hold a current licence to practise</td>
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<tr>
<td>• Eligibility to work in the UK</td>
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<tr>
<td><strong>Fitness to Practise</strong></td>
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<tr>
<td>• Is up to date and applicant is fit to practise safely*</td>
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<tr>
<td><strong>Training Progression</strong></td>
</tr>
<tr>
<td>• Completion or expected completion of Level 2 training by the time of entry to the sub-specialty training programme</td>
</tr>
<tr>
<td>• Annual Review of Competency Progression (ARCP) must be an outcome 1 or expected to be an outcome 1 by entry into sub-specialty training</td>
</tr>
<tr>
<td>• Must have enough time to complete sub-speciality training before CCT date** (Demonstrated on the “Confirmation of eligibility” form)</td>
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</tbody>
</table>
Anaesthetic, Intensive care medicine and Emergency medicine trainees

All Anaesthetic, Intensive care medicine (ICM) and Emergency medicine (EM) trainees need to complete the “Confirmation of eligibility for Anaesthetic, ICM & EM trainees” form.

They are not required to have MRCPCH examinations, or the paediatric capabilities listed in the RCPCH Trainee eligibility criteria but should be aware of their own essential requirements.

In addition...

### Anaesthetic trainees must:
- have current NTN in Anaesthetics
- ensure that 24 months WTE OOP is approved for PICM training
- have FRCA
- have completed ST5 by the time of entry into PICM training

Please contact [PICM ISAC](mailto:PICM.ISAC@rcpch.ac.uk) for more information.

### ICM trainees must:
- have current NTN in ICM
- have Primary FRCA, MRCEM/intermediate FRCEM, MRCP (UK) or equivalent
- have completed Stage 1 of the ICM Training Programme (ST4) by the time of entry into PICM training
- Dual CCT ICM trainees (with either Acute Internal Medicine (AIM) or EM or Anaesthesia) will need to gain approval to extend their training to complete PICM training. Single ICM CCT trainees will have no extension to training.

ICM trainees are eligible for sub-specialty recognition of PICM in their CCT. It is preferable that applications to PICM are made by the end of Stage 1 of the ICM Training Programme, to give the best chance of integrating it into their training.

Please contact [PICM ISAC](mailto:PICM.ISAC@rcpch.ac.uk) for more information.

### EM trainees must:
- have current NTN in EM
- have MRCEM/Intermediate FRCEM
- have completed EM ST4 by the time of entry into PEM or PICM training

Please contact [PEM ISAC](mailto:PEM.ISAC@rcpch.ac.uk) for more information on entry into PEM training and [PICM ISAC](mailto:PICM.ISAC@rcpch.ac.uk) for more information into PICM training.

Please contact subspecialty@rcpch.ac.uk with any enquires regarding eligibility.

*Please refer to Fitness to Practice declarations below under heading ‘Applying for sub-specialty training’

** Trainees are not limited to the number of attempts, subject to agreement with CSAC, Training Programme Director (TPD)/Head of School (HoS) that trainee will be able to complete the required training capabilities before their CCT date.

### Frequently asked questions

**How long do I need to complete sub-specialty training?**

Sub-specialty training is capability based and programmes are typically two to three years indicatively. Applicants must ensure they have enough time to complete the required capabilities before their agreed CCT date, as it cannot be changed to accommodate sub-specialty training. However, all trainees may be eligible for an extension of their CCT date by 6 months. This must be discussed fully with their deanery and the College in advance, to ensure eligibility before making an application.

**Can I apply if I have less than the indicative training time for my chosen programme left before my CCT date?**
If an applicant does not have enough time, a maximum of one-year WTE level 3 UK experience or equivalent (OOP Pause or OOPP Training) can be counted towards sub-specialty training, as long as it has been approved by the relevant CSAC prior to the application process. This applies equally to both less than full time and full-time trainees.

Experience that can count needs to be at specialty level i.e. undertaken after level 2, divided into:

- Run-through training experience, in a recognised training centre/centre deemed to be able to deliver a proportion of sub-speciality training as deemed by the relevant CSAC.
- OOPP or OOPT in a recognised training centre/centre deemed to be able to deliver a proportion of sub-speciality training as deemed by the relevant CSAC (N.B. If OOPP experience is being used towards sub-speciality training the applicants CCT date will consequently not be paused, and the time spent in OOPP will count as training time). OOPT requires prospective approval by current deanery and OOPP experience cannot be assessed formally until reviewed at ARCP following OOPP and prior to taking up sub-speciality post. Applicants are advised to discuss in detail with their Head of School/ local TPD and relevant CSAC as they need to be realistic regarding capabilities that will be gained during a proposed OOPP.

Applicants need to include details of this experience and approval from the CSAC on their confirmation of eligibility form.

**How many times can I apply for sub-specialty training?**

Trainees are not limited to the number of attempts to apply. This is subject to agreement with the relevant CSAC, TPD and HoS that the trainee will be able to complete the required training capabilities before their CCT date.

**How many sub-specialties can I apply for?**

Applicants can apply for up to two sub-specialities per recruitment round.

**Can I apply for less than full time training (LTFT)?**

Paediatric trainees can work LTFT at any part of their training with approval of their deanery. Applicants applying for LTFT can still apply for any WTE sub-specialty posts. Candidates must indicate, via the application form, if they wish to be considered for LTFT training.

**Am I allowed to defer my training?**

Applicants applying for deferred entry must put their intended start date on their application form. Deferral is allowed for a maximum of 3 years and will only be considered due to:

- Statutory reasons (e.g. maternity leave, ill health)
- Studying full time in higher education such as higher medical degree/research

It is recognised that the outcome of funding for research application can sometimes coincide with the offers process. In these circumstances it will be at the discretion of the receiving deanery whether deferral is allowed. If an offer of research is made after the offers process, when a successful applicant has already accepted a post in a deanery, applicants must notify the RCPCH by emailing subspecialty@rcpch.ac.uk **within one month of accepting the post otherwise deferment may not be allowed.**

It will be the responsibility of the deanery accepting the deferred candidate to arrange the placement for sub-speciality training. The deanery should keep the placement open for the trainee, but if the deanery cannot accommodate entry of the trainee within 6-12 months of a requested date, then an alternative would be for the trainee to be placed in another deanery which had made a sub-specialty post available that year. Trainees should contact the deanery about their return date a minimum of 6 months before they are due to start their placement.

**Applying for sub-specialty training**
What do I need to do before I apply?

**RCPCH Trainees:**

New for 2022, applicants need to ask their local deanery (see RCPCH website for contact list) to complete the confirmation of eligibility form on e-portfolio before submitting an application. The form will be available on e-portfolio in due course and needs to be with the local deanery by **Monday 7 November 2022**. Late confirmation of eligibility forms may not be accepted and in this situation will be at the discretion of the deanery. In the form the deanery confirms that the trainee will be eligible for sub-specialty training and that they have no concerns regarding their training progress.

One form is needed for each applicant, not for each application, unless you are counting level 3 experience towards different sub-specialty applications. The form does not need to be uploaded to the application. Any application submitted without a confirmation of eligibility form on e-portfolio will be longlisted out of the process.

**RCPCH Academic Trainees:**

Please see the information above on the confirmation of eligibility form which also applies to academic trainees.

Academic posts are arranged independently between an academic trainee and their deanery, outside this recruitment process and as such are considered supernumerary to the programmes on offer through Oriel.

Academic trainees still need to complete the recruitment process as a benchmarking exercise and be deemed appointable at interview in order to continue with their current planned training. Academic trainees should not preference any posts in Oriel unless they want to be considered for them. Please contact the RCPCH sub-specialty recruitment team with any questions.

**Anaesthetic, Intensive care medicine and Emergency medicine trainees:**

Trainees from these specialties need to ask their local deanery to complete a confirmation of eligibility form for Anaesthetic, ICM, and EM trainees and email it back to the recruitment team. The form is available on the RCPCH website.

**Trainees from the Republic of Ireland**

Trainees from the Republic of Ireland will need to complete the Certificate of Level 2 Paediatrics Training for Republic of Ireland Trainees, demonstrating completion or expected completion of level 2 training by the time of entry to the sub-specialty programme as outlined in RCPCH Progress curriculum. This form needs to be completed by a consultant that has worked with the trainee for a minimum of three months WTE within 3.5 years prior to August 2023. The completed form needs to be emailed to subspecialty@rcpch.ac.uk before the trainee submits an application.

How do I apply?

Applications are made via the Oriel recruitment system.

- Applicants can access the Oriel system here: [https://www.oriel.nhs.uk/Web/](https://www.oriel.nhs.uk/Web/)
- Applicants are required to register on Oriel before they can submit an application*
- The RCPCH advises applicants to register on the application system well in advance of the application window opening on **Wednesday 26 October 2022**.
- The application form asks for three referees who may be contacted by the employing deanery if required for their pre-employment checks.
- Applications close at **12 noon on Wednesday 16 November 2022**, it is recommended that applications are submitted at least 48 hours before the closing date to allow for any technical problems or unforeseen circumstances.
- Late applications will not be accepted under any circumstances.
Following the introduction of a new Oriel system in 2020, all previous applicant accounts were erased, so trainees will need to register again, even if they had a previous account from joining the programme through ST recruitment. NB. This does not apply to those that set up an account after 2020.

N.B. Applicants must ensure their email address is current and is the same as the one they use for their e-portfolio. Applicants are advised to regularly check their Oriel account throughout the application and interview process in addition to their email accounts for updates.

**What criteria will my application be marked on?**

Applications are shortlisted by consultant members of the relevant sub-specialty across the following assessment domains:

- Clinical experience
- Quality improvement/Audit
- Leadership/Management experience
- Research achievements
- Publications/presentations/posters
- Education- Involvement in teaching
- Statement to support application

Applicants need to read the shortlisting scoring criteria thoroughly when completing their application. This contains details of the marking scheme and what the maximum score is for each domain. It also contains the white space questions for each section, so applicants can start planning their answers in advance of the application window.

In October 2022, we will hold a live webinar on the application process, which will also be available to watch afterwards on the RCPCH website. More details on this will be published nearer the time.

**What other information do I need to submit with my application?**

**Fitness to Practice Declarations**

Applicants who have answered “Yes” to any of the fitness to practice questions need to email fitness.topractise@rcpch.ac.uk with full written details, including dates, outcomes and any relevant supporting documentation.

Applicants should indicate clearly which questions they have answered “Yes” to within this correspondence. The e-mail should be marked as “CONFIDENTIAL”.

Please note that applicants do not need to disclose details of parking offences, but other driving offences should be declared, excluding fixed penalty notices.

The RCPCH is obliged to forward any information related to Fitness to Practice disclosed by an applicant to a prospective employer or other relevant party at their discretion.

**Submitting your application**

Please make sure that the application is fully submitted on the Oriel system. Please see the guidance on making an application on the Health Education England (HEE) website.

Should an applicant encounter problems submitting their application form via the Oriel system at any time, they should contact RCPCH straight away in order to avoid disappointment - particularly if submitting close to the application deadline - either by phone during business hours: 020 7092 6139 (9am - 5pm, Monday to Friday) or by email outside of business hours: subspecialty@rcpch.ac.uk.

It is recommended that applications are submitted at least 48 hours before the closing date to allow for any technical problems or unforeseen circumstances. Late applications will not be accepted under any circumstances.
How do I complete my preferences?

Each sub-specialty will have a programme of posts available published on the RCPCH website from Wednesday 12 October 2022. In these programmes will be a link to the RCPCH SharePoint site where the job descriptions for each post will be available and will contain more information on the rotations.

Applicants will be able to preference every post listed in Oriel for any sub-specialty they are applying to. As the recruitment process is a competitive one, we recommend that applicants preference as many of the posts available, if possible. However, applicants should still consider their options carefully when submitting their preferences and if they are not willing to move to a particular region then they should not enter this as a preference.

A candidate will NOT be offered a programme they have NOT moved to the ‘preference’ column on the preferences section of the application form. If there is a ‘no preference’ column do not add any preferences here, however, please add programmes to the ‘not wanted’ column. Academic trainees do not select preferences unless they want to be considered for them.

Preferences for a clearing round

Please see Step 8 regarding how to complete preferences for clearing.

Application stages

Step 1. Longlisting

Once the application window has closed, RCPCH staff will determine eligibility for each applicant. This is based on the eligibility criteria and the confirmation of eligibility form that will have been completed on e-portfolio.

If further information is needed regarding eligibility, the RCPCH recruitment team will contact the relevant person and may contact the deanery directly for clarification.

Step 2. Shortlisting

Providing that the eligibility criteria has been met all applications will be shortlisted. Personal details and equality monitoring data are kept confidentially at RCPCH. Such details are removed from application forms before they are shared with the shortlisting panel.

The shortlisting panel members will then assess each applicant according to the shortlisting criteria. Shortlisting panels consist of four consultants from the relevant sub-specialty, usually including the CSAC Chair. Larger sub-specialties will split their applications between two panels of three assessors with each set scoring half the questions for all applicants. All assessors on these panels will have met prior to the shortlisting period to benchmark the scoring domains in order to ensure they are marking to a similar level.

Applicants will then be ranked according to their shortlisting scores and a cut-off score for invites to interview will be set, based on the number of overall possible appointments for that sub-specialty.

The RCPCH recruitment team will receive the shortlisting scores and decisions from the shortlisting panels and then the successful applicants above the cut-off score will be emailed an invitation to interview and candidates not shortlisted will be emailed their shortlisting outcome simultaneously.

Applicants will be able to view their total shortlisting score in the application summary part of Oriel by clicking ‘shortlist’ on the progress tracker. Please see the example image below which shows shortlist circled in red on the progress tracker - click on this in Oriel and the score will appear.

Example image from Oriel:
Step 3. Interviews

Shortlisting scores will not be carried over to interview but may be used in the event of a score tie at interview. Shortlisting scores are used to ensure candidates have attained a suitable standard to progress to interview. Once shortlisted, ranking and meeting the criteria for being appointed is determined by performance at interview which assesses potential of applicant to train in that sub-specialty rather than just prior experience. At interview, shortlisting scores are only used in the event of a score tie.

The question-based interviews will be held virtually and there will be no presentations or critical appraisals and no tasks to prepare in advance. Candidates will be asked four questions and there will be no reading material including diagrams or lengthy statistics to analyse. Candidates and assessors will be visible and able to hear each other in video boxes on the online system and are encouraged to engage with each other like it is an in-person interview.

It is important that candidates take the required leave from work to prepare and sit their interview and ensure that they are in a suitable environment away from any disturbances and with good internet connection.

Applicants should notify the RCPCH recruitment team of any reasonable adjustments requests by completing the reasonable adjustments form available on the RCPCH website. Please also note these reasonable adjustments where prompted to on the ‘personal’ page of the Oriel application form. Please see more information below.

Interview dates for each sub-specialty will be published on the RCPCH website in due course. These dates are final, and candidates will not be able to be interviewed on other dates for their chosen sub-specialty. However, we understand that there may be technical issues conducting remote interviews and if there are problems which mean an interview cannot be carried out in a way that either the panel or the candidate can communicate in a satisfactory manner, the RCPCH team will endeavour to rearrange it, either later the same day or on another suitable day, within the interview period.

Invitations to interviews will be emailed and will contain:

- Interview date - candidates will be able to choose and book the time of the interview through the Oriel system, on a first come first served basis.
- Duration and structure of the interview.

Interviews are all structured around a standard set of assessment domains, with individual CSACs writing interview questions appropriate for that sub-speciality.

The following domains will be assessed at interview:

- Career motivation and past achievements
- Academic understanding and ability
- Ability in clinical situations and reasoning
- Exploring multi-disciplinary team working and learning skills

Each interview panel is comprised of:

- Four assessors who are paediatricians from the sub-specialty applied to, usually including the CSAC Chair, and may include a member of the intercollegiate CSAC (e.g. an Emergency medicine Consultant on the PEM panel).
There may also be a Lay Chair and an Independent Panel Chair present. The latter will be a paediatrician from a different sub-specialty (this may be a Regional Advisor, Head of School, Training Programme Director etc). Both roles are an integral part of the process, to ensure fairness and equity across the panels and they will sit in on a selection of all the interviews in order to quality assure the process.

**Step 4. Interview Outcomes**

After the interviews have been completed, the scores for each candidate will be ranked. Candidates must achieve a minimum of 60% in their interview score to be found appointable. Candidates not appointed by the panel, will not be included in the final rankings.

It is possible for a candidate who scores above 60% not to be appointed by the panel if serious concerns (for example patient safety issues) are raised during the interview process, in one or more questions.

Any candidate marked with a serious concern will be discussed by the interview panel, along with the Lay Advisor and RCPCH sub-specialty recruitment team. They will review the interview scoresheets and make a decision as to whether the candidate should be found appointable.

**Step 5. Matching Process**

Appointable candidates will be ranked in order of merit and the RCPCH recruitment team will then complete the matching process using the candidates’ preferences submitted via the Oriel application system.

Offers will be made based on each candidate’s interview ranking and by the preferences they have logged on the Oriel system. E.g. the top ranked individual will be matched to their first-choice programme, the second ranked candidate will then receive their highest ranked choice, unless it has already been filled and so on.

Successful candidates are only matched to programmes that the candidate added to the ‘preference’ column on the Oriel system. It is therefore possible that a candidate’s preferences cannot be accommodated due to these already being filled by higher ranking candidates.

**Step 6. Offers**

Once offers have been released candidates will have 48 hours to action them, in one of the following ways:

- **Accept the offer.** If the candidate receives their first choice they should choose this.

- **Accept with upgrades.** If the candidate receives an offer that is not their first choice and they would like to accept the post but would prefer a post higher up their preference list then they should choose this option. In this instance, there is still the chance of getting one of their higher ranked preferences, should an applicant above them in the rankings decline it during the first release of offers. If this does occur, they will automatically be upgraded, if there are any additional iterations of offers released up until the upgrade deadline.

- **Hold.** If the candidate interviewed for more than one sub-specialty and would like to see any additional offers before deciding which to go for, they will have the option of holding their offer. They will be able to hold their offer until the holding deadline, at which point it will be released back to the vacancy, so it can be offered to other appointable applicants. The candidate’s involvement in the offers process for that sub-specialty will also end and they won’t be made any additional offers in that sub-specialty.

- **Decline.** If the candidate does not want to accept the offer they are given for whatever reason, they have the option of declining it. Declining an offer will end their involvement in the offers process and they won’t receive any further offers from that sub-specialty.

The offers process may take up to two weeks. During this period, the RCPCH team kindly asks applicants not to make enquiries as to the likelihood of them receiving a post, as the team will not be able to pass on such information, particularly whilst it is unclear what other applicants may choose to do with their offers. If an applicant is not matched with a post in the first round of offers, they’ll receive an automatic email from Oriel.
telling them that they are not matched. Please note that this does not necessarily mean that the applicant is out of the offers process altogether and may receive an offer in a subsequent offers release.

Deaneries will be passed information of the applicants who have accepted offers, once the final set of offers have been made by Monday 6 March 2023 and they will then contact these applicants directly to confirm final details of their placement.

N.B. The offer of a sub-specialty post does not constitute an offer of employment or conditional offer. All appointments are subject to satisfactory pre-employment checks and overall programme availability. The RCPCH are therefore within their rights to withdraw an offer at any time.

Posts should only be considered as fully confirmed once an offer letter or employment contract detailing terms and conditions of employment has been issued by the employing Trust/Deanery prior to start date.

Step 7. Clearing

Unfilled posts from any sub-specialty will go into the clearing round, along with any appointable applicants in those sub-specialties who have not already received an offer. They will then be emailed by the RCPCH recruitment team, asking for an expression of interest in being involved in clearing, based on the posts still available. Trainees will be notified if a sub-specialty will not be included in the clearing round.

- Clearing will open from Friday 24 February 2023.
- Applicants who have withdrawn from the process, declined offers or accepted offers will not be eligible for clearing.
- The RCPCH will contact any eligible candidates via email with the available posts in clearing and ask them to submit their preferences.
- Applicants will be given a new rank, again based on their total interview score, within the list of remaining appointable applicants.
- Clearing offers will be made starting with the highest-ranking applicant and so on until all posts have been offered.
- There will be no holding or upgrading of clearing offers.
- Applicants will only have the option to either accept or decline an offer.
- If an applicant declines an offer in clearing, they will not be made another offer.
- Applicants will be given 48 hours (excluding weekends but not bank holidays) to respond to offers.
- As with all other offers, failure to respond will be treated as rejection and applicants will be removed from the process.
- If there are only a very small number of posts/appointable applicants, this process will be run outside of Oriel, via e-mail.

Step 8. After offers have been made

All stakeholders will be notified of the appointments for their region, once all offers have been made and actioned. The relevant deanery should then contact successful trainees to confirm appointment and make the required arrangements for taking up the sub-specialty position within 3 months. Trainees relocating to a different region will receive a new NTN from their new deanery. If trainees have not heard from the deanery after 3 months trainees should contact the employing deanery themselves.

If successful, it is the trainee’s responsibility to resign from their current employment if necessary, to allow the required period of notice to be worked before commencing sub-specialty training.

If a situation arises which means that a trainee is not able to start their sub-specialty post as planned (e.g. maternity leave), it is the trainee’s responsibility to contact the RCPCH and both their current and future employer(s) (if this will be different) to inform them of this, at the earliest opportunity. For joint deanery programmes, the trainee should contact all of the involved deaneries to ensure everyone is aware of the change in circumstances.
Feedback Guidance

An important part of the sub-specialty recruitment process is providing applicants with feedback on their performance at the different stages. The RCPCH recruitment team will provide applicants with feedback, as follows:

Longlisting feedback – w/c Monday 21 November 2022
Applicants not longlisted will be informed what part(s) of the eligibility criteria was/were not met.

Shortlisting feedback – From Wednesday 21 December 2022
All applicants (shortlisted or not) will be sent a breakdown of scores from each of the assessed domains, their overall score and any comments from the panel. The overall score can also be viewed in Oriel after the outcomes have been released.

Interview feedback – From Wednesday 15 March 2023
All candidates (whether appointable following interview or not) will receive a breakdown of scores from each of the assessed domains, their overall score and any comments from the panel.

All shortlisting feedback will be shared via email, directly from the RCPCH sub-specialty recruitment team and interview feedback will be uploaded to their e-portfolio.

If the applicant would like to request further feedback, please contact the RCPCH team.

Special Circumstances and Reasonable Adjustments

Request for Special Circumstances

The special circumstances process ensures that trainees with a requirement to continue their training in a particular location are treated in a fair and consistent way.

Trainees applying to sub-specialty training programmes who wish to be considered for special circumstances should submit a form to the RCPCH team, along with their application. As with National Recruitment, special circumstances can be requested on the grounds of either of the following two reasons:

1. Having a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.
2. Being the primary carer of someone with a disability (as defined by the Equality Act 2010). ‘You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.’ ([https://www.gov.uk/definition-of-disability-under-equality-act-2010](https://www.gov.uk/definition-of-disability-under-equality-act-2010))

Please complete the “Request for Special Circumstances form” and email this, along with relevant supporting evidence to subspecialty@rcpch.ac.uk by the end of the application window at 12:00 on Wednesday 16 November 2022. The form can be found on the RCPCH website.

Request for Reasonable Adjustment

Applicants may make a request for a reasonable adjustment for their interview, on the grounds of a disability/impairment (whether temporary or permanent). Please read about the format of the interview here.

To do so, they should complete and return the ‘Reasonable Adjustment Request form’ with supporting evidence to subspecialty@rcpch.ac.uk by the end of the application window at 12:00 on Wednesday 16 November 2022. The form can be found on the RCPCH website.

N.B. If an applicant is in any doubt as to what sort of supporting evidence should be supplied with either a Special Circumstances or Reasonable Adjustment request, they are advised to contact the RCPCH recruitment team at their earliest convenience for clarification.