

Recruitment into Sub-specialty Training

Applicant Guide 2023-2024

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Introduction

From September 2023, Progress+ the new format for the RCPCH training pathway will be implemented. Under Progress+ there are two levels - core training (ST1-ST4) and specialty training (ST5-ST7). Trainees can apply to sub-specialty training through the competitive recruitment process at ST4 or higher, subject to having enough time left to complete the required capabilities before their certificate of completion of training (CCT) date.

The RCPCH runs the recruitment process into paediatric sub-specialty training, ensuring there is a fair, consistent and competitive access to approved sub-specialty training programmes.

Trainees can apply for up to two sub-specialties per recruitment round and are not limited to the number of attempts to apply, subject to approval from the relevant College Specialty Advisory Committee (CSAC) Chair and to having enough time remaining to complete their chosen training programme before their CCT date.

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

Date	Responsibility	
	RCPCH	Trainees
2023		
Wednesday 11 October	Sub-specialty programmes published on RCPCH website and job descriptions available on Sharepoint	
Wednesday 25 October	Applications open via Oriel system	Trainees apply via Oriel system
Application Period		
Monday 6 November		Confirmation of eligibility form to deanery via e-portfolio deadline
12 noon Wednesday 15 November	Applications Close	
Wednesday 22 November-Wednesday 11 December	Shortlisting process	
From Tuesday 19 December	Invitations to interview and shortlisting outcomes sent via Oriel	Confirm invitation to interview and book interview slot
Thursday 21 December	Shortlisting feedback emailed out to all applicants	
9am Thursday 4 January		Shortlisting appeals deadline
Thursday 11 January		ST4 trainees' final sign-off for eligibility via deanery
2024	Interview period	
Thursday 25 January-Friday 9 February	Online sub-specialty interviews	
9am Monday 12 February		Preferences deadline in Oriel
w/c Monday 12 February	Matching Process	
From Tuesday 20 February	Offers will be made in Oriel	Trainees have 48 hours to accept, accept with upgrades, hold or decline offers
Tuesday 27 February		Hold deadline
Thursday 29 February		Upgrade deadline
From Friday 1 March	Clearing Round	
Thursday 14 March	Interview feedback uploaded to trainee's e-portfolio	

Who can apply?

All applicants should ensure that they meet the criteria listed below 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.

There is not a person specification for individual sub-specialties. Please see the information below as the eligibility criteria.

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

RCPCH Trainees	
Eligibility	<ul style="list-style-type: none"> • Currently in the UK paediatric training programme at ST4 or above • Completion of MRCPCH examinations
Training Progression	<ul style="list-style-type: none"> • Completion or expected completion of Core paediatric training by the time of entry to the sub-specialty training programme • Annual Review of Competency Progression (ARCP) must be an outcome 1 or expected to be an outcome 1 by entry into sub-specialty training • Must have enough time to complete sub-specialty training before CCT date (<i>Demonstrated on the "Confirmation of eligibility" form</i>)

N.B ST4 trainees will need to need to have an interim review of their capability-based progression to ensure they are on track to complete their level 2/core training by summer 2024.

RCPCH Academic Trainees	
Eligibility	<ul style="list-style-type: none"> • As above
Training Progression	<ul style="list-style-type: none"> • As above • Should have an Academic Clinical Lectureship (ACL) post already lined up*

*These academic posts are supernumerary to the clinical posts that we advertise in the recruitment programmes, and they are therefore not included in the preferences and offers process.

Republic of Ireland (ROI) Paediatric Trainees	
All ROI Trainees must demonstrate the following by submitting a completed <i>"Certificate of Core Training Capabilities for ROI Trainees"</i>	
Eligibility	<ul style="list-style-type: none"> • Currently in the ROI paediatric training programme • Completion of MRCPI in Paediatrics and all BST General Paediatrics Mandatory Courses
Training Progression	<ul style="list-style-type: none"> • Demonstration of completion or expected completion of core training capabilities by the time of entry to the sub-specialty programme as outlined in RCPCH Progress + curriculum

Other Allied Medical Specialties

There is no requirement for these trainees to have MRCPCH examinations, or the paediatric capabilities listed in the RCPCH Trainee eligibility criteria but should be aware of their own essential requirements.

However, all Anaesthetic, Intensive care medicine (ICM) and Emergency medicine (EM) trainees need to demonstrate the following by submitting a completed “*Confirmation of eligibility for Anaesthetic, ICM & EM trainees*”.

Anaesthetic trainees

- Currently in UK Anaesthetics training pathway
- 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](#) for more information.

Intensive Care Medicine (ICM) trainees

- Currently in the UK ICM Training pathway
- 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](#) for more information.

Emergency Medicine (EM) trainees

- Currently in the UK EM Training pathway
- Have MRCEM/Intermediate FRCEM
- Have completed EM ST4 by the time of entry into PEM or PICM training

Please contact [PEM ISAC](#) for more information on entry into PEM training and [PICM ISAC](#) for more information into PICM training.

Indicative training time

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.

A maximum of one-year WTE level 3/specialty training UK experience or equivalent (OOP Pause or OOP Training) can be counted towards sub-specialty training, as long as it has been approved by the relevant CSAC Chair prior to the application process.

The generic guidance around counting prior experience are as follows:

- It can only be requested if trainees do not have enough time left before their CCT date to complete sub-specialty training.
- A maximum of up to one-year of experience can be counted.

- It needs in the UK and at Progress+ specialty level (ST5/6)/Progress Level 3 (ST6/7).
 - It needs to be in a sub-specialty/grid approved centre
 - It requires approval from the relevant CSAC Chair
- Irrespective of what sort of OOP is taken capabilities acquired and evidenced during an OOP can be used as evidence. However the capabilities must be evidenced on the e-portfolio and assessed as part of a subsequent ARCP in training. 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.

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

Deferred entry

A deferral request will be accepted for statutory reasons (e.g., parental leave, ill health) only. Applicants applying for deferred entry must put their intention to defer and their intended start date (if known) on their application form.

It will be the responsibility of the deanery accepting the deferred trainee to arrange the placement for sub-speciality training. The deanery should keep the placement open for the trainee and trainees should contact the deanery about their return date as soon as possible and no less than a minimum of 6 months before they are due to start their placement.

We are no longer accepting deferral requests for any other reasons. This does not affect trainees applying while they are out of programme (OOP) if they meet the eligibility criteria, but trainees will no longer be able to defer for studying for a higher education qualification.

Recruitment process

Step 1. Applying

Applications are made via the Oriel recruitment system.

- Access the Oriel system here: <https://www.oriel.nhs.uk/Web/> and register for an account with Oriel using the same email registered on e-portfolio
- Read the [shortlisting scoring criteria](#) thoroughly when completing the application. It contains all the details of the marking scheme and what the maximum score is for each assessment domain. It also contains the white space questions for each section, so applicants can start planning their answers in advance of the application window.
- Three referees are required that may be contacted by the employing deanery if required for pre-employment checks.
- Applications close at **12 noon on Wednesday 15 November 2023**. 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.
- Reasonable adjustments and special circumstances requests need to be noted on the application and the relevant form (available on the RCPCH website) completed and returned to the sub-specialty team. Please see below for **more information**.

N.B. Applicants are advised to regularly check their Oriel account throughout the application and interview process in addition to their email accounts for updates.

In October 2023, The RCPCH Sub-specialty Recruitment Team 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 on the RCPCH website nearer the time.

Confirmation of eligibility forms and equivalent

All applicants need to submit a confirmation of eligibility form or equivalent to demonstrate their eligibility to apply to sub-specialty training. Please see below for more information.

RCPCH Trainees:

Available on e-portfolio trainees 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. To open a form once logged into e-portfolio, click on 'create' under 'create a new event' and scroll down to 'uncategorised' where 'Confirmation of eligibility form for sub-specialty training' is listed, click on the link to open a new form. Trainees need to fill out section 1 of the form, then submit it to their deanery contact (see link above). Forms need to be submitted to the local deanery before the application window closes by **Monday 6 November 2023**.

Late forms may not be accepted and in this situation will be at the discretion of the deanery. In the form asks the deanery contact to confirm that the trainee is eligible to apply to 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 sub-specialty training experience is being counted towards different applications. The form does not need to be uploaded to the Oriel application.

Any application submitted without a confirmation of eligibility form on e-portfolio will be longlisted out of the process.

Anaesthetic, Intensive care medicine and Emergency medicine trainees:

Trainees from these specialties need to ask their local deanery to complete a 'Confirmation of eligibility for Anaesthetic, ICM, and EM trainees' form 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 Core Training Capabilities for ROI Trainees form. It 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 2024. The completed form needs to be emailed to subspecialty@rcpch.ac.uk before an application is submitted.

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.

Less than full time (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. Trainees must indicate, via the application form, if they wish to be considered for LTFT training.

Selecting programme preferences

Each sub-specialty will have a programme of posts published on the RCPCH website from Wednesday 11 October 2023. 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-speciality they are applying to. As it is a competitive recruitment process, 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 trainee 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. 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.

Step 2. 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 Sub-specialty Recruitment Team will contact the relevant person and may contact the deanery directly for clarification. Applications will be longlisted providing that the eligibility criteria has been met.

Step 3. Shortlisting

Confidentially

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. Shortlisters will only be able to view the white space answers that relate to the shortlisting scoresheet.

Shortlisting panel structure

- Shortlisting panels consist of four consultants from the sub-specialty applied to, usually including members of the CSAC.
- Larger sub-specialties (neonatal medicine, community child health, paediatric emergency medicine and paediatric intensive care medicine) split their applications between two panels of three assessors with each set scoring half the questions for all applicants.
- All assessors will have met with the rest of their panel prior to the shortlisting period to benchmark the scoring domains in order to ensure they are marking to a similar level.

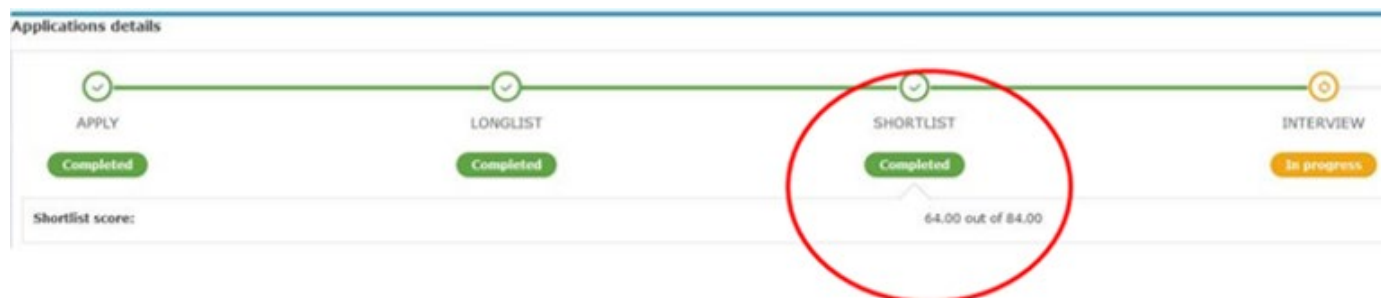
After applications have been scored

Each panel will have a review meeting with the Lay Chair and the RCPCH Sub-specialty Recruitment Team to assess the marks given, determine the cut off score and discuss any borderline scores. The number of applicants invited to interview is based on the number of posts available in that sub-specialty.

Successful applicants above the cut-off score will be emailed an invitation to interview and trainees 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 below.

Example image of where to view your shortlisting score in Oriel:



Step 4. Interviews

How shortlisting scores are used

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 trainees 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.

Interview format

- Online interview using the Osler assessment management system.
- Four questions covering four standard assessment domains, no follow up questions or prompting.
- Trainees 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.
- There will be no presentations or critical appraisals and no tasks to prepare in advance. There will be no reading material including diagrams or lengthy statistics to analyse.

Interview assessment domains (in the order the questions will be asked)

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

Interview panel structure

- Four consultants from the sub-specialty applied to, usually including members of the CSAC, 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 consultant from a different sub-specialty (this may be a Regional Advisor, Head of School or Training Programme Director). 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.

Preparing for the interview

- It is important that trainees take the required leave from work to prepare and sit their interview.
- Ensure that the environment is suitable for an interview, away from any disturbances (pets, family, noise) and with good internet connection.
- Have a glass of water nearby.
- Paper and pen are allowed to use as an aide memoire, but all other notes and reference books need to be out of reach.
- Keep your phone in the same room in case there is an issue that we need to call you urgently, but using a phone for any other reason during the interview is not allowed.

Interview dates

Dates published on the RCPCH website are final, and trainees will not be able to be interviewed on other dates for their chosen sub-specialty.

Trouble shooting

If there are technical issues which mean an interview cannot be carried out in a way that either the panel or the trainee can communicate in a satisfactory manner, the RCPCH Sub-specialty Recruitment Team will endeavour to rearrange it, either later the same day or on another day if the sub-specialty are scheduled to interview across multiple days.

Step 5. Interview Outcomes

- After the interviews have been completed, the scores for each trainee will be ranked. A minimum of 60% must be achieved in the interview score to be found appointable. Trainees not appointed by the panel, will not be included in the final rankings.
- It is possible for a trainee 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 trainee 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 trainee should be found appointable.

Step 6. Matching Process

- Appointable trainees will be ranked in order of merit and the RCPCH Recruitment Team will then complete the matching process using the trainees' preferences submitted via the Oriel application system.
- Offers will be made based on each trainee'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 trainee will then receive their highest ranked choice, unless it has already been filled and so on.

- Successful trainees are only matched to programmes that they added to the 'preference' column on the Oriel system. It is therefore possible that a trainee's preferences cannot be accommodated due to these already being filled by higher ranking trainees.

Step 7. Offers

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

- **Accept the offer.** If the trainee receives their first choice they should choose this.
- **Accept with upgrades.** If the trainee 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 trainee 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 trainee'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. Only one offer can be held.
- **Decline.** If the trainee 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 and will not be included in the clearing process.

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 trainees may choose to do with their offers. If a trainee 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 trainee is out of the offers process altogether and may receive an offer in a subsequent offers release.

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 8. Clearing

Unfilled posts from any sub-specialty will go into the clearing round, along with any appointable trainees 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 1 March 2024.
- Trainees who have withdrawn from the process, declined offers or accepted offers will not be eligible for clearing.
- The RCPCH will contact any eligible trainees via email with the available posts in clearing and ask them to submit their preferences.
- Trainees will be given a new rank, again based on their total interview score, within the list of remaining appointable trainees.
- Clearing offers will be made starting with the highest-ranking trainee and so on until all posts have been offered.
- There will be no holding or upgrading of clearing offers.
- Trainees will only have the option to either accept or decline an offer.

- If a trainee declines an offer in clearing, they will not be made another offer.
- Trainees 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 trainees will be removed from the process.

Step 9. After offers have been made

Deaneries and CSACs 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 trainees with feedback, as follows:

- **Longlisting feedback – w/c Monday 20 November 2023**
Applicants not longlisted will be informed what part(s) of the eligibility criteria was/were not met.
- **Shortlisting feedback – Thursday 21 December 2023**
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 Oriol after the outcomes have been released.
- **Interview feedback – From Thursday 14 March 2024**
All applicants (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>)

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 15 November 2023. 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 15 November 2023. 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 Sub-specialty Recruitment Team at their earliest convenience for clarification.

Contact

Should an applicant encounter problems submitting their application form via the Oriel system at any time, they should contact the RCPCH Sub-specialty Recruitment Team straight away in order to avoid disappointment, particularly if submitting close to the application deadline - either by phone during business hours (Monday to Friday 09:00 - 17:00) or by email outside of business hours.

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.

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](#).

RCPCH Sub-specialty Recruitment Team contact details:

Tel: 020 7092 6139

Email: subspecialty@rcpch.ac.uk