

GUIDANCE ON FILLING OUT YOUR ORIEL APPLICATION

This guidance has been written to support the Oriel application to Paediatric Sub-specialty Training. There are small sections of the application form that are not relevant to this recruitment, but the College are unable to edit these sections as they're part of the fixed medical recruitment application form in Oriel. We have included the questions and answers below that do not need to be filled out, or that may cause some confusion. We've also included screen shots as a reference on pages 3 and 4.

Please note that once you're logged into Oriel your session will time out after 1 hour and you cannot save your work after your session has expired, so remember to save as you go.

If you have any queries, please contact the Medical Recruitment Team on subspecialty@rcpch.ac.uk or 020 7092 6139.

Application page: Training history/Previous training details

1. Training history/Previous training details – see image 1 in the appendix

- Level to which you are applying.
If multiple levels are available to select, please choose the highest to which you can demonstrate eligibility.
Please select: Paediatric Sub-specialty training
- Have you previously relinquished or been released or removed from a training programme in the specialty or associated core training programme for which you are applying?
Please select: No (even if the answer is yes)

2. Personal details – see image 2 in the appendix

- Do you currently hold a National Training Number (NTN) or Deanery Reference Number (DRN)?
All trainees in core (with the exception of dental core), higher, specialty or locum appointment for training posts will hold either an NTN or DRN.
Please select: Yes
- If yes, which specialty and area/region?
Please select: Paediatrics/Anaesthetics/Intensive Care Medicine/Emergency Medicine (depending on your current specialty)
- If you currently hold an NTN, are you applying to this specialty with the intention of pursuing dual training with your current specialty?
Please select: No

5. Special circumstances

- If you have special circumstances please complete the [“Special circumstances request form - updated 28.07.23”](#) and email it to the RCPCH Medical Recruitment Team at subspecialty@rcpch.ac.uk NOT to the MDRS team.

Application page: Fitness to practise

- If you answer 'YES' to any of the questions on this page, please email the RCPCH Medical Recruitment Team at fitness.topractise@rcpch.ac.uk with the subject as 'CONFIDENTIAL'.

Application page: Competences/Eligibility

1. Confirmation of eligibility form

- An unexpected system error has been found that has affected the set-up of the Oriel application form. This has resulted in an old question, requesting an uploaded version of the Confirmation of Eligibility (CoE) form being included. We apologise for this inconvenience but unfortunately, we are unable to make any changes to the form now that the applications are open.

As a result, trainees making an application to any of this year's vacancies will be required to upload a document to this section, in order to be able to submit their application.

We do not want trainees to have to worry about waiting for their CoE form to be returned to them from their deanery, before being able to submit their application form on Oriel, so we ask that they take a screenshot of the CoE form and upload this where prompted. This can be in any of the following file types: .txt, .bmp, .doc, .docx, .jpeg, .jpg, .pdf, .zip, .png. The screenshot should show that they have completed their part of the CoE form and sent it to their deanery contact via ePortfolio.

N.B. Trainees still do not need to upload full download/version of the CoE form to Oriel, before an application can be submitted. The CoE form is completed and will be signed off by the RCPCH Medical Recruitment Team via the ePortfolio/Risr, as previously directed or via email for Irish paediatric trainees and allied specialty trainees.

Application page: Evidence

6. Publications/Presentations/Posters

Citation (write as anonymous)

- Please remove the authors so you are not identifiable. Please use the citation format stated by the relevant journal (but remember not to include authors) or use the 'house style' for most medical journals of; title of the article, title of journal, year of publication, volume number, first and last page numbers and DOI. You will not be scored or lose marks on how you write the citation.

For example:

- Peer reviewed publication: XX, Year, 'Article Title', Journal Title, Volume, Issue, Page(s)
- Poster: XX, 'Title of the Poster,' Title of the Conference/Meeting, Date, Location
- Presentation: XX, Year, 'Presentation Title' [PowerPoint presentation] Date. Institution, Place

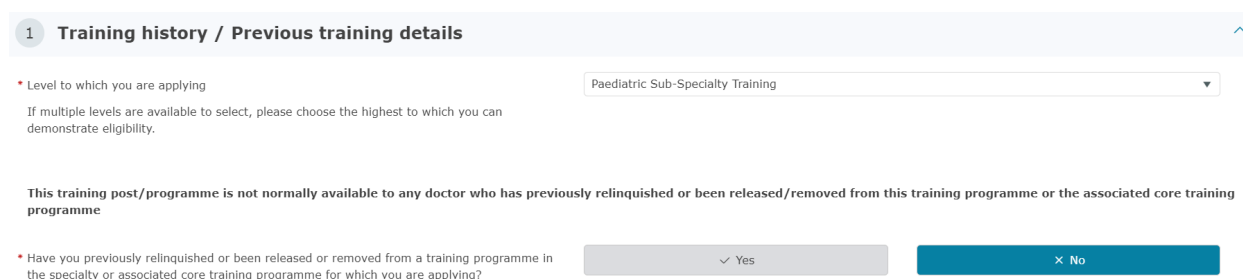
Application page: Evidence

9. UK Paediatric Training Details

- If you answered 'Yes', please select your current level of training. If you are currently on an OOP, please choose your last training level. If you answered 'No', please select the appropriate option. Please select the option which applies to you. If you are ST5 (C4), ST6 (S1) or ST7 (S2) please select ST5, ST6 or ST7. If you would like to provide further details (this is not required) please select 'other' and add your explanation. For information on the nomenclature 'fix' please read this article: <https://www.rcpch.ac.uk/news-events/news/five-weeks-to-go-until-progress-plus>

APPENDIX

Image 1. Screen shot from Example Oriel application: Training history/Previous training details



1 Training history / Previous training details

* Level to which you are applying
If multiple levels are available to select, please choose the highest to which you can demonstrate eligibility.

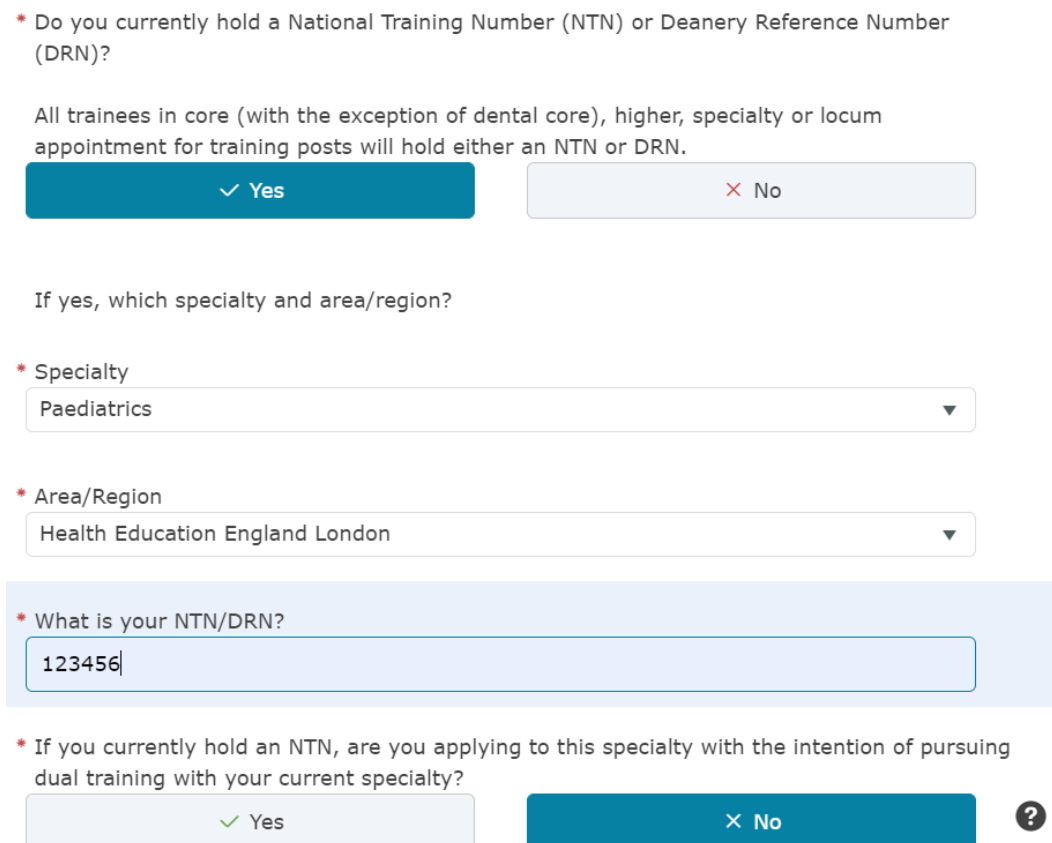
Paediatric Sub-Specialty Training

This training post/programme is not normally available to any doctor who has previously relinquished or been released/removed from this training programme or the associated core training programme

* Have you previously relinquished or been released or removed from a training programme in the specialty or associated core training programme for which you are applying?

Yes No

Image 2. Screen shot from Example Oriel application: Training history / Previous training details



* Do you currently hold a National Training Number (NTN) or Deanery Reference Number (DRN)?

All trainees in core (with the exception of dental core), higher, specialty or locum appointment for training posts will hold either an NTN or DRN.

Yes No

If yes, which specialty and area/region?

* Specialty
Paediatrics

* Area/Region
Health Education England London

* What is your NTN/DRN?
123456

* If you currently hold an NTN, are you applying to this specialty with the intention of pursuing dual training with your current specialty?

Yes No