

Applicant Guidance

**ST1 Paediatric Training
Round 1
August/September 2024**

Contents

1.1 Evaluation of the Recruitment Process.....	6
2. Application Window.....	6
3. Communications Regarding an Application.....	7
4. Preferencing.....	7
5. Deferment of Start Date.....	8
6. Flexibility in Deployment of Trainees (UK).....	8
6.1 Special Circumstances.....	8
6.2 Offer Exchanges/Enhanced Preferencing.....	9
7. Right to work in the UK.....	10
8. Assessment of Foundation Competency.....	10
9. Previous Paediatric Experience.....	12
10. MRCPCH requirements.....	13
11. Fitness to Practise.....	13
12. Reapplication to Specialty Training.....	13
12.1 Support for Reapplication to Specialty.....	13
12.2 Support for Reapplication to Specialty Training in a Different Region.....	13
13. Document Upload.....	14
14. Longlisting – Eligibility Requirements.....	14
14.1 GMC registration.....	15
15. Shortlisting.....	15
16. Invitation to Online Interview.....	16
16.1 Booking an Online Interview.....	16

16.2 Confirmation of booking	17
17. Online Interview.....	17
17.1 Online Interview Format	17
17.2 Online Interview Domains.....	18
17.2.1 Communication Scenario	18
17.2.2 Career Motivation (Portfolio) Question	18
17.2.3 Reflective Practice Question	19
17.2.4 Paediatric Clinical Reasoning Question	19
17.3 Appointability and VETO	20
17.3.1 Serious Concerns & Low Scores of 25%	20
17.4 Observers on the Online Interview	20
18. Offers	20
18.1 Upgrading of Offers	22
18.2 Offer Exchanges/Enhanced Preferencing	22
19. References	23
19.1 Reference Requests	23
19.2 Completing a Reference	23
19.3 Changing a Nominated Referee	23
20. Feedback.....	24
21. Offers of Employment & Pre-Employment Checks	24
22. Complaints Procedure.....	25
22.1 Raising Concerns.....	25

1. Introduction

The Paediatrics National Recruitment Office (PaedsNRO), part of NHS England (formerly Health Education England) working across the West Midlands co-ordinates the nationally agreed process for recruitment to **ST1 Paediatric Training**, working with the Royal College of Paediatrics and Child Health (RCPCH) to ensure it is quality assured and fit for purpose.

Recruitment to ST1 Paediatric Training will take place once per year for an August/September intake (unless there is a requirement for a Re-Advert vacancy). All dates and deadlines relating to 2024/2025 recruitment activity are available on the [RCPCH website](#).

All submitted applications for ST1 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 ST1 Paediatric Training - applications are assessed by the demonstration of competences as outlined in the [2024 Person Specification](#).

For an ST1 Paediatric Training post an applicant will make one application for *all* participating regions, namely NHS England, 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 [Oriol Applicant User Guide](#) (For general guidance on how to navigate Oriol and technical help with the on-line application form) and the [Medical Specialty Recruitment Applicant Guidance](#) (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 ST1 Paediatric Training recruitment. If applicants have any queries regarding the recruitment process, they should contact the [PaedsNRO](#).

1.1 Evaluation of the Recruitment Process

Anonymous data from the recruitment process including scores awarded and feedback collected, will be used to evaluate and refine the national selection

process. Data may be correlated with anonymised scores from outcome measures during future training such as success in professional examinations.

2. Application Window

Advertisements will appear on the Oriel recruitment system on **Wednesday 25 October 2023 by 5:00pm (UK time)**.

Applications will be accepted from **10.00am (UK time) on Thursday 26 October 2023** until **4.00pm (UK time) on Thursday 23 November 2023**. Applications must be made through the Oriel system; applications will not be accepted in any other way. Oriel can be accessed [here](#).

No late applications will be accepted.

Support for applicants experiencing problems with their application will be available from [PaedsNRO](#) during normal office hours (i.e., Monday to Friday 9am-5pm) for the duration of the application window.

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 an application will be via direct messaging through Oriel.

Oriel will also send an email as a secondary form of communication. However, as emails are external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should **not** be relied upon. It is recommended that applicants regularly check their Oriel account during the recruitment process to make sure to not miss any information that is sent out via Oriel.

PaedsNRO cannot take responsibility for applicants missing messages sent via Oriel. Applicants are advised to add noreply@oriel.nhs.uk to their safe senders list to prevent notification messages being sent to their email junk/spam folder.

Applicants should make sure they are using an email account they can access at any time and will not be blocked by their employer's IT security system. If an applicant is uncertain about this, they should check with their IT department.

Applicants should always check their Oriel account for messages sent throughout the recruitment process.

PaedsNRO understand the importance of the selection process for an applicant's future career pathway, however we would like to remind applicants of their responsibility to conduct themselves in a professional manner as outlined in the [Good Medical Practice](#) when in correspondence with PaedsNRO team members.

4. Preferencing

At the time of application, applicants will not need to indicate their region programme preferences.

Applicants will be able to rank their preferences via Oriel from **9:00am (UK time) on Friday 9 February 2024** (this date can be subject to change – applicants will be informed of any change via e-mail direct from Oriel and a message will be posted on the RCPCH website) **to 4:00pm (UK time) on Monday 18 March 2024**.

From this date, applicants will be asked to indicate their preferences from all ST1 Paediatric Training Programmes available in the UK, in rank order; this means that applicants can be considered for appointment across the whole of the UK. Applicants are advised to only preference the programmes that they would be prepared to work in, *including those listed with zero vacancies as posts may become available at a later date*. ST1 Paediatric Training Programmes are available for an indicative 7-year duration. Scotland also offer Locum Appointment 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 applicants 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 ST1 Paediatric Training Programmes that are preferred in an application will be used to make an offer, subject to the successful completion of the selection process.

5. Deferment of Start Date

Deferments to start date will only be considered on statutory grounds as stated in the [Gold Guide e.g. maternity, paternity, adoption leave or personal ill health](#).

Deferment for any other reason will not be permitted.

If an applicant wishes to request a deferment to their start date, they must declare this on their application form. If an offer is accepted, applicants should contact their recruiting NHS England Local Office, NES, NIMDTA or the HEIW as soon as

possible regarding the 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 pre allocation should ensure they state this on their Oriol application form and complete the special circumstances application form (available from the [Specialty Training website](#)) and forward this, together with the appropriate supporting evidence as a single scanned document by email to [MDRS](#) as soon as the application has been submitted.

It is important that applicants review the relevant section in the [Medical Specialty Recruitment Applicant Guidance](#) 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, applicants will be able to change their 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 18.2).

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. Preferences will be closed between offers algorithms and release of offers (see section 18).

Further information on this is available in the [Medical Specialty Recruitment Applicant Guidance](#).

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. extra time) will be required to submit supporting evidence to substantiate the required adjustment. This evidence will need to be uploaded to Oriol 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 requests if supporting evidence is not provided.

Once an applicant has booked a slot for an online interview, PaedsNRO expects the applicant to forward any reasonable adjustment requests to the lead contact of the region that is conducting their interview.

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.

Applicants must 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 [guidance from the UK 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, completed 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.
- **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

- **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 and attached to your oriel application**. Only the 2024 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.

CREST guidance can be found [here](#).

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 the applicant is 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 an applicant to undergo further assessments to ensure that their competence, professional knowledge and skills are up to date in line the [GMC Good Medical Practice](#).

9. Previous Paediatric Experience

There is no formal requirement for applicants to Paediatric ST1 posts to have any significant experience in the specialty when applying.

From 2023-24 recruitment, a restriction of the amount of previous experience that an applicant has accrued has been reintroduced to ensure they are applying to the level that will best suit their background.

As such, applicants should have a maximum of 24 months (2 years) whole time equivalent experience in Paediatric placements (not including Foundation modules) at point of application.

Paediatric training is capability based, with an indicative time of 7 years. As such it is possible to move through training faster (or slower), depending on a trainee's progress through the curriculum.

Applicants can discuss any previous experience with their supervisor, once they are in post, with a view to using it to help them progress through training. Any discussions/decisions regarding progressing through training faster than the indicative 7 years, will therefore only take place once someone is in the paediatric training programme.

Any considerations will also subsequently 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 Core Paediatric Training capabilities in less than the indicative time.

Please note that neither the PaedsNRO nor the RCPCH can influence this decision and the rate of a trainee's progression through training will always be managed through their local supervision and the ARCP process.

10. MRCPCH requirements

For applications to ST1 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 and guidance are available [here](#).

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 an applicant has previously resigned or been removed from a Paediatric Training Programme, they 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 NHS England Local Office, NES, NIMDTA or HEIW where training was previously undertaken.

This evidence **must** be uploaded to Oriel via the *Document Upload* dashboard as *supporting evidence* and attached to the 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 NHS England Local Office, NES, NIMDTA or HEIW, without a break in service, will need to provide information relating to this. Applicants must gain support from their 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 Oriel via the *Document Upload* dashboard as *supporting evidence* and attached to the 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 an applicant progresses through their application, it may become apparent that they are required to upload some form of documentation to allow PaedsNRO to assess their eligibility.

If applicants are required to do this, then in order to help PaedsNRO, the following steps must be followed:

Applicants must:

- ensure that the document is appropriately named
- ensure that the document is uploaded into the correct section
- upload the document as a single upload and not as multiple pages wherever possible
- ensure that all required documentation is uploaded by the set deadlines.

PaedsNRO reserves the right to request re-submission of documentation if the above process is not followed.

IMPORTANT: Applicants are advised to 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 [ST1 Paediatric 2024 Person Specification](#).

Applicants that fail to demonstrate that they meet all 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.

It is also important to note by allowing applicants to progress to the shortlisting and/or interview stage, recruitment offices will not yet have accepted or confirmed that the applicant meets all eligibility requirements. This therefore means applicants can still be withdrawn from the recruitment process at any stage, including after interviews have taken place if the evidence pertaining to an eligibility criterion is found to be unsatisfactory by the recruitment office.

14.1 GMC registration

Although GMC registration is not an essential longlisting criteria at application stage, we would like to remind applicants it is their responsibility to ensure that they are registered with a license to practice with the General Medical Council (GMC) by the time of the intended start date of their post, if deemed appointable at interview. [GMC registration](#) is not guaranteed as part of appointment to an ST post through National recruitment and should be completed separately.

For international medical graduates with an acceptable primary medical qualification from outside the UK and who have completed a period of postgraduate experience, should visit the GMC website to find out how they can best obtain full registration with a licence, depending on their circumstances: [Routes to GMC Registration](#).

N.B. If GMC registration is not obtained early enough (the beginning of August before starting training being the latest), there is a risk that an appointed trainee may not be able to take up their post and it will be removed from the applicant. This will also leave a gap in local services leading to potentially inadequate junior doctor cover and patient safety risks. The applicant will subsequently need to re-apply the following year.

Applicants should therefore begin the GMC registration process as soon as possible after being shortlisted for interview.

Applicants to National Recruitment should not seek sponsorship directly from the RCPCH, as a GMC approved sponsor (RCPCH can only sponsor for MTI(p) and IPSS routes).

15. Shortlisting

At time of application, applicants will complete questions within the application form that will be scored as part of the overall recruitment for shortlisting purposes.

Answers will be marked against the application form Scoring Framework, by two assessors. A copy of the framework can be found on the [RCPCH Website](#).

The maximum score available, per assessor, is 30. The Total score is therefore 60.

These scores will be used as a shortlisting tool to determine which applicants will be invited to an online interview if the number of eligible applicants exceeds the predetermined online interview capacity.

Applicants should be aware the number of eligible applicants (after longlisting) has exceeded the interview capacity available across our online interview centres in recent years by a good number.

Please note:

- **The application form will be scored by two consultant paediatricians marking independently, following the scoring criteria and guidance**
- **If applicants have been scored in previous rounds or recruitment years and their score is different to what has been awarded for this year, the score will not be able to be transferred**
- **There is no opportunity for a review of marks unless the applicant can show clear evidence that a part of the shortlisting process has not been carried out in accordance with the scoring criteria**
- **There will also be no opportunity to amend or add more evidence to your application form after it has been submitted**
- **PaedsNRO, via Oriel, will provide applicants the maximum possible shortlist score and the shortlist score and/or rank required to be invited to interview**
- **An applicant's overall shortlisting score can be found by going into the ST1 application on Oriel and selecting "Shortlist"**
- **Upon request, applicants can request confirmation of their rank.**

16. Invitation to Online Interview

Applicants who are successful at both the longlisting and shortlisting stages (if utilised), will be invited to attend an online interview. Applicants will be invited to attend *one* online interview and will be considered for appointment to programmes in all preferred regions.

Dates are conducted by several different regional offices and specific dates can be found on the [RCPCH recruitment pages](#).

16.1 Booking an Online Interview

When invited to attend an online interview, applicants will be required to log into their Oriel account and use the self-service functionality to book a date and time of their choosing, subject to availability.

When booking an online interview slot, it is strongly recommended that applicants avoid booking from a mobile device or with internet browsers that have reached the end of their product support lifecycle, such as Internet Explorer as these are unlikely to be supported.

The online interview booking window will be between **Monday 22 January 2024 to 4:00pm (UK time) on Wednesday 24 January 2024** on a first come; first served basis.

Applicants who have any problems booking an online interview slot should email [PaedsNRO](#).

16.2 Confirmation of booking

Once an applicant has booked their Online Interview, they will receive an automated 'Confirmation of booking' message in Oriel and a secondary automated message will be sent to their registered email address. If confirmation is not received, applicants should log into their Oriel account to confirm if the booking process was completed in its entirety.

If it doesn't appear that it has, please contact [PaedsNRO](#).

17. Online Interview

The online interview window will run between **Thursday 1 February 2024 to Friday 8 March 2024**.

Please note regions will select dates for the online interviews that they will be conducting, within the window dependent upon assessor and administrative availability. It does not mean there are interviews on each day of the window.

All online interview dates can be found on the [RCPCH website](#).

If an applicant is 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 an applicant is invited to the online interview and is unable to attend due to unforeseen circumstances or an emergency, they must contact the region directly to ascertain whether alternative arrangements can be made. It is important to note that alternative arrangements cannot be guaranteed.

17.1 Online Interview Format

All online interviews will be a two station multi scenario format performed online via Qpercom. Each station will be 20 minutes in length and the whole process should last 45 minutes overall.

Prior to the online interview date, applicants should ensure they have a secure and stable internet connection, and their PC device works with video and microphone enabled with the video-conferencing platform. Applicants will be asked to demonstrate, using their camera, that no one else is in the room and no other electronic devices are present.

Two clinicians will interview in each station and score the applicant independently.

17.2 Online Interview Domains

Applicants will be assessed, on the following domains in relation to their clinical experiences to date and their understanding of issues relevant to working in the NHS:

1. Communication
2. Career Motivation
3. Reflective Practice
4. Paediatric Clinical Reasoning Question

Each scenario will last up to 10 minutes.

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. All final marks are agreed on the day by the interviewers, lay chair and Clinical Lead.

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 5 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:

- Please could you briefly describe a significant clinical event you were involved in or observed and discuss your learning from it?
- How do you use similar reflective practice in your daily work?

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 Appointability and VETO

For an applicant to be deemed appointable for offers, they need to score a **minimum of 88 out of 160** in the online interview.

17.3.1 Serious Concerns & Low Scores of 25%

Applicants can score above the national cut-off and still be non-appointable because of serious concerns identified during the interview and individual station low scores of 25% or below. Applicants deemed non-appointable will not be considered for appointment in any region.

- 'Serious concerns' indicated on the scoresheet on any station by either or both assessors (Serious concerns will only be indicated, if an applicant's response to a scenario highlights genuine patient safety issues, probity concerns or behaviours that could not be easily modified in their early training.)
- Low scores of 25% or below (or next highest denomination based on scoring structure) on any station by either or both assessors.

A discussion between the assessors and the Clinical Lead will take place for any applicants who has the above raised before a final decision is made.

17.4 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 an applicant is made an offer, they will need to respond to this on Oriel.

Applicants will be ranked in a single national list based on their performance at their online interview. Offers are made in rank order based on their national ranking.

Tied ranks occur when applicants achieve the same total overall score. The order used to achieve an applicant's unique ranking will be confirmed to applicants at a later date.

The first wave of offers will be sent out by PaedsNRO on **Tuesday 19 March 2024 by 5:00pm (UK time)**. Please do not contact PaedsNRO about offers prior to this date, as it could delay the release.

Applicants will be given 48 hours (exclusive of weekends) to respond to an offer and have the option to accept, decline or hold.

If an applicant fails to respond to an offer within the 48-hour window, the offer will expire, and the applicant will be deemed to have declined the offer.

Please note, if an applicant finds themselves in this position, PaedsNRO are only able to reinstate the *application status* back to 'Interview Complete', so the applicant can be included in the upcoming offer recycles. PaedsNRO are however, unable to reinstate the original *offer*.

Once an applicant accepts a post, they will not receive any further offers from any other specialties within the same recruitment round.

Offers that are declined will be recycled and offered in rank order to other applicants.

Only one offer can be held at any one time, across all specialty applications in the same recruitment round. If an applicant is already holding an offer, and try to hold another offer, the original held post will be automatically declined by the system.

Please note, the above situation is irreversible, and we will be unable to reinstate the *declined* offer.

If an applicant chooses to hold an offer, they can hold this up until **1.00pm (UK time) on Thursday 4 April 2024**.

Before this deadline, applicants 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 the status to 'Offer declined'.

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, applicants will have the ability to rank preferences for training programmes and geographies within their allocated cluster. If an applicant ranks highly enough to be made an offer, this will be made to the highest ranked preference that is available when their rank is reached. If they are happy with this offer, they can choose to simply accept it.

However, if an applicant would prefer the option of a higher ranked preference, should they become available, they 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 Tuesday 9 April 2024**.

If an applicant opts in to upgrading and a higher preference offer becomes available, subject to their ranking, the upgrade will be automatic. They will be placed in the higher preference post *without* PaedsNRO making any further contact with them and they *will not* be given 48 hours to decide whether they 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 an applicant has been upgraded, they will be contacted via an automated email message with confirmation. 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 a higher preference becomes available at a later date.

Upgrading of offers will not continue beyond the stated upgrade deadline, even if a preferred post becomes available later. Vacant posts will be offered to the next eligible applicant who have preferenced the post and who has yet to receive an offer, not to applicants who have already accepted a post. This can include new or additional posts submitted to PaedsNRO after the upgrade deadline.

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 **Tuesday 9 April 2024**.

Applicants will not be able to make changes to their preferences once the upgrade deadline has passed.

19. References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. Applicants are required to give details of three referees who have supervised their clinical training in the last 2 years.

Obtaining references is an applicant's responsibility.

The deadline for submitting references on Oriel is **at 16:00pm on Wednesday 17 April 2024**.

Once the deadline for submission of references to Oriel passes, the responsibility then moves to the employing organisation when they complete all pre-employment checks. Any outstanding references will be requested by the employing organisation; they will contact the referee directly. It is not the responsibility of PaedsNRO or the region where the 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 the nominated referees when an applicant accepts or accepts with upgrades an offer of Paediatrics training. To ensure that the requests are not blocked or filtered by a referees' email providers applicants should inform their referees to add noreply@oriel.nhs.uk to their email address list.

19.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriel. Applicants will be advised, via their Oriel portal, when a referee has submitted a reference.

19.3 Changing a Nominated Referee

For any references that have not yet been submitted applicants are able to update the details of or, change their, nominated referees. However, if a referee has already submitted a reference, applicants will not be able to make any changes to their details.

If the email address against a referee is changed, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

20. Feedback

Applicants will be given feedback throughout the recruitment process and will not need to make a formal request to receive it.

Applicants that are rejected at the longlisting stage will be advised of the reason 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.

An applicant's overall scores feedback will be published in Oriel account against the ST1 Paediatrics application up to 5 working days after the initial offer date. This will include interview score and shortlisting score.

Detailed guidance on how to locate or view these scores is contained in the [Oriel Applicant User Handbook](#).

All applicants will receive their scoresheets within 20 working days of initial offers. We ask for consideration to be given to PaedsNRO staff by applicants in busy periods as their scoresheets could take longer to receive. Applicants are advised to add feedback@qpersoft.com to their safe senders list to prevent scoresheets being sent to their email junk/spam folder.

If applicants do not receive their scoresheet, they will need to contact [PaedsNRO](#) to request them.

There is no further feedback that can be provided after score sheets have been requested.

21. Offers of Employment & Pre-Employment Checks

The offer and allocation of a Training Programme referred to above is **NOT** an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. An offer of employment will include the name of the employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable.

Information regarding pay, hours, sick pay, and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available from NHS Employers. Individual region websites may also provide additional local information and links to individual employer websites.

The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration, and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the region needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identify, registration and qualifications and right to work for example) may also be undertaken by the region during the recruitment process.

22. Complaints Procedure

All national recruitment offices use a nationally agreed process for handling complaints about recruitment. If an applicant feels their application has not been managed correctly and has evidence of a failure in the process, they 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 2024](#).

22.1 Raising Concerns

Applicants wishing to raise concerns about any part of the recruitment process, where this falls outside the scope of the complaints policy should forward these, in confidence to [MDRS](#).

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.