

Applicant Guidance

Paediatric Training (ST3)

Round 2

August 2024

Contents

1.1 Evaluation of the Recruitment Process	5
2. Application Window	5
3. Communications Regarding an Application	5
4. Preferencing	6
5. Deferment of Start Date	6
6. Flexibility in Deployment of Trainees (UK).....	7
6.1 Special Circumstances.....	7
6.2 Offer Exchanges/Enhanced Preferencing.....	7
6.3 Adjustments under the Equality Act 2010	8
7. Right to work in the UK	8
8. Fitness to Practise	9
9. Reapplication to Specialty Training	9
9.1 Support for Reapplication to Specialty	9
9.2 Support for Reapplication to Specialty Training in a Different Region	9
10. Document Upload	10
11. Longlisting – Eligibility Requirements.....	10
11.1 GMC registration	11
12. Evidence of Specialty Competence	11
12.1 Specific Neonatal and General Paediatric experience.....	12
13. MRCPCH requirement.....	13
14. Shortlisting	14
15. Invitation to Online Interview.....	14
15.1 Booking an Online Interview	14
15.2 Confirmation of booking	15

16. Online Interview	15
16.1 Online Interview Format	15
16.2 Online Interview Domains	16
16.2.1 Communication Scenario	16
16.2.3 Reflective Practice	16
16.2.4 Clinical Thinking	17
16.2.5 Governance & Leadership.....	17
16.3 Appointability and VETO	17
16.4 Serious Concerns & Low Scores of 25%	18
16.5 Observers on the Online Interview	18
17. Offers.....	18
17.1 Upgrading of Offers	19
17.2 Offer Exchanges/Enhanced Preferencing.....	20
18. References.....	20
18.2 Completing a Reference	21
18.3 Changing a Nominated Referee	21
19. Feedback.....	21
20. Offers of Employment & Pre-Employment Checks	22
21. Complaints Procedure.....	23
21.1 Raising Concerns.....	23

1. Introduction

The Paediatrics National Recruitment Office (PaedsNRO), part of NHS England (formerly Health Education England) working across the Midlands co-ordinates the nationally agreed process for recruitment to **ST3 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 ST3 Paediatric Training normally takes place once per year for an August/September intake, however there is now also a February/March intake. All dates and deadlines relating to 2024/2025 recruitment activity are available on the [RCPCH website](#).

All submitted applications for ST3 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 ST3 Paediatric Training - applications are assessed by the demonstration of competences as outlined in the [2024 Person Specification](#).

For an ST3 Paediatric Training post an applicant will make one application for *all* participating regions, namely NHS England (NHSE) (formerly Health Education England (HEE)), NHS Education for Scotland (NES), Northern Ireland Medical & Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW).

Applicants will be considered for appointment across the whole of the UK (based on their performance and rank). This method is known as Single Transferable Score (STS) as applicants are not restricted to being considered for appointment in a single specific region. The STS system is designed to maximise opportunities for successful appointment.

Applicants are advised to refer to both the [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 ST3 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 15 November 2023, by 5:00pm (UK time)**.

Applications will be accepted from **10.00am (UK time) on Thursday 16 November 2023** until **4.00pm (UK time) on Thursday 7 December 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 via Oriel.

PaedsNRO cannot take responsibility for applicants missing messages sent via Oriel. Applicants should 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 regional programme preferences.

Applicants will be able to rank their preferences via Oriel from **9:00am (UK time) on Friday 1 March 2024 to 4:00pm (UK time) on Wednesday 10 April 2024**. Please note, this date can be subject to change – applicants will be informed of any change via an e-mail direct from Oriel and a message will be posted on the RCPCH website.

From this date, applicants will be asked to indicate their preferences from all ST3 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 should 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*. ST3 Paediatric Training Programmes are available for an indicative 5-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 ST3 Paediatric Training Programmes that are preferred in an applicant's 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 dates 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 applicants wish to request a deferment to their start date, they must declare this on the application form. If an offer is accepted, applicants should contact their recruiting NHSE 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 Oriel application form and complete the special circumstances application form (available from the [NHS England Specialty Training website](#)) and forward this, together with the appropriate supporting evidence as a single scanned document by email to [MDRS](#) as soon as their 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, they 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 17.2).

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. They will be closed between offers algorithms and release of offers (see section 17).

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 Oriel via the Document Upload dashboard as “Supporting evidence” and attached to the application form at the point of application.

Adjustments cannot be guaranteed if evidence is provided late, and no adjustments can be made on the day of the assessment.

PaedsNRO will be unable to review requests if supporting evidence is not provided.

Once applicants have booked a slot for an online interview, PaedsNRO expects the applicant to forward any reasonable adjustment requests to the 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.

Please note that medical practitioners are now part of the Shortage Occupation List, and the Health and Care visa route is available to medical and dental practitioners. For applicants who require sponsorship, it is important to be aware of the [guidance from the UK Home Office](#).

8. Fitness to Practise

Applicants who answer yes to any of the Fitness to Practise questions on the application form must complete a form (see link below) and submit it to [PaedsNRO](#) together with further supporting information, if applicable.

Forms are available [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.

9. 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:

9.1 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 must 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.

9.2 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 NHSE 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 must 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.

10. 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 the 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 adhered to.

IMPORTANT: Applicants are advised to not upload anything other than the required documents to support the longlisting process.

11. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national [ST3 Person Specification \(2024\)](#).

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 their 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.

11.1 GMC registration

Although GMC registration is not an essential longlisting criterion at application stage, we would like to remind applicants that 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.

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 absolute latest to begin an application), 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 also then have 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).

11.2 Consultant named posts

Applicants must not already hold, nor be eligible to hold, a CCT/CESR in Paediatrics and/or must not currently be eligible for the specialist register in Paediatrics.

If your employment history lists posts as a 'Consultant' in Paediatrics, we will need written confirmation from the GMC stating that you are not eligible to hold a CCT/CESR or be on the specialist register. Alternatively, you will be required to provide supporting evidence to confirm this experience was not at Consultant level and that you were supervised during this period.

12. Evidence of Specialty Competence

It is an essential eligibility requirement that applicants hold the appropriate level of Paediatric competences for the post to which they are applying by the start date of the post, which will be August/September 2024.

In order to be eligible for an ST3 post, applicants will need to be able to demonstrate that they hold competences equivalent to those undertaken by someone who has completed ST1 and ST2 of the UK paediatric training programme.

There are three ways applicants can demonstrate that they possess ST1 and ST2 competences:

- **Currently a UK paediatric trainee:** Applicants who are currently in a UK-approved paediatric training programme (NTN holder) and are on track to obtain a satisfactory ARCP outcome for their ST2 post. Applicants will be required to submit their most recent ARCP evidence at the point of application (via Oriel). Applicants will also be required to provide evidence of completion of ST2 capabilities, prior to commencing an ST3 post.
- **Already completed UK paediatric training up to and including ST2:** Applicants who have completed ST1 and ST2 in a UK approved paediatric training programme by intended start date of the post (August/September 2024) and have evidence of a satisfactory ARCP outcome. Applicants will be required to submit ARCP evidence at the point of application (via Oriel).
- **Anybody who is not covered by the above:** Applicants who do not fall in any of the above categories will be required to demonstrate that their experience to date has enabled them to successfully complete competences equivalent to those of a trainee in a UK approved paediatric training programme for Level 1. Applicants will need to provide evidence at the point of application (via Oriel) by submitting a fully completed Certificate of Completion of Core Paediatric Training Capabilities 2024. This form can be found [here](#).

No other form of evidence will be considered. It is possible to submit competences across two Certificate of Completion of Core Paediatric Training Capabilities 2024 forms, if it is not possible to get all competences signed off by one consultant.

Where evidence is not found to be satisfactory, applicants will not be considered eligible and will be rejected at the longlisting stage.

Applicants who are unsure as to whether they can provide evidence of previous training should contact the [PaedsNRO](#) office for further assistance.

12.1 Specific Neonatal and General Paediatric experience

Applicants to ST3 must have at least 6 months general paediatric and 6 months neonatal experience. This includes all experience including locum and non-NHS experience.

Neonatal experience should be from time working on a Neonatal Intensive Care Unit. In general, this should be a level 3¹ unit (or equivalent) that treats babies of all gestations but experience from a level 2² unit (or equivalent) can be considered, provided they have gained the following skills and competencies:

- Vascular access and intubation of a term or prematurely born baby and managing complications
- Managing resuscitation of term born babies and independently initiating resuscitation effectively of both term and preterm births
- Appropriate neonatal life support qualifications (such as NLS, NRP or equivalent)
- Experience of attending deliveries for babies of all gestations including very preterm babies and being able to independently support stabilisation of such babies.

Applicants must also have at least 6 months experience of working in General Paediatrics, during which they have gained the following skills and competencies:

- Management of inpatient common general paediatric conditions
- Attendance at the emergency department to assess children and young people
- And experience of initiating emergency and resuscitation care
- Experience in Safeguarding is mandatory.

Evidence will need to be provided via the Certificate of Completion of Core Paediatric Training Capabilities 2024 form and signed off by a consultant, in addition to being highlighted within the employment history section of the Oriel application form.

If the applicant has any doubts about their ability in this domain, we suggest discussing their training needs with their educational supervisor and training programme director if appointed, ideally before commencing the post.

13. MRCPCH requirement

Applicants must hold two out of the three written MRCPCH examination papers (Foundation of Practice, Theory and Science, Applied Knowledge in Practice) by first initial offer date. Please note that written exams are only valid for 7 years without completing the full MRCPCH. As such any exams that will be more than 7 years old by the start date of the post will not be accepted.

There are **no equivalent examinations** that will be considered for entry into Paediatric specialty training. Applicants who are unable to meet the above essential MRCPCH requirements at the time of application will not be considered eligible and will be rejected at the longlisting stage. Applicants with pending results will also be rejected at the longlisting stage.

¹ Level 3 – a unit that treats babies of all gestations and often has associated specialist units, such as paediatric surgery.

² Level 2 – a unit that treats babies from 27 weeks onwards and provides short-term ventilation for up to 2 days.

14. Shortlisting

At the 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 35. Total score is therefore 70.

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.

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 an 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 ST3 application on Oriel and selecting "Shortlist"**
- **Upon request, applicants can request confirmation of their rank.**

15. 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](#).

15.1 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 19 February 2024 to Wednesday 21st February 2024 at 4:00pm UK time** on a first come; first served basis.

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

15.2 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.

16. Online Interview

The online interview window will run between **Tuesday 5 March 2024 to Friday 8 March 2024**.

Please note - there will not be interviews on every day of the window for this level.

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.

16.1 Online Interview Format

All online interviews will be a two station multi scenario format performed online via Qpercom. Each station will be 17 minutes in length and the whole process should last 55 minutes overall.

Prior to the online interview date, applicants will receive information regarding how to log into the Qpercom system and a walkthrough video will be available to be able to see how the system works and looks. Applicants will be expected to log in before their interview date to complete a compatibility test on their device for the Qpercom system.

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

16.2 Online Interview Domains

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

1. Communication **Scenario (20 marks per Assessor, 10 mins)**
2. Reflective practice **(15 marks per Assessor, 7 mins)**
3. Clinical thinking **(20 marks per Assessor, 10 mins)**
4. Governance & Leadership **(15 marks per Assessor, 7 mins)**

N.B. Two clinicians will interview in each station and score the applicant independently. The total score for the interview will therefore be out of **140 marks**.

At the end of each day of online interviews, all scores awarded during the day are reviewed by the panel, the Recruitment Lead and Clinical Lead, and any significant discrepancies in scores between assessors are highlighted and discussed. Where discrepancies in scores are deemed to be justified – specifically, each assessor has scored consistently within set scoring parameters – the score will remain unchanged; where deemed not to be justified, the score is amended. An amendment is a reasonably rare occurrence, given assessors are trained to score consistently.

16.2.1 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.

16.2.3 Reflective Practice

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 start the station by asking 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.

16.2.4 Clinical Thinking

This station is designed to assess applicants' situational judgement and clinical problem-solving skills. Applicants will be given a scenario verbally, by one of the assessors. The assessors will then ask applicants to describe how they would manage and progress through the given situation in the scenario. Applicants will be asked a series of follow up questions as appropriate. The clinical content of the scenario will be commensurate with a doctor in training at the level applied for.

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

16.2.5 Governance & Leadership

This interview question is designed to assess the applicant's awareness and understanding of the role of governance in the workplace along with their ability to lead and manage related situations, commensurate with a doctor in training at the level applied for.

The scenario given may not be directly clinical and instead could concern staffing, patient management, complaint handling etc. Applicants will not be given any material to read ahead of this part of the interview and will be presented with the scenario verbally by the assessors.

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

16.3 Appointability and VETO

For an applicant to be deemed appointable, they need to score a **minimum of 77 out of 140** in the online interview.

16.4 Serious Concerns & Low Scores of 25%

Applicants can score above the national cut-off and still be vetoed out of the process for serious concerns and low scores of 25%. Vetoed applicants 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 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.

16.5 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.

17. 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 an applicant's national ranking.

The first offers will be sent out by PaedsNRO by **5:00pm UK time on Tuesday 11 April 2024**. 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, it can be held up until **1.00pm (UK time) on Tuesday 23 April 2024.**

Before this deadline, applicants must 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.

17.1 Upgrading of Offers

Up to the offers stage, applicants will have the ability to rank preferences for training programmes and geographies within the 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 **1.00pm (UK time) on Wednesday 24 April 2024**.

If an applicant opts in to upgrading and a higher preferred 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 to inform them of this. Details of the upgrade made will be available in the Oriol System.

Once the upgrading deadline has passed, no further upgrades will be offered, even if one of the higher preferences become 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 preferred 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.

17.2 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 **1.00pm (UK time) on Wednesday 24 April 2024**.

18. 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 1 May 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.

18.1 Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to the nominated referees when an offer of Paediatrics Training is accepted or accepted with upgrades. To ensure that the requests are not blocked or filtered by the referees' email providers, it is strongly advised to inform all referees to add noreply@oriel.nhs.uk to their email whitelist.

18.2 Completing a Reference

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

18.3 Changing a Nominated Referee

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

19. 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 the invites to interview have been 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 against the ST3 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.

20. 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. The 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.

21. 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 [Medical Specialty Recruitment Applicant Guidance](#).

21.1 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.