

ST1 Paediatrics Applicant Guidance

Round 1 August/September 2025



Contents

ST1 Paediatrics Applicant Guidance	1
Contents	2
1.1. Who are PAEDSNRO and what do we do?	4
1.2. One national application and single transferable score	4
1.3. Timeline	5
2. Application on Oriel	6
Part 1 (Oriel Application Form)	6
2.1. Contact Information	6
2.2. Right to work in the UK	6
2.3. Employment history	7
Part 2 (Oriel Application Form)	8
2.4. Reapplication to Specialty Training	8
2.5. Support for Reapplication to Specialty	8
2.6. Support for Reapplication to Specialty Training in a Different Region	8
2.7. Flexibility in Deployment of Trainees (UK)	9
2.7.1 Special Circumstances	9
Part 3 Supporting information (Oriel Application Form)	10
3. Longlisting	10
3.1 Assessment of Foundation Competency	10
3.2 GMC registration	13
4. Shortlisting	13
5. Preferencing	14
5.1. Deferment of Start Date	15
5.2. Document Upload	15
6. Invitation to Online Interview	15
6.1. Booking an Online Interview	16

6.2.	Adjustments under the Equality Act 2010	16
6.3.	Confirmation of booking	17
6.4.	Online Interview Format	17
6.5.	Online Interview Domains	17
6.6.	Appointability	19
6.7.	Observers present during the Online Interview	20
7.	Offers	20
7.1.	Upgrading of Offers	21
7.2.	Offer Exchanges/Enhanced Preferencing	22
8.	References	22
8.1.	Reference Requests	23
8.2.	Changing Your Nominated Referee	23
9.	Feedback	23
10.	Offers of Employment & Pre-Employment Checks	24
11.	Complaints Procedure	25
12.	Raising Concerns	25

1.1. Who are PAEDSNRO and what do we do?

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

PaedsNRO is available during the office hours of **Monday to Friday 09:00am to 17:00pm (UK BST/GMT)**. Our contact email address is england.paedsnro@nhs.net.

PaedsNRO understand the importance of the selection process for an applicant's future career pathway. We would like to politely 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.

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 your future training such as success in professional examinations and ARCP outcome data as you progress through training.

1.2. One national application and single transferable score

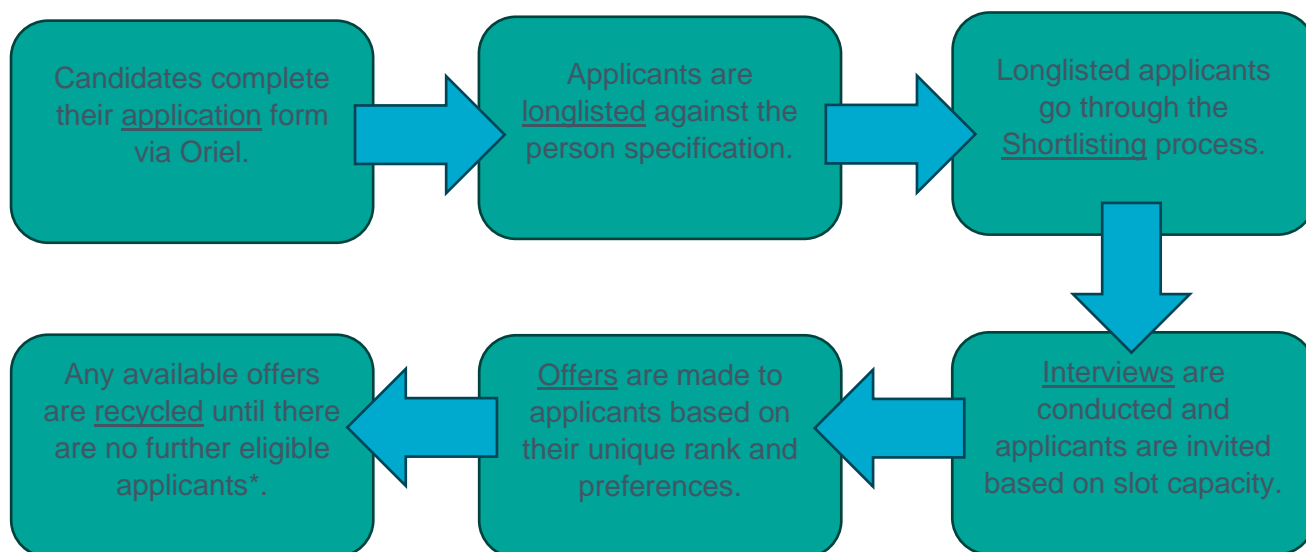
The selection process allows applicants to demonstrate their abilities and suitability for ST1 Paediatrics Training - applications are assessed by the demonstration of competences outlined in the [Person Specification](#).

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 2025/2026 recruitment activity are available on the [RCPCH website](#).

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.

The Paediatric recruitment process is as follows:



1.3. Timeline

ST1 Recruitment for August/September 2025	
Advert appears (by 5pm)	Wednesday 23rd October 2024
Applications open (10am)	Thursday 24th October 2024
Applications close (4pm)	Thursday 21st November 2024
Shortlisting Window Opens	Wednesday 18th December 2024
Shortlisting Window Closes	Friday 10th January 2025
Invite to Interview & Applicant Declaration	Monday 20th January 2025
Deadline for Interview Booking & Applicant Declaration (10am)	Wednesday 22nd January 2025
Interview window opens	Thursday 30th January 2025
Interview window closes	Friday 7th March 2025
Offers Released (by 5pm) *	Tuesday 18th March 2025
Hold Deadline (1pm)	Thursday 3rd April 2025
Upgrade Deadline (4pm)	Tuesday 8th April 2025
Paperwork must be submitted by	Wednesday 16th April 2025

*Offers 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

2. Application on Oriel

The application form is available on the Oriel system. Applicants can access the Oriel user guide [here](#) for detailed information on the application. This can be found via the Oriel resource bank.

Applicants are advised to refer to both the [Oriel Applicant User Handbook](#). (For general guidance on how to navigate Oriel and technical help with the on-line application form) and the [Medical Specialty Recruitment website](#) (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.

Advertisements will appear on the Oriel recruitment system on **Wednesday 23rd October 2024**. Applications will be accepted from **10:00am (UK BST) on Thursday 24th October 2024** until **16:00pm (UK GMT) on Thursday 21st November 2024**. Applications must be made through the Oriel system; applications will not be accepted in any other way. Oriel can be accessed [here](#).

Part 1 (Oriel Application Form)

The application form is set up in a particular order, for the first part of the application form, which is the personal section, this includes contact information, equality and diversity information and employment history. Below is further information for some of the sections to help guide applicants.

2.1. Contact Information

Contact regarding applications will be via Oriel. Applicants are to ensure the most up to date email address is put into this section. If there are any changes to your email address this can be updated during the recruitment process. If you are using an academic/work email, please ensure emails are not blocked with your IT team.

It is recommended that applicants regularly check their Oriel account throughout the recruitment process to make sure they do not miss any information that is sent out via Oriel. Applicants are advised to add noreply@oriel.nhs.uk to their safe senders list to prevent notification messages being sent to the email junk/spam folder of their inbox. PaedsNRO cannot take responsibility for applicants missing messages sent via Oriel.

2.2. Right to work in the UK

All applicants are 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](#). PaedsNRO cannot give advice on whether your specific immigration status makes you eligible, how you can change your status or how to apply for different types of visa.

2.3. Employment history

All applicants should fill out their employment history when completing their application. When completing the employment history section of the application form, all previous clinical experience should be declared; this includes experience inside and outside of the UK, in both training and service posts. Applicants should also ensure that they detail any time spent out of work to ensure that there are no unexplained career gaps.

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

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.

Failure to complete an employment history is tantamount to not fully completing the application form. Applicants who do not complete their employment history will be longlisted out.

It is not possible for an application to be amended after submittance; this includes the employment history. Please ensure that all information provided is correct and accurate. 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.

Part 2 (Oriel Application Form)

This part of the application form covers Training History/Previous training details, References, Fitness to Practice, Competences/Eligibility and Declarations. The information below is supplementary information to the questions in this section.

2.4. 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, the information below needs to be considered.

2.5. Support for Reapplication to Specialty

If applicants have previously resigned or been removed from a Training Programme in **any** specialty, 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 includes if applicants have/or:

- This includes applicants who have resigned from a training programme with satisfactory ARCP outcomes
- ARCP outcome 4 at ARCP then they are deemed to have been released from training.
- ARCP outcome 3 and did not take an extension to training, they will also be considered to have been released from training.

This evidence **must** be uploaded to an applicant's Oriel account 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, in 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.

2.6. 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. They 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.

2.7. Flexibility in Deployment of Trainees (UK)

There are formalised processes to assist applicants to train in desired locations.

2.7.1 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 Anaesthetics 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.
- **Criterion 3** – the applicant is in the process of adopting a child where there is a requirement to remain in the current location

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 [Medical Specialty Training site](#)) 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.

Full details can be found [here](#).

Part 3 Supporting information (Oriel Application Form)

This part of the application form covers experience, qualifications, and the questions used for Shortlisting. Applicants will be required to answer questions **at time of application**, it is not possible to amend answers after submission.

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.

3. Longlisting

All applications will be assessed against the essential criteria outlined in the ST1 Paediatrics Person Specification (2025) which can be found [here](#). 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

3.1 Assessment of Foundation Competency

Applicants to CT1/ST1 training programmes are required to provide evidence of having met the UK Foundation Programme competences, or equivalent. Foundation competency can be demonstrated in any of the following ways:

- Applicants that are **currently undertaking the UK Foundation Programme** are not required to provide any further evidence at the time of application but will be required to provide a Foundation Programme Certificate of Competence (FPCC) to the employer and the NHS England Local Office/Deanery on completion of training and prior to commencement in post.
- Applicants who have successfully **completed the UK Foundation Programme no earlier than 3½ years prior to the advertised start date for the post** are required to upload their FPCC to their application form, at the time of application submission.
- Applicants who are **currently undertaking a specialty training programme and are in possession of a National Training Number (NTN) or Deanery Reference Number (DRN)** will be considered to have had their Foundation competences assessed on entry to specialty training and therefore do not need to confirm this again. Applicants applying directly from specialty training do not need to provide any further evidence at the time of application.
- Applicants who are applying for a **specialty where they have previously held a National Training Number (NTN) or Deanery Reference Number (DRN) where they voluntarily resigned from the training programme before completion** are required to upload evidence of satisfactory progress with training, prior to resignation,

in the form of ARCP documentation. This can only occur where the specialty being applied to is the same as the specialty that the applicant was previously training in and where progression through training was satisfactory.

- Applicants who have **not completed a UK Foundation Programme within the 3½ years prior to commencement of the post** and who are not already in specialty training at the time of application will be able to submit a **Certificate of Readiness to Enter Specialty Training**. The submitted CREST form **must be** the most recent version of the CREST form (2024 version) **and** the post that has been assessed as delivering equivalence of Foundation competence **must** have been undertaken in the 3½ years prior to the post to which the applicant is applying.

The 2024 CREST form was updated in September 2024 to include an applicant checklist. Either version of the 2024 CREST form (last updated 2023 or 2024) will be accepted for 2025 recruitment rounds.

New CREST functionality has been added to Oriel meaning that applicants can only submit one CREST per recruitment round. This single CREST will be used across all applications where it is indicated that a CREST is required.

The initial academic round in England is linked to Round 1 for CREST review meaning that any CREST submitted in the academic round will also be used for applications submitted in Round 1 of the same recruitment year.

- 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 not eligible to apply for specialty training using a Certificate of Readiness to Enter Specialty Training. Applicants in this category 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, for example due to personal illness or family caring responsibility, applicants can provide a letter written and signed by the Postgraduate Dean where previous training took place. This letter **must use the form of the standard proforma** and be uploaded to the application form and **must** include the following information:
 - The dates of the previous training
 - Confirmation of the reasons why the applicant previously resigned, was removed from or relinquished their post in the training programme.
 - Confirmation that the applicant has met the requirements and/or demonstrated the competencies 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 their Oriel application**. Only the 2024 CREST will be accepted; forms from previous recruitment years **will not** be accepted.

The 2024 CREST form was updated in September 2024 to include an applicant checklist. Either version of the 2024 CREST form (last updated 2023 or 2024) will be accepted for 2025 recruitment rounds.

New CREST functionality has been added to Oriel meaning that applicants can only submit one CREST per recruitment round. This single CREST will be used across all applications where it is indicated that a CREST is required.

The initial academic round in England is linked to Round 1 for CREST review meaning that any CREST submitted in the academic round will also be used for applications submitted in Round 1 of the same recruitment year.

Applicants will have two opportunities to provide a satisfactory CREST. Once at time of application, and one further opportunity during longlisting should the submitted CREST be found unsatisfactory. No further opportunities will be provided. It is the responsibility of the applicant to ensure that the CREST is completed satisfactorily and in full prior to submission.

Applicants will not be given the opportunity to upload a CREST if they answer the questions in the application form incorrectly.

Applicants who answer the CREST questions incorrectly and do not submit a form will be longlisted out and will **not** be given an opportunity to submit one later.

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 an equivalent 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 Anaesthetics training application will be rejected.

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.

- **Refugees** are advised to contact the recruiting organisation for further guidance. Where a refugee has worked in clinical practice in the UK that would meet the requirements for completion of a Certificate of Readiness to Enter Specialty Training (CREST), the expectation is that a CREST will be provided. For those with no clinical employment in the UK, alternative ways of demonstrating competence should be discussed and agreed with the lead recruiter. Guidance should be sought from the national Medical and Dental Recruitment and Selection (MDRS) team, as appropriate.

3.2 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).

4. 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 **25**. The Total score is therefore **50**.

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.

IMPORTANT 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

5. 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 **10:00am (UK GMT) on Monday 10th February 2025** (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 **23:59pm (UK GMT) on Monday 17th March 2025**.

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 preferenced in an application will be used to make an offer, subject to the successful completion of the selection process.

Please be reminded that the recruitment process is competitive with more applicants applying than posts available.

5.1. Deferment of Start Date

Deferments to start dates will only be considered on statutory grounds as stated in the [Gold Guide](#). 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 applicant accepts an offer they should contact their training region's NHS England Local Office, NES, NIMDTA or HEIW as soon as possible regarding the deferment. PAEDSNRO are not responsible for deferments to start dates.

5.2. Document Upload

As applicants progress through the recruitment process, they may be required to upload additional evidence to their application on Oriel 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 the document is uploaded to the correct section,
- upload the document as one single upload and not as multiple pages where possible.
- ensure 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 not to upload anything other than documents to support the longlisting process.

6. Invitation to Online Interview

The online interview window will run between **Thursday 30th January 2025 to Friday 7th March 2025**.

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.

6.1. Booking an Online Interview

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

When booking an online interview slot, it is strongly recommended to avoid booking from a mobile device or on 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 is from **Monday 20th January 2025 to Wednesday 22nd January 2025**. Slots will be available on a first come, first served basis.

Applicants who incur any problems whilst booking an online interview slot should email [PAEDSNRO](#) immediately.

6.2. 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 interviews provided these are made known in advance. Applicants who require adjustments for their interview (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.

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

When booking interview slots, applicants are advised to add detail of their reasonable adjustments as a confirmation on their online booking notes. Failure to provide this information

in your booking notes may result in PaedsNRO not being able to accommodate your adjustment.

Any additional adjustment requests, not already in your application form, need to be reviewed by PaedsNRO, applicants will need to write to PaedsNRO at england.PaedsNRO@nhs.net.

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.

If applicants would like their assessors to be aware of the reasons for the reasonable adjustment requests, they will need to let the lead contact of the region that is conducting their interview know when they contact them.

6.3. Confirmation of booking

Once applicants have 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 this confirmation is not received, applicants are advised to log into their Oriel account to confirm if the booking process was completed in its entirety.

6.4. 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.

6.5. 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 **(40 marks total)**
2. Career Motivation **(40 marks total)**
3. Reflective Practice **(40 marks total)**

4. Paediatric Clinical Reasoning (40 marks total)

Each domain 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.

6.5.1. Communication (10 minutes, 20 marks per assessor)

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.

6.5.2. Career Motivation (Portfolio) (10 minutes, 20 marks per assessor)

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 examples used in their 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.

6.5.3. Reflective Practice (10 minutes, 20 marks per assessor)

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

6.5.4. Paediatric Clinical Reasoning (10 minutes, 20 marks per assessor)

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.

6.6. Appointability

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

Applicants can score above the national cut-off and still be vetoed out of the process for serious concerns around behaviour, performance, and dangerous decisions. 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 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.

6.7. Observers present during the Online Interview

As well as two assessors, there may be observers during an interview. These include Lay Representatives, external assessors from the RCPCH and future assessors taking part in training. These roles are to ensure that quality, consistency, and standardisation is present throughout the interview process.

Only the two assessors will take part in scoring the applicant. Observers have no role in the assessment of an applicant nor in deciding the appointability of an applicant at any stage of the process.

7. 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 overall score. The applicants' unique rank will be achieved in the following order:

1. Overall score
2. Communication and Career Motivation
3. Reflective Practice and Clinical Thinking
4. Listening Skills and Non Verbal Communication
5. Verbal Communication Skills
6. Shortlist score
7. Escalation
8. Team work or Leadership
9. Significant Achievement
10. Learning and role in candidates chosen event

The first wave of offers will be sent out by PaedsNRO on **Tuesday 18th March 2025** by **5:00pm (UK GMT)**. 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.

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 GMT) on Thursday 3rd April 2025**. 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

For further information, please refer to the Medical Specialty Recruitment website page on [Offers](#).

7.1. 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 **16:00pm (UK GMT) on Tuesday 8th April 2025**.

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.

7.2. Offer Exchanges/Enhanced Preferencing

There is increased applicant flexibility for upgrading of offers as described in *Upgrading of Offers*. 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 Upgrade deadline at **16:00pm (UK GMT) on Tuesday 8th April 2025**

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

8. 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 the applicant's responsibility.

The deadline for submitting references on Oriel is **at 16:00pm (UK GMT) on Wednesday 16th April 2025.**

It is not the responsibility of PaedsNRO or the region where an applicant's 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.

Once the deadline for submission of references on Oriel passes, the responsibility then moves to the employing organisation; any outstanding references will be requested from the referee by the employing organisation when they complete all pre-employment checks.

8.1. Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to an applicant's nominated referees when they accept or, accept with upgrades an offer of Anaesthetics training. To ensure that the requests are not blocked or filtered by their referees' email providers, applicants are strongly advised to inform their referees to add noreply@oriel.nhs.uk to their email whitelist.

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

Should a referee have any issues accessing the request, please contact PAEDNRO directly.

8.2. Changing Your 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 the reference, applicants will not be able to make any changes to their details.

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

9. 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.

10. 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 applicant's offer of employment will include the name of their 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. A framework for a written contract of employment for Anaesthetic specialty registrars is also available from the BMA. Individual NHS England Local Office, NES, NIMDTA or HEIW websites may also provide additional local information and links to individual employer websites.

The employing organisations 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 NHS England Local Office, NES, NIMDTA or HEIW 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 NHS England Local Office, NES, NIMDTA or HEIW during the recruitment process.

11. 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 have evidence of a failure in the process, they should explore this route.

Complaints should be made in line with the MDRS Complaints Policy and Procedures. This can be found within the [MDRS Complaints Policy page](#) on the Medical Training website. A Complaints Policy Submission form is also available on this page.

12. 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.