

Urology ST3 National Recruitment

2019 Applicant Handbook



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Introduction

The National Recruitment Office for ST3 Urology is Heath Education England - Yorkshire and the Humber. We are recruiting to ST3 posts behalf of England and all Devolved Nations (Scotland, Wales and Northern Ireland).

This handbook aims to provide applicants with information regarding all aspects of the 2019 Urology recruitment process.

General information about applying to specialty training posts is available on the [Specialty Training Website](#) and in the [Medical Specialty Recruitment Applicant Handbook](#). We recommend that all applicants read this document in full.

Timeline and Key Dates

Recruitment to ST3 Urology in 2019 will follow the timeline below:

Activity	Date(s)
Applications open	At 10am on Wednesday, 30 th January 2019
Application deadline	At 4pm on Wednesday, 21 st February 2019
Interviews	Thursday, 7 th and Friday, 8 th March 2019
Initial offers released by	By 5pm on Thursday, 25 th April 2019
Holding deadline	At 1pm on Wednesday, 1 st May 2019
Upgrade Deadline	At 4pm on Friday, 3 rd May 2019

Please note: all dates are subject to change at any time

Contact details

We have a recruitment helpdesk to assist applicants through the recruitment process. You can contact the recruitment helpdesk in the following ways:

By email: Urologyrec.yh@hee.nhs.uk We aim to respond to all emails within 48 working hours. However, please be aware that this may not always be possible.

By telephone (for urgent enquiries only): For urgent enquiries we have a telephone helpdesk, which is available between 10.00am and 4.00pm Monday to Friday. The Urology recruitment helpdesk number is 0113 887 1719.

Vacancies

Health Education England (HEE) is responsible for educating and training doctors, dentists, nurses and all healthcare professionals in England. Medical and Dental training programmes are managed locally by HEE's Local Offices. Training programmes in Northern Ireland, Scotland and Wales continue to be managed by Deaneries.

Vacancy numbers will be published on the [national Urology recruitment webpage](#). once confirmed.

LAT Vacancies

Recruitment to Locum Appointment for Training (LAT) posts in England ceased on 1st January 2016 for all specialties. Scotland, Wales and Northern Ireland may continue to recruit to LAT posts through this national recruitment process.

All vacancy numbers are indicative and are subject to change at any time.

Application

Applications will only be accepted through the [Oriel recruitment system](#). For further guidance on creating an account, registering and submitting your application using the system please refer to the Oriel Applicant Handbook which can be downloaded from the Oriel [Resource Bank](#).

Completing your application

The application form for Urology will open at 10:00 on 30th January 2019. Use the Vacancy Search tool to navigate to the national Urology vacancy and click “Apply”.

There are a number of sections within the application form:

- Personal Details
- Eligibility to Apply
- Fitness to Practise
- References
- Competences and Experience
- Employment History
- Evidence of Selection Criteria
- Supporting Information
- Equality and Diversity
- Declarations

Please complete all sections in full before submitting your application. Once you have submitted your application, the only sections you will be able to change are your personal details and your referee details.

Application Deadline

The deadline for submitting applications is **4pm, Wednesday, 21st February 2019**. After this time no applications will be accepted. **There will be no exceptions to this deadline.** You are advised to complete and submit your application at least 24 hours ahead of the deadline to allow for any unforeseen problems.

When you submit your application, you should receive an automatic confirmation email. If you do not receive this email within two hours you should check to ensure that you have successfully submitted your application.

Academic Benchmarking

Applicants that have applied for local Urology Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking must complete a National ST3 Urology application and be deemed appointable at interview.

(Applicants for local Urology Academic Clinical Fellowship (ACF) vacancies at ST1 will required to be benchmarked at the Core Surgical Training (CST) ST1 Interviews)

For more information about clinical benchmarking and the ACF process please see the [Medical Specialty Recruitment Applicant Handbook](#).

Eligibility and Longlisting

The eligibility criteria for ST3 Urology are listed in the [2019 Person Specification](#). It is an applicant's responsibility to demonstrate that they meet the eligibility criteria. All applications will be assessed against the eligibility criteria during longlisting. Any applications which do not meet the eligibility criteria will be longlisted out of the process and will not progress to the next stage.

By allowing applicants to progress to the interview stage, Health Education England DOES NOT accept or confirm that applicants meet all eligibility requirements. This includes immigration status, evidence of achievement of core competencies or equivalent, and requisite length of time in training as per the national [Person Specification](#). This list is not exhaustive, and is applicable to all eligibility criteria.

Applicants may still be withdrawn from the application process at any stage, including after the interviews have taken place, if the evidence pertaining to an eligibility criterion is found to be unsatisfactory.

GMC Registration and Licence to Practice

Applicants will need to hold full General Medical Council registration status and a current licence to practice by the time of appointment¹ (in most cases this will be 1st August 2019). You will be asked to confirm that you will meet this requirement on page 2 of your application form. Any offers made will be subject to you meeting this requirement by the time of appointment.

MRCS

Applicants must have successfully completed MRCS at the time of interview. If you are invited to attend an interview you must provide evidence that you have successfully completed MRCS when you attend.

If you have not successfully completed MRCS at the time of application, but are expecting results of a recent examination **by the interview date** you are eligible to apply. If you are invited to interview, you must bring evidence that you have passed ALL parts with you.

If you have not completed all parts of the exam by the interview date, you will be deemed as ineligible and as such must withdraw your application and are no longer able to attend the interviews.

¹ The time of appointment refers to the start date of the post to which you are appointed.

Assessment of Competency

Applicants must have achieved CT1 and CT2 competences in core surgery by the time of appointment. Core competence can be demonstrated in the following ways:

Applicants currently undertaking a UK/Irish Core Training Programme:

- If you are currently in a UK Core Surgical Training programme, you do not need to provide any further evidence at the time of application. However, any offer of a higher training post will be conditional on successful completion of core training. You will be required to provide a Core Training Certificate or evidence of satisfactory ARCP outcome to your employing Trust prior to commencement.

Applicants who have previously completed a UK/Irish Core Training Programme:

- If you have successfully completed a UK Core Surgical Training programme you are required to provide a Core Training Certificate or evidence of satisfactory ARCP outcome at the time of application. You must attach scanned or PDF copies of your Core Training Certificate or CT1 and CT2 ARCP outcomes to your application.

All other applicants:

- **If you have not completed or are not currently undertaking a UK Core Surgical Training Programme**, you are required to provide a Certificate of Readiness to Enter Higher Surgical Training at the time of application. A proforma can be downloaded from the Oriel [Resource Bank](#).
- **If you have previously completed a UK Core Training Programme but are unable to provide the evidence request above**, you are required to provide a Certificate of Readiness to Enter Higher Surgical Training at the time of application. A proforma can be downloaded from the Oriel [Resource Bank](#).

Scanned copies of each piece of evidence must be uploaded to your application as a single document.

Immigration/Right to Work

You must have the right to work as a doctor in training in the UK. Your application will be assessed based on your immigration status at the time of application.

Applicants requiring Tier 2 sponsorship in order to take up a post are eligible to apply but in some cases will be subject to the Resident Labour Market Test (RLMT). Due to the expected high number of applications it is unlikely that the RLMT will be satisfied by this recruitment process.

Please do note that applicants that are not subject to the RLMT will be made offers first. Only once those offers have been exhausted can we then start to make offers to candidates subject to RLMT.

Career Progression and Experience

You must provide a complete employment history going back to completion of your primary medical degree on your application form. If you are in a rotational training programme, please also list posts that you are *due* to rotate to up until the end of July 2019 or until completion of your Core Training programme if this is later. You must provide an explanation for employment gaps of more than four weeks.

Evidence of achievement of CT/ST1 competences in core surgery at time of application and CT/ST2 competences in core surgery by time of appointment ^v, acceptable evidence includes satisfactory ARCP outcome of completion of Core Surgical Training programme or Certificate of Readiness to Enter Higher Surgical Training

* v - Time of appointment refers to the date at which the post commences

Trainees released or removed from a training post or programme

Specialty training posts and programmes are not normally available to anyone who has previously relinquished or been released/removed from a training post/programme in that specialty. When applying for a post you will be asked if you have previously relinquished or been released or removed from a training programme in the specialty to which you are applying.

If your answer to this question is Yes you will need to upload a completed “Support for Reapplication to a Specialty Training Programme - Exclusion Policy Support Form” to your application no later than the application deadline. This form can be downloaded from the Oriel [Resource Bank](#).

Trainees applying to continue training in a different region

Applicants who are currently undertaking a specialty training programme (and who have a National Training Number), who are reapplying to continue their training in a different region must declare this on their application form.

If you are reapplying to continue your training in a different region, you must also upload a completed “Support for Reapplication of Specialty Training in a Different Region - Support Form” to your application no later than the application deadline. This form can be downloaded from the Oriel [Resource Bank](#).

Applicants on the Specialist Register

You are not eligible to apply if you already hold, or are eligible to hold a Certificate of Completion of Training (CCT) in Urology. You are not eligible to apply if you are currently on the specialist register in any EU member state.

Criminal Records and Fitness to Practise

Page 3 of the application form is a Criminal Records and Fitness to Practice Declaration. This page contains 10 questions. **If you answer 'Yes'** to any of the questions on this page you must fully complete and submit a separate '**Fitness to Practise Declaration Form**'. **This must be received no later than 4pm on Wednesday, 21st February 2019.**

This form is available from the Oriel [Resource Bank](#) and must be submitted to ftprec.yh@hee.nhs.uk. Please mark your email '**CONFIDENTIAL – <<specialty>>**'.

Both declarations and any information provided in relation to them, will be kept securely and in confidence, and access to it will be restricted to designated persons within the Recruitment Office and other persons who need to see it as part of the selection process and who are authorised to do so.

If you are successfully appointed to a training post, this information will be passed to designated persons in the HEE local office / Deanery which will be responsible for your training and subsequently to your employing organisation and any organisations through which you rotate as part of the training programme.

No information relating to your declaration form will be made available to any members of the selection panel at any time during the recruitment process.

Applying for a Deferred Start Date

Applicants can request deferred entry to specialty training programmes on statutory grounds (e.g. maternity leave, ill health etc.) only. Deferred entry to training programmes is not permitted for any other reason. Refer to the [Gold Guide](#) for more information about deferring start dates.

If you wish to request a deferred start date you should indicate this on page 1 of your application form. If you are appointed to a training post, this information will be passed to the HEE local office / Deanery which will be responsible for your training however, we recommend that you also contact them directly to discuss your needs.

The final decision regarding any deferment will be made by the HEE local office / Deanery which will be responsible for your training according to their local policies.

Applying for Less Than Full Time Training

Trainees may train on a Less Than Full Time (LTFT) basis for a variety of well-founded reasons. Refer to the [Gold Guide](#) for more information about Less Than Full Time Training.

All posts offered through this recruitment process will be offered as full time posts. If you wish to request Less Than Full Time Training you can indicate this on page 1 of your application form. If you are appointed to a training post, this information will be passed to the HEE local office / Deanery which will be responsible for your training; we recommend that you also contact them directly to discuss your needs. You will only be able to apply for Less Than Full Time Training once you have accepted a full time post.

The final decision regarding Less Than Full Time Training will be made by the HEE local office / Deanery which will be responsible for your training according to their local LTFT policies.

Shortlisting

If the number of eligible candidates after longlisting exceeds the interview capacity, applicants will be Shortlisted using their Self-Assessment score. Please read the Self-Assessment section of this handbook for more information.

Shortlisting is a method of reducing the field to a manageable number of candidates, being unsuccessful at shortlisting does not affect subsequent applications.

Interviews

Booking an Interview Slot

Applicants who are invited to attend and interview will need to book an interview slot using their Oriel account. Interview slots are offered on a first come first served basis. You must book your interview slot by the deadline stated in the invite email. Please refer to the [Oriel Applicant User Guide](#) for instructions on booking your interview slot.

You should receive an automatic confirmation email once you have booked your interview slot. If you do not receive this email within two hours of booking, please check your Oriel account to ensure that you did successfully book a slot.

If you experience problems booking your interview slot please contact urologyrec.yh@hee.nhs.uk for assistance.

Interview Dates and Venue

The interviews for Urology will take place on **7th and 8th March 2019** at **Leeds United Football Club**: <https://bit.ly/2yBjhiC>

Applicants with Disabilities

If you have a disability which may require specific arrangements or adjustments to enable you to attend an interview please indicate this on page 1 of your application form and contact urologyrec.yh@hee.nhs.uk to discuss your requirements.

Documents Required at Interview

There are a number of documents that you are required to bring with you when you attend your interview. Please ensure that all copies provided are on loose A4 white paper, (no plastic wallets, folders, staples or paperclips). Please bring the original documents and copies as listed below:

- Your Portfolio containing evidence to substantiate your Self-Assessment form responses. You must put these documents in a separate section at the front of your Portfolio and in the order prescribed in the **Urology Self-Assessment Portfolio Guidance 2019**, with the **Urology Self-Assessment Portfolio Checklist 2018** on the [national Urology recruitment webpage](#) at the front to ensure your Self-Assessment evidence can be easily identified.
- Original passport **AND 1 COPY OF** signature/photograph page.
- Original current GMC Proof of Registration **AND 1 COPY**
- Original evidence of right to work in the UK **AND 1 COPY**
- Evidence that you have been awarded or successfully completed all parts of **MRCS AND 1 COPY**

These documents will be checked against a checklist and the photocopies will be retained on your recruitment file.

Please note that if you lose your Portfolio or/and evidence that substantiates your application/Self-Assessment form, you will not be given the opportunity to provide it after your interview. Your score will be based on what evidence you have presented and will be adjusted accordingly.

Evidence for Self-Assessment Validation

In the Portfolio you bring with you to interview, you must provide evidence to substantiate your responses to the Self-Assessment section of the application form. This evidence must be easily identified and placed at the front of your Portfolio.

The first page of your Portfolio should be a completed 'Portfolio Cover Sheet' to ensure that your Self-Assessment evidence can be easily located. You must use the 'Urology Portfolio and Self-Assessment Checklist 2019' provided on downloaded from the National Urology recruitment webpage.

If the interviewers are unable to verify that your evidence matches the answers you provided on your application form you will not be awarded any marks for those criteria.

If it is subsequently discovered that any statement is false or misleading, evidence will be collected and you may be referred to a Probity Panel. Details of which can be found in the **Urology Self-Assessment Portfolio Guidance 2019** available from the [national Urology recruitment webpage](#).

References

References will only be requested through the Oriel system once an offer of training has been accepted. Referees will be contacted by email with details of their referee accounts, so it is important that the contact details provided are correct. We strongly advice that you inform you chosen referees that you have listed them for this so that they expect this email coming through from the Oriel system. We also recommend that you double check the email address provided so as to avoid any issues or delay in your references being completed.

Interview Format

The interviews will consist of 5 stations which have been designed to assess the selection criteria detailed on the [2019 Person Specification](#). You will rotate round all seven stations during the interview process.

Please note that the assessors will be using ipads to record your scores into a secure online system.

- **Portfolio / Interview Station (12 mins)**

Prior to entering the portfolio station, one of the 2 assessors will have spent 30 minutes reading through your portfolio and validating the Self-assessment scores you awarded yourself during application.

The station will consist of a review of the Self-assessment scoring of your portfolio and if necessary the clarification of any discrepancies between your score and that of the assessors. If a Self-assessment score is not agreed the second assessor will adjudicate and their decision will be final.

- **Clinical Scenario 1 Station (12 Mins)**

The first clinical scenario is an out patient setting. You will be scored independently by two assessors. There will be a short vignette to read in the 5 minutes before the interview

- **Clinical Scenario 2 Station (12 Mins)**

The second clinical scenario is an emergency setting. You will be scored independently by two assessors. There will be a short vignette to read in the 5 minutes before the interview.

- **Communication Station (12 Mins)**

In the room there will be an actor and two assessors, you will be marked independently by both the actor and the two assessors. There will be a short vignette to read in the 5 minutes before the interview.

- **Skills Station (12 Mins)**

There will be a short vignette to read in the 5 minutes before the interview. You will then complete a task before being asked some questions. You will be scored independently by two assessors.

Scoring and Ranking

Your performance in each station will be scored individually by a minimum of 2 assessors using a structured scoring system. The scoring system has been developed by Urology Clinicians experienced in interview and exam methodologies and is mapped to the Urology ST3 Person Specification.

Your ranking will be based upon your overall interview score and your individual station scores. HEE may set a minimum required score in any individual station and should your score in an individual station not meet that requirement you will be ranked 0. Predetermined weightings may also be applied to individual stations or the total score.

Appointability

Your appointability will be assessed based upon 2 factors:-

1. Total modified ANGOFF – If a candidates total score is less than the Total modified ANGOFF score, **the candidate is deemed unappointable.**

(The modified ANGOFF method requires each assessor to provide a separate appointability score, the station scores provided by the assessors are then averaged, providing a modified ANGOFF score for each interview station. The station scores are then added to produce the total modified ANGOFF score.)

2. Red Flag – A candidate may be considered unappointable if a serious lack of knowledge, a dangerous action or a probity issue is identified. In this situation an interviewer may “Red Flag” a score sheet, the issue is then discussed with the lead clinician and/or with any other relevant person and a decision made as to whether the candidate is deemed appointable.

Tied Scores

In the event of tied overall interview scores, the individual station scores in the order below would be used to differentiate between candidates:

- 1) Portfolio
- 2) Scenario (Emergency)
- 3) Scenario (Out Patient)
- 4) Communication
- 5) Skills

Lay Representatives

A Lay Representative will be present on each interview day. The Lay Representative may sit in some of your interview stations to observe the process. The Lay Representative will not score or assess your performance in the station; they are there to ensure the process is fair and consistent.

Confidentiality

You should ensure that the content of the interview assessments remains confidential and must not be discussed with other applicants or published where they can be accessed by other applicants. This includes on websites, online forums or discussion groups and all other forms of social media.

Remember, this is a competitive process and you may reduce your own chances of appointment by giving an unfair advantage to other applicants.

Travel and Subsistence expenses

Applicants attending interviews are entitled to claim travel and subsistence allowance. Details of the process for claiming expenses will be published on the [national Urology recruitment webpage](#).

Offers

All recruitment offices will be using the Oriel system to make offers to training posts in all specialties. Oriel can be accessed at <https://www.oriel.nhs.uk/Web/>. You can download a copy of the Oriel Applicant Guide from the Oriel Resource Bank.

Selecting Your Preferences

You will be asked to rank your preferences using the Oriel Recruitment System. You will receive an email when Preferencing opens.

Once preferencing is open, it will remain open constantly so that candidates can change their preferences at any point in the process, including during and after the offers process.

For guidance on submitting your preferences please refer to the [Specialty Training Handbook](#) and the [Oriel Applicant User Guide](#).

Receiving and Responding to Offers

If you are offered a post you will have 48 hours from the time of your offer (excluding weekends but not holidays) to decide whether to accept, reject or hold it. You must respond to the offer through the Oriel system. No other form of response will be accepted.

For guidance on responding to offers, please refer to the [Specialty Training Handbook](#) and the [Oriel Applicant User Guide](#).

Feedback

Feedback will be provided at three stages of the recruitment process:

Longlisting

If you are not longlisted you will be provided with the reasons for this. If you are longlisted you will receive an email inviting you to book an interview.

Interview Ranking

You will be able to view your total interview score and rank online through their Oriel account once offers are released. Please note that a thorough Quality Assurance and validation process is carried out on all applicants' scores following the interviews. No scores will be released until this process is complete.

Interview Scores

Following the conclusion of the offers process, all applicants will be able to view a breakdown of their interview scores including the scores they achieved in each interview station online through their Oriel account.

Evaluation of the Selection Process

Following the conclusion of the 2019 recruitment process, an evaluation of the recruitment process will be carried out. This will include an analysis of anonymised interview scores, appointment data and feedback from a number of groups involved in the process.

Feedback Forms

Feedback about the recruitment process will be collected from the following groups:

- Applicants
- Interviewers
- Lay Representatives

This feedback will be analysed and will help to inform changes and improvements to the recruitment process for 2020.

Privacy Notice

In order to manage and quality assure your training, Health Education England needs to collect, store and process information about you. This is done in compliance with the Data Protection Act 1998, and in accordance with the data protection principles set out in the Act. Among other matters, these require that your data must be processed fairly and lawfully.

We will process data about you in accordance with the Data Protection Act 1998, and will do so for three main purposes:

1. Processing your data during the recruitment process.
2. Processing of successful applicants' data by Health Education England's local offices, Deaneries and Royal Colleges.
3. Use of recruitment data for evaluation, research and testing purposes

For more information about how we safeguard and process your data please see our [Privacy Notice](#).

Appendix 1: Probity Panel Procedure

An applicant may be referred to a Probity Panel for a variety of reasons including when the veracity of the information contained in an applicant's application form or documentation provided at interview is brought into question.

In the event of such an occurrence the applicant will be asked to explain in writing and provide copies of any supporting documentation upon which they will seek to rely. When a response is received, or in the absence of a response within the deadline, a Probity Panel will be convened. The panel will be made up of at least three people including a Postgraduate Dean or their representative and a medical workforce/HR professional.

The Probity Panel will decide whether or not the applicant should remain in the recruitment process. The panel will also recommend whether any further action should be taken which may include referral to the GMC.

Appendix 2: Useful Links

Online Recruitment Systems

System	Link
Oriel recruitment portal	https://www.oriel.nhs.uk/web/

HEE Local Offices and Deanery Websites

HEE Local Office / Deanery	Link
Health Education England - East Midlands	http://www.hee.nhs.uk/hee-your-area/east-midlands
	https://www.eastmidlandsdeanery.nhs.uk/
Health Education England - East of England	http://www.hee.nhs.uk/hee-your-area/east-england
	https://www.eoedeanery.nhs.uk/
Health Education England - Kent, Surrey and Sussex	http://www.hee.nhs.uk/hee-your-area/kent-surrey-sussex
	http://kssdeanery.org/
Health Education England - North Central and East London	http://www.hee.nhs.uk/hee-your-area/north-central-east-london
	http://www.lpmde.ac.uk/
Health Education England - North East	http://www.hee.nhs.uk/hee-your-area/north-east
	http://www.northerndeaneary.nhs.uk/
Health Education England - North West	http://www.hee.nhs.uk/hee-your-area/north-west
	http://www.nwpgmd.nhs.uk/
Health Education England – North West London	http://www.hee.nhs.uk/hee-your-area/north-west-london
	http://www.lpmde.ac.uk/
Northern Ireland Medical & Dental Training Agency	http://www.nimdta.gov.uk/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
Health Education England - South London	http://www.hee.nhs.uk/hee-your-area/south-london
	http://www.lpmde.ac.uk/
Health Education England - South West	http://www.hee.nhs.uk/hee-your-area/south-west
	http://www.severndeaneary.nhs.uk/
	http://www.peninsuladeaneary.nhs.uk/
Health Education England - Thames Valley	http://www.hee.nhs.uk/hee-your-area/thames-valley
	http://www.oxforddeaneary.nhs.uk/
Health Education and improvement Wales	http://www.walesdeaneary.org/
Health Education England - Wessex	http://www.hee.nhs.uk/hee-your-area/wessex
	http://www.wessexdeaneary.nhs.uk/
Health Education England - West Midlands	http://www.hee.nhs.uk/hee-your-area/west-midlands
	http://www.westmidlandsdeaneary.nhs.uk/
	http://www.hee.nhs.uk/hee-your-area/yorkshire-humber

Health Education England - Yorkshire and the Humber	http://www.yorksandhumberdeanery.nhs.uk/
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Other Useful Organisations

Organisation	Link
The British Association of Paediatric Surgeons (BAPS)	http://www.baps.org.uk/
Trainees in Paediatric Surgery (TRIPS)	http://www.baps.org.uk/trainees/
General Medical Council	http://www.gmc-uk.org/
Health Education England	http://specialtytraining.hee.nhs.uk
The Intercollegiate Surgical Curriculum Programme	https://www.iscp.ac.uk/
NHS Employers	http://www.nhsemployers.org/
Royal College of Surgeons of England	http://www.rcseng.ac.uk/
Royal College of Surgeons of Edinburgh	http://www.rcsed.ac.uk/
Royal College of Physicians and Surgeons of Glasgow	http://www.rcpsg.ac.uk/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/