

# Paediatric Surgery ST3 National Recruitment

## 2020 Applicant Handbook



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# Introduction

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The national Recruitment Office for ST3 Paediatric Surgery is Health Education England - Yorkshire and the Humber. We are recruiting to ST3 posts across the United Kingdom.

This handbook aims to provide applicants with information regarding all aspects of the 2020 Paediatric Surgery 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

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Recruitment to ST3 Paediatric Surgery in 2020 will follow the timeline below:

Activity	Date(s)
Applications open	At 10:00 on Wednesday, 29 <sup>th</sup> January 2020
Application deadline	At 16:00 on Wednesday, 19 <sup>th</sup> February 2020
Interviews	30 <sup>th</sup> and 31 <sup>st</sup> March 2020
Initial offers released	By 17:00 on Thursday, 24 <sup>th</sup> April 2020
Holding deadline	At 13:00 on Wednesday, 29 <sup>th</sup> April 2020
Upgrade Deadline	At 16:00 on Friday, 1 <sup>st</sup> May 2020

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

## Contact details

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

**By email:** [paediatricsurgeryrec.yh@hee.nhs.uk](mailto:paediatricsurgeryrec.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 Paediatric Surgery recruitment helpdesk number is 0113 887 1717.

# 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. Links to the individual Local Offices and Deaneries are provided in [Appendix 2](#).

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

Consortium	Local Office / Deanery
Birmingham, Bristol and Cardiff	<a href="#">Health Education England - South West</a>
	<a href="#">Health Education and Improvement Wales</a>
	<a href="#">Health Education England - West Midlands</a>
Manchester and Liverpool	<a href="#">Health Education North West</a>
Northern	<a href="#">Health Education England - East Midlands</a>
	<a href="#">Health Education England - North East</a>
	<a href="#">Health Education England - Yorkshire and the Humber</a>
Northern Ireland	<a href="#">Northern Ireland Medical and Dental Training Agency</a>
Scotland	<a href="#">NHS Education for Scotland</a>
Southeast	<a href="#">Health Education England - East of England</a>
	<a href="#">Health Education England - Kent, Surrey and Sussex</a>
	<a href="#">Health Education England - North, Central and East London</a>
	<a href="#">Health Education England - North West London</a>
	<a href="#">Health Education England - South London</a>
	<a href="#">Health Education England - Thames Valley</a>
	<a href="#">Health Education England - Wessex</a>

## LAT Vacancies

Recruitment to Locum Appointment for Training (LAT) posts in England ceased on 1<sup>st</sup> January 2016 for all specialties. Scotland, Wales and Northern Ireland may continue to recruit to LAT posts.

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

# Application

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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 User Guide which can be downloaded from the Oriel [Resource Bank](#).

## Completing your application

The application form for Paediatric Surgery will open at 10:00 on Wednesday 29<sup>th</sup> January 2020. Use the Vacancy Search tool to navigate to the national Paediatric Surgery 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.

## Self-Assessment Questions

There are a number of multiple choice Self-Assessment questions built in to the application form. For these questions, you need to select the most appropriate response from a drop-down list. The Self-Assessment questions, the list of responses and details of suitable evidence can be found in [Appendix 3](#).

Your responses to the Self-Assessment questions will be validated at the interview against the evidence in your portfolio. Evidence to substantiate your answers must be easily identified in your portfolio. If you fail to provide satisfactory evidence you will be referred to a Probity Panel. The Probity Panel procedure can be found in [Appendix 1](#).

## Application Deadline

The deadline for submitting applications is **16:00 on Wednesday, 19<sup>th</sup> February 2020**. 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 Paediatric Surgery Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking must complete a National Paediatric Surgery application and be deemed appointable at interview.

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

# Eligibility and Longlisting

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The eligibility criteria for ST3 Paediatric Surgery are listed in the [2020 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 appointment<sup>1</sup> (in most cases this will be 5<sup>th</sup> August 2020). 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 all parts of the MRCS exam 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 successfully completed all parts of the MRCS exam by the interview date, you will be deemed ineligible and as such must withdraw your application and are no longer able to attend the interviews.

## Courses

Applicants must have satisfactorily completed an Advanced Paediatric Life Support (APLS) or Paediatric Advanced Life Support (PALS) or equivalent **by time of post commencement**.

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<sup>1</sup> 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.**

## Eligibility Criteria for recruitment to Specialty Training 2020/21 – Immigration Requirements

With effect from 6 October 2019, all medical practitioners are on the Shortage Occupation List. This means that with the exception of all applicants to Public Health, all specialty recruitment applicants will be exempt from the RLMT; there will be no restriction on their appointment.

## 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 2020 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 <sup>v</sup>, 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 you answer yes to this question, 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 Paediatric Surgery. 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

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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, 19 February 2020.**

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

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

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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

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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

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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

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## 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 [paediatricsurgeryrec.yh@hee.nhs.uk](mailto:paediatricsurgeryrec.yh@hee.nhs.uk) for assistance.

## Interview Dates and Venue

The interviews for Paediatric Surgery will take place on Monday 30<sup>th</sup> and Tuesday 31<sup>st</sup> March 2020 at [HEE, Don Valley House, Saville Street East, Sheffield, S4 7UQ](#)

## 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 [paediatricsurgeryrec.yh@hee.nhs.uk](mailto:paediatricsurgeryrec.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 documentation with a completed 'Self Assessment Evidence Cover Sheet and evidence to substantiate your Self-Assessment responses in a separate section at the front. (See 'Evidence for your Self-Assessment Responses' below.)
- Original passport **AND 1 COPY OF the signature/photograph page.**
- Original proof of current GMC 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**
- Evidence that you have successfully completed an ATLS course **AND 1 COPY** (You must have completed the ATLS course no more than 4 years prior to the interview date)

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 & Responses

In the documentation 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 by a Self Assessment Evidence Cover Sheet and placed at the front of your documentation to ensure that your Self-Assessment evidence can be easily located. You must use the 'Self Assessment Evidence Cover Sheet' provided on downloaded from the national Paediatric Surgery 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. Please refer to [Appendix 1](#) for details of Probity Panel process.

**\*\*Please Note – In a change to 2020 policy you are not permitted to bring your full Portfolio or any other documentation aside from documents which support the answers you have provided within the Self Assessment section of the application form and those specifically asked for the on the Self Assessment Evidence Cover Sheet. Your score will be marked down if this is not adhered to\*\***

## 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 eight stations which have been designed to assess the selection criteria detailed on the [2020 Person Specification](#). You will rotate round all eight stations during the interview process.

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

- **Portfolio Station**

There are two parts to the Portfolio Station:

- **Self-Assessment Validation**

Before you enter the portfolio station, the interviewers will have spent 10 minutes reading through the evidence you have provided and validating the Self-Assessment questions from your application form. The validated Self-Assessment questions will produce a score which will contribute to your overall portfolio station score.

You must ensure that the evidence required to validate your responses to the Self-Assessment questions can be easily identified. You should use the checklist provided on the [national Paediatric Surgery 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.

- **Interview**

The interview part of this station will assess elements of your portfolio. The time allocated for this is ten minutes. You will be assessed independently by two interviewers.

**\*\*Please Note – In a change to 2020 policy you are not permitted to bring your full Portfolio or any other documentation aside from documents which support the answers you have provided within the Self Assessment section of the application form and those specifically asked for the on the Self Assessment Evidence Cover Sheet. Your score will be marked down if this is not adhered to\*\***

- **Career Progression Station**

In this station you will be interviewed about elements of your career and experience to date. The total time allocated for the Career Progression station is ten minutes. You will be assessed independently by two interviewers.

- **Academic Station**

This interview station will focus on your academic experience.

For part of this station you will need to prepare a 2 minute presentation in advance of the interviews on an element of your academic experience. You will deliver this presentation to the interview panel in the station.

Applicants who are invited to interview will be given further information about the presentation in their invite to interview.

Please note; the presentation must be prepared in advance. There will be no facilities available for you to prepare your presentation on the day.

The total time allocated for the Academic station is ten minutes. You will be assessed independently by two interviewers.

- **Communication Station**

In this station you will role-play a scenario with one of the interviewers. The total time allocated for the Communication station is ten minutes. You will be assessed independently by two interviewers.

- **Clinical Judgement Station**

This station will be based on a clinical scenario. The time allocated for the Clinical Judgement station is ten minutes. You will be assessed independently by two interviewers.

- **Clinical Teamworking Station**

This station will be based on a clinical scenario. The time allocated for the Clinical Teamworking station is ten minutes. You will be assessed independently by two interviewers.

- **Technical Skills Station 1**

In this station you will be asked to carry out a technical skills exercise. The time allocated for the Technical Skills station is ten minutes. You will be assessed independently by two interviewers.

- **Technical Skills Station 2**

In this station you will be asked to carry out an additional technical skills exercise. The time allocated for the Technical Skills 2 station is ten minutes. You will be assessed independently by two interviewers.

## Scoring and Ranking

Your performance in each station will be scored using a structured scoring system. The scores from each interview station will be combined to produce your overall interview score.

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.

## Appointability

Applicants will need to achieve 2/3s of the overall interview score to be considered to be appointable. All appointable applicants will be ranked in order of their overall interview score.

Applicants who do not achieve a score of 2/3s of the overall interview score will not be ranked. This will show as a rank of 0 on the Oriel system.

## Tied Scores

In the event of tied overall interview scores, individual station scores will be used to differentiate between applicant rankings

## Digital Scoring

Interview panel members will submit their scores and feedback notes electronically using tablet computers. Panel members are permitted to use electronic devices for this purpose during an interview station.

## 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 allowance. Details of the process for claiming expenses will be published on the national Paediatric Surgery recruitment webpage. You are advised to read the guidance document in full before incurring any expenses.

Claim forms must be received within 28 Days of your interview date. Claim forms received after this will not be processed. Receipts must be attached for all travel claimed except mileage.

## Reporting Issues During Your Interview

The vast majority of interviews are conducted without issue. However, if there are any issues during your interview which may affect your assessment, it is vital that you report them to a member of the HEE Recruitment Administration Team.

Any issues must be reported as soon as possible and **before** you leave the venue. This will give us the best possible chance to investigate and, if necessary, take action to remedy the issue. It is not usually possible to investigate issues or take remedial action after you leave the venue.

## Offers

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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 [Medical Specialty Recruitment Applicant 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 [Medical Specialty Recruitment Applicant Handbook](#) and the [Oriel Applicant User Guide](#).

### Withdrawing from the Recruitment Process

An applicant may withdraw completely from the process up until offers are released and should do so via their Oriel account.

Once an offer has been accepted, applicants wishing to withdraw will need to contact the recruitment office directly.

Applicants are reminded of the GMC's Good Medical Practice guidance which states: "*Patient safety may be affected if there is not enough medical cover. So you must take up any post you have formally accepted, and work your contractual notice period before leaving a job, unless the employer has reasonable time to make other arrangements.*"

# Feedback

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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

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Following the conclusion of the 2020 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 2021.

## 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 2018, 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](#).

# Complaints and Confidential Concerns

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## Complaints

However hard we try to respond to the wishes and aspirations of the healthcare professionals accessing our recruitment services, we do recognise that, on occasion, our service may fall short of expectations.

The [Complaints Procedure](#) explains how you can make a complaint and how it will be handled.

## Confidential Concerns

Where applicants have a concern that falls outside of the national complaints policy e.g. fraudulent submissions by other applicants. Applicants can confidentially email the Central HEE Recruitment Team on [mdrs.confidential@hee.nhs.uk](mailto:mdrs.confidential@hee.nhs.uk). This address can not to be used as a way of raising a complaint and bypassing the process detailed in the complaints policy.



## Appendix 1: Probity Panel Procedure

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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	<a href="https://www.oriel.nhs.uk/web/">https://www.oriel.nhs.uk/web/</a>

### HEE Local Offices and Deanery Websites

HEE Local Office / Deanery	Link
Health Education England - East Midlands	<a href="https://www.eastmidlandsdeanery.nhs.uk/">https://www.eastmidlandsdeanery.nhs.uk/</a>
Health Education England - East of England	<a href="https://heeoee.hee.nhs.uk/">https://heeoee.hee.nhs.uk/</a>
Health Education England - Kent, Surrey and Sussex	<a href="https://www.hee.nhs.uk/your-area/south/kent-surrey-sussex">https://www.hee.nhs.uk/your-area/south/kent-surrey-sussex</a>
Health Education England - North Central and East London	<a href="http://www.hee.nhs.uk/hee-your-area/north-central-east-london">http://www.hee.nhs.uk/hee-your-area/north-central-east-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Health Education England - North East	<a href="https://madeinheene.hee.nhs.uk/">https://madeinheene.hee.nhs.uk/</a>
Health Education England - North West	<a href="https://www.hee.nhs.uk/our-work/training-hubs/north-west">https://www.hee.nhs.uk/our-work/training-hubs/north-west</a>
Health Education England – North West London	<a href="http://www.hee.nhs.uk/hee-your-area/north-west-london">http://www.hee.nhs.uk/hee-your-area/north-west-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Northern Ireland Medical & Dental Training Agency	<a href="http://www.nimdta.gov.uk/">http://www.nimdta.gov.uk/</a>
Scottish Medical Training	<a href="http://www.scotmt.scot.nhs.uk/">http://www.scotmt.scot.nhs.uk/</a>
Health Education England - South London	<a href="https://www.hee.nhs.uk/our-work/training-hubs/south-london">https://www.hee.nhs.uk/our-work/training-hubs/south-london</a>
Health Education England - South West	<a href="https://www.hee.nhs.uk/our-work/training-hubs/south-west">https://www.hee.nhs.uk/our-work/training-hubs/south-west</a>
	<a href="http://www.severndeanery.nhs.uk/">http://www.severndeanery.nhs.uk/</a>
	<a href="http://www.peninsuladeanery.nhs.uk/">http://www.peninsuladeanery.nhs.uk/</a>
Health Education England - Thames Valley	<a href="https://www.hee.nhs.uk/our-work/training-hubs/thames-valley">https://www.hee.nhs.uk/our-work/training-hubs/thames-valley</a>
	<a href="http://www.oxforddeanery.nhs.uk/">http://www.oxforddeanery.nhs.uk/</a>
Health Education and Improvement Wales	<a href="http://www.walesdeanery.org/">http://www.walesdeanery.org/</a>
Health Education England - Wessex	<a href="http://www.wessexdeanery.nhs.uk/">http://www.wessexdeanery.nhs.uk/</a>
Health Education England - West Midlands	<a href="http://www.westmidlandsdeanery.nhs.uk/">http://www.westmidlandsdeanery.nhs.uk/</a>
Health Education England - Yorkshire and the Humber	<a href="http://www.yorksandhumberdeanery.nhs.uk/">http://www.yorksandhumberdeanery.nhs.uk/</a>

## Other Useful Organisations

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

## Appendix 3: Self-Assessment Form

Listed below are the 13 Self-Assessment questions that appear on the application form along with the possible responses to each question and details of suitable evidence to substantiate your responses. You must use the cover sheet provided on the [national Paediatric Surgery recruitment webpage](#) to ensure your Self-Assessment evidence can be easily identified.

**Please note that you will NOT be able to log in to ISCP to demonstrate evidence. All evidence must be presented in your portfolio.**

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 Probit Panel.

### Question 1

By the end of July 2020, or by completion of Core Training if this is later, how many months will you have spent in total in Paediatric Surgery posts? Please do not include any other posts.

Responses:	Score:
<ul style="list-style-type: none"><li>6 to 29 months</li></ul>	8
<ul style="list-style-type: none"><li>30 to 47 months</li></ul>	4
<ul style="list-style-type: none"><li>48 to 59 months</li></ul>	2
<ul style="list-style-type: none"><li>60+ months or &lt; 6 months</li></ul>	0

#### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

### Question 2

By the end of July 2020, or by completion of Core Training if this is later, how many months will you have spent in total in Adult General Surgery in CT, LAT, LAS and Trust Doctor posts? Please do not include any other posts or posts that only provide general surgical experience when on call.

Responses:	Score:
<ul style="list-style-type: none"><li>&lt; 6 months</li></ul>	0
<ul style="list-style-type: none"><li>6 to 12 months</li></ul>	1
<ul style="list-style-type: none"><li>13+</li></ul>	2

#### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

### Question 3

By the time of interview will you have been employed in a “stand alone” post in a Neonatal Unit; minimum of 3 months in post?

Responses:	Score:
<ul style="list-style-type: none"><li>• Yes</li></ul>	1
<ul style="list-style-type: none"><li>• No</li></ul>	0

#### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

### Question 4

By the time of interview will you have been employed in a “stand alone” post in a Paediatric Intensive Care Unit; minimum of 3 months in post?

Responses:	Score:
<ul style="list-style-type: none"><li>• Yes</li></ul>	1
<ul style="list-style-type: none"><li>• No</li></ul>	0

#### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

### Question 5

At the time of application, which of the courses listed have you successfully completed?

Responses:	Score:
<ul style="list-style-type: none"><li>• APLS (APLS both Parts A and Part B)</li></ul>	2
<ul style="list-style-type: none"><li>• ATLS/ETC</li></ul>	1
<ul style="list-style-type: none"><li>• PALS/EPLS</li></ul>	1
<ul style="list-style-type: none"><li>• PALS / EPLS and ATLS / ETC</li></ul>	2
<ul style="list-style-type: none"><li>• I have not completed any of these courses</li></ul>	0

#### Evidence:

- Please provide evidence of completion of courses

### Question 6

At the time of application, how many appendicectomies have you completed which have been done either STS or STU? These must be recorded via a signed consolidation sheet and recorded in a validated log book.

Responses:	Score:
<ul style="list-style-type: none"><li>0 to 9</li></ul>	1
<ul style="list-style-type: none"><li>10 to 19</li></ul>	2
<ul style="list-style-type: none"><li>20 or more</li></ul>	4



**Evidence:**

- You must provide full logbook evidence. Signed consolidation sheets from a validated logbook are acceptable.

### Question 7

At the time of application, how many 1st or Last author publications have you had published, or accepted for publication in any peer reviewed journal or a PubMed accredited publication? Do not include published abstracts, letters or case reports.

Responses:	Score:
<ul style="list-style-type: none"><li>None</li></ul>	0
<ul style="list-style-type: none"><li>1</li></ul>	2
<ul style="list-style-type: none"><li>2 or more</li></ul>	4



**Evidence:**

- Please provide a photocopy of the abstract of the publication on PubMed (proof must be provided) or copy of the acceptance letter.

### Question 8

At the time of application, how many national/ international presentations have you given as First Author? Do not include poster presentations.

Responses	Score:
<ul style="list-style-type: none"><li>None</li></ul>	0
<ul style="list-style-type: none"><li>1</li></ul>	1
<ul style="list-style-type: none"><li>2 or more</li></ul>	2



**Evidence:**

- Please provide a copy of the relevant page of the meeting programme(s).

### Question 9

At the time of application, how many full audit cycles have you undertaken ie. first audit, institution of action plan, and second audit to assess impact of intervention all done by yourself

Responses:	Score:
<ul style="list-style-type: none"><li>None</li></ul>	0
<ul style="list-style-type: none"><li>1 or more</li></ul>	1






**Evidence:**

- Please provide a summary of the audit and your role in this

### Question 10

How many audit projects have you undertaken within the last 24 months?

Responses:	Score:
<ul style="list-style-type: none"><li>0</li></ul>	0
<ul style="list-style-type: none"><li>1</li></ul>	1
<ul style="list-style-type: none"><li>2 or more</li></ul>	2








**Evidence:**

- Please provide a summary of the audits

### Question 11

At the time of application, have you completed and been awarded a UK higher research degree or equivalent (i.e. after production of a research based thesis and full examination)?

Responses:	Score:
<ul style="list-style-type: none"><li>No</li></ul>	0
<ul style="list-style-type: none"><li>Yes</li></ul>	2






**Evidence:**

- Intercalated degrees do not count
- MSc in Education and Ethics do not count
- Do not include if your higher degree is equivalent to FRCS
- Please provide your degree certificate
- If your degree was taken outside the UK, you must also provide evidence of its equivalence (e.g. a letter from the institution confirming that it was awarded following production of a research based thesis and full examination)

### Question 12

Please select the statement that best describes your involvement in formal teaching.

Responses:	Score:
<ul style="list-style-type: none"><li>I have a formal qualification in teaching – MSc Education/ PGcert /Dip Ed</li></ul>	3
<ul style="list-style-type: none"><li>I am engaged on the faculty of a recognised medical course such as APLS TTT</li></ul>	2
<ul style="list-style-type: none"><li>I am regularly engaged in formal teaching and will provide evidence at interview</li></ul>	1
<ul style="list-style-type: none"><li>I have not been engaged in a formal teaching role</li></ul>	0

#### Evidence:

- Training the Trainers is included
- Please supply evidence to support your response.

### Question 13

I confirm that I will provide the evidence to support the answers to this questionnaire in the manner outlined within the Applicant Handbook and on the Self Assessment Evidence Cover Sheet

Responses:	Score:
<ul style="list-style-type: none"><li>Yes</li></ul>	1
<ul style="list-style-type: none"><li>No</li></ul>	0

#### Evidence:

- Candidate has only provided the specific documentation to support the specific questions asked within the Self Assessment questionnaire and those documents requested on the Self Assessment Evidence Cover Sheet and has **not** provided their full Portfolio