

Emergency Medicine ST4 National Recruitment

2020 Applicant Handbook



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Introduction

The national Recruitment Office for ST4 Emergency Medicine is Heath Education England - Yorkshire and the Humber office. We are recruiting to ST4 posts across England, Scotland and Wales.

This handbook aims to provide applicants with information regarding all aspects of the 2020 Emergency Medicine recruitment process.

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

Timeline and Key Dates

Recruitment to ST4 Emergency Medicine in 2020 will follow the timeline below:

Activity	Date(s)
Applications open	At 10am on Wednesday, 29 th January 2020
Application deadline	At 4pm on Wednesday 19 th February 2020
Interviews	10 th March 2020
Initial offers released	By 5pm on Thursday 23 rd April 2020
Holding deadline	At 1pm on Wednesday 29 th April 2020
Upgrade Deadline	At 4pm on Friday, 1 st May 2020

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: EMrec.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 recruitment helpdesk number is 0113 8871714.

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 [ST4 Emergency Medicine 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.

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

Completing your application

The application form for ST4 Emergency Medicine will open at 10:00 on 29th January 2020. Use the Vacancy Search tool to navigate to the national ST4 Emergency Medicine 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, 19th 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 Emergency Medicine Academic Clinical Fellowship (ACF) vacancies and require clinical benchmarking must complete a National Emergency Medicine 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

The eligibility criteria for ST4 Emergency Medicine 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 appointment¹ (in most cases this will be 5th 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.

MRCEM / FRCEM intermediate

Applicants must have either

- Been awarded MRCEM obtained prior to August 2018.or

OR

- Passed all of the following examinations by the time of appointment:
 - FRCEM Primary (or MRCEM Part A obtained after August 2012)
 - FRCEM Intermediate Short Answer Question paper (SAQ) (or MRCEM Part B obtained after August 2012)
 - FRCEM Intermediate Situational Judgement Paper (SJP)

If you are invited to attend an interview you must provide evidence that you been awarded, or are booked to sit the exams listed when you attend the interview.

Courses

Applicants must have evidence of successful completion of **all three** the following UK advanced life support provider training courses (or equivalent) which must be **in date at the time of interview**:

- ALS (or ACLS)
- ATLS (or ETC)
- APLS (or EPLS / EPALS)

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

Assessment of Competency

Applicants must have completed CT1, CT2 and CT3 ACCS Emergency Medicine competences by the time of appointment. There are a number of ways this can be demonstrated:

- If you are currently in an ACCS Training programme, you do not need to provide any further evidence at the time of application. Any offer of a training post will be conditional on you achieving a satisfactory ARCP outcome for ACCS by the start date of the post to which you are appointed.
- If you have already completed a UK ACCS Training programme you must attach scanned copies of your ARCP or a Core Certificate of Completion to your application.
- If you are not currently in, and have not completed, a UK ACCS training programme, evidence of achievement of CT1, CT2 and CT3 ACCS Emergency Medicine competences at core trainee level by time of appointment, supported by evidence from workplace based assessments of clinical performance (DOPs, Mini-CEX, CBD, ACAT) and Multi Source Feedback or equivalent, ARCP or equivalent. **For Posts not GMC approved for EM or ACCS training:** Evidence required for **each** post is specified below:

1. Letter on hospital headed paper confirming dates, grade and specialty
2. Appraisal documentation
3. Evidence of an education programme
4. Work based placed assessments
5. 360 degree assessment confirming competences achieved OR assessment demonstrating All ACCS & CT3 PEM& EM competences achieved

Scanned copies of any evidence must be attached to your application as a single document; alternatively you may email them to EMrec.YH@hee.nhs.uk. Please mark your email “**SUPPORTING DOCUMENTS - Emergency Medicine**” this must be received no later than **4pm on 29th November 2018**.

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.

Applications who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other candidates.

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.

Applicants must have evidence of 36 months' training at CT1, CT2 and CT3 level in all of the specialties that make up the ACCS and CT3 Emergency Medicine programme, but must include a minimum of 9 months in Emergency Medicine and a minimum of 3 months in all specialties other than Emergency Medicine.

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 Emergency Medicine. 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 Practise Declaration Form. This form contains 10 questions. If you answer Yes to any of the questions in this form you must provide full details by email to FTPrec.YH@hee.nhs.uk **This must be received no later than 4pm, Wednesday, 19th February 2020.** Please mark your email “**CONFIDENTIAL – ST4 Emergency Medicine**”.

The Declaration Form and any information provided in relation to your responses 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 shortlisting may be completed.

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 EMrec.YH@hee.nhs.uk for assistance.

Interview Dates and Venue

The interviews for ST4 Emergency Medicine will take place on the 10th March 2020 at SUFC Bramall Road, Sheffield.

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 EMrec.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 application.
- Original passport plus 1 copy of the signature/photograph page
- Electronic evidence of GMC Registration from the online GMC register (printed within 7 days of the interview date)
- Original evidence of right to work in the UK plus 1 copy
- Evidence that you have been awarded or successfully completed MRCEM C / FRCEM intermediate if already passed plus 1 copy. Or evidence that you are booked on to a date to take the exam and the outcome of the exam will be available before the intended start 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 the evidence you have presented and will be adjusted accordingly.

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 advise that you inform your 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 four “stations”, lasting 10 minutes each. There will be a 5 minute gap between each station. Each station has been designed to assess the selection criteria on the Person Specification. You will rotate round all four stations during the interview process, the order you complete the stations may be different to below and different to that of other candidates.

Portfolio

In this station your portfolio will be assessed by trained assessors. You will discuss elements of your portfolio with the assessors during this station.

Prioritisation

There will be a short scenario to read in the 5 minutes before the interview. You will then be interviewed by two assessors who will assess your prioritisation skills.

Communication

You will then be interviewed by two assessors who will assess your communication skills.

Scenario – Clinical & Ethical

You will then be interviewed by two assessors who will assess you.

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

To be considered appointable, applicants must achieve 60% of the overall maximum interview score.

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 and subsistence allowance. Details of the process for claiming expenses will be published on the [national Emergency Medicine 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

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](#).

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.

Evaluation of the Selection Process

Following the conclusion of the 2017 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 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](#).

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://heeoee.hee.nhs.uk/
Health Education England - Kent, Surrey and Sussex	http://www.hee.nhs.uk/hee-your-area/kent-surrey-sussex
	https://www.kssdeanery.ac.uk/
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.northerndeandery.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/
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.severndeandery.nhs.uk/
	http://www.peninsuladeandery.nhs.uk/
Health Education England - Thames Valley	http://www.hee.nhs.uk/hee-your-area/thames-valley
	http://www.oxforddeandery.nhs.uk/
Wales Deanery	http://www.walesdeandery.org/
Health Education England - Wessex	http://www.hee.nhs.uk/hee-your-area/wessex
	http://www.wessexdeandery.nhs.uk/
Health Education England - West Midlands	http://www.hee.nhs.uk/hee-your-area/west-midlands
	http://www.westmidlandsdeandery.nhs.uk/
Health Education England - Yorkshire and the Humber	http://www.hee.nhs.uk/hee-your-area/yorkshire-humber
	http://www.yorksandhumberdeandery.nhs.uk/

Other Useful Organisations

Organisation	Link
The Royal College of Emergency Medicine	http://www.rcem.ac.uk/
General Medical Council	http://www.gmc-uk.org/
Health Education England	http://specialtytraining.hee.nhs.uk
NHS Employers	http://www.nhsemployers.org/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
UK Visas and Immigration	https://www.gov.uk/government/organisations/uk-visas-and-immigration