

EM HST Recruitment

Candidate Self Assessment Form

Instructions for Candidates

Self-assessment guidelines for Candidates

The 2021 National Emergency Medicine HST Selection Portfolio Section will be assessed as an online process. All candidates meeting the eligibility criteria will be asked to complete the self-assessment as detailed in this document.

Candidates are initially requested to self-score their Portfolio submitting their scores on their application in the Oriol system. There will then be a 7 day window (dates and details can be found in the HST Emergency Medicine Candidate Handbook) where candidates will be required to upload supporting evidence via the Health Education England Online Portal. Validation of each candidate's self-assessment scores will be performed by the Assessment Team. The candidate will be notified of any changes to their self-assessment score. Candidates will be advised of the appeals process if they wish to contest their final score. The specific dates for each stage of this process will be published on the National HST website.

Self-Assessment:

- This form contains the framework for applicant's self-assessment scoring.
- Applicants will be asked to complete the multiple choice questions for each section on an online form to derive a final self-assessment score (questions may appear slightly differently on the final application form). Only one bullet point/response for each question can contribute to the score.
- Candidates will be asked to provide portfolio evidence to support the answers given during self-assessment and submit this via the online interface. Candidates are instructed to only provide evidence regarding the self-assessment questions.
- Candidates are responsible for ensuring that the document uploaded provides sufficient evidence.
- No additional evidence will be accepted following the self-assessment submission date.
- Candidates are responsible for ensuring that they upload the correct evidence onto the correct system. Evidence uploaded onto the wrong system will not be considered.
- All submitted self-assessments will be validated by a team of assessors who cross-check the candidates own scores with submitted evidence and agree a final score.
- Candidates will be notified of their final score.
- If a candidate wishes to appeal their final assessment score, they will have 72 hours to do so via the appeals process. **Appeals can only be based on the evidence the candidate originally submitted. Further submissions of evidence will not be accepted or considered.**
- Appeals will be presided by the Portfolio Adjudication Panel. The outcome of an appeal will be returned to the applicant within a short timeframe. The Adjudication Panel will have the final decision on the self-assessment score at the end of this process.

Please note:

- If a candidate's evidence is not provided on the specified system and evidence cannot be verified by the assessor during the allocated time, a score of zero will be awarded for that element of the portfolio.
- Candidates considered to have provided documents that are inaccurate, falsified, or contain private or confidential patient details will have evidence taken and be referred to a Scrutiny Panel. The Scrutiny Panel will be conducted by Health Education England and the candidate will be offered an opportunity to explain their actions and provide supporting documentation. The result of the Scrutiny Panel may lead to one or more of, but not limited to, the following:
 - Candidate removed from the current round of National Emergency Medicine recruitment.
 - Candidate being reported to the GMC.
 - Candidates current Trust and/or HEE/Deanery being notified.

1. By the intended start date of the post (i.e. August 2021), how much experience will you have in ACCS specialties?	
Description	Score
By the intended start date I will have completed full UK ACCS programme (including CT3)	3
By the intended start date I will have completed six-month posts in more than one ACCS speciality	2
None of the above	0
Evidence: <ul style="list-style-type: none"> • Please provide evidence of training posts i.e. ARCP documentation or completion of ACCS training certificate • For non-training posts, please provide your contract of employment, or a letter from your supervisor / HR / Medical Staffing on hospital headed paper. Email evidence may be provided if it has been sent from a hospital email address. 	

2. Have you completed and been awarded any degrees in addition to your primary medical qualification? Please do not include teaching degrees (these can be included in Q7 below). Please select the highest scoring option that applies to you.	
Description	Score
Masters level or higher degree involving research thesis (stand alone and not related to primary medical qualification)	3
Additional or intercalated degree with first class honours	2
Any other undergraduate or postgraduate degree not fulfilling criteria above	1
No additional degrees	0
Evidence: <ul style="list-style-type: none"> • Please provide a copy of your degree certificate • For non-UK Masters / Higher degrees please also provide a written statement from the awarding body confirming equivalence to UK regulations for MSc or above 	

3. Have you been awarded any academic prizes / awards? Please select the highest scoring option that applies to you.	
Description	Score
National award for academic achievement as a postgraduate or undergraduate	3
Local postgraduate award for academic achievement	2
Local undergraduate award for academic achievement, e.g. merit, distinction	1
None of the above	0
Evidence: <ul style="list-style-type: none"> • Please provide evidence of any academic prizes/awards i.e. certificate or letter confirming achievement. 	

4. Please select the highest scoring option that describes your involvement in presentation / publications (excluding Letters to editor, abstracts and case reports).	
Description	Score
Oral presentation at national / international meeting	3
First author of article in peer reviewed journal	
Oral presentation at regional meeting	2
Co-author of article in peer-reviewed journal	
Poster presentation at regional or national/international meeting	1
None of the above	0
Evidence: <ul style="list-style-type: none"> Please provide a copy of the publication / publication which clearly shows your role 	

5. Please select the highest scoring option that describes your involvement in audit / Quality Improvement projects.	
Description	Score
Designed and led completed an audit / Quality Improvement project with closure of loop - i.e. two cycles (with confirmation of role by supervisor)	3
Designed and led an audit / Quality Improvement project (with confirmation of role by supervisor)	2
Involvement as team member in an audit / Quality Improvement project	1
Involved in RCEM audit	
None of the above	0
Evidence: <ul style="list-style-type: none"> Please provide a summary of the audit / project (including evidence of second cycle where applicable) Please provide evidence of your role in the audit/project i.e. confirmation by supervisor 	

6. Please select the highest scoring option that describe your involvement in teaching.	
Description	Score
Principal organiser of relevant course	3
Participated as faculty member on relevant course	2
Formal planned teaching at least monthly (MUST submit teaching plan and feedback)	1
None of the above	0
Evidence: <ul style="list-style-type: none"> Please provide evidence of your role as organiser/faculty of a course. i.e. letter confirming involvement. For formal teaching please provide timetable evidence of frequency, teaching plan and feedback. 	

7. Do you have a formal teaching qualification? Please select the highest scoring option that applies to you.

Description	Score
Masters degree in medical education	3
Postgraduate diploma in medical education	2
Postgraduate certificate in medical education	1
University accredited educational supervision course	
'Train the Trainers' education supervision course	0
No formal teaching qualifications	
Evidence: <ul style="list-style-type: none"> Please provide your qualification or course attendance certificate 	

8. Please select the highest scoring option that describes your ultrasound competence.

Description	Score
Evidence of competence above level one (triggered assessments in other indications)	3
Evidence of level one sign off	2
Attended level one course	1
None of the above	0
Evidence: <ul style="list-style-type: none"> Please provide your course certificate. For evidence of competence, please provide completed Triggered Assessment Form(s) from your portfolio (alternatively a hard copy is available to download from the RCEM website) 	

9. Please select the option that best describes your demonstrable competences in the following skills:

- Adult Life Support**
- Paediatric Life Support**
- Trauma Life Support**

Description	Score
I have demonstrable competences in all the above skills	3
I have demonstrable competences in two of the above skills	2
I have demonstrable competences in one of the above skills	1
I do not have demonstrable competence in any of these skills	0
Evidence: <ul style="list-style-type: none"> Competence can be demonstrated in the following ways: <ul style="list-style-type: none"> By providing an in-date course certificate By providing a statement from a supervisor confirming you have received local training and assessment in these skills 	

10. Have you undertaken and completed any additional courses relevant to Emergency Medicine (e.g. Airway, IMPACT, MIMMS, emergency radiology but excluding ultrasound)?	
Description	Score
Three or more additional courses	3
Two additional courses	2
One additional course	1
No additional courses	0
Evidence:	
<ul style="list-style-type: none"> Please provide evidence of completion of any additional courses i.e. certificates 	

11. Please select the highest scoring option that describes management / leadership roles you have undertaken.	
Description	Score
Leadership role at national level, e.g. BMA national committee member	3
Leadership role at postgraduate level, e.g. BMA rep, trainee rep, chair of junior doctors forum. Rota coordinator does not count.	2
Leadership role at undergraduate level, e.g. committee chairman, head of student union	1
No additional management or leadership roles	0
Evidence:	
<ul style="list-style-type: none"> Please provide evidence of your management / leadership role i.e. letter confirming appoint to role / letter from supervisor confirming position 	