

# Paediatric Surgery ST3 National Recruitment

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**2023 Applicant Handbook**

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## Introduction

The National Recruitment Office for Paediatric Surgery ST3 is Health Education England - Yorkshire and the Humber. We are recruiting to ST3 posts across the United Kingdom / England, Northern Ireland, Scotland and Wales.

This handbook aims to provide applicants with information regarding all aspects of the 2023 Paediatric Surgery ST3 recruitment process.

General information about applying to specialty training posts is available on the (medical) [Specialty Training website](#) and in the Medical Specialty Recruitment Applicant Handbook which can be downloaded from the [Oriel Resource Bank](#). We recommend that all applicants read this document in full.

## Timeline and Key Dates

Recruitment to Paediatric Surgery ST3 in 2023 will follow the timeline below:

Activity	Date(s)
Applications open	At 10am on Thursday 17 November 2022
Application deadline	At 4pm on Thursday 8 December 2022
Self-Assessment Validation	Monday 16 January to Monday 23 January 2023
Interviews	Monday 27 and Tuesday 28 March 2023
Initial offers released on	By 5pm on Thursday 20 April 2023
Holding deadline	At 1pm on Tuesday 25 April 2023
Upgrade Deadline	At 1pm on Wednesday 26 April 2023

*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:** [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 (excluding bank holidays). The Paediatric Surgery ST3 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 in England are managed locally by HEE's Local Offices. Training programmes in Wales are managed by Health Education and Improvement Wales. Training programmes in Northern Ireland and Scotland 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.

### 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

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 at 10am on Thursday 17 November 2022. Use the Vacancy Search tool to navigate to the national Paediatric Surgery vacancy and click “Apply”. Please complete all sections of the application form in full before submitting it. 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 against the evidence you submit following application. Evidence to substantiate your answers must be easily identified and follow the strict guidance given in the policy.

The Recruitment Office is not able to advise you about which response you should select for any question. You must select the response you feel you will be able to justify to the shortlisting panel, using the evidence you provide.

**If it is discovered that any response is false or misleading or if you provide evidence containing Patient Identifiable Data you may be referred to a Probity Panel.** The Probity Panel procedure can be found in [Appendix 1](#).

You will need to upload your evidence to a separate electronic system between **09:00 on 16 January 2023 and 16:00 on 23 January 2023**. An applicant user guide for the Self Assessment Evidence Portal can be found in the “Self-assessment Evidence Portal - Applicant Guide.pdf” located in the [Specialty Training – Resource bank](#).

### Application Deadline

The deadline for submitting applications is **at 4pm on Thursday 8 December 2022**. 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

If you have applied for local Paediatric Surgery Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking, you must complete a National ST3 Paediatric Surgery application and be deemed appointable at interview.

For more information about clinical benchmarking and the ACF process please see the Medical Specialty Recruitment Applicant Handbook which can be downloaded from the [Oriol Resource Bank](#).

## Eligibility and Longlisting

The eligibility criteria for Paediatric Surgery ST3 are listed in the [2023 Person Specification](#). It is your responsibility to demonstrate that you meet the eligibility criteria. Applications will be assessed against the eligibility criteria both during longlisting and after offers where necessary. 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 [2023 Person Specification](#). This list is not exhaustive and is applicable to all eligibility criteria.

You 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 (in most cases this will be Wednesday 2 August 2023). You will be asked to confirm that you will meet this requirement on 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 by the offers released by date Round 2 (20/04/2023).

If your application is successfully progressed after the Self-Assessment Validation process you must provide evidence that you have successfully completed MRCS exam by the offers released by date.

If you have successfully completed MRCS exam by the offers released by date you are requested to send evidence to [paediatricsurgeryrec.yh@hee.nhs.uk](mailto:paediatricsurgeryrec.yh@hee.nhs.uk) to confirm your eligibility.

If you have not successfully completed all parts of the MRCS exam by the offers released by date, you will be deemed ineligible and as such must withdraw your application immediately and decline any offer that may have been made, if this is after an offer has been made or accepted that offer will be withdrawn.

### 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 requested 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**.

Applicants who submit their competency evidence within the application window will only have 1 opportunity to resubmit incomplete or inaccurate competency documents. Applicants who fail to submit a competency document during the application window will only have 1 subsequent opportunity to submit the form. Please therefore ensure that you have thoroughly read the guidance and checked the document you are providing carefully before submitting.

### 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 visa sponsorship in order to take up a post are eligible to apply.

### 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 2023 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.

### 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 the same 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 [Oriell 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 [Oriell 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 Practice

The application form contains a Criminal Records and Fitness to Practice Declaration. 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 16:00 on Thursday 17 November 2022.**

This form is available from the [Oriell 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

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 intend to apply for a deferred start date you should indicate this on your application form. If offered a training programme you will need to apply separately for a deferred start date via the Local Office/area where you are offered a post.

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 intend to request Less Than Full Time Training you can indicate this in the relevant section on the application form.

If offered a training programme you will need to apply separately for a deferred start date via the Local Office/area where you are offered a post. 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

Applicants will be shortlisted using their validated Self-Assessment score with the highest scoring applicants being invited to attend an interview. 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 applicants, being unsuccessful at shortlisting does not affect subsequent applications.

A minimum Self Assessment cutoff score of 12 has been determined for this recruitment process. Applicants applying under the Disability Confident Scheme, or for clinical benchmarking as part of an Academic Clinical Fellowship recruitment process must achieve this minimum score to be invited to interview.

## Self Assessment Verification

Your responses to the Self Assessment questions on the application form will be verified against the evidence you upload to the Self Assessment portal. Your evidence will be reviewed by a panel of clinicians who will confirm the scores awarded. Following verification, you will be



provided with a copy of your scoresheet confirming the scores awarded for each question. If the panel have been amended any of your scores a written explanation will be provided.

### Appeals

Once you have received your Self-Assessment scoresheet, if you feel you have been scored incorrectly you can submit an appeal. Instructions for submitting an appeal will be included in the email containing your scoresheet. You will be given 72 hours to submit your appeal. You will not be able to upload any additional documents during the appeals process, appeals can only be made using the evidence originally submitted.

An appeals panel will review your appeal. Scores awarded by the appeals panel are final and there is no further recourse to appeal.

## Interviews

### Booking an Interview Slot

If you are invited to attend an interview, you will need to book an interview time slot in Oriel. 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 can download a copy of the Oriel Applicant Guide from the [Oriel Resource Bank](#).

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) or assistance.

### Interview Dates and Venue

The interviews for Paediatric Surgery ST3 will take place online on 27 and 28 March 2023.

You will be sent a link and joining instructions after booking your interview and in advance of the interview date.

### 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 your application form and contact [paedsurgeryrec.yh@hee.nhs.uk](mailto:paedsurgeryrec.yh@hee.nhs.uk) to discuss your requirements.

### Documents Required at Interview

You will be required to prove your identity at the start of the interview by showing your Passport or Driving License. You will be notified of all requirements on the invite to interview sent via Oriel.

### Technical requirements for the Online Interview

All interviews in 2023 will be held online. At the time of writing, the system that will be used to host interviews has not been finalised. Full details of the system, and instructions for attending an interview will be provided to applicants once this information is confirmed.

When undertaking your online you must ensure that you are in a location with a stable and reliable internet connection and use a device that is suitable for a video interview with a camera and microphone. The administration staff from HEE and panel members will be unable to assist you with any technical issues.

In the event of technical difficulties during the interview, we will attempt to resume the interview once the issue has been resolved. However, if we are unable to resume the interview at the scheduled time we will, where possible, aim to rearrange the remainder of the interview at a later date or time however we cannot guarantee this will always be possible. Where the interview has been partially completed, only the sections that were disrupted will be rescheduled; scores from interview questions that are completed without disruption will stand.

Technical issues that happen outside of the interview itself must be reported to the Recruitment Team, with details of the issues experienced, providing screenshots where possible, within one hour of the allocated interview time. Technical issues reported outside of this timeframe cannot be considered.

Your interview will not be recorded by HEE or panel members. Applicants are also not permitted to record the interview. If it is found that you have recorded any part of the interview process a probity panel will be convened to investigate. Details of the Probity Panel procedure can be found in [Appendix 1](#).

### Interview Format

The interview will consist of one 30 minute interview panel designed to assess the selection criteria detailed on the [2023 Person Specification](#).

Please note that the panel members will be using a device to record your scores into a secure online system.

The interview will be split into three 10 minute sections;

- **Career Progression**

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 panel members.

- **Academic Station**

This station will focus on your academic experience. The time allocated for the Academic station is ten minutes. You will be assessed independently by two panel members. A presentation topic will be sent to you 1 week prior to interview for this domain.

- **Clinical Station**

This station will be based on a clinical scenarios. The time allocated for the Clinical station is ten minutes. You will be assessed independently by two panel members.

### Lay Representatives

A Lay Representative may be present during your interview 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.

### 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 by emailing [paedsurgeryrec.yh@hee.nhs.uk](mailto:paedsurgeryrec.yh@hee.nhs.uk)

Any issues must be reported as soon as possible and **ideally within 1 hour of the completion of your interview**. 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 once the interviews have concluded.

### Scoring and Ranking

Your performance in each domain 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 domain and should your score in an individual domain not meet that requirement you will be ranked 0.

### Appointability

The maximum overall total score available, including Self-Assessment, is 294; the maximum score available at interview is 260

The maximum score for each interview station is as follows:

CV/Career Progression	60
Academic	100
Clinical	100

The minimum overall appointability score is 200

### Tied Scores

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

1. Clinical Station
2. Career Progression Station
3. Academic Station

### References

References will only be requested through the Oriel system once an offer of training has been accepted. Referees will be contacted by email, so it is important that the contact details provided are correct. We strongly advise that you inform your chosen referees so that they are aware they may be asked to provide a reference.

If a referee is unable to complete the reference prior to the deadline date, responsibility for requesting and collecting the reference will pass to the employer. You and/or your referees will be contacted directly by the employer if further references are required. There is no need for you or your referees to do anything until this contact is made.

### Offers

All recruitment offices will be using the Oriel system to make offers to training posts in all specialties. 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. Please note that this may not take place until after the online interviews have taken place.

Once preferencing is open, it will remain open so you can change your 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](#) which can be downloaded from the [Oriel Resource Bank](#)

### Receiving and Responding to Offers

The initial offers for ST3 Paediatric Surgery are expected to be released by 17:00 on the 20 April 2023. If this date changes we will contact eligible applicants via Oriel.

If you are offered a post you will have 48 hours from the time of your offer (excluding weekends but not bank 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](#) which can be downloaded from the [Oriel Resource Bank](#)

Any offer made through this recruitment process is an offer of an allocation to a training programme; it is not an offer of employment. Offers of employment can only be by an employing organisation following completion of satisfactory pre-employment checks.

### Withdrawing from the Recruitment Process

You may withdraw from the recruitment process at any time up until offers are released via your Oriel account. Once you have withdrawn your application it cannot be reinstated.

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

You 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

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

### Longlisting

If you are not longlisted you will be provided with the reasons for this.

### Self Assessment Verification

Following the Self Assessment Verification process, you will be sent a copy of your verified scores and any written feedback provided by the verifier.

### 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, you will be able to view a breakdown of your interview scores including a breakdown of the scores you achieved in each interview station online through your Oriel account. You will also receive an electronic copy of your interview scoresheets, including your scores and written feedback.

# Evaluation of the Selection Process

Following the conclusion of the 2023 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 Surveys

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

- Applicants
- Interview Panel Members
- Lay Representatives

This feedback will be analysed and will help to inform changes and improvements to the recruitment process for 2024.

## 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 General Data Protection Regulation. Among other matters, this requires that your data must be processed fairly and lawfully.

We will process data about you in accordance with the General Data Protection Regulation, 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](#).

# Appeals, Complaints and Confidential Concerns

## Appeals

With the exception of the [Self Assessment appeals](#) process, it is not possible to appeal the scores you are awarded or the outcome of any part of the recruitment process. If you have **evidence** that the published recruitment process has not been followed correctly, the Complaints Policy and Procedure should be followed.

## 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 Policy and Procedure explains how you can make a complaint and how it will be handled. A copy of the Policy can be downloaded from the [Oriel Resource Bank](#). Complaints **must** be submitted using the Complaint Submission Form linked within the policy.

### Confidential Concerns

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

## 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 System	<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.kssdeanery.ac.uk/">https://www.kssdeanery.ac.uk/</a>
Health Education England - North Central and East London	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Health Education England - North East	<a href="http://www.northerndeaneary.nhs.uk/">http://www.northerndeaneary.nhs.uk/</a>
Health Education England - North West	<a href="http://www.nwpgmd.nhs.uk/">http://www.nwpgmd.nhs.uk/</a>
Health Education England – North West London	<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="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Health Education England - South West	<a href="http://www.severndeaneary.nhs.uk/">http://www.severndeaneary.nhs.uk/</a>
	<a href="http://www.peninsuladeaneary.nhs.uk/">http://www.peninsuladeaneary.nhs.uk/</a>
Health Education England - Thames Valley	<a href="http://www.oxforddeaneary.nhs.uk/">http://www.oxforddeaneary.nhs.uk/</a>
Health Education and Improvement Wales	<a href="https://heiw.nhs.wales/">https://heiw.nhs.wales/</a>
Health Education England - Wessex	<a href="http://www.wessexdeaneary.nhs.uk/">http://www.wessexdeaneary.nhs.uk/</a>
Health Education England - West Midlands	<a href="http://www.westmidlandsdeaneary.nhs.uk/">http://www.westmidlandsdeaneary.nhs.uk/</a>
Health Education England - Yorkshire and the Humber	<a href="http://www.yorksandhumberdeaneary.nhs.uk/">http://www.yorksandhumberdeaneary.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>
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 14 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.

**All supporting evidence will be uploaded to a secure server after submission of your application.**

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.

Question 1	
By the end of July 2023, 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. Please do not include any Foundation year's experience or overseas Foundation equivalent	
Responses:	Score:
• 60+ months or < 4 months	0
• 48 to 59 months	2
• 30 to 47 months	4
• 4 to 29 months	8
Evidence:	
<ul style="list-style-type: none"> <li>• Please provide <b>full</b> employment history from qualification date to present, including the speciality of each post and outline the reason for any gaps in employment along side specific evidence of the paediatric surgery post. <b>In order to do this please download the employment history section from your Oriol application form and upload to the Self Assessment portal (inclusive of the Employment history gaps, Employment History – time in specialty and Employment History – time in specialty/post type)</b></li> <li>• Please provide evidence of completion of training posts</li> <li>• For non-training posts please provide a copy of the front page of your contract of employment which includes dates</li> <li>• Do not include Foundation year's experience or overseas Foundation equivalence in your response</li> </ul>	

Question 2	
By the end of July 2023, 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:
• < 6 months	0
• 6 to 12 months	1
• 13+	2
Evidence:	
<ul style="list-style-type: none"> <li>• Please provide evidence of completion of training posts</li> <li>• For non-training posts please provide a copy of the front page of your contract of employment which includes dates</li> </ul>	

**Question 3**

By the end of July 2023, or by completion of Core Training if this is later, will you have been employed in a “stand alone” post in a Neonatal Unit; minimum of 3 months in post?

**Responses:**

**Score:**

- No
- Yes

0  
1

**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 end of July 2023, or by completion of Core Training if this is later, will you have been employed in a “stand alone” post in a Paediatric Intensive Care Unit; minimum of 3 months in post?

**Responses:**

**Score:**

- No
- Yes

0  
1

**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, are you able to demonstrate competence in the management of **acutely unwell patients**?

**Responses:**

**Score:**

- No
- Yes

0  
1

**Evidence:**

Competence can be demonstrated:

- By providing evidence of completion of a relevant course including e.g. ATLS, ETC, or equivalent

**OR**

- By providing a statement from a supervisor confirming you have received local training and assessment in these skills

**Question 6**

At the time of application, are you able to demonstrate competence in the management of **acutely unwell paediatric patients**?

**Responses:**

**Score:**

- No
- Yes

0  
1

**Evidence:**

Competence can be demonstrated:

- By providing evidence of completion of a relevant course including e.g. APLS PALS, EPLS, EPALS or equivalent
- OR**
- By providing a statement from a supervisor confirming you have received local training and assessment in these skills

**Question 7**

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:**

- 0
- 1 to 9
- 10 to 19
- 20 or more

0  
1  
2  
4

**Evidence:**

- You must provide full logbook evidence. Signed consolidation sheets from a validated logbook are acceptable.
- Please do not upload lists of cases in which appendicectomies are not clearly highlighted within them as evidence. Scores may be negatively adjusted to reflect that your evidence is not clearly available to the Verifying Officers.

**Question 8**

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:**

- None
- 1
- 2 or more

0  
2  
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 9	
At the time of application, how many national/ international presentations have you given as First Author? Do not include poster presentations.	
Responses	Score:
• None	0
• 1	1
• 2 or more	2
Evidence:	
<ul style="list-style-type: none"> <li>Please provide a copy of the relevant page of the meeting programme(s).</li> </ul>	

Question 10	
At the time of application, how many full Quality Improvement Projects/complete 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:
• None	0
• 1 or more	1
Evidence:	
<ul style="list-style-type: none"> <li>Please provide a summary of the audit/QIP and your role in this (only the first uploaded audit cycle will be counted)</li> <li>Evidence to support the confirmation of Audit must include an Assessment of Audit with evidence of presentation of both cycles of the audit and/or certificate or letter from the institution in which the audit/QIP project was completed confirming the above</li> </ul>	

Question 11	
How many Audits / Quality Improvement Projects have you undertaken within the last 24 months?	
Responses:	Score:
• 0	0
• 1	1
• 2 or more	2
Evidence:	
<ul style="list-style-type: none"> <li>Please provide a summary of the project and your role in this (only the first two audits / QIPs uploaded will be counted)</li> <li>Evidence to support the confirmation of Audit must include an Assessment of Audit with evidence of presentation of the audit and/or certificate or letter from the institution in which the audit/QIP project was completed confirming the above.</li> </ul>	

**Question 12**

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:**

- |                                |   |
|--------------------------------|---|
| • No                           | 0 |
| • MSc (thesis and examination) | 1 |
| • PhD/MD                       | 3 |

**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 13**

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

**Responses:**

**Score:**

- |   |   |
|---|---|
| • I have not been engaged in a formal teaching role                         | 0 |
| • I am regularly engaged in formal teaching                                 | 1 |
| • I am engaged on the faculty of a recognised medical course                | 2 |
| • I have a formal qualification in teaching – MSc Education/ PGcert /Dip Ed | 3 |

**Evidence:**

- Please provide evidence of engagement in formal teaching such as a letter from supervisor or an observation of teaching and evidence of feedback
- Please supply evidence to support your response including certificate to confirm you are Faculty.
- Please provide evidence of teaching qualification (Training the Trainers is NOT included)

**Question 14**

I confirm that I will provide the evidence to support the answers to this questionnaire in the manner outlined within the Applicant Handbook

**Responses:**

**Score:**

- |       |   |
|-------|---|
| • No  | 0 |
| • Yes | 1 |

**Evidence:**

- Candidate has **only** provided specific documentation to support the specific questions asked within the Self Assessment questionnaire and has **not** provided excessive documentation or their full Portfolio

