

Otolaryngology ST3 National Recruitment

2019 Applicant Handbook



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Introduction

The national Recruitment Office for ST3 Otolaryngology is Heath Education England - Yorkshire and the Humber. We are recruiting to ST3 posts across England, Northern Ireland and Scotland.

This handbook aims to provide applicants with information regarding all aspects of the 2019 ST3 Otolaryngology recruitment process.

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

Timeline and Key Dates

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

Activity	Date(s)
Applications open	At 10:00 on Wednesday, 30 th January 2019
Application deadline	At 16:00 on Wednesday, 20 th February 2019
Interviews	Monday 18 and Tuesday 19 March 2019
Initial offers released	By 17:00 on Thursday, 25 th April 2019
Holding deadline	At 09:00 on Wednesday, 1 st May 2019
Upgrade Deadline	At 16:00 on Friday, 3 rd May 2019

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

Contact details

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

By email: entrec.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 Otolaryngology recruitment helpdesk number is 0113 887 1715.

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 Otolaryngology 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 ST3 Otolaryngology will open at 10:00 on 30th January 2019. Use the Vacancy Search tool to navigate to the National Otolaryngology 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, 20th February 2019**. After this time no applications will be accepted. **There will be no exceptions to this deadline**. You are advised to complete and submit your application at least 24 hours ahead of the deadline to allow for any unforeseen problems.

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

Academic Benchmarking

Applicants that have applied for local Otolaryngology Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking must complete a National ST3 Otolaryngology 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 ST3 Otolaryngology are listed in the [2019 Person Specification](#). It is an applicant's responsibility to demonstrate that they meet the eligibility criteria. All applications will be assessed against the eligibility criteria during longlisting. Any applications which do not meet the eligibility criteria will be longlisted out of the process and will not progress to the next stage.

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

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

GMC Registration and Licence to Practice

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

MRCS (ENT)

Applicants must have successfully completed MRCS and DOHNS or MRCS (ENT) at the time of interview. If you are invited to attend an interview you must provide evidence that you have successfully completed MRCS and DOHNS or MRCS (ENT) when you attend.

If you have not successfully completed MRCS and DOHNS or MRCS (ENT) 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.

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

Assessment of Competency

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

Applicants currently undertaking a UK/Irish Core Training Programme:

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

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

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

All other applicants:

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

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

Immigration/Right to Work

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

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

Career Progression and Experience

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

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

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

Trainees released or removed from a training post or programme

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

If 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 Otolaryngology. 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 16:00 on Wednesday, 20th February 2019.** Please mark your email “**CONFIDENTIAL – Otolaryngology**”.

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.

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 entrec.yh@hee.nhs.uk for assistance.

Interview Dates and Venue

The interviews for ST3 Otolaryngology will take place on **Monday 18 and Tuesday 19 March 2019** at **The KCom Stadium, Hull**: <http://kcomstadium.com/>

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 entrec.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 with a completed 'Portfolio 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.**
- Electronic evidence of GMC Registration from the online GMC register
- 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 ENT **OR** DOHNS) plus MRCS **OR** (DipEBORL) plus MRCS **AND 1 COPY**

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

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

Evidence for Self-Assessment Validation & Responses

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

The first page of your Portfolio should be a completed 'Portfolio Cover Sheet' to ensure that your Self-Assessment evidence can be easily located. You must use the 'Portfolio Cover Sheet' provided on downloaded from the national Otolaryngology 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.

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 five stations which have been designed to assess the selection criteria detailed on the [2019 Person Specification](#). You will rotate round all five 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, one of the interviewers will have spent 10 minutes reading through your evidence and validating the Self-Assessment questions from your application form. The validated Self-Assessment questions will produce a score which will be 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 Otolaryngology 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.

- **Portfolio Interview**

The interview station will consist of a review of the Self-assessment scoring of your portfolio and if necessary the clarification of any discrepancies between your score and that of the assessors. Candidates will then be expected to confirm their amended score with a signature. If a Self-assessment score is not agreed the Quality Assurance panel will be asked to adjudicate and the score sheet on behalf of the Candidate.

- **Communication Skills Station**

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

- **Management Skills Station**

This station will be based on a management scenario. The time allocated for the Management Skills station is ten minutes. You will be assessed independently by two interviewers.

- **Clinical Scenario Station**

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

- **Technical Skills Station**

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. There may be a third assessor in the room, however they will only be in there to re-set the room between candidates. You still will only be scored by 2 interviewers.

Scoring and Ranking

Your performance in each station will be scored individually by a minimum of 2 assessors using a structured scoring system. The scoring system has been developed by ENT Clinicians experienced in interview and exam methodologies and is mapped to the 2019 Otolaryngology Person Specification.

The scores from each interview station will be combined to produce your overall interview score, this may include a predetermined weighting on specific stations. 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

Your appointability will be assessed based upon 2 factors, 1 of which are determined using the modified ANGOFF method. The modified ANGOFF method requires each assessor to provide a separate appointability score for each station; the scores provided from all the assessors for each station are then averaged, providing an ANGOFF Score for each interview station. A total ANGOFF score is then calculated by the addition of the individual station's ANGOFF scores.

The two methods of judging appointability are:-

1. Total modified ANGOFF – If a candidate's total score is less than the Total modified ANGOFF score, the candidate is deemed unappointable.
2. Red Flag – A candidate may be considered unappointable if a serious lack of knowledge, a dangerous action or a probity issue is identified. In this situation an interviewer may "Red Flag" a score sheet, the issue is then discussed with the lead clinician and/or with any other relevant person and a decision made as to whether the candidate is deemed appointable.

Tied Scores

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

1. Communications
2. Portfolio (Validated Self-Assessment Score)
3. Clinical Judgement
4. Clinical Skills
5. Management Skills

Lay Representatives

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

Confidentiality

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

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

Travel and Subsistence expenses

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

Offers

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

Selecting Your Preferences

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

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

For guidance on submitting your preferences please refer to the [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 including the scores they achieved in each interview station online through their Oriel account.

Evaluation of the Selection Process

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

Feedback Forms

Feedback about the recruitment process will be collected electronically via an anonymous survey 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/
Northern Ireland Medical & Dental Training Agency	http://www.nimmdta.gov.uk/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
Health Education England - South London	http://www.hee.nhs.uk/hee-your-area/south-london
	http://www.lpmde.ac.uk/
Health Education England - South West	http://www.hee.nhs.uk/hee-your-area/south-west
	http://www.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
General Medical Council	http://www.gmc-uk.org/
Health Education England	http://specialtytraining.hee.nhs.uk
The Intercollegiate Surgical Curriculum Programme	https://www.iscp.ac.uk/
NHS Employers	http://www.nhsemployers.org/
Royal College of Surgeons of England	http://www.rcseng.ac.uk/
Royal College of Surgeons of Edinburgh	http://www.rcsed.ac.uk/
Royal College of Physicians and Surgeons of Glasgow	http://www.rcpsg.ac.uk/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
UK Visas and Immigration	https://www.gov.uk/government/organisations/uk-visas-and-immigration

Appendix 3: Self-Assessment Form

Listed below are the 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. This evidence must be easily identified in your portfolio. You must use the contents page provided on the [National Otolaryngology recruitment webpage](#) to ensure your Self-Assessment evidence can be easily identified.

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 will be referred to a Probit Panel.

Portfolio and Self-assessment guidelines for Candidates

The 2019 National Otolaryngology (ENT) ST3 selection Portfolio scoring process will involve the prior publication of the scoring mechanism. Candidates will self-score their Portfolio as part of their application, and the verification of candidate's self-assessment scores will occur at interview. The process is outlined in more detail below with further detail available in the National Otolaryngology (ENT) Applicant Guide available on the [HEYH website](#).

- Information regarding the portfolio station and self-assessment will be published in advance of the interviews (available within this document and in the ENT Applicant Guide), including:
 - Structure of the station/interview
 - Questions
 - Marking scheme
 - Points available
- Applicants will give themselves a preliminary portfolio score as part of their Self-assessment / Application form. This will involve answering a series of multiple choice questions. Details of the questions are available later in this document (*questions may appear slightly differently on the application form*).
 - Only one bullet point/response for each question can contribute to the score.
- Candidates will be asked to provide evidence at interview to substantiate the answers given during Self-assessment. This evidence must be provided **within a separate section at the beginning of the portfolio and in the same order as the questions**, (please find a checklist at the back of this document)
- On the day of your interview your portfolio will be collected in advance of your first interview. One of your Portfolio station assessors will then spend 30 minutes validating your Self-assessment scores against the evidence provided within your Portfolio.

Your Portfolio Interview will then consist of 10 minutes going over the Self-assessment scoring of your portfolio and, if necessary, clarify any discrepancies between your score and that of the assessors. If a Self-assessment score is not agreed in the interview the Portfolio Adjudication Panel will be asked to review the areas of disagreement. Candidates will then have the opportunity to meet with the Adjudication Panel at the end of their interview for further discussion. The Adjudication Panel will have the final decision on the portfolio score at the end of this process.

Please note-

- If a candidate's portfolio is not provided in the specified format 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 ENT recruitment.
 - Candidate being reported to the GMC.
 - Candidates current Trust and/or LETB/Deanery being notified.

1. Time spent in Recognised Allied Specialties (after Foundation Training)

1a. Recognised specialties - OMFS, Plastics, Paediatric surgery, Paediatrics, Neurosurgery, GP, Cardiothoracic surgery, Upper GI surgery, Ophthalmology, A+E, ITU, Audiovestibular medicine. **(please list specialties undertaken)**

Must be main focus of post (i.e. not just covering on-calls). Reconstructive elements within other specialties (e.g. Breast Surgery) do not count as plastics.

1a) In the time since you completed your foundation training until the 3rd August 2019 (5th October 2019 for current core trainees in a scheme which finishes in October 2019) how many of the recognised specialties will you have spent 4 or more months in? **(Pro rata for 60% less than full time trainees ie 6.7 months).**

- none = 0 points
- one = 3 points
- two or more = 6 points

Maximum Score of 6

1b. Time in ENT posts (after foundation training)

1b. In the time since you completed your foundation training until the 3rd August 2019 (5th October 2019 for current core trainees in a scheme which finishes in October 2019) how long will you have spent in ENT? **(60% LTFT equivalent timings in brackets)**

- Less than 5 months and 21 days = 0 points
(9 months and 18 days)
- 5 months and 21 days to 18 months and 7 days = 20 points
(9 months and 18 days to 30 months and 13 days)
- 18 months and 8 days to 30 months and 7 days = 15 points
(30 months and 13 days to 50 months and 13 days)
- More than 30 months and 7 days = 0 points
(more than 50 months and 13 days)

Maximum Score of 20

Undergraduate medical degrees and diplomas (see 2b. below for intercalated BSc etc)
(No points awarded, but information should be in portfolio)

2. Postgraduate degrees and qualifications

* **EXCLUSIONS** regarding questions 2a and 2b eg MD (where basic medical degree is equivalent to MB BS) and MS (where not requiring completion of a thesis, or where thesis contributes < 50% marks). Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications.

2a. How many of the following qualifications have you been awarded? **Peer reviewed theses** eg :- MPhil, PhD, MD, MCh, MS*. **(Certificates must be presented at interview)**

- none = 0 points
- one = 4 points
- two or more = 6 points

Maximum score of 6

2b. How many of the following qualifications do you have? **Peer reviewed theses** which have been **submitted, but not yet awarded.** eg :- MPhil, PhD, MCh, MD, MS.
(Evidence required of submission at interview)

- none = 0 points
- one or more = 2 points

Maximum score of 2

2c. How many of the following **qualifications** do you have? **MSc or equivalent.**

- none = 0 points
- one or more = 2 points

Maximum score of 2

2d. How many of the following qualifications do you have? **BSc / BMedSci / Oxbridge BA/MA, Overseas MS (where thesis contributes <50% of marks) or equivalent?**

- none = 0 points
- one or more = 1 point

Maximum score of 1

Career breaks (including maternity leave)
(No points awarded but information should be in portfolio)

3. Courses completed and passed since leaving medical school

3a. How many of these basic courses - **ATLS, APLS (or PLS or EPLS =1 point only for paediatric course), CCRISP, BSS, ALS or ALERT**, or equivalent - have you completed / passed **since leaving medical school?**

- none = 0 points
- one = 1 point
- two = 2 points
- three = 3 points
- four = 4 points
- five or more = 5 points

Maximum score of 5

3b. How many ENT 'craft' courses eg: **FESS course, Temporal Bone course, ENT radiology course, Head and neck dissection course** etc, have you completed **since leaving medical school?** (NB. does not include introduction to ENT Courses)

- none = 0 points
- one = 1 point
- two or more = 2 points

Maximum score of 2

4. Paper Publications

'Formally accepted' papers to count, (but NOT 'letters to editor or abstracts'). Acceptance letters to be presented at interview as evidence.

Definition of peer reviewed publication = "Manuscripts (articles) which are evaluated by at least one subject specialist in addition to the editor before being accepted for publication". The paper must have a PMID number or equivalence (An ISSN number on its own is not equivalent to PMID). **Equivalence will be assessed at interview.**

It is the intention that these are mainstream publications listed in journal rankings. The appeals panel holds ultimate jurisdiction over the acceptability of a publication.

Books must have an ISBN number (books related to exam revision or interview preparation courses will not count).

NO publications may count in more than one category

4a. **Since leaving medical school**, how many **first author peer reviewed** papers or first author book chapters (including ElefENT sections) have you had published?

- none = 0 points
- one = 2 points
- two = 4 points
- three = 6 points
- four or more = 8 points

Maximum score of 8

4b. **Since leaving medical school** how many **NON-first author peer reviewed** papers have you had published?

- none = 0 points
- one = 1 points
- two = 2 points
- three or more = 3 points

Maximum score of 3

4c. **Since leaving medical school** how many **Non-peer reviewed / non-PMID paper or e-publications** do you have?

- none = 0 points
- one or more = 1 point

Maximum score of 1

4d. **Peer reviewed publications before leaving medical school:**

- None = 0 points
- Non-first author (one or more) = 1 point
- First author (one or more) = 2 points

Maximum score of 3

5. Audits

5a. **Since leaving medical school**, how many '**closed loop**' (must include 2 cycles) audits, on separate topics, where you were the **primary auditor (ie. initiated, designed and completed the audit)** have you completed?

You must provide supervisor confirmation of your role for each audit.

- none = 0 points
- one = 2 points
- two = 4 points
- three or more = 6 points

Maximum score of 6

Where max points in this category have been achieved additional 2 cycle audits can be considered as a 'single cycle' and as such used in 5b

Audits of personal practice will be accepted at the discretion of the assessment panel and will be limited to one audit per candidate

5b. **Since leaving medical school**, how many **single cycles of audit**, on separate topics, where you were the **primary auditor** (ie initiated, designed and completed the audit) have you completed?

You must provide supervisor confirmation of your role for each audit.

- none = 0 points
- one = 1 points
- two = 2 points
- three = 3 points
- four or more = 4 points

Maximum score of 4

Where max points have been achieved in this category additional 'single cycle' audits as primary auditor can be considered as 'non primary auditor' audits and as such can be used in 5c.

5c. **Since leaving medical school**, how many **single cycles of audit** on separate topics where you were **NOT the primary auditor** have you completed?

- none = 0 points
- one or more = 1 point

Maximum score of 1

6. Presentations.(including audits) since medical school

Examples of International / National meetings BACO, American Academy, IFOS, ERS, EUFOS, ORS, BRS, BAPO, ENTUK H&N, BLA, BSO, RSM, BAHNO. SOS. WORLA.

Examples of Regional Meetings, SWLA, SWEAM, North of England, MIO, Semon Club.

NB. Accepted presentations / posters that have not yet been given will not be counted.

6a. 1st author poster presentation (including audits) since medical school:

6ai. How many times have you **given** a poster presentation (including audits) at a national / international meeting?

- none = 0 points
- once or more = 2 points

Where max points have been achieved in this category, additional poster presentations may be considered as 'regional' and as such can be used in 6aii.

Maximum score of 2

6aii. How many times have you **given** a poster presentation (including audits) at a regional meeting?

- none = 0 points
- once or more = 1 point

Maximum score of 1

6b. 1st author oral presentation (including audits): since medical school

6bi. How many times have you **given** an oral presentation in person (including audits) at a national / international meeting?

- none = 0 points
- once = 3 points
- twice or more = 5 points

Where max points achieved in this category additional presentations may be counted as 'regional'in 6bii)

Maximum score of 5

6bii. How many times have you given an oral presentation in person (including audits) at a regional meeting?
(exclude 'in house' hospital meetings)

- none = 0 points
- once = 2 points
- twice or more = 3 points

Maximum score of 3

6c. First author presentation at Regional / National / International Meeting **before leaving medical school:**

- None = 0 points
- Poster (once or more) = 1 point
- Oral (once or more) = 2 points

Maximum score of 3

7. Postgraduate Medical Teaching Experience / qualifications

7a. Have you been involved in medical teaching / training delivery?

- None = 0 points
- In formal / planned, but irregular / sporadic teaching activities (less often than monthly) = 1 point
- In formal / planned and regular teaching activities (at least monthly) = 2 points
- by contributing to course as faculty member = 3 points
- As principal organiser of relevant course (which has already run by the interview date) = 4 points

Maximum score of 4

7b. Do you have a qualification in medical education?

- None = 0 points
 - Training the trainers' certificate or certificate in education (gained since foundation) = 1 point
 - Modular diploma in education (gained since foundation) = 2 points
 - MSc or equivalent in clinical education (gained since foundation) = 3 points
- (If not already included in section 2)**

Maximum score of 3

8. Medical postgraduate prizes

8a. Have you been awarded any **medical postgraduate** (ie gained after medical school) **prizes** (including research awards and travelling fellowships)?

Exclusions: best presentation (oral or poster) prizes

- none = 0 points
- one = 1 points
- two or more = 2 points

Maximum score of 2

8b. Have you been awarded any **'best presentation' prizes**?

- No = 0 points
- Yes from a regional meeting = 1 point
- Yes from a national / international meeting = 3 points

Maximum score of 3

9. Surgical logbook

ENT Indicator procedures

Tonsillectomy, Insertion of grommet(s), Reduction of fractured nose, Direct pharyngoscopy or direct laryngoscopy , Nasal polypectomy

9. Have you **performed**(ie coded P, S-TU, S-TS) any of the indicator procedures? (evidence should be presented in e-logbook format within the portfolio) - 2 points for each procedure.

- None = 0 points
- One indicator procedure = 2 points
- Two indicator procedures = 4 points
- Three indicator procedures = 6 points
- Four indicator procedures = 8 points
- Five indicator procedures = 10 points

Maximum score of 10

10. Evidence of long term (over >6/12) outstanding extracurricular activities

10. Have you undertaken any long term **outstanding extracurricular activities** since leaving medical school eg: cultural or sporting representative roles at regional / national level, or outstanding charity work?

- no = 0 points
- yes - one role = 1 point
- yes – two or more role = 2 points

Maximum score of 2

11. Medical Management or leadership roles

11a. **Since leaving medical school**, have you undertaken any formal medical **management or leadership roles** eg: Mess President, BMA local or regional rep, trainee rep on committee or similar role?

Please note: MDT / Rota Coordinator does not count.

(Please supply evidence of these roles).

- no = 0 points
- yes - one role = 1 point
- yes – two or more roles = 2 points

Maximum score of 2

11b. **Before leaving medical school** have you undertaken any leadership roles

e.g. Head of Student Union, Rag Committee Chairman etc.

- No = 0 points
- Yes = 1 point (confirmation letter required)

Maximum 1 point