

Neurosurgery

ST1 & ST3 National Recruitment

2019 Applicant Handbook

Copyright © 2019 Health Education England Yorkshire and the Humber. All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of Health Education England Yorkshire and the Humber.

All content within this guide is subject to change

Introduction

National recruitment for ST1 & ST3 Neurosurgery is coordinated by Health Education England Yorkshire and the Humber Local Office. In 2019 we will be recruiting to specialty training posts in England and Scotland.

This handbook aims to provide applicants with information regarding all aspects of the 2019 Neurosurgery 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 Neurosurgery in 2019 will follow the timeline below:

Activity	Date(s)
Applications open	10:00 on 7 th November 2018
Application deadline	16:00 on 29 th November 2018
Shortlisting	5 th January 2019
Multi-Specialty Recruitment Assessment (ST1 and ST3)	4 th – 13 th January 2019
Interview Invites Released	22 nd – 23 rd January 2019
Interviews	30 – 31 st January 2019
Initial offers released	No later than 17:00 on 4 th March 2019
Holding deadline	13:00 on 8 th March 2019
Upgrade Deadline	16:00 on 15 th March 2019

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

Contact details

Health Education England Yorkshire and the Humber have a recruitment helpdesk to assist applicants through the recruitment process. You can contact the recruitment helpdesk in the following ways:

By email: NeurosurgeryRec.YH@hee.nhs.uk

Please put Neurosurgery in the subject box to help us answer your email efficiently. We aim to respond to all emails within 48 working hours.

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 Neurosurgery recruitment helpdesk number is 0113 887 1716*

* Please refer to the person specification and the information available on our website to determine your own eligibility as we are unable to offer individual eligibility advice to applicants.

Vacancies

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 on page 16. Vacancy numbers will be published on the national [Neurosurgery 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 may continue to recruit to LAT posts through this national recruitment process. All vacancy numbers are indicative and are subject to change at any time.

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 Neurosurgery will open at 10:00 on 7th November 2018. Use the Vacancy Search tool to navigate to the national Neurosurgery vacancy and click "Apply"

There are a number of sections within the application form:

- Personal Details
- Eligibility to Apply
- Fitness to Practise
- References
- Competences and Experience
- Employment History
- Evidence of Selection Criteria
- Supporting Information
- Equality and Diversity
- Declarations

Please complete all sections in full before submitting your application. Once you have submitted your application, the only sections you will be able to change are your personal details and your referee details.

Application Deadline

The deadline for submitting applications is **16:00 on Thursday, 29th November 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 Neurosurgery Academic Clinical Fellowship (ACF) vacancies at ST1 or ST3 and require clinical benchmarking must complete a National Neurosurgery 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 Neurosurgery 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, we DO 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 by us.

GMC Registration and Licence to Practice

You 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 7th August 2019). Any offers made will be subject to you meeting this requirement by the time of appointment.

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

MRCS (ST3 only)

Applicants must have successfully completed all parts of the MRCS at the time of application. If you are invited to attend an interview you must provide evidence that you have successfully completed MRCS when you attend.

Courses

You must have ALS by intended start date of the post.

Assessment of Competency

Applicants must have achieved Foundation or CT1/CT2 competences by the time of appointment. Evidence of these competencies must be provided at the time of application and interview. If you are currently achieving these competences then any offer will be made on the basis you achieve the relevant competence by the start date of the post

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.

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.

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

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.

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 Specialty Register

You are not eligible to apply if you already hold, or are eligible to hold a Certificate of Completion of Training (CCT) in Neurosurgery. 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

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 – Neurosurgery**”

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.

Multi-Specialty Recruitment Assessment

All applicants will be required to sit the MSRA.

The Multi-Specialty Recruitment Assessment (MSRA) is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, has been designed to assess some of the essential competences outlined in the CT/ST1 Person Specifications and is based around clinical scenarios.

The purpose of the MSRA in the neurosurgery shortlisting process is to give applicants the opportunity to demonstrate the knowledge and skills that they have acquired during foundation training and medical school. It also tests professional capabilities and decision making which are key components of neurosurgical practice and complements the selection centre. It will account for 40% of the total shortlisting score. Further details about the MSRA is to be found in the MSRA Applicant Guide and MSRA Test Blueprint Information that is available on the Neurosurgery page of our website.

All neurosurgery applicants are required to sit the MSRA in the first recruitment round of any given recruitment year. There are no exceptions or exemptions to this requirement.

The MSRA is delivered on a number of consecutive days throughout the whole of the UK in a large number of Pearson VUE Computer Testing Centres.

All applicants who reside in or, are in employment in the UK (including the Channel Islands and the Isle of Man) during the assessment window are expected to attend a UK test centre.

Shortlisting

All applications that have been successful at the longlisting stage will proceed to shortlisting on the 4th January 2019. Each application will be marked by 2 trained assessors. The results of the shortlisting will not be released until the 22nd – 25th January 2019.

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 the recruitment helpdesk for assistance NeurosurgeryRec.YH@hee.nhs.uk

When booking your transport home please bear in mind we do not always run exactly to the timetable and we may finish later than expected. We are not responsible for reimbursing any alternative travel expenses you have had to book as a result of the selection centre running late.

Interview Dates and Venue

The interviews for 2019 Neurosurgery will take place **30th & 31st January 2019** at Elland Road Football Stadium, Leeds.

<https://bit.ly/2yBjhiC>

Free onsite parking is available at the venue.

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 neurosurgeryrec.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 (including a current curriculum vitae) – this will be handed in before your interview so must be clearly labelled with your FULL NAME and GMC number on the front cover.**
- Original passport **AND 1 COPY OF the signature/photograph page.**
- Original proof of current GMC Registration **AND 1 COPY**
- Original evidence of right to work in the UK **AND 1 COPY**
- Evidence that you have been awarded or successfully completed all parts of MRCS **AND 1 COPY (ST3 Only)**
- Evidence that you have successfully completed an ALS course **AND 1 COPY**
- **Structured Educational Supervisors Report – This report must be completed and inserted into the front of your portfolio as failure to include it could affect your score for the portfolio station**

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.

References

References will only be requested through the Oriel system once an offer of training has been accepted. Referees will be contacted by email with details of their referee accounts, so it is important that the contact details provided are correct. We strongly advise that you inform your chosen referees that you have listed them for this so that they expect this email coming through from the Oriel system. We also recommend that you double check the email address provided so as to avoid any issues or delay in your references being completed.

Interview Format

The interviews will consist of 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.

- **Portfolio Station**

There are two parts to the Portfolio Station:

The Portfolio Interview will consist of interview questions based on your portfolio and career to date. This station will be assessing your motivation and understanding of a career in neurosurgery, your communication skills and your problem-solving skills.

You will be scored independently by two interviewers and the total time in the Portfolio Station will be 15 minutes.

- **Clinical Station**

In this station, you will be given a clinical scenario.

This station is intended to assess your applied medical knowledge, problem solving and communication skills.

You will be scored independently by two interviewers and the total time allocated for this station is 15 minutes.

- **Simulated Consultation**

This station is intended to assess your communication skills, judgement under pressure and professional integrity.

You will be scored independently by two interviewers and the total time allocated for this station is 15 minutes.

- **Telephone Consultation**

This station is intended to assess your judgment under pressure, professional integrity and technical knowledge and clinical expertise.

You will be scored independently by two interviewers and the total time allocated for this station is 15 minutes.

- **Management**

This station is intended to assess the candidate's judgement under pressure, problem solving and professional integrity

You will be scored independently by two interviewers and the total time allocated for this station is 15 minutes.

- **Practical Stations**

You will rotate around 3 practical stations where your practical skills will be assessed.

You will be scored independently by one assessor.

Digital Scoring System

A digital scoring has been implemented for all recruitment in England. The panel will be using tablets to record scores and comments instead of the paper scoresheets.

The benefits of this digital scoring system are:

- Removes the risk of clerical errors related to manual transcription of scores from paper scoresheets
 - Allows all applicants to be provided with feedback on their performance
- Scoresheets, including panel member comments, will be emailed to you.

Scoring

Your performance in each station will be scored using a structured scoring system. After the interviews, you will be ranked against all other applicants. Your ranking will be based on your overall interview score once weighted.

Appointability and Ranking

Applicants at ST 1 who achieve 65% of the marks available will be considered to be appointable. Applicants at ST3 who achieve a score of 74% of the marks available will be considered to be appointable. A higher score is expected of ST3 applicants as this reflects their increased experience at the time of application. All appointable applicants will be ranked in order of their overall interview score.

Applicants who do not achieve the scores described above will not be ranked. This will show as a rank of 0 on the Oriol system.

Tied Scores

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

Lay Representatives and Observers

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 Neurosurgery Surgery 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 [Specialty Training 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 [Specialty Training 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.

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. Your scoresheets will also be released via the digital scoring system when the recruitment process is complete.

Evaluation of the Selection Process

Following the selection, you will be asked to complete a feedback form. This helps towards the planning and structure of future recruitment events.

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](#).

Useful Links

Online Recruitment Systems

System	Link
Oriel recruitment portal	https://www.oriel.nhs.uk/Web/

Information

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/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
Northern Ireland MDTA	http://www.nimdtg.gov.uk/recruitment/specialty-recruitment/

Local Offices and Deanery Websites

Local Offices / Deanery	Link
Health Education England East Midlands	https://www.eastmidlandsdeanery.nhs.uk/
London Recruitment	http://www.londondeanery.ac.uk/
Health Education England North West	http://www.nwpgmd.nhs.uk/
Health Education England South West	http://www.severndeanery.nhs.uk/
	http://www.peninsuladeanery.nhs.uk/
Health Education England Thames Valley	http://www.oxforddeanery.nhs.uk/
Health Education England Wessex	http://www.wessexdeanery.nhs.uk/
Health Education England West Midlands	https://www.westmidlandsdeanery.nhs.uk/
Health Education England Yorkshire and the Humber	http://www.yorksandhumberdeanery.nhs.uk/home/
NHS Education for Scotland	http://www.nes.scot.nhs.uk/
Health Education England East of England	https://heeo.hee.nhs.uk/recruitment_home_new
Health Education England North East	http://www.northerndeanery.nhs.uk/