



## **Guidance for Applicants to Cardiothoracic Surgery ST1 Clinical Training programmes in 2023**

### **Introduction**

Health Education England – Wessex Recruitment Team (formally Wessex Deanery) is coordinating National Recruitment to Cardiothoracic Surgery ST1 for commencement in August 2023. National Recruitment will cover all Cardiothoracic Surgery ST1 posts in England, Northern Ireland, Scotland and Wales.

Please read this guide alongside the ‘**Applicant guidance**’ which is available on the Specialty Training website: <https://medical.hee.nhs.uk/medical-training-recruitment>

### **Key Dates**

<b>Date</b>	<b>Event</b>	<b>Notes</b>
Wednesday 2 November 2022	Advertisements Published	<i>Adverts will be placed on the HEE Wessex website</i>
Thursday 3 November 2022 (10:00)	Applications Open	<i>Applications will only be accepted via the Oriel online application portal</i>
Thursday 1 December 2022 (16:00)	Applications Close	<i>Applications will close promptly at 16:00. Late applications will not be considered.</i>
Tuesday 13 December 2022	Longlisting completed	<i>All applications will be assessed for eligibility against the person specification.</i>
By Friday 16 December 2022	Self-assessment cut-off	<i>The self-assessment cut off score will be determined and applicants will receive notification of the outcome of the scoring process. The evidence verification will include top ranking applicants as well as applicants who score within a certain cut-off percentage, defined, and set by MDRS.</i>
Monday 19 December 2022 – Wednesday 4 January 2023	Evidence upload - applicants	<i>Top ranking applicants, as well as applicants who score within a certain cut-off percentage, defined, and set by MDRS, will be asked to upload evidence to an online verification portal. This facility will close at 10:00am on Wednesday 4 January 2023.</i>
Monday 16 January 2023	Evidence Verification Day	<i>Assessors will scrutinise the evidence uploaded (each portfolio will be reviewed by a panel of 3 Assessors).  Once the verification process has been completed the scores will then be checked to create the final shortlist.</i>



Tuesday 17 January 2023	Final shortlist / outcome of evidence verification	<i>Final self-assessment scores following evidence verification will be released to applicants.</i>
Tuesday 17 – Friday 20 January 2023	Self-assessment appeal window	<i>Following the release of the final self-assessment scores applicants will have 72 hours in which to submit an appeal.</i>  <i>Please refer to the Appeals section for further information.</i>
w/c 23 January 2023 and w/c 30 January 2023	Appeals reviewed and invitation to interview	<i>Appeals will be reviewed and responded to by the Clinical Recruitment Leads.</i>  <i>Invites to interview will be released no later than Thursday 2 February 2023.</i>
Thursday 9 and Friday 10 February 2023	Interviews	<i>Interviews will be held virtually via MS Teams.</i>
w/c 20 February 2023	Initial offers made	<i>Offers will be made through the Oriol application portal.</i>
13:00 Tuesday 4 April 2023	Holding deadline	<i>Applicants must have accepted or declined any “held” post by this deadline. Any post not accepted will be recycled and offered to other eligible applicants.</i>

## **Contacting the Recruitment Team**

It is kindly requested that applicants do not contact Consultants or Training Centres involved in National Recruitment.

Please refer to online documentation for information about the posts.

Any queries should be directed to the Recruitment Team via email:

[CTSurgeryRecruitment.wx@hee.nhs.uk](mailto:CTSurgeryRecruitment.wx@hee.nhs.uk)

- The Team will endeavour to respond to your queries within 48 hours.
- Urgent enquiries can be dealt with via telephone on **01962 690360**
- The office opening hours are **09:00 – 17:00, Monday - Friday**

## **Raising concerns about the recruitment process that fall outside of the national complaints policy**

Should you wish to raise any concerns about the recruitment process that falls outside of the national complaints policy (e.g. fraudulent submissions by other applicants) please contact [mdrs.confidential@hee.nhs.uk](mailto:mdrs.confidential@hee.nhs.uk) where you can raise such concerns.

This email address should not be used to raise a complaint which bypasses the process detailed in the national complaints policy.



### **Applying for a Vacancy**

Applications for all posts in Cardiothoracic Surgery will be completed via the Oriel recruitment portal only. The portal can be accessed via the internet: <https://new.oriel.nhs.uk/Web>

The system requires pre-registration which can be completed immediately.

### **Longlisting**

Applicants who do not satisfy the essential criteria for the posts being advertised will be removed at the longlisting stage. This process will be completed centrally by the Health Education England – Wessex Recruitment Team.

Please be aware that you may be contacted prior to the closing date for application if there is a query about the information that you have already completed. You will be required to submit clarification or additional information within 72 hours of a request.

Queries at the longlisting stage will be limited to clarification of information that you have supplied on your application form.

Any applicant who is unsuccessful at the longlisting stage will be informed of this with a reason why their application was unsuccessful.

The person specification to assess eligibility can be viewed on the HEE Specialty Training website: <https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/person-specifications>

### **Fitness to Practise**

Any applicants who answer yes to **any** of the fitness to practise declarations on their application form must complete an additional form (which can be downloaded from the resource bank on the specialty training website) and submit it to: [CTSurgeryRecruitment.wx@hee.nhs.uk](mailto:CTSurgeryRecruitment.wx@hee.nhs.uk) marked “**Fitness to Practise – Confidential**”

### **Achievement of Foundation Competences**

All applicants applying to CT1/ST1 posts are required to provide evidence of achievement of Foundation Competence within 3½ years prior to the intended commencement date for the advertised post(s).

The acceptable methods for demonstrating foundation competences are outlined in the Applicant Guidance on the Specialty Training website – please refer to section ‘Evidence of



foundation competence' to determine what you need to provide along with your application form.

### **Immigration**

With effect from 6 October 2019, all medical practitioners are on the Shortage Occupation List. This means that with the exception of applications to Public Health, all specialty recruitment applicants will be exempt from the RLMT; there will be no restriction on their appointment.

### **Evidence upload verification portal**

Once longlisting has been completed, the self-assessment scores will be reviewed to determine the cut off. The following groups of applicants will then be invited to upload evidence for verification:

- Those who score above a specified self-assessment cut-off score
- Any applicant who scores within 6 points below the specified cut-off score. For example, if the cut-off score is 30, all applicants scoring above 24 will be invited to upload their evidence for review.

Applicants will be able to upload evidence as detailed in their application form between **10:00am on Monday 19 December 2022 and 10:00am on Wednesday 4 January 2023.**

Full details of how to upload evidence will be provided by Friday 16 December 2022 so that you can start collecting and preparing your evidence but general guidance is below. It is imperative that you provide evidence for everything that you have cited on your application form as this evidence will be used to confirm the self-assessment score. Any discrepancies or missing evidence may result in your self-assessment score being downgraded.

The portfolio of evidence should be organised as follows:

- The content of the evidence portfolio must be in the same order as the domains in the application form
- Evidence within each domain should be in chronological order
- The evidence must be in English. Non-English documents must be accompanied by a certified English translation
- The entire portfolio of evidence must be uploaded as a single PDF.

An evidence verification day will take place on Monday 16 January 2023 whereby the evidence of each applicant will be scrutinised by a panel of three Assessors (Cardiothoracic Training Programme Directors, SAC members and Consultants with Training pedigrees). and the self-assessment score either confirmed or amended based on the evidence provided.

Once the evidence verification process has taken place and the final self-assessment list has been confirmed, the outcome will be released to applicants.



### **Appeals process**

Following the release of the verified self-assessment scores applicants will have 72 hours in which to appeal. Applicants making an appeal will not be able to submit additional evidence. The Clinical Recruitment Leads will review appeals based on the evidence previously submitted. It is possible that a verified self-assessment score could be adjusted down as well as up following the submission of an appeal. Following the appeal process the adjusted self-assessment score will be final. Rules regarding divergence criteria for appeals are available on request.

### **Preferences**

Applicants who are invited to attend the online interview process will be asked to rank their preferences of the available training programmes through the Oriol Recruitment portal. These preferences will be used in conjunction with the rankings after the interview to inform the offer made to the successful applicants. The number of posts available in each training programme will be published alongside the preference list.

You will be able to adjust your preferences for training programmes after the closing date of application, until **12:00 noon Thursday 16 February 2023**.

### **Interview**

All interviews will be conducted online via MS Teams.

The interviews will take place on Thursday 9 and Friday 10 February 2023. Applicants invited to attend an interview will be able to book a convenient slot, but we ask that applicants make themselves available for both days in case of any technical issues.

The ST1 online interview will consist of:

1. 5 Structured Questions lasting approximately 25 minutes.
2. Evaluating insight and motivation (amongst other factors) lasting approximately 5 minutes.

*Please note the specific areas mentioned above may change between applications opening and the actual interview. However, full details will be given to applicants who are invited to attend an interview.*

**Your self-assessment score will be carried over and added into your total overall score.**



### **Lay Representatives**

There will be Lay Representatives who will be observing interviews to ensure fair process is being followed. They will be asked to have their camera turned off and microphone muted for the duration of the interview. The administrator will let you know during the document checking process if a Lay Representative will be present for your interview.

### **Outcome of Assessment Centre – Offer of a Training Post**

Offers will be made to successful applicants by Health Education England – Wessex for all posts nationwide. Your ranking from self-assessment and interview will be used in conjunction with the preferences that you made through the Oriel recruitment portal.

### **Further Information**

For any further information or queries about the specifics of the process after reading this document please refer to the Cardiothoracic Surgery Recruitment website or contact the Recruitment Team details at [CTSurgeryRecruitment.wx@hee.nhs.uk](mailto:CTSurgeryRecruitment.wx@hee.nhs.uk)