

Guidance for Applicants to the Paediatric Cardiology ST4 Specialty Training programme in 2023

Introduction

Health Education England - Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Paediatric Cardiology ST4 posts for commencing from August 2023. National Recruitment will cover all Paediatric Cardiology ST4 posts in England, Northern Ireland, Scotland and Wales. The process will incorporate recruitment into Specialty Training (NTN) posts at ST4 level.

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

Date	Event	Notes
Wednesday 16 November 2022	Advertisements Published	<i>Adverts will be placed on the HEE Wessex website</i>
10.00 Thursday 17 November 2022	Applications open	<i>Applications will only be accepted by completion of the application form via the Oriel recruitment system https://www.oriel.nhs.uk/Web</i>
16:00 Thursday 8 December 2022	Applications close	<i>Applications will close promptly at 16:00 noon. Late applications will not be considered</i>
Until Friday 23 December 2022	Longlisting	<i>All applications will be assessed for eligibility against the person specification. Applicants may be contacted at any time to clarify information conveyed in the application</i>
Monday 23 January – Friday 3 February 2023	Shortlisting	<i>All applications will be scored by three Paediatric Cardiologists to set criteria</i>
By Wednesday 15 March 2023	Invitation to Interview	<i>Applicants will receive notification of the outcome of the longlisting/scoring process. Successful applicants will be asked to book an assessment centre interview slot</i>
Monday 27 March 2023	Interview	<i>Interviews will be held virtually</i>
By 17.00 Thursday 20 April 2023	Initial offers released	<i>Offers will be released through the Oriel recruitment system</i>
13:00 Tuesday 25 April 2023	Holding deadline	<i>Successful applicants may accept, decline, or hold an offer. A decision must be made within 48 hours of the offer being made. All held offers must be accepted or rejected by this deadline</i>

Contacting the Recruitment Team

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

PaediatricCardiologyRecruitment.WX@hee.nhs.uk

- The Team will endeavour to respond to your queries within 48 hours.
- The office opening hours are **09:00 – 17:00, Monday – Friday**

It is kindly requested that applicants do not directly contact SAC members or Consultants formally involved in national recruitment after the recruitment process commences on 16/11/2022.

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 where you can raise such concerns.

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

Applying for a Vacancy

Applications for all posts in Paediatric Cardiology will be completed via the Oriel recruitment portal only. The portal can be accessed at <https://www.oriel.nhs.uk/Web>

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

Fitness to Practice

Any applicants who answer yes to **any** of the fitness to practise declarations on their application form must complete a form (which can be downloaded from the resource bank on the specialty training website) and submit it to:

PaediatricCardiologyRecruitment.WX@hee.nhs.uk marked “**Fitness to Practice – Confidential**”

Exclusions Policy

Applicants reapplying for training in a specialty that they have previously resigned or been removed from (including an ARCP Outcome 4) will need the support of their previous Head of School/Programme Director **and** Postgraduate Dean in order to reapply.

Applicants must ask their previous LETB/Deanery, Head of School/Programme Director and Postgraduate Dean to complete a *Support for Reapplication to a Specialty Training Programme* form, available to download from the Oriel Resource Bank.

Applications will not be considered without a fully completed and signed form, which must be submitted at the time of application. Applicants requiring the support of a previous Head of School/Programme Director and Postgraduate Dean are advised to apply for this early and have it uploaded with their application.

Applying to continue specialty training in the same specialty in another region

Applicants who are already in a Paediatric Cardiology or Paediatric training programme and are applying to Paediatric Cardiology in another area/region must declare this on their application form.

At the time of application, a *Support for Reapplication of Specialty Training in a Different Region* form must be completed, approved by the current Training Programme Director/Head of School and submitted at the time of application to PaediatricCardiologyRecruitment.WX@hee.nhs.uk

Failure to provide this information will result in the application being rejected.

Applicants considering applying for the same specialty training programme in another region should communicate this to their existing Training Programme Director/Head of School at the earliest opportunity. Specialty training vacancies available for recruitment are confirmed well in advance of interviews/selection centres taking place. Early conversations with existing training programmes could allow for provisional plans to be put in place to replace the trainee, should they be successful in their application.

Longlisting

At this stage of recruitment, the content of the application will not be assessed by any criteria other than the Specialty Training person specification. The applications of candidates who do not satisfy the essential criteria for the posts being advertised will be removed. This process will be completed centrally by Health Education England - Wessex Recruitment Team.

Queries at the longlisting stage will be limited to clarification of information provided on the application form. Applicants may be contacted prior to the closing date for application if there is a query concerning the information submitted. In this case clarification or additional information must be provided within the timeframe set in the email request.

Core Competences – Evidence of experience must be provided in order to satisfy the essential criteria in the person specification. If prior training has been undertaken in the United Kingdom it is unlikely further evidence will need to be submitted. However, in the setting of a more geographically varied training history the Recruitment Team may need supporting information to be submitted. Applicants will be contacted directly should this be the case.

Please ensure that you document MRCPCH, MRCP and equivalence on 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 all applicants to Public Health, all specialty recruitment applicants will be exempt from the Resident Labour Market Test; there will be no restriction on their appointment.

Shortlisting

Each application will be scored by three Consultants independently. The scores will then be subjected to scrutiny by the recruitment team for evidence of anomalies. The process of scrutiny has been deployed for some years by this specialty and is confidently felt to be highly valid.

The score assigned will be used to produce a shortlist rank which will determine invitations to interview. Scores attributed to applications are final; there will be no further review of the information submitted on the application form.

Preferences

Applicants will be asked to express preferences for training centres through the Oriel recruitment system around the time of interviews. These preferences will be used in conjunction with the ranking derived from interviews at the assessment centre to determine the offers of training posts. The number of posts available in each training centre will be published alongside the preference list. It is important that applicants follow the online guidance pertaining to equally weighted preferences, and those training centres at which they would not consider accepting a post.

Interviews

All interviews will be conducted online.

The interviews will take place on **27/03/2023**. Applicants invited to attend an interview will be able to book a convenient slot.

The ST4 online interview will consist of:

- Suitability for appointment based on a series of structured questions put to all candidates, which may take into account career history and training, personal qualities and dealing with specific challenges seen in the specialty.
- Assessment of clinical acumen and experience in Paediatric Cardiology based on clinical scenarios, which will consist of a stem question and further subsidiary questions.

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.

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 by Health Education England - Wessex for all posts across the United Kingdom. The ranking of candidates determined by interview at the assessment centre will be tabled against preferences for posts, to determine offers.

Offers will be made through the Oriel Recruitment system, with a response required via the Oriel portal. Candidates will have 48 hours to accept, hold, or decline an offer. Failure to respond will result in an offer being withdrawn and the post being offered to another candidate.

Offers may be “held” until **13.00 Tuesday 25 April 2023**, by which time they must be acted upon.

Further Information

For any further information or queries please refer to the Paediatric Cardiology Recruitment website or contact the Recruitment Team at PaediatricCardiologyRecruitment.WX@hee.nhs.uk

The person specification for Paediatric Cardiology ST4 is available from the Specialty Training website:

<https://medical.hee.nhs.uk/medical-training-recruitment/person-specifications/paediatric-cardiology-st4>

The JRCPTB curriculum for Paediatric Cardiology training is available at:

<http://www.jrcptb.org.uk/specialties/paediatric-cardiology>