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Introduction

The National Recruitment Office for Core Surgical Training CT1 is Health Education England – London and South East (LaSE).

LaSE are recruiting to posts on behalf of England, Scotland and Wales and there is one interview centre for all posts.

This guide aims to provide applicants with information regarding all aspects of the 2018 Core Surgical Training recruitment process.

General information regarding recruitment to all specialty training posts is available on the Specialty Training website and in the 2018 Applicant Handbook.

Timeline and Key Dates

Recruitment to Core Surgical Training CT1 will follow the timeline below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advert</td>
<td>Thursday 2 November 2017</td>
</tr>
<tr>
<td>Applications open</td>
<td>At 10am on Wednesday 8 November 2017</td>
</tr>
<tr>
<td>Applications close</td>
<td>At 4pm on Thursday 30 November 2017</td>
</tr>
<tr>
<td>Preferencing window</td>
<td>Tuesday 16 January 2018 – Tuesday 30 January 2018</td>
</tr>
<tr>
<td>Interview</td>
<td>London Events Centre</td>
</tr>
<tr>
<td></td>
<td>Stewart House, 32 Russell Square, London, WC1B 5DN</td>
</tr>
<tr>
<td></td>
<td><strong>Monday 22 January – Friday 2 February 2018</strong></td>
</tr>
<tr>
<td>Initial offers released by London &amp; South East (on behalf of all regions)</td>
<td>by 5pm on Monday 5 March 2018</td>
</tr>
<tr>
<td>Hold deadline</td>
<td>1pm on Friday 9 March 2018</td>
</tr>
<tr>
<td>Upgrading deadline</td>
<td>4pm on Wednesday 21 March 2018</td>
</tr>
</tbody>
</table>
Vacancy, Advert and Application

Vacancy information is provided on the 2018 Core Surgical Training CT1 advert and further information will be available at point of preferencing later in the process.

Applications will only be accepted through the Oriel Recruitment system between 10am on Wednesday 8 November and 4pm on Thursday 30 November 2017. Please be aware applications received after this time will not be accepted and there will be no exceptions to this.

Special Circumstances, Reasonable Adjustments and Fitness to Practise

Please refer to the guidance and relevant forms which can be found within our applicant support portal: https://lasepgmdesupport.hee.nhs.uk/support/home

Eligibility and Longlisting

The eligibility criteria for Core Surgical Training CT1 is listed on the 2018 Core Surgical Training Person Specification and all applications submitted will be assessed against this. Any applications not meeting the eligibility criteria will be longlisted out of the process and will not progress to the next stage.

During longlisting LaSE will review all applicants GMC status, competency level and documentation, immigration status, career progression, English Language skills and fitness to practise declarations along with all other eligibility criteria stated on the 2018 Core Surgical Training Person Specification. For further information, please refer to the 2018 Applicant Handbook.

Please be aware that by allowing applicants to progress to the next stage, LaSE does not accept or confirm that applicants meet all eligibility requirements and applicants may still be withdrawn from the application process at any stage.
Interviews

Applicants will need to book an interview slot using their Oriel account. Slots are offered on a first come first served basis and will need to be booked by the deadline stated in the invitation to interview. Further information on how to book an interview slot can be found in Oriel Applicant User Guide.

Centres, dates and venues

- Monday 22 January to Friday 2 February 2018, London Events Centre

A list of the documents you are required to bring to interview can be found [here](#).
**Interview Format**

The interview will last for approximately 40 minutes; consisting of three stations—**Management, Portfolio** and **Clinical Scenario**. Each station will last 10 minutes with a minimum of 3-minute break between each station.

<table>
<thead>
<tr>
<th>Panel A: Management station</th>
<th>Panel B: Portfolio Station</th>
<th>Panel C: Clinical Scenario Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>· 1 pre-prepared 3-minute presentation</td>
<td>· Panellists have 10 minutes prior to interview to review portfolio</td>
<td>· 2 clinical scenario questions</td>
</tr>
<tr>
<td>· 2 minutes of questioning on presentation</td>
<td>· Applicants MUST complete the Portfolio Checklist prior to interview and insert at the front of their portfolio folder</td>
<td>· The first will be given to the applicant outside of the interview room. They will have 3 minutes to read the question and once inside the interview room the applicant will have 5 minutes to answer that question</td>
</tr>
<tr>
<td>· 1 management scenario question</td>
<td>· The Portfolio station will have no set questions and instead will be based on the applicant’s portfolio*</td>
<td>· A second question will be asked after 5 minutes</td>
</tr>
<tr>
<td>· 5 minutes allowed to answer question</td>
<td></td>
<td>· This question is to encourage the applicant to think on their feet</td>
</tr>
<tr>
<td>· Questions to encourage the applicant to think on their feet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Portfolios **MUST NOT** contain patient identifiable data and must only include the applicant’s own original work*
Ranking, Outcomes & Preferencing

Your ranking will be based upon your overall interview score and your individual station scores.

Following interview and ranking, applicants will either be deemed as successful or unsuccessful and will be informed of this via Oriel.

Preferencing of posts will be available prior to offers being made. The exact preferencing window can be found in Timeline and Key Dates section. For guidance on how to submit your preferences please refer to the Oriel Applicant User Guide.

During the preferencing window is the first time you will need to make a firm decision regarding which posts you would be willing to accept. This year is the first time there is the option to preference either uncoupled Core Surgical Training posts, Improving Surgical Training Pilot posts, Otolaryngology Pilot post or a combination of the three. There is more information regarding both Pilots in the section below and the useful link section at the end of this document.

Improving Surgical Training (IST) General Surgery Pilot and Otolaryngology Pilot

**IST - General Surgery Pilot:**

The Royal College of Surgeons of England is working with Health Education England to pilot a new competence-based, run through surgical training programme in general surgery. Uncoupled training posts in core surgery will also be available as part of the pilot in Scotland.

The pilot will trial improvements in the quality of training, a better balance between service and training for trainees, and professionalisation of the role of the surgical trainer. It will also seek to develop members of the team from other professional backgrounds to work alongside surgical trainees to improve patient care. Links to more information can be found in the ‘useful links’ section below.

**Otolaryngology Pilot:**
The Specialty Advisory Committee for Otolaryngology has received approval from the GMC to run a pilot run-trough for three years with posts starting in 2018. Posts will be recruited to via the National Core Surgical Training recruitment. The Otolaryngology Run through training is a programme whereby trainees appointed to ST1 posts in the specialty will continue through to ST8 and certification without further competitive interview or recruitment processes provided they meet the requirements of the programme and curriculum. This includes meeting examination and other requirements which are similar to the current uncoupled training pathway.

Trainees who have decided early in their training that they wish to pursue a career in Otolaryngology may benefit from the opportunity to undertake run through training because there will be:

- Assurance that the trainee will receive all their training in a defined programme and therefore geographical location.
- Assurance that the posts offered in the first two years (ST1 and 2) are likely to be particularly suitable to a future ENT Surgeon.
- Assurance that subject to satisfactory progress the trainee will be successful in pursuing a career in ENT, allowing early engagement with ENT UK and the various subspecialty ENT organisations, gaining access to the learning resources these organisations provide.

Trainees who decide after starting the programme that they wish to pursue a different career pathway will gain competencies in the first two years of training which could allow them to transfer through competitive entry at ST3 to another surgical specialty or, in some circumstances, gain credit for competencies when transferring to a non-surgical specialty.

More information about the pilot can be found in the prospectus hosted on the LPDME website.

**Offers, References and scoresheet release**

Offers will be made to those successful applicants that have ‘matched’ to a post and will be based on the applicant’s ranking and preferences.
Following initial offers being released, further offers will be made in subsequent iterations.

Applicants have 48 hours from the time of offer (excluding weekends) to confirm via Oriel whether they wish to accept, reject or hold their offer. Offers made after the hold deadline will only have the option to accept or reject.

**References** will only be requested when an offer has been accepted.

**Scoresheets** will be released to ALL applicants on a specified date. The recruitment office will communicate this date to all applicants, therefore you do not need to request your scoresheets after interview.

**Allocations**

We envisage offers being to post. However, if the offer is to region, the HE Region where the offer has been accepted will contact applicants to complete the allocation process.

Further information on how to request a **deferred start date** or **training less than full time (LTFT)** can be found in the 2018 National Applicant Handbook.

**Next steps/roles & responsibilities**

In line with national guidance, your details will be passed on to the local office around 14 weeks prior to your start date and to the first trust you have been appointed to 12 weeks prior to your start date. Therefore, you should not expect to receive any communication prior to this time.

**Enquiries/Frequently asked questions**

Should you have any queries relating to the recruitment process for Core Surgical Training you can contact LaSE via our online enquiries portal - [https://lasepgmdesupport.hee.nhs.uk/support/home](https://lasepgmdesupport.hee.nhs.uk/support/home)
Useful Links

Contact details for all HEE local offices can be found using the lpmde web link below:

http://www.lpmde.ac.uk/laserecruitment/specialties/core-surgery

Recruitment timeline and Person Specification:

https://specialtytraining.hee.nhs.uk/

https://www.oriel.nhs.uk/Web/

RCS IST web page:

http://www.rcseng.ac.uk/ist/

RCS IST web page – FAQ:

https://www.rcseng.ac.uk/careers-in-surgery/trainees/ist/how-to-apply/

IST prospectus: