2017 Core Surgery Applicant Guide
Introduction

“To attract the best possible trainees to Surgery, the CST National Recruitment Project Steering Group has worked to create a transparent and robust recruitment process for 2017.

We encourage applicants to provide their feedback to ensure we continuously improve the experience we are able to offer to applicants.

Good luck with your application!

Mr Humphrey Scott

The Core Surgical Training Applicant Guide is designed to give all applicants the necessary information and best chance to make a successful application to Core Surgical Training (CST) in 2017.

London and South East (LaSE) Recruitment Office, coordinates recruitment into CST across England, Wales and Scotland.

Our aim at the LaSE is to make sure that the recruitment process is fair and equitable for all applicants. This guide clearly defines each step in the CST recruitment process and offers specific guidance on how to better your application.

We hope that you find this guide useful and a helpful addition to the process.

The Surgery Recruitment website is regularly updated with the latest application information so if you have any queries please visit our Recruitment Website

If your query cannot be answered by the information found on the website or through this Applicant Guide, please go to: http://www.lpmde.ac.uk/applicantenquiries

We wish you the best of luck in your application.

Kind regards,

London and South East (LaSE) Recruitment Office

Developing people for health and healthcare
www.hee.nhs.uk
Who do we recruit for?

The London and South East (LaSE) Recruitment Office manage the recruitment into Core Surgical Training (CST) for England, Wales and Scotland.

In 2017 the LaSE will again manage all aspects of the application process and will coordinate the interviews centrally on behalf of all LETB/Deaneries (excluding Northern Ireland) at a National Selection Centre in London from the 23rd January – 3rd February 2017.

Applicants will make only one application to the Core Surgery National Recruitment Office via the Oriel application portal.

<table>
<thead>
<tr>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
</tr>
<tr>
<td>East of England</td>
</tr>
<tr>
<td>Kent, Surrey and Sussex</td>
</tr>
<tr>
<td>London</td>
</tr>
<tr>
<td>North East</td>
</tr>
<tr>
<td>North West</td>
</tr>
<tr>
<td>Scotland</td>
</tr>
<tr>
<td>South West</td>
</tr>
<tr>
<td>Thames Valley</td>
</tr>
<tr>
<td>Wales</td>
</tr>
<tr>
<td>Wessex</td>
</tr>
<tr>
<td>West Midlands</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
</tr>
</tbody>
</table>
## 2017 CST Recruitment Process and Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisements Published</td>
<td>Thursday 3rd November 2016</td>
</tr>
<tr>
<td>Provisional Post numbers published</td>
<td>Friday 4th November 2016</td>
</tr>
<tr>
<td>Applications</td>
<td>Open - At 10am Wednesday 9th November 2016</td>
</tr>
<tr>
<td></td>
<td>Close - At 4pm Thursday 1st December 2016</td>
</tr>
<tr>
<td>Interviews held</td>
<td>Monday 23rd January - Friday 3rd February 2017</td>
</tr>
<tr>
<td>Offers made</td>
<td>By 5pm Thursday 2nd March 2017</td>
</tr>
<tr>
<td>Offer holding deadline</td>
<td>At 1pm Thursday 9th March 2017</td>
</tr>
<tr>
<td>Offer upgrade deadline</td>
<td>At 4pm Thursday 16th March 2017</td>
</tr>
<tr>
<td>Final offers deadline</td>
<td>At 4pm Thursday 21st March 2017</td>
</tr>
</tbody>
</table>

All dates above are subject to change and we recommend applicants check the Surgery Recruitment website for any updates. Application times, interview dates and programme numbers may also be subject to change. The timetable above details dates across the whole CST recruitment process.

Important information will also be provided to applicants via email and text message. We also suggest applicants follow the LaSE on Twitter to keep informed of any other updates.
Making an Application

How well you do in your application to Core Surgery depends on how closely you meet the requirements set out in the Person Specification. Therefore, when completing an application we recommend applicants pay careful attention to the Person Specification and ensure they answer the questions in relation to how they fit the criteria.

Applications will open on **Wednesday 9th November 2016 at 10am** and close on **Thursday 1st December 2016 at 4pm**. Applications will **NOT** be considered after the deadline. All applications for Core Surgical Training must be made via the online system Oriel. You will only need to register **once** to make applications across multiple organisations or specialties.

Please be aware that Northern Ireland run a separate recruitment process and this application will also be live on Oriel. Please ensure that you are applying to the vacancy for England, Scotland and Wales.

If you have not already registered, you will need to create an account on the Oriel recruitment system before you can apply to a vacancy: [https://www.oriel.nhs.uk/Web/Account/Login](https://www.oriel.nhs.uk/Web/Account/Login)

Once you are logged in, you will be able to search for multiple vacancies, make your application(s), track the progress of submitted applications, view messages from the recruitment leads, view and book interviews and track post offers. When your application has been submitted you are unable to make any changes so please ensure that you do not submit unless it is complete.

Please be aware there will be some pages that will appear as blank on the form. This means that this section does not need to be completed. All evidence relating to Audits etc will be scored in the portfolio station.

The application form has different sections that must be completed:

◊ Personal Details
◊ Eligibility
◊ Equality and Diversity

It is important that you have all your required documents, including the Person Specification at hand before you begin your application and upload any documentation requested at the time you apply. We recommend you read and complete each question carefully, paying particular attention to the mandatory fields.
Depending on your answers, you may need to upload documentation to your application (e.g. confirmation of completion of your Foundation training). We recommend you prepare your documentation as soon as possible and do not leave it until the last minute. If applicants have not uploaded their documentation or emailed details of their Fitness to Practice or removed from/relinquished programme queries by the close of applications the application will be longlisted out. There will be no exceptions to this rule.

If you have trouble uploading documentation to your application, please read the guidance on the website and contact the LaSE should the issues persist. We strongly recommend that applicants read the Oriel User Guide for help with any technical issues: Oriel User Guide

Give yourself plenty of time to complete your application and do not leave it to the last minute to submit as applications close automatically. Late submissions cannot be accepted, regardless of technical difficulties.

Good luck!
Guaranteed Interview Scheme

All applicants to CST, provided they meet the essential criteria of the person specification, are guaranteed an interview.

However, for some specialties that undergo shortlisting, a disabled applicant will be guaranteed an interview, subject to meeting essential criteria on the person specification.

To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Equality Act 2010. This means you must have, or have had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities.

This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

Less than Full Time Training

Less Than Full Time (LTFT) Training is the means by which doctors and dentists undertake their training when they are unable to work and train full time for “well-founded” reasons. It is part of the NHS Improving Working Lives (England).

This information will not be made known to the selection panel but you will need to apply formally for less than full-time training via the LETB/Deanery. If you are working LTFT or need to do so for well-founded personal reasons you must notify the LETB/Deanery of your intention to work LTFT and this will be considered against the national eligibility criteria for LTFT training. The recruiting Postgraduate LETB/Deanery aims to offer support to all trainees who meet the national eligibility criteria to train LTFT; however trainees must be appointed to a full time programme to be able to progress their LTFT training application.

For more details about LTFT training in the LETB/Deanery, including information about eligibility and the application process, please refer to the Less than Full Time Training web pages of your chosen LETB/Deanery.
Deferring your start date

Deferments to start dates will only be considered for reasons stated in the Gold Guide i.e. for statutory grounds such as maternity leave or ill health. You can no longer defer your start date for reasons such as research.

If you wish to request a deferred start, you will need to declare this in your application. For further information on deferrals please see paragraph 6.20 of the Gold Guide, the Reference Guide for Postgraduate Specialty Training in the UK. [http://specialtytraining.hee.nhs.uk/the-gold-guide/](http://specialtytraining.hee.nhs.uk/the-gold-guide/)

Longlisting and Eligibility

Longlisting is where an application is assessed to ensure that it meets the essential criteria outlined within the Person Specification.

Certain parts of the application form that relate to the essential criteria have ‘flags’ that may be raised if an applicant answers a question in a particular way.

The essential criteria include:

◊ Qualifications - MBBS or equivalent medical qualification
◊ Evidence of Foundation Competences
◊ Removed from or Relinquished from Programmes
◊ Advance Life Support (ALS) course completed by time of appointment (from August 2016)
◊ GMC Registration & licence to practise
◊ Fitness to practise
◊ Right to Work in the UK
◊ Language Skills
◊ Career Progression (and Experience) - less than 18 months surgical experience
◊ Health

All flags are investigated by a trained member of staff and an application is progressed according to whether or not an applicant meets the criteria. When longlisting is complete, invitations to interview will be sent to all longlisted applicants.

Applications are continually monitored throughout the process. An applicant may be longlisted out at any stage of the process if they are later found to be ineligible. Further information on eligibility can be found in this guide and on the Surgery Recruitment website.
The following sections give an overview of evidence required at application and interview for key criteria of the Person Specification.

### Foundation Competences

Evidence of Foundation Competences can be demonstrated in 3 ways:

1. If you are currently undertaking a recognised Foundation programme in the UK which is due to finish in August 2017, we will ask you to confirm the name of your Foundation School. You do not need to do anything else at this stage but will be required to show proof of satisfactory completion of F1 at the interview. If you are in a standalone FY2 post a letter from your Foundation School stating you are on track will be required.

2. If you have completed a UK foundation programme within the last 3 years (since 31st July 2014), we will ask you to confirm that you have been awarded an FACD 5.2. You MUST attach a scanned copy of your FACD 5.2 to your application. You do not need to do anything else at this stage but you will be expected to provide proof of the original certificate at a later date.

3. If you have not undertaken a UK Foundation programme within the last 3 years, you will be able to submit alternative evidence by asking a consultant who has supervised you for at least 3 months since 31 July 2013 to attest to your achievement of Foundation competency. You MUST attach a scanned copy of your alternative certificate to your application. You will be expected to provide proof of the original certificate at the interview.

If the required evidence is not submitted by the close of applications, the application will be longlisted out with no further recourse to appeal. No late documentation will be considered.

### Accreditation of Transferable Competences Framework

When moving from one approved training programme to another, competences gained in core, specialty or general practice training should not have to be repeated if already achieved. The Academy of Medical Royal Colleges has developed the Accreditation of Transferable Competences Framework (ATCF) to assist trainee doctors in transferring competences achieved in one core, specialty or general practice training programme, where appropriate and valid, to another training programme.

Trainees who decide to change career path could transfer competences achieved in another training programme and reduce the length of their new training programme by a maximum of 2 years. The ATCF applies only to those moving between periods of GMC approved training and is aimed at the early years of training.
Applicants wishing to be considered for accreditation of transferable competences should indicate this on their application form. Further information on the ATCF is available from the Academy of Medical Royal Colleges.

**Advanced Life Support (ALS)**

All applicants are required to have successfully completed the **ALS Course** by the start date of the programme (from August 2017). If the course has already been completed, you will need to upload evidence of completion and show the original copy at the document checking stage when invited to interview. The course must be valid and not expire before the start date of the post. It may be necessary to redo the course if this is the case. Visit the [ALS website](#) for more information.

**GMC Registration and Licensing**

Any doctor wishing to practice medicine in the UK must be registered with the GMC; and in addition, the GMC must have provided them with an up-to-date license to practise medicine.

Please note that it is only necessary for you to have gained full GMC registration & licensing by the time of appointment to a programme (in most cases in round 1, this will be August 2017). However, any applicant without GMC registration & licensing must be able to state why they will be able to gain full GMC registration by the time of appointment. For more information on registering, licensing and establishing GMC eligibility, please visit the [GMC website](#).

**Fitness to Practise (FTP)**

If you answer ‘yes’ to any of the Fitness to Practise questions on the application form, you will be required to email full details of your response to [Fitnessstopractice@southlondon.hee.nhs.uk](mailto:Fitnessstopractice@southlondon.hee.nhs.uk) before the closing date of applications. Please note it is your responsibility to ensure that the application you submit is accurate and correct. If the required evidence is not submitted by the close of applications, the application will be longlisted out with no further recourse to appeal. No late documentation will be considered.

Applicants to training programmes are exempt from the **Rehabilitation of Offenders Act 1974**. This means that you must declare all criminal convictions, including those that would otherwise be considered ‘spent’, under this Act. You do not need to tell us about parking offences, but other driving offences must be declared (excluding fixed penalty notices).

You must advise if you have any speeding tickets but do not need to declare parking fines. Answering ‘yes’ to any of the questions below will not necessarily bar you from an
appointment. This will depend on the nature of the position for which you are applying and the particular circumstances.

**Removed From/Relinquished Programmes**

If you answer ‘yes’ to ‘Have you previously relinquished or been released or removed from a training programme in this specialty?’ on the application form, you must provide full details of the resignation, release or removal from a training programme by email to medicalrecruitment.lase@hee.nhs.uk before close of applications on 1 December 2016 using the Support for Reapplication to a Specialty Training Programme form approved by both the Head of School/Training Programme Director and Postgraduate Dean in the region where training was previously undertaken. The form is available to download via the Oriel Website.

If the required evidence is not submitted by the close of applications, the application will be longlisted out with no further recourse to appeal. No late documentation will be considered.

We recommend you prepare this documentation as soon as possible and do not leave it until the last minute as it may take some time to receive this letter. Should the Postgraduate Dean not support the application, appeal may be made to the LaSE whose decision will be final.

Answering ‘yes’ to this question will not necessarily mean you are ineligible to apply. Each response is looked at on an individual basis so it is important that the LaSE has all the information at hand when reviewing your application. Any evidence submitted will be considered by the LaSE to decide whether or not the application can proceed.

**Right to Work in the UK**

All applicants must prove that they are eligible to work in the UK. The proof required depends on your immigration/visa status. For more detailed information, please refer to the Home Office website at www.ukba.homeoffice.gov.uk and the Specialty Training website.

- Generally, **UK/EEA Nationals** will only need to show their passport to prove their right to work.
- **Non-UK/EEA National** applicants may be eligible to apply depending on their immigration status.

Applicants are advised to contact the UKBA for guidance if there are any immigration/visa queries as the LaSE is unable to offer any advice.
Career Progression

All applicants must complete the employment history section of the application form, showing that your career progression is consistent with personal circumstances and that your present achievement and performance is commensurate with the length of time you have spent in training. Gaps must be accounted for if they are longer than 4 weeks within three years of the advertised start date of the post.

Any future posts and expected career gaps between submission of the application form and the advertised post start date must also be included in your employment history. The information provided may then be reviewed by LaSE where necessary. If an applicant has not included a full employment history in their application the application may be longlisted out with no further recourse to appeal.

If you have more than 18 months surgical experience, after your completion of Foundation training (or equivalent) by the time of appointment, you will not be eligible to apply to core level training (CT1) in surgery. Experience from within the UK, overseas training and non-training experience is counted towards this 18 month limit.

English Language Skills

All applicants must have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues.

If your undergraduate medical training was taken in English and you have noted this on your application form, no further evidence will be required. If your undergraduate training was taught in a different language, you will need to provide some alternative evidence of your language skills. The following are acceptable:

*International English Language Testing System (IELTS)*

To meet the minimum standard via IELTS, you must have achieved the following scores in one single sitting, within the 24 months prior to the application closing date: Overall 7.5, speaking 7, listening 7, reading 7, and writing 7.

If you have not sat IELTS - or if your IELTS scores were gained more than two years prior to the application opening date – you must state how you can demonstrate your English language skills. Generally, a letter from a UK consultant attesting to your English skills in reading, writing, speaking and listening will be adequate evidence.

Invitation to interview

Developing people for health and healthcare

www.hee.nhs.uk
Once longlisting is complete, an email and text message will be sent to all successfully longlisted applicants inviting them to interview. From this point all successful applicants will be able to book an interview slot online via Oriel on a first come first served basis before the specified deadline given.

Greyed out time slots indicate that the times have been picked by other interviewees and are no longer available. All other slots shown can be booked.

You can change your interview time online up until the closing time for interview slot bookings (shown when you book a slot). To change your time slot, log in to your Oriel account and cancel your current booking. You will then be able to book another time slot. Your interview slot includes 30 minutes for checking of eligibility documentation as well as interview time. Please note, other available slots cannot be guaranteed. Unfortunately interviews cannot be conducted outside the stated dates of 23rd January – 3rd February 2017.

Please double check your Oriel account to ensure that you did successfully book a slot. If you experience problems booking an interview slot please contact the LaSE for assistance.

**Booking an Interview Slot!**

1. Log in to your Oriel account
2. Select ‘Book an interview slot’ in the top right hand corner
3. Select your chosen time and date
4. Take note of your interview time and circuit group and booking notes for any added information.

**NB:** You can change your interview time and date, subject to availability as many times as you like until the deadline specified.
Sub Preferencing

Sub-preference is a specific programme available at a LETB/Deanery. Applicants will be contacted via email when sub-preferences are open. Not all LETBs/Deaneries provide the same level of detail for their available programmes. Applicants will be able to rank all the training programmes available from all LETBs/deaneries involved in CST recruitment process via the Oriel system.

The ranking of your sub-preferences, along with your overall interview rank determine how offers are made and is therefore a very important step in the recruitment process.

If you do not wish to be considered for a programme, move that preference to the ‘Not Wanted’ section. You must decide what programmes you would be willing to take up as you may receive an offer for any sub-preference that you move to either the ‘Preferenced’ or ‘No Preference’ section.

Programme details are subject to change over the recruitment period. When changes occur to programme information the LaSE recruitment team will update the website and inform all applicants via email. Please ensure you are referencing the latest version of the programme information document on the surgery website when selecting your sub-preferences.

Applicants can change their sub-preferences until the deadline given. No changes can be made after this time and there will be no exception. Programme information and step by step guidance on how to sub-preference is available on the surgery recruitment website.

Remember if you do not wish to be considered for a post move it to the ‘Not wanted’ section.

A successful applicant may be offered any post that falls under the ‘Preferenced’ or ‘No Preference’ section.
Interview Documentation

Your invitation to interview email will include information on the location for the interview and what documentation you will need to bring in addition to your portfolio. It is important that you pay particular attention to the documentation required as you may not be able to proceed with an interview if you do not have the correct documentation on the day.

Your interview slot includes a 30 minute document checking period where your eligibility documentation is reviewed before your interview starts. We recommend you arrive at the stated time on your booked slot for the document checks and verification.

These documents will be checked against your application and the photocopies of all documents will be retained on your recruitment file. If you are appointed to a training post, these documents will be passed to the LETB/Deanery in which you will be training. All copies of documentation to bring to the interview should not be stapled, on A4 size sheet and single sided.

Please bring the original of each document plus one A4 photocopy as set out below:

- Passport* plus one colour photocopy
- Proof of entitlement to work in the UK (if required)
- Proof of address (dated within past 3 months)
- GMC certificate from ‘My GMC’ – Must be current year certificate (Proof of license to practice)
- Primary qualification certificate
- Post-graduate qualification certificate (If declared on application form)
- ‘Other’ qualifications (If declared on application form)
- Proof of Foundation Competences ** (FACD 5.1/5.2,
- Evidence of English Language skill (IELTS or equivalent if required)
- Portfolio (including Portfolio Checklist)

* If you do not have a passport, you must provide photographic proof of identification such as a Drivers Licence. If you do not have a passport you must also provide proof of right to work in the UK.

** If you are a current F2, and are offered a programme, it is under the condition that you have successfully completed your foundation training.

If you have any issues in providing the above documentation, please contact the LaSE as soon as possible for guidance.
Privacy Notice
In order to manage and quality assure your training, Health Education Kent, Surrey and Sussex needs to collect, store and process information about you. This is done in compliance with the Data Protection Act 1998, 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.

Outstanding Documentation
Please note Health Education London and South East (LaSE) Recruitment Office accepts no legal liability whatsoever arising from or connected to any lost or damaged original documents. Health Education London and South East (LaSE) Recruitment Office therefore, strongly recommend that you bring your original documents to the interview. A documentation checklist can be found over the next page or downloaded from the website.
## Document Checklist

<table>
<thead>
<tr>
<th>Original Documentation</th>
<th>Details</th>
<th>Copy (tick)</th>
</tr>
</thead>
</table>
| Passport— Original     | • Within a minimum of 6 months of expiry  
• Colour Copy of front cover, inside front cover & photo page – see examples to the right | |
| **Proof of Right to Work in the UK** | • If UK/EEA - passport is acceptable  
• Non UK/EEA applicants must provide evidence of immigration status – e.g. biometric residence card, date stamped passport and/or identity card, together with an accompanying letter from the Home Office detailing which type of visa has been granted.  
• Birth certificate can be provided if no passport is available | |
| Proof of address       | • 1 form of personal ID (Passport, Driving License or ID Card) and 2 documents confirming address (recent utility bill or bank statement dated within past 3 months) | |
| GMC Certificate        | • Current year certificate available to download from ‘My GMC’ | |
| Primary qualification certificate | • Primary Qualification certificate (e.g. MBBS or equivalent*)  
*Authorized translation required if applicable | |
| Postgraduate qualification certificate | • Any postgraduate qualification certificates that were declared on an application, (e.g. MSc) | |
| ‘Other’ qualifications | • Advance Life Support (ALS)  
Any other qualification certificates that were declared on an application, (e.g. BSc) | |
| Evidence of Foundation Competences or equivalent | • 5.2 FACD if foundation training completed in last 3 years  
• FACD 5.1 or letter from supervisor advising on track to complete F2 if current F2  
• Alternative certificate if foundation equivalent training completed outside of the UK or over 3 years ago* | |
| Evidence of English Language skill (IELTS or equivalent) | • Proof of proficiency in English language  
• IELTS test results (taken within the last 24 months with overall result of 7.5 or above)  
• Alternative English language test results  
• Letter from UK consultant confirming proficiency in English language | |
The interview process

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

Panel A: Management Station
- 1 pre prepared 3 minute presentation
- 2 minutes of questioning on presentation
- 1 management scenario questions.
- 5 minutes allowed to answer question
- Questions to encourage the applicant to think on their feet.

Panel B: Portfolio Station
- Panelists have 10 minutes prior to interview to review portfolio
- Applicants MUST complete the Portfolio Checklist prior to interview and insert at the front of their portfolio folder
- The Portfolio station will have no set questions and instead will be based on the applicant's portfolio

Panel C: Clinical Scenario Station
- 2 clinical scenario questions
- 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.
- A second question will be asked after 5 minutes
- This question is to encourage the applicant to think on their feet.

Lay Representatives and Quality Assurance

A number of Lay Representatives and Quality Assurance persons who will be present on each interview day. They may sit in some of your interview stations to observe the process. They will not score or assess your performance in that station; they are there to ensure the process is fair and consistent across all days of interviews. If you have any concern about your interview you should speak to a Lay representative or a member of the LaSE staff as soon as possible.
Portfolio Checklist

In addition to your eligibility documentation, you will also need to bring your portfolio to the CST interview. Your portfolio should contain documentation of any achievements and qualifications you have quoted on the application form and also evidence of how you meet the essential criteria set out in the Person Specification.

Any claims made on the application form or additional certificates, publications or presentations not mentioned need to be evidenced by a piece of documentation in your portfolio. It is recommended that applicants refer to the ‘Portfolio Station Guidance’ for more information. This is available to download via our Website. The guidance provides applicants with the scoring range available for each of the Portfolio station criteria with examples of acceptable evidence.

All claims made on your application form or portfolio checklist such as a published article, a prize awarded etc must be supported by evidence in your portfolio that can be verified by the interviewing panelists. Any claim not backed up by evidence in your portfolio, will be raised in the interview and if found to be false, may result in rejection or further action. No marks will be given if there is no evidence in the portfolio.

At the interview, 2 panelists will review your application form, the supporting statement and portfolio for ten minutes prior to your interview to verify how you meet the essential criteria set out in the Person Specification.

- You **must** place the Portfolio Checklist (below) at the front of your portfolio folder, to guide the panelists to the evidence provided to support your application

- **No other form of contents page will be accepted however you may still include your own table of contents**

- Do NOT bring your personal training portfolio or a full print-out of your ePortfolio; rather, provide copies of sections that you feel are appropriate and supportive of your application. E.g. MSF summary, publications, min-PAT, mini-CEX, CbD etc. Use a proforma to provide an executive summary of publication, presentation or teaching undertaken.

- If you do not bring sufficient evidence for achievements claimed on the application form, your application may be discounted; serious probity issues may be reported to the GMC

- **DO NOT include any patient identifiable data** – this would be a serious breach of patient confidentiality

[www.hee.nhs.uk](http://www.hee.nhs.uk)
• Use one lever arch file for all your documents

• Use dividers, or other markers, to identify the relevant sections. Advise in the ‘Section/Page number’ column where the evidence is located in your portfolio

• This is an opportunity to display your presentation and organisational skills

• Sometimes, it may be difficult to obtain certain evidence in a suitable format. In this case, an evidence letter completed by a consultant who can confirm your claim is acceptable.

**Portfolio Checklist Example (Do not Use)**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Check the download section of the website for a copy to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant ID</td>
<td></td>
</tr>
<tr>
<td>CV Included</td>
<td>(Please advise section/page number)</td>
</tr>
</tbody>
</table>

Please complete this form electronically using bullet points to list each item of evidence under each criteria and where it can be found in your portfolio. Please refer to the Portfolio Guidance for examples of acceptable evidence.

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Tick</th>
<th>Description of Evidence in Portfolio</th>
<th>Section / Page Number</th>
<th>Confirmed by interview panel &amp; comments (For interviewer use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc Hons / MSc / MD / MPhil / BDS / PhD</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPD Courses</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptional Performance in Undergraduate/Foundation years or equivalent</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical / Procedural Experience in both surgical and nonsurgical posts</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Audit / Service Improvement</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentations / Abstracts / Publications (Full papers only)</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates Leadership and Teamwork</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to Surgery (Surgery specific or transferable skills relevant to surgery)</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(For completion by interviewer)  This form to be retained by the interview panel

Portfolio folder complete? Yes / No

Interviewer name:  Signature:  Date:
After your Interview

Results will be released after all interview scores have been quality checked. Your overall score is based on your performance at each of the three stations attended during your interview. Your application status will be updated on Oriel to show whether or not you were successful at the interview and applicants will be notified via email.

Applicants who score below the national cut-off score of 136 out of the maximum 216 will be deemed unsuccessful and will not be ranked or offered a CST programme in this round. Also any applicant who receive 4 or more unsuccessful ticks from the interviewing panelists on their scoresheet and are above the cut-off score will be automatically deemed unsuccessful. Any applicant who has 2 unsuccessful ticks in the Clinical Station will also be deemed unsuccessful.

All interview successful applicants will be ranked according to their overall interview score and where they are placed in comparison to the other applicants interviewed. The rank and score for each applicant will be published to their Oriel account which can be viewed when logged in.

In the event that there are applicants with the same overall interview score and therefore rankings are tied, the Oriel system will rank the applicants with tied scores according to their scores at the individual stations using the following weighting or order:

- Clinical
- Portfolio
- Management

Once the interview scores have been exhausted, the individual portfolio domain scores in the order below will be used to differentiate between candidates if there are tied scores.

- Clinical / Procedural experience
- Teaching
- Clinical Audit / Service Improvement
- Abstracts / Publications
- Commitment to Surgery

Confidentiality
Applicants should ensure that the content of the interview assessments are kept confidential and must not be discussed with other applicants or published on websites, online forums or discussion groups, social media or any other forum accessible to the public.
Interview Status

Following the interviews, applicant’s interview status will be updated on their Oriel account with their interview station score. An applicant’s status will either be successful or not.

**Interviewed unsuccessful:** This means the applicant scored below the national cut-off score and will not be eligible to receive a CST offers in this round including National Clearing.

**Interviewed Successful:** This means the applicant has scored above the national cut-off score and is eligible to be offered a training programme subject to post availability and rank.

Interview Feedback

Your score is based on your total performance in the three stations attended during your interview and your rank determines where you are placed compared to other applicants interviewed. Applicants will be able to view their interview station scores and their ranks via Oriel within a week of interviews being complete on the 6 February 2016. All applicants will also receive an email to advise them whether or not they were successful at interview.

The CSNRO is unable to provide extended individual feedback due the clinical commitments of the consultants involved in interviews. Applicants will be able to request copies of their scoresheet which may contain comments about their interview performance by following the HEKSS feedback procedure and completing a Data Access Request in accordance with the Data Protection Act 1998.

Refer to the HE LaSE feedback procedure via recruitment website

Applicant Survey

The LaSE requests feedback from applicants in order to improve the quality of future recruitment processes. Applicants will be required to complete a short questionnaire give feedback on their interview experience and the venue. In addition to the feedback given at the interviews, applicants will be contacted at the end of the offers process to complete a detailed online survey on their overall recruitment experience.

Expenses

Applicants attending the CST interviews may be able to claim for their travel and subsistence expenses in line with the HEKSS guidance. Expenses, such as air
travel and accommodation require prior written consent from the LaSE before booking.

The LaSE will not pay for any air travel or accommodation which was not approved prior to booking. Applicants must email any flight or accommodation requests via http://www.lpmde.ac.uk/applicantenquiries giving full details of the mode of travel, the cost involved and the reason for the mode of transport or accommodation.

Applicants should contact the LaSE for a copy of the expense form and the guidance before booking to ensure they have read and understood the process. Any claim should be submitted to the LaSE within a month of attending the interview. There will be no exceptions for late submission.

The offers process

In 2017, offers for CST will be coordinated through the Oriel system by the CSNRO, according to an applicant’s rank and the order with which they ranked the sub-preferences. It is important to note that although an applicant may be successful at interview they may not receive an offer in the first or subsequent iterations, as there are usually more successful applicants than available programmes.

If an applicant is ranked first, the applicant will be offered their first preference followed by the person who ranked second being offered their first preference, unless it had already been offered to the first applicant in which instance they would get their second preference and so on.

Applicants will have 48 hours to respond to an offer. After the 48 hour period expires, any declined and expired offers will be released to the next eligible applicants. There will be no exception to this rule.

It is important to remember that even if an applicant does not receive an offer in the first iteration, they may still receive an offer in further iterations.

However this is not guaranteed and applicants should look at their rank and the number of programmes available to determine whether this may happen.

If an applicant receives an offer they will be notified by email and possibly text message. Offers can only be accepted through the Oriel system.

All applicants can see how the offers are progressing through the ‘real-time’ offers table via the Oriel system. Applicants can view the number of offers that have been accepted, held and declined at each LETB/deanery and can calculate how likely it is they will receive an offer.
Offers Responses

ACCEPTING AN OFFER
Once you have been offered a programme and accepted, you must withdraw from any other applications, interviews or offers. Your details will be forwarded to the LETB/Deanery to contact you with further information once recruitment is complete. When an offer is accepted, you should receive an automatic email acknowledging your response. If this email is not received immediately contact the CSNRO as a matter of urgency. NB: all offers are subject to pre-employmen ts checks.

HOLDING AN OFFER
The hold function exists so applicants that have applied to more than one specialty can hold an offer whilst waiting to hear from other specialties. Applicants via the UK Offers system can only hold one offer at any one time across all specialties until the nationally agreed deadline (13:00 hrs, Thursday 17 March 2017). If a confirmation email is not received immediately after holding an offer, the applicant should contact the LaSE as a matter of urgency. After the deadline, all held offers will be automatically rejected.

DECLINING AN OFFER
If you decline an offer you will not automatically be eligible to receive any further CST offers in this recruitment round. If national clearing is required, applicants with this status can choose to enter clearing where they will be able to preference any remaining posts. To opt in applicants must email via http://www.lpmde.ac.uk/applicantenquiries to register their interest. This is not an automatic process. It is important that you choose your sub-preferences carefully to avoid being offered a programme you do not want.

OFFERS UPGRADE
Applicants can elect to opt in to upgrades when they accept or hold an offer. This means that should a higher ranked preference become available where an offer is held or accepted with upgrades, you will be automatically upgraded to this offer, if eligible up on until the national upgrades deadline (16:00 hrs, Thursday 24 March 2017). You will not have the option to decline the upgrade as your previous programme will have already been offered to another applicant. You can choose to opt out of upgrades when you first accept your offer or at any point during the process through your Oriel account.

EXPIRED OFFERS
If you do not respond to your offer within 48 hours, or do not accept your held offer prior to the hold deadline, your offer will automatically expire. You will not
automatically be eligible to receive any further CST offers in this recruitment round. If national clearing is required, applicants with this status can choose to enter clearing where they will be able to preference any remaining posts. To opt in applicants must email via http://www.lpmde.ac.uk/applicantenquiries to register their interest. This is not an automatic process.

What happens after accepting an offer?

Depending on when you accepted your programme, you may now have to wait some time for the LETB/Deanery to get in contact to confirm details of your allocation. Unfortunately it is not possible to advise exactly when you can expect to hear from them. However LETBs/Deaneries usually contact appointed trainees 8-12 weeks before the advertised training start date (from August 2017).

Generally, once all programmes at that LETB/Deanery have been allocated, the LETB/Deanery will contact all appointed trainees to complete pre-employment checks. Pre-employment checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients.

Checks will include verification of references, Fitness to Practise updates from the General Medical Council (GMC), occupational health clearance, criminal records checks and immigration status checks. You may also need to again produce some of the documentation you were required to bring to interview, such as proof of English language proficiency.

Once pre-employment checks have been completed successfully, the employer will confirm new starter details with you. You should receive your contract within two months of starting in programme, as per NHS Employers’ guidance.

In the meantime if you do have any queries regarding the programme you have accepted, we recommend you contact the LETB/Deanery directly for further details.

WITHDRAWING FROM AN ACCEPTED OFFER

Applicants wishing to withdraw from their programme following acceptance of an offer will not be eligible to receive any other offers. The applicant must contact the CSNRO and the appointing LETB/Deanery to resign ensuring they have given appropriate notice to ensure the gap in service can be filled. Applicants are reminded of the GMC guidance on accepting appointments outlined in paragraph 38 of “Good Medical Practice” http://www.gmc-uk.org/guidance/good_medical_practice.asp
National Clearing

After the upgrades deadline and the final iterations of offers are released, any programmes remaining from all LETBs/Deaneries will be entered into national clearing. Applicants with an application status of ‘interviewed successful’ are eligible for clearing.

All eligible applicants will be contacted with information on how the process will work once clearing programmes have been confirmed.

At national clearing, all eligible applicants will be re-ranked according to their interview score and programmes allocated according to preference and rank.

In clearing you will have the opportunity to re-preference all remaining available programmes across all LETBs/Deaneries. You will not be eligible to enter national clearing if you have an application status of ‘interviewed unsuccessful’. If you have a status of ‘offer declined’ or ‘offer expired’ you can opt in to national clearing by emailing via http://www.lpmde.ac.uk/applicantenquiries.

National Round 2

A national round 2 may be held to fill any remaining programmes after round 1. If all posts have been filled there will not be a national round 2.

If a round 2 is held, and an applicant has accepted a round 1 programme and decides to apply again in round 2, the applicant will need to give the required period of notice if they subsequently accept a post.

The CSNRO will advise applicants via the recruitment website if a national round 2 will be held for 2017.

Please note applicants will be required to submit a new application for round 2 should it take place. Should a national round 2 take place, interviews will be subject to capacity and therefore applicants will be shortlisted based on their responses to the Section 3 of the application form.
# Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accepted Withdrawn</strong></td>
<td>An applicant withdrew their application after having accepted an offer</td>
</tr>
<tr>
<td><strong>Applied</strong></td>
<td>An application has been submitted</td>
</tr>
<tr>
<td><strong>Applied Withdrawn</strong></td>
<td>An applicant withdrew their application after applying but before attending an interview</td>
</tr>
<tr>
<td><strong>CSNRO</strong></td>
<td>Core Surgery National Recruitment Office</td>
</tr>
<tr>
<td><strong>FACD 5.2</strong></td>
<td>Certificate awarded for the successful completion of FY2. FACD 5.1 is for the completion of FY1.</td>
</tr>
<tr>
<td><strong>Interview</strong></td>
<td>An invite to interview has been issued.</td>
</tr>
<tr>
<td><strong>Interview DNA</strong></td>
<td>An applicant did not attend their booked interview</td>
</tr>
<tr>
<td><strong>Interview Successful</strong></td>
<td>An applicant was successful at your interview but no offer has been received</td>
</tr>
<tr>
<td><strong>Interview Unsuccessful</strong></td>
<td>An applicant was not successful at interview and will not be eligible to receive any offers</td>
</tr>
<tr>
<td><strong>Interview Withdrawn</strong></td>
<td>An applicant withdrew their application after having attended an interview</td>
</tr>
<tr>
<td><strong>LETB/Deanery</strong></td>
<td>The UK is divided up into regional areas, which each manage the postgraduate medical training carried out within their borders. In England they are called Local Education and Training Boards (LETB) and Deanery in the rest of the UK</td>
</tr>
<tr>
<td><strong>Longlist unsuccessful</strong></td>
<td>An application did not meet the essential criteria of the person specification and cannot proceed to the next stage.</td>
</tr>
<tr>
<td><strong>Longlisted</strong></td>
<td>An application meets the essential criteria of the person specification and will proceed to the next stage of the recruitment process.</td>
</tr>
</tbody>
</table>
Offer Accepted | An applicant has accepted an offer
Offer Declined | An applicant received an offer that they rejected. No further offers will be made to the applicant.
Offer Expired | An applicant received an offer but did not respond in the 48 hours. No further offers will be made to the applicant.
Offer made | An offer has been made to applicant but no response has been made

RLMT | Resident Labour Market Test
Sub-preference | The training programmes available at a LETB/deanery
Oriel | A centralised system which coordinates and standardizes offers for Medical and Dental Specialty Training posts

**Useful Links**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>London and South East (LaSE) Recruitment Office</td>
<td><a href="http://www.lpmde.ac.uk/laserecruitment/specialties/core-surgery">http://www.lpmde.ac.uk/laserecruitment/specialties/core-surgery</a></td>
</tr>
<tr>
<td>Oriel</td>
<td><a href="https://www.oriel.nhs.uk/Web/Account/Login">https://www.oriel.nhs.uk/Web/Account/Login</a></td>
</tr>
<tr>
<td>Royal College of Surgeons of England</td>
<td><a href="http://www.rcseng.ac.uk">http://www.rcseng.ac.uk</a></td>
</tr>
<tr>
<td>Royal College of Surgeons of Edinburgh</td>
<td><a href="http://www.rcsed.ac.uk">http://www.rcsed.ac.uk</a></td>
</tr>
<tr>
<td>Royal College of Physicians and Surgeons of Glasgow</td>
<td><a href="http://www.rcpsg.ac.uk">http://www.rcpsg.ac.uk</a></td>
</tr>
<tr>
<td>The Royal Society of Medicine (RSM):</td>
<td><a href="http://www.rsm.ac.uk/">http://www.rsm.ac.uk/</a></td>
</tr>
<tr>
<td>Specialty Training</td>
<td><a href="http://specialtytraining.hee.nhs.uk">http://specialtytraining.hee.nhs.uk</a></td>
</tr>
<tr>
<td>Specialty Training in Wales</td>
<td><a href="http://specialty.walesdeanery.org">http://specialty.walesdeanery.org</a></td>
</tr>
<tr>
<td>Medical Careers</td>
<td><a href="http://www.medicalcareers.nhs.uk">http://www.medicalcareers.nhs.uk</a></td>
</tr>
<tr>
<td>Scottish Medical Training</td>
<td><a href="http://www.scotmt.scot.nhs.uk">http://www.scotmt.scot.nhs.uk</a></td>
</tr>
<tr>
<td>Recruitment for Academic Clinical Fellowships</td>
<td><a href="http://www.nihrtcc.nhs.uk/intetacatrain">http://www.nihrtcc.nhs.uk/intetacatrain</a></td>
</tr>
</tbody>
</table>
in medicine and dentistry in England:

<table>
<thead>
<tr>
<th>Northern Ireland Medical and Dental Training Agency</th>
<th><a href="http://www.nimdta.gov.uk">http://www.nimdta.gov.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Office</td>
<td><a href="http://www.ukba.homeoffice.gov.uk">http://www.ukba.homeoffice.gov.uk</a></td>
</tr>
</tbody>
</table>