

Trauma & Orthopaedics ST3 National Recruitment

2017 Applicant Handbook



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Introduction

The national Recruitment Office for ST3 Trauma and Orthopaedic Surgery is Heath Education England - Yorkshire and the Humber office. We are recruiting to ST3 posts across England and Scotland, in addition to LAT posts in Scotland only.

This handbook aims to provide applicants with information regarding all aspects of the 2017 Trauma and Orthopaedic Surgery recruitment process.

General information about applying to specialty training posts is available on the [Specialty Training Website](#) and in the [Specialty Recruitment Applicant Handbook](#). We recommend that all applicants read this document in full.

Timeline and Key Dates

Recruitment to ST3 Trauma and Orthopaedic Surgery in 2017 will follow the timeline below:

Activity	Date(s)
Applications open	At 10am on Wednesday, 1 st February 2017
Application deadline	At 4pm on Wednesday, 22 nd February 2017
Interviews	Monday, 20 th March to Thursday, 23 rd March 2017
Initial offers released	By 5pm on Thursday, 27 th April 2017
Holding deadline	At 1pm on Wednesday, 3 rd May 2017
Upgrade Deadline	At 4pm on Friday, 5 th May 2017

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

Contact details

We have a recruitment helpdesk to assist applicants through the recruitment process. You can contact the recruitment helpdesk in the following ways:

By email: torec.yh@hee.nhs.uk We aim to respond to all emails within 48 working hours. However, please be aware that this may not always be possible.

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 Trauma and Orthopaedic Surgery recruitment helpdesk number is 0113 887 1718.

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 in [Appendix 2](#).

Vacancy numbers will be published on the [national Trauma and Orthopaedic Surgery 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.

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 Handbook which can be downloaded from the Oriel homepage.

Completing your application

The application form for Trauma and Orthopaedic Surgery will open at 10:00 on 1st February 2017. Use the Vacancy Search tool to navigate to the national Trauma and Orthopaedic Surgery 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.

Self-Assessment Questions

There are a number of multiple choice Self-Assessment questions built in to the application form. For these questions, you need to select the most appropriate response from a drop-down list. The Self-Assessment questions, the list of responses and details of suitable evidence can be found in [Appendix 3](#).

Your responses to the Self-Assessment questions will be validated at the interview against the evidence in your portfolio. Evidence to substantiate your answers must be easily identified in your portfolio. If you fail to provide satisfactory evidence you will be referred to a Probity Panel. The Probity Panel procedure can be found in [Appendix 1](#).

Application Deadline

The deadline for submitting applications is **4pm, Wednesday, 22nd February 2017**. 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 Trauma and Orthopaedic Surgery ST3 Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking must complete a National Trauma and Orthopaedic Surgery ST3 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 ST3 Trauma and Orthopaedic Surgery are listed in the [2017 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, Health Education England DOES 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.

GMC Registration and Licence to Practice

Applicants 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 2nd August 2017). You will be asked to confirm that you will meet this requirement on page 2 of your application form. Any offers made will be subject to you meeting this requirement by the time of appointment.

MRCS

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

If you have not successfully completed MRCS at the time of application, but are expecting results of a recent examination **by the interview date** you are eligible to apply. If you are invited to interview, you must bring evidence that you have passed ALL parts with you.

Courses

Applicants must have satisfactorily completed an Advanced Trauma Life Support (ATLS) course **by the time of interview**. This must be in date at the time of the interview. Your ATLS provider status lasts for four years following completion of the course. If your provider status has expired you must complete a refresher course.

If you are invited to attend an interview, you must provide evidence that you have successfully completed an ATLS course when you attend and that this is in date at the time of the interview.

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

Assessment of Competency

Applicants must have achieved CT1 and CT2 competences in surgery by the time of appointment. There are a number of ways this can be demonstrated:

Applicants who are currently in, or have completed a UK Core Surgical Training programme:

- If you have already completed a UK Core Surgical Training programme you must attach scanned copies of your ARCP for CT1 and CT2 or a Core Certificate of Completion to your application.
- If you are currently in a UK Core Surgical Training programme, you do not need to provide any further evidence at the time of application. Any offer of a training post will be conditional on you providing evidence of a satisfactory ARCP outcome for CT2 to your employing Trust by the start date of the post to which you are appointed.

Applicants who are currently in, or have completed the equivalent of a UK Core Surgical Training programme:

- If you have already completed the equivalent of a UK Core Surgical Training programme, you must attach evidence of your achievement of CT1 and CT2 Core Competences to your application form. Acceptable forms of evidence are:
 - Evidence of achievement of CT1 and CT2 ARCP or RITA documents showing satisfactory outcome at CT1 and CT2 level.
 - A completed Alternative Certificate of Core Competence (T&O) 2017. This can be downloaded from the [national Trauma and Orthopaedic Surgery recruitment webpage](#).
- If you are currently in the equivalent of a UK Core Surgical Training programme, you must attach to your application an 'Alternative Certificate of Core Competence (T&O) 2017' with the 'Applicant Declaration A' completed. This can be downloaded from the [national Trauma and Orthopaedic Surgery recruitment webpage](#). Any offer of a training post will then be conditional on you providing evidence of achievement of CT1 and CT2 competences to your employing Trust by the start date of the post to which you are appointed using a fully complete version of the 'Alternative Certificate of Core Competence (T&O) 2017.'

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.

Applicants requiring Tier 2 sponsorship in order to take up a post are eligible to apply but in most cases will be subject to the Resident Labour Market Test (RLMT). Due to the expected high number of applications it is unlikely that the RLMT will be satisfied by this recruitment process.

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 2017 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.

English Language Skills

All applicants will need to provide evidence of their English language skills at interview. This can be done in one of the following ways:

- If your undergraduate training was in English and in the UK you do not need to provide evidence other than your degree certificate.
- If your undergraduate training was in English, but not in the UK, you will need to provide written evidence of this. Suitable evidence would include an original letter or certificate from the institution where you qualified confirming that the language of instruction and examination was English.
- If your undergraduate training was not in English, you will need to provide written evidence of your international English Language Testing System (IELTS) results showing a score of at least 7.0 in each domain (speaking, listening, reading, writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application:
 - Overall – 7.5
 - Speaking – 7.0
 - Listening – 7.0
 - Reading – 7.0
 - Writing – 7.0
- If you believe you have adequate communication skills but do not fit into one of these examples you must provide supporting evidence such as a letter from a UK medical supervisor or employer attesting to your competence in English at the appropriate level.

Your application form must show how you will demonstrate your English language skills if you attend an interview.

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 your answer to this question is Yes 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 (with training number), who are applying to continue this training in a different region will need to declare this on their application form and 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 Specialist Register

You are not eligible to apply if you already hold, or are eligible to hold a Certificate of Completion of Training (CCT) in Trauma and Orthopaedic Surgery. You are not eligible to apply if you are currently on the specialist register in any EU member state.

Criminal Records and Fitness to Practise

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 ftpsec.yh@hee.nhs.uk . **This must be received no later than 4pm, Wednesday, 22nd February 2017.** Please mark your email “**CONFIDENTIAL – Trauma and Orthopaedic Surgery**”.

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.

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 Training

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.

Shortlisting

If the number of eligible candidates after longlisting exceeds the interview capacity, applicants will be Shortlisted using their Self-Assessment score. Please read the [Self-Assessment section](#) of this handbook for more information.

Shortlisting is a method of reducing the field to a manageable number of candidates, being unsuccessful at shortlisting does not affect subsequent applications.

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 torec.yh@hee.nhs.uk for assistance.

Interview Dates and Venue

The interviews for Trauma and Orthopaedic Surgery will take place on **20th March - 23rd March 2017** at **Leeds United Football Club**: <http://www.leedsunited.com/hospitality-and-events>

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 torec.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 containing evidence to substantiate your Self-Assessment form responses. You must put these documents in a separate section at the front of your Portfolio. You should place the checklist provided on the [national Trauma and Orthopaedic Surgery recruitment webpage](#) at the front to ensure your Self-Assessment evidence can be easily identified.
- Original passport **AND 1 COPY OF the front cover, inside cover & signature/photograph pages.**
- Original current GMC Proof of Registration **AND 1 COPY**
- Original evidence of right to work in the UK **AND 1 COPY**
- Original primary medical qualification certificate **AND 1 COPY**
- Original postgraduate qualification (if applicable) **AND 1 COPY**
- Original proof of English Language proficiency **AND 1 COPY**
- Evidence that you have been awarded or successfully completed all parts of MRCS **AND 1 COPY**
- Evidence that you have been awarded or successfully completed an ATLS course (this must have been completed no more than 4 years prior to the interview date) **AND 1 COPY**
- Original proof of CT/ST2 competences (i.e. ARCP if you have completed core/ST2/ST3 training, or a completed alternative certificate of Core Competence certificate) **AND 1 COPY**

These documents will be checked against a checklist and the photocopies will be retained on your recruitment file. If you are appointed to a training post, these documents will be passed to the HEE local office / Deanery which will be responsible for your training.

Evidence for Self-Assessment Validation

You must provide evidence to substantiate your answers to the Self-Assessment section of the application form. This information must be easily identified in your portfolio.

If the interviewers are unable to verify that your evidence matches the answers you provided on your application form you will not be awarded any marks for those criteria.

If it is subsequently discovered that any statement is false or misleading, evidence will be collected and you may be referred to a Probity Panel. Please refer to [Appendix 1](#) for details of Probity Panel process.

Personal Skills Assessment

The Personal Skills Assessment (PSA) component is a small, but important element of the application because it gives some external professional opinion. The purpose of the Personal Skills Assessment is to assess your non-clinical and non-technical attributes against the [2017 Person Specification](#). The Personal Skills Assessment must be completed on a 'T&O Personal Skills Assessment Form 2017' which can be downloaded from the [national Trauma and Orthopaedic Surgery recruitment webpage](#).

Who you ask to complete your Personal Skills Assessment forms will depend on the post you are currently working in:

Applicants currently in a CT2 Core Training Post

You should approach:

- Your Core Surgery TPD/Head of Department **and**
- One current Educational Supervisor **and**
- One Clinical Supervisor from the last two years who has personal and direct knowledge of your performance in the clinical setting.

Applicants currently in CT2+, CT3, LAT or ST3 training posts

You should approach:

- Your current Head of Department **and**
- Two other Supervisors of the last two years who have personal and direct knowledge of your performance in the clinical setting.

Applicants not currently in a Training Programme and applicants who are unable to approach a Training Program Director

If you are not currently in a training programme you must supply three Personal Skills Assessment forms from the following:

- Head of Department of your most recent post **and**
- Two other Supervisors from the last two years of your most recent employment have personal and direct knowledge of your performance in the clinical setting.

One form should be completed by **each** of your supervisors i.e. **three in total**.

You must provide three separate completed Personal Skills Assessment forms. These will be submitted by your chosen assessors directly via email. You will receive a confirmation email from the National T&O Recruitment Team for every form submitted relating to your application. The submission deadline is **5pm on Friday 31st March 2017**.

If all three forms are not submitted, your application will not be progressed in the absence of an exceptional reason. Any issues identified in the forms may be considered further as part of your application notwithstanding your overall score.

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.

Interview Format

The interviews will consist of five stations which have been designed to assess the selection criteria detailed on the [2017 Person Specification](#). You will rotate round all five stations during the interview process.

- **Portfolio Station**

There are two parts to the Portfolio Station:

- **Self-Assessment Validation**

Before you enter the portfolio station, the interviewers will have spent 15 minutes reading through your evidence and validating the Self-Assessment questions from your application form. The validated Self-Assessment questions will produce a score which will contribute to your overall portfolio station score.

You must ensure that the evidence required to validate your responses to the Self-Assessment questions can be easily identified. You should use the 'T&O Portfolio Cover Sheet 2017' provided on the [national Trauma and Orthopaedic Surgery recruitment webpage](#).

If the interviewers are unable to verify that your evidence matches the answers you provided on your application form you will not be awarded any marks for those criteria.

- **Portfolio Interview**

The Portfolio Interview will consist of two interview questions based on your portfolio and career to date. The total time allocated for this station is 15 minutes, each question will last approximately 7 ½ minutes. You will be scored independently by two interviewers.

- **Clinical Station**

There will be two parts to this station:

- **Clinical Anatomy**
- **Clinical Knowledge**

The total time allocated for this station is 15 minutes, each part of the station will last approximately 7 ½ minutes. You will be scored independently by two interviewers.

- **Interactive and Communication Station**

In this station you will be observed interacting with actors who will role-play a scenario with you. There will be two parts to the scenario each lasting approximately 7 ½ minutes. The total time allocated for this station is 15 minutes. You will be scored independently by two interviewers.

- **Presentation and Handover Station**

There are two parts to this station:

- **Presentation**

You will need to prepare a 3 minute presentation in advance of the interviews using a maximum of **ONE** A4 sheet with 3 photocopies. You will deliver this presentation to the interview panel in the station.

You will be given the topic of the presentation when you are invited to attend an interview.

There will be **NO** overhead projectors, data projectors or IT equipment available at the interview. You may not use PowerPoint, Keynote or any other software to deliver your presentation although you may use these programmes to produce your slide. You must bring the A4 sheet WITH 3 photocopies with you to the interview, there will be no photocopying or printing facilities at the venue.

Please note; the presentation must be prepared in advance. There will be no facilities available for you to prepare your presentation on the day.

- **Handover Exercise**

In this scenario you will be presented with a list of tasks and asked to prioritise them.

The total time allocated for this station is 15 minutes. For both parts you will be scored independently by two interviewers.

- **Technical Skills Station**

In this station you will carry out a technical skills exercise. This time allocated for this station is 15 minutes. You will be assessed independently by two interviewers.

For this station, you will be asked to be bare below the elbow and to remove or tuck in ties, necklaces or scarves. You should consider this when choosing your attire for the day.

This station will include tests of your basic surgical skills including fracture fixation and/or basic endoscopic skills.

Scoring and Ranking

Your performance in each station will be scored using a structured scoring system. The scores from each interview station will be combined to produce your overall interview score. The maximum available overall score is 342.

After the interviews you will be ranked against all other applicants. Your ranking will be based upon your overall interview score. An overall appointability score of 230 out of 342 will be applied; applicants who do not meet this requirement will be ranked 0.

Your performance in each station will be scored individually by a minimum of 2 assessors using a structured scoring system. The scoring system has been developed by T&O Clinicians experienced in interview and exam methodologies and is mapped to the 2017 Trauma & Orthopaedic Surgery Person Specification.

The scores from each interview station will be combined to produce your overall interview score, this may include a predetermined weighting on specific stations.

Candidates will appreciate that issues of patient safety and probity are essential components of any assessment of medical practitioners. In the course of this application process if there are suspicions of such matters or any other issues that affect your professional standing please be aware that these will be raised with the Postgraduate Dean responsible and may be referred to any relevant employer or other stakeholder and to the GMC. In the event that there is any substantial concern your application may be halted and/or any offer withdrawn.

Tied Scores

In the event of tied scores, individual scoring domains will be used to separate applicants; these will be used in the following order:

1. Total Interview Score
2. Situational Awareness
3. Organisation and planning
4. Judgement under pressure
5. Information Giving
6. Technical Skills
7. Technical Knowledge
8. Information Gathering

Lay Representatives

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.

Quality Assurance Assessors

There will also be a number of QA assessors present. Again, they may sit in some of your interview stations. Their role is to assess the recruitment process, and observe the interview panels; they are not there to assess your performance.

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. A claim form can be downloaded from the [national Trauma and Orthopaedic Surgery recruitment webpage](#). You are advised to read the guidance in full **before** incurring any expenses.

Completed claim forms should be submitted to:

Trauma and Orthopaedic Surgery Recruitment Team
Health Education England - Yorkshire and the Humber
Willow Terrace Road
University of Leeds
Leeds
LS2 9JT

Claim forms must be received within three months of your interview date. Claim forms received after three months will not be processed. Original receipts must be attached for all travel and subsistence claimed except mileage.

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.

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. Please note that a thorough Quality Assurance and validation process is carried out on all applicants' scores following the interviews. No scores will be released until this process is complete.

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.

Evaluation of the Selection Process

Following the conclusion of the 2017 recruitment process, an evaluation of the recruitment process will be carried out. This will include an analysis of anonymised interview scores, pilot interview station scores, appointment data and feedback from a number of groups involved in the process.

Feedback Forms

Feedback about the recruitment process will be collected from the following groups:

- Applicants
- Interviewers
- Lay Representatives

This feedback will be analysed and will help to inform changes and improvements to the recruitment process for 2018.

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 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.

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](#).

Appendix 1: Probity Panel Procedure

An applicant may be referred to a Probity Panel for a variety of reasons including when the veracity of the information contained in an applicant's application form or documentation provided at interview is brought into question.

In the event of such an occurrence the applicant will be asked to explain in writing and provide copies of any supporting documentation upon which they will seek to rely. When a response is received, or in the absence of a response within the deadline, a Probity Panel will be convened. The panel will be made up of at least three people including a Postgraduate Dean or their representative and a medical workforce/HR professional.

The Probity Panel will decide whether or not the applicant should remain in the recruitment process. The panel will also recommend whether any further action should be taken which may include referral to the GMC.

Appendix 2: Useful Links

Online Recruitment Systems

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

HEE Local Offices and Deanery Websites

HEE Local Office / Deanery	Link
Health Education England - East Midlands	http://www.hee.nhs.uk/hee-your-area/east-midlands
	https://www.eastmidlandsdeanery.nhs.uk/
Health Education England - East of England	http://www.hee.nhs.uk/hee-your-area/east-england
	https://www.eoedeanery.nhs.uk/
Health Education England - Kent, Surrey and Sussex	http://www.hee.nhs.uk/hee-your-area/kent-surrey-sussex
	http://www.lpmde.ac.uk/
Health Education England - North Central and East London	http://www.hee.nhs.uk/hee-your-area/north-central-east-london
	http://www.lpmde.ac.uk/
Health Education England - North East	http://www.hee.nhs.uk/hee-your-area/north-east
	http://www.northerndeianery.nhs.uk/
Health Education England - North West	http://www.hee.nhs.uk/hee-your-area/north-west
	http://www.nwpgmd.nhs.uk/
Health Education England – North West London	http://www.hee.nhs.uk/hee-your-area/north-west-london
	http://www.lpmde.ac.uk/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
Health Education England - South London	http://www.hee.nhs.uk/hee-your-area/south-london
	http://www.lpmde.ac.uk/
Health Education England - South West	http://www.hee.nhs.uk/hee-your-area/south-west
	http://www.severndeianery.nhs.uk/
	http://www.peninsuladeianery.nhs.uk/
Health Education England - Thames Valley	http://www.hee.nhs.uk/hee-your-area/thames-valley
	http://www.oxforddeianery.nhs.uk/
Health Education England - Wessex	http://www.hee.nhs.uk/hee-your-area/wessex
	http://www.wessexdeianery.nhs.uk/
Health Education England - West Midlands	http://www.hee.nhs.uk/hee-your-area/west-midlands
	http://www.westmidlandsdeianery.nhs.uk/
Health Education England - Yorkshire and the Humber	http://www.hee.nhs.uk/hee-your-area/yorkshire-humber
	http://www.yorksandhumberdeianery.nhs.uk/

Other Useful Organisations

Organisation	Link
The British Orthopaedic Association (BOA)	http://www.boa.ac.uk/
The British Orthopaedic Trainees Association (BOTA)	http://www.bota.org.uk/
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/
Royal College of Physicians and Surgeons of Glasgow	http://www.rcpsg.ac.uk/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
UK Border Agency	http://www.ukba.homeoffice.gov.uk/

Appendix 3: Self-Assessment Form

Listed below are the 10 Self-Assessment questions that appear on the application form along with the possible responses to each question and details of suitable evidence to substantiate your responses. This evidence must be easily identified in your portfolio. You must use the contents page provided on the [national Trauma and Orthopaedic Surgery recruitment webpage](#) to ensure your Self-Assessment evidence can be easily identified.

If the interviewers are unable to verify that your evidence matches the answers you provided on your application form you will not be awarded any marks for those criteria.

If it is subsequently discovered that any statement is false or misleading, evidence will be collected and you may be referred to a Probity Panel.

NB. All time periods specified in the Self-Assessment Form refer to full time equivalent.

Question 1

By the end of July 2017, or by completion of Core Training if this is later, how many months will you have spent in total in any job in medicine post foundation programme? This includes clinical and non-clinical jobs in any specialty.

Responses:

- 0 to 27 months
- 28 to 39 months
- 40 to 51 months
- 52 to 63 months
- 64 months or more

Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

Question 2

By the end of July 2017, or by completion of Core Training if this is later, how many months will you have spent in total in Trauma and Orthopaedic Surgery in CT, ST, LAT, LAS and Trust Doctor posts? Please do not include any other posts.

Responses:

- 0 to 9 months
- 10 to 30 months
- 31 to 59 months
- 60 months or more

Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

Question 3

By the end of July 2017, or completion of Core Training, will you have spent at least 4 months in Plastic Surgery, Neurosurgery, Vascular Surgery, ENT Surgery, Cardiac/Thoracic surgery, A&E, ITU or Acute General Surgery posts since completing your Foundation Programme?

Responses:

- I will not have spent 4 months in any of these specialties
- I will have spent at least 4 months in posts in 1 of these specialties
- I will have spent at least 4 months in posts in 2 or more of these specialties

Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates
- **If the front page of your contract does not include both start and finish dates, other evidence will be required to confirm duration of post eg. Letter from HR/Head of Service/Supervising Consultant**

Question 4

At the time of application, how many wholly completed fixations for extracapsular fracture of neck of femur (SHS, CMN) have you completed which have been done either STS or STU? These must be recorded in a validated logbook.

Responses:

- 0 to 4
- 5 to 10
- 11 or more

Evidence:

- You must provide full logbook evidence. Consolidation sheets from a validated logbook are acceptable.

Question 5a

At the time of application, how many 1st author publications have you had published in any pubmed indexed journals? Do not include published abstracts, case reports, letters or technical tips.

Responses:

- Numerical count of 1st author publications (individual options ranging from '0' to '20 or more').

Evidence:

- Please provide a photocopy of the front page of each publication
- Each publication must be accompanied by a PMID Number (PubMed identifier)

Question 5b

At the time of application, how many other publications have you had published in any pubmed indexed journals? Do not include published abstracts, case reports, letters or technical tips.

Responses:

- Numerical count of other publications (individual options ranging from '0' to '40 or more').

Evidence:

- Please provide a photocopy of the front page of each publication
- Each publication must be accompanied by a PMID Number (PubMed identifier)

Question 6

At the time of application, how many national and international presentations have you given since graduation? Do not include poster presentations.

Responses:

- Numerical count of presentations (individual options ranging from '0' to '10 or more').

Evidence:

- Please provide a copy of the relevant page of the meeting programme(s)

Question 7

At the time of application, how many full audits have you undertaken with completion of the audit cycle against a published standard with evidence of presentation?

Responses

- Numerical count of audits (individual options ranging from '0' to '10 or more').

Evidence:

- Please provide a summary of each audit

Question 8

At the time of application, have you completed and been awarded a stand-alone UK higher degree examined by thesis/dissertation? (N.B. this does not include intercalated degrees)

Responses

- No
- Masters (eg. MSc, MMedEd, MS, MCh(Orth), ChM)
- PhD, MD

Evidence:

- Please provide your degree certificate
- If your degree was taken outside the UK, you must also provide evidence of its equivalence (e.g. a letter from the institution confirming that it was awarded following production of a research based thesis and full examination)

Question 9

Please select one statement that best describes your involvement in leadership. (With the exception of “I have had no involvement in leadership” all responses are scored equally)

Responses:

- I have provided evidence in my portfolio of a formal leadership role within or outside of medicine since my primary medical qualification
- I have had no involvement in leadership

Evidence:

- Please supply evidence to support your response

Question 10a

I have a formal qualification in teaching (PGcert or equivalent).

Responses:

- True
- False

Evidence:

- Please supply evidence to support your response

Question 10b

I am regularly engaged in formal teaching and will provide evidence in my portfolio.

Responses:

- True
- False

Evidence:

- Please provide evidence to support your response