



**2019 Core Surgical Training
CT1/ST1
Supplementary Applicant Handbook**





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Introduction

The National Recruitment Office for Core Surgical Training is Health Education England – London and Kent, Surrey and Sussex.

London and Kent, Surrey and Sussex are recruiting to posts on behalf of England, Scotland and Wales. One single interview centre will be held in London to support selection for all posts.

Working alongside the [Royal College of Surgeons](#) we manage a centralised process aimed at delivering a fair and consistent process for all applicants.

For more information about Core Surgical Training please refer to the [Royal College of Surgeons](#).

For careers advice please visit the [Health Careers Website](#).

Detailed information including person specifications, competition ratios and the national medical specialty recruitment applicant handbook are available on the national [specialty training website](#).

This handbook aims to provide applicants with information regarding the 2019 Core Surgical Training CT1/ST1 recruitment process.

General information regarding recruitment to all specialty training posts is available on the national Specialty Training website and in the 2019 Applicant Handbook. These can be accessed via the links below:

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

<https://www.oriel.nhs.uk/Web/ResourceBank>

Timeline and key dates

Core Surgical Training CT1/ST1 recruitment will follow the below timeline:

Activity	Date(s)
Advert appears	Wednesday 31 October 2018
Applications open	At 10am on Wednesday 7 November 2018
Applications close	At 4pm on Thursday 29 November 2018
Invite to Interview Date	Monday 17 December 2018
Interview Dates	Monday 14 January – Friday 25 January 2019
Preferences open date	Friday 1 February 2019
Initial offers released by London & Kent, Surrey and Sussex (on behalf of all regions)	Monday 18 February 2019
Hold deadline	At 1pm on Friday 8 March 2019
Upgrade deadline	At 4pm on Friday 15 March 2019
Interview scoresheet release date	Tuesday 5 March 2019

Reasonable Adjustments

If you are an applicant that wishes to request reasonable adjustments, please go to:

https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_15=true

For further information, please refer to the 'Reasonable Adjustments Guidance' that can be found on the webpage below:

<https://www.lpmde.ac.uk/laserecruitment/applicant-enquiries-renamed>

Shortlisting

It is intended that the process for reviewing applications prior to interview will involve longlisting only. However, in the event that the volume of eligible applicants exceeds the interview capacity, applications will be shortlisted for the purpose of reducing the number of applicants invited to interview to a number for which we can accommodate interviews for.

Your shortlisting score will be calculated based on your responses to the 'self-assessment' section of the application form that must be completed at time of application. Therefore, it is imperative that you complete the self-assessment accurately and to the best of your knowledge. Full guidance will be made available on the Oriel when the advert appears.

Interviews

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

Dates and venue

- Monday 14 January – Friday 25 January 2019
- London Events Centre, Stewart House, 32 Russell Square, London, WC1B 5DN

A list of the **documents you are required** to bring to interview can be found via <http://www.lpmde.ac.uk/laserecruitment/documents/documents>

Interview format

The interview consists of three stations which are completed in the following order: -

1. Management station lasting for 10 minutes.
2. Portfolio station lasting for 10 minutes.
3. Clinical Scenario station lasting for 10 minutes

<p style="text-align: center;">Station 1: Management Station</p>	<p style="text-align: center;">Station 2: Portfolio Station</p>	<p style="text-align: center;">Station 3: Clinical Scenario Station</p>
<ul style="list-style-type: none"> · 1 pre-prepared 3 minute presentation · 2 minutes of questioning on presentation · 1 management scenario question · 5 minutes allowed to answer question · Questions to encourage the applicant to think on their feet 	<ul style="list-style-type: none"> · Panellists 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* <p>The Self-Assessment completed at time of application will form the basis of the Portfolio Station.</p>	<ul style="list-style-type: none"> · 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

*Portfolios **MUST NOT** contain patient identifiable data and must only include the applicant's own original work

Interview scoring criteria

Management Station:

Presentation	
Content	0 – No Evidence 1 – Very Poor
Presentation skills	2 – Weak 3 – Satisfactory 4 – Good
Questioning	5 – Excellent 6 – Outstanding

Management Question	
Probity & Professional integrity and awareness of safety & ethics	0 – No Evidence 1 – Very Poor 2 – Weak
Judgement under pressure & prioritisation	3 – Satisfactory 4 – Good
Communication	5 – Excellent 6 – Outstanding

Portfolio Station:

Candidates are required to complete a 'self-assessment' as part of their application form where they self-score on all the domains that will be assessed in the Portfolio Station. Two panellists will review the evidence provided against the score that the candidate has awarded themselves in their application based on evidence provided in the candidates Portfolio and during the Portfolio Station itself. The Portfolio Scoring Guidance can be found attached to the 2019 advert.

Clinical Scenario Stations:

Clinical skills & knowledge	0 – No Evidence 1 – Very Poor
Judgement under pressure & prioritisation	2 – Weak 3 – Satisfactory 4 – Good
Communication	5 – Excellent 6 – Outstanding

Ranking, outcomes and preferencing

Following interview, all applicants will receive a unique ranking and will be deemed successful or unsuccessful and will be informed of this via Oriel.

Preferencing of posts will be available prior to offers being made. You will be able to preference posts between Friday 1 February 2019 and Monday 18 February 2019. After the first iteration of offers are made on Monday 18 February 2019, preferencing will reopen between offer iterations, in light of enhanced preferencing.

For guidance on how to submit your preferences please refer to the Oriel Applicant User Guide.

For full guidance on enhanced preferencing, please refer to 'Offer Exchanges/Enhanced Preferencing (page 24) in 2019 Medical Specialty Applicant Handbook:

<https://www.oriel.nhs.uk/Web/ResourceBank>.

This year there is the option to preference either uncoupled Core Surgical Training posts, Improving Surgical Training Pilot Posts (General Surgery, Vascular Surgery, Urology), Otolaryngology Pilot Posts or a combination of the aforementioned. There is additional information regarding all Pilot programme in the section below and in the 'useful link' section at the end of this document.

Please see the guidance below that details how you will be able to distinguish between different types of preference.

Once preferencing opens, a tabulated programme list will be available on the advert to make it easier to complete your preferencing. The programme list will be colour coordinated and each of the different types of posts will be highlighted on the table in the same colour as demonstrated below. For example, IST General Surgery Posts will be highlighted in green. You will also be able to distinguish between different preferences, as they will follow a consistent naming convention, outlined below.

IST Run-through Pilot programmes –

	Offer Code Naming Convention	Duration
General Surgery	Location – ST1 – ISTGenSurgRT – Unique ID*	96 months (benchmarking)
e.g. West Midlands – ST1 – ISTGenSurgRT - 01		
Vascular Surgery	Location – ST1 – ISTVasSurgRT – Unique ID*	96 months (no benchmarking)
e.g. East of England – Norfolk – ST1 – ISTVasSurgRT - 02		
Urology	Location – ST1 – ISTUroRT – Unique ID*	84 months (benchmarking)
e.g. Scotland Deanery – West Coast- ST1 – ISTUroRT - 01		

ENT Run-through Pilot programmes –

	Offer Code Naming Convention	Duration
Otolaryngology	Location – ST1 – ENTRT – Unique ID*	96 months (no benchmarking)
e.g. Wales – ST1 – ENTRT - 02		

IST Uncoupled Posts (Scotland only) –

	Offer Code Naming Convention	Duration
IST Core Surgical Training (uncoupled)	Location – CT1 – IStCST – Unique ID*	24 months
e.g. Scotland Deanery – CT1 – IStCST – 01		

Uncoupled Posts:

	Offer Code Naming Convention	Duration
Core Surgical Training (uncoupled)	Location – CT1 – CST – Unique ID*	24 months
e.g. Scotland – CT1 – CST – T&OBarts		

Improving Surgical Training (IST) Programmes, and Otolaryngology Pilots

Improving Surgical Training (IST) Pilots in General Surgery, Urology and Vascular Surgery Run-Through Programme:

The Royal College of Surgeons of England (RCS) is working with Health Education England to pilot a number of interventions to deliver improved competence-based, run through surgical training. The first cohort of IST trainees began their posts in general surgery in 2018; in 2019, a second cohort of general surgery trainees will be recruited, along with IST trainees in urology and vascular surgery. In Scotland, uncoupled training posts in core surgery will also be available as part of the pilot in 2019, and work is underway to establish a pilot in trauma and orthopaedics in 2020.

The pilot will trial improvements in the quality of training, a better balance between service and training for trainees, and professionalisation of the role of the surgical trainer. It will also seek to develop members of the team from other professional backgrounds to work alongside surgical trainees to improve patient care. The pilot will be carefully monitored and evaluated to find out whether it delivers improvements as expected. Links to more information can be found in the 'useful links' section below.

Otolaryngology Pilot Run-Through Programme:

The Specialty Advisory Committee for Otolaryngology has received approval from the GMC to run a pilot a run-through for three years with posts starting in 2018. Posts will be recruited to via the National Core Surgical Training recruitment.

The Otolaryngology Run through training is a programme whereby trainees appointed to ST1 posts in the specialty will continue through to ST8 and certification without further competitive interview or recruitment processes provided they meet the requirements of the programme and curriculum. This includes meeting examination and other requirements which are similar to the current uncoupled training pathway.

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

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

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

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

Offers, references and scoresheet

Offers will be made to those successful applicants that have 'matched' to a post and will be based on the applicant's ranking and preferences. Offers will be made via Oriel on Monday 18 February 2019.

Following initial offers being released, further offers will be made in subsequent iterations.

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

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

Scoresheets will be released to ALL applicants on Tuesday 5 March 2019; therefore, you do not need to request your scoresheets after interview.

Allocation

Once an applicant has accepted a Core Surgical Training CT1/ST1 post, their information will be passed to their relevant region who will contact them directly to complete the allocation process.

Further information on how to request a **deferred start date** or **training less than full time (LTFT)** can be found in the 2019 Applicant Handbook.

Next steps/roles and responsibilities

Your details will be passed on to the local training programme director around 14 weeks prior to your start date and to the first trust you have been appointed to 12 weeks prior to your start date. Therefore, you should not expect to receive any communication prior to this time.

Enquiries and FAQs

Should you have any queries relating to the recruitment process for Insert Specialty you can contact the London and Kent, Surrey and Sussex recruitment team via our online enquiries portal - <https://lasepgmdsupport.hee.nhs.uk/support/home>

Useful links

Health Education England - East Midlands	https://www.hee.nhs.uk/hee-your-area/east-midlands
Health Education England - East of England	https://heeoee.hee.nhs.uk/recruitment_home_new
Health Education England - London and KSS	http://www.lpmde.ac.uk/ (National Recruitment Office)
Health Education England - North East	https://madeinheene.hee.nhs.uk/
Health Education England - North West	https://www.nwpgmd.nhs.uk/Specialty_Schools/Surgery
Health Education England - South West	https://www.hee.nhs.uk/hee-your-area/south-west
Health Education England - Thames Valley	http://www.oxforddeanery.nhs.uk/recruitment
Health Education England - Wessex	http://www.wessexdeanery.nhs.uk/recruitment
Health Education England - West Midlands	https://www.westmidlandsdeanery.nhs.uk/
Health Education England - Yorkshire and Humber	www.yorksandhumberdeanery.nhs.uk/recruitment/
Scotland Deanery	http://www.scotmt.scot.nhs.uk/
Wales Deanery	https://www.walesdeanery.org/vacancies/all
Oriel Resource bank	https://www.oriel.nhs.uk/Web/ResourceBank
Oriel	https://www.oriel.nhs.uk/Web/
Specialty Training	https://specialtytraining.hee.nhs.uk/
RCS IST	http://www.rcseng.ac.uk/ist/
Core Surgery Recruitment	http://www.lpmde.ac.uk/laserecruitment/specialties/core-surgery