

# Trauma & Orthopaedics ST3 National Recruitment

## 2020 Applicant Handbook



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## Introduction

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

This handbook aims to provide applicants with information regarding all aspects of the 2020 Trauma and Orthopaedic Surgery recruitment process.

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

Please note candidates applying in 2020 will not be required to submit Personal Skills Assessment Forms. The Personal Skills Assessment is **no longer** part of the selection process for ST3 Trauma and Orthopaedic Surgery.

## Timeline and Key Dates

Recruitment to ST3 Trauma and Orthopaedic Surgery in 2020 will follow the timeline below:

Activity	Date(s)
Applications open	At 10:00 on Wednesday 29 January 2020
Application deadline	At 16:00 on Wednesday 19 February 2010
Interviews	Wednesday 1 April – Friday 3 April 2020
Initial offers released	By 17:00 on Thursday 23 April 2020
Holding deadline	At 09:00 on Wednesday 29 April 2020
Upgrade Deadline	At 16:00 on Friday 1 May 2020

*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](mailto: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 10am and 4pm 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 Scotland continue managed by NHS Education for Scotland. 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 1 January 2016 for all specialties. Scotland may continue to recruit to LAT posts through the national recruitment process.

***Please note: 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 User Guide' which can be downloaded from the Oriel [Resource Bank](#).

### Completing your application

The application form for Trauma and Orthopaedic Surgery will open at **10am on Wednesday 29 January 2020**. 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
- Fitness to Practise
- References
- Evidence of 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

The application form also includes a number of multiple-choice Self-Assessment questions. For these questions, you need to select the most appropriate response from a drop-down list. The Self-Assessment questions, 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 on Wednesday 19 February 2020**. 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 before 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 Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking must complete a national ST3 Trauma and Orthopaedic Surgery application and be deemed appointable at interview.

For more information about clinical benchmarking and the ACF process please see the [Medical Specialty Recruitment Applicant Handbook](#).

## Criminal Records and Fitness to Practise

Page 3 of the application form is a Criminal Records and Fitness to Practice Declaration. This page contains 10 questions. **If you answer 'Yes'** to any of the questions on this page you must fully complete and submit a separate '**Fitness to Practise Declaration Form**'. **This must be received no later than the application deadline.**

This form is available from the Oriel [Resource Bank](#) and must be submitted to [ftprec.yh@hee.nhs.uk](mailto:ftprec.yh@hee.nhs.uk). Please mark your email '**CONFIDENTIAL – ST3 Trauma and Orthopaedic Surgery**'.

Both declarations and any information provided in relation to them, 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 this declaration 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 only (e.g. maternity leave, ill health etc.). Deferred entry to training programmes is not permitted for any other reason. Please 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. Please 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.

## Eligibility and Longlisting

The eligibility criteria for ST3 Trauma and Orthopaedic Surgery are listed in the [2020 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 commencement<sup>1</sup> (in most cases this will be 5 August 2020). 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 commencement.

### Immigration/Right to Work

With effect from 6 October 2019, all medical practitioners are on the Shortage Occupation List. This means that with the exception of applicants to Public Health, all specialty recruitment applicants will be exempt from the RLMT and there will be no restriction on their employment.

### Assessment of Competency

Applicants must have achieved CT1 and CT2 competences in core surgery by the time of appointment. Core competence can be demonstrated in the following ways:

#### Applicants currently undertaking a UK/Irish Core Training Programme:

- 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. However, any offer of a higher training post will be conditional on successful completion of core training. You will be required to provide a Core Training Certificate or evidence of satisfactory ARCP outcome to your employing Trust prior to commencement.

#### Applicants who have previously completed a UK/Irish Core Training Programme:

- If you have successfully completed a UK Core Surgical Training programme you are required to provide a Core Training Certificate or evidence of satisfactory ARCP outcome at the time of application. You must attach scanned or PDF copies of your Core Training Certificate or your CT1 and CT2 ARCP outcomes to your application.

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<sup>1</sup> The time of commencement refers to the start date of any post to which you are appointed. Any offer of a higher training post will be conditional on full General Medical Council registration and a current licence.

**All other applicants:**

- **If you have not completed or are not currently undertaking a UK Core Surgical Training Programme**, you are required to provide a 'Certificate of Readiness to Enter Higher Surgical Training' at the time of application. A proforma can be downloaded from the Oriel [Resource Bank](#).
- **If you have previously completed a UK Core Training Programme but are unable to provide the evidence requested above**, you are required to provide a 'Certificate of Readiness to Enter Higher Surgical Training' at the time of application. A proforma can be downloaded from the Oriel [Resource Bank](#).

Scanned copies of each piece of evidence must be uploaded to your application as a **single document**.

**Employment History**

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 2020 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.

**MRCS**

Applicants must have successfully completed **all parts** of the MRCS exam **by the time of interview**. If you have not successfully completed MRCS at the time of application, but are expecting the results of a recent examination **before the time of interview** you are eligible to apply.

If you are invited to attend an interview, you must bring evidence that you have successfully completed **all parts** of the MRCS exam with you.

**Please note:** If you have not successfully completed all parts of the MRCS exam before the interview date, you will be deemed ineligible and therefore you will no longer be able to attend an interview and you must withdraw your application.

**Courses**

Applicants must have satisfactorily completed an **Advanced Trauma Life Support (ATLS)** course **before the time of interview**. Your ATLS provider status lasts for four years following completion of the course. Your provider status must be in date at the time of the interview. If your provider status has expired, you must complete a refresher course within 6 months of the expiry date; or complete the full course if your status has expired by more than 6 months.

If you do not have current provider status, you may be asked at longlisting to provide evidence that you have booked to attend an ATLS course before the time of interview.

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

As per the SAC decision of June 2019, the European Trauma Course will be accepted as equivalent to ATLS.

**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 you answer 'Yes' to this question, you will need to attach 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 (and who have a National Training Number), who are reapplying to continue their training in a different region must declare this on their application form.

If you are reapplying to continue your training in a different region, you must attach 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.

## 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 an 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 invitation 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 email [torec.yh@hee.nhs.uk](mailto:torec.yh@hee.nhs.uk) for assistance.

## Interview Dates and Venue

The interviews for ST3 Trauma and Orthopaedic Surgery will take place on 1, 2 and 3 April 2020 at [Elland Road Stadium](#), Leeds. If you are invited to attend an interview, full travel directions will be included in the invitation.

## 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](mailto: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 bring the original documents and copies as listed below:

- Your Portfolio, with a completed 'Portfolio Cover Sheet' and evidence to substantiate your Self-Assessment responses in a separate section at the front. (See '[Your Portfolio and Evidence for your Self-Assessment Responses](#)' below.)
- Original passport **AND 1 COPY OF the signature/photograph page.**
- Original proof of current GMC Registration **AND 1 COPY**
- Original evidence of right to work in the UK **AND 1 COPY**
- Evidence that you have been awarded or successfully completed all parts of MRCS **AND 1 COPY**
- Evidence that you have successfully completed an ATLS course **AND 1 COPY**  
(You must have completed the ATLS course no more than 4 years prior to the interview date.)

These documents will be checked against a checklist and the photocopies will be retained on your recruitment file. Please ensure that all copies provided are on loose A4 white paper, (no plastic wallets, folders, staples or paperclips).

**Please note:** If you lose your Portfolio or/and evidence that substantiates your Self-Assessment form, you will not be given the opportunity to provide it after your interview.

## Your Portfolio and Evidence for your Self-Assessment Responses

In the Portfolio you bring to interview, you must provide evidence to substantiate your responses to the Self-Assessment section of the application form. This evidence must be easily identified and placed at the front of your Portfolio. **Your complete portfolio must not exceed one file.**

The first page of your Portfolio should be a completed '**Portfolio Cover Sheet**' to ensure that your Self-Assessment evidence can be easily located. You **must** use the 'Portfolio Cover Sheet' which can be downloaded from [the National Trauma and Orthopaedic Surgery recruitment webpage](#).

Your validated Self-Assessment score will be based on the evidence you present in your Portfolio and will be adjusted accordingly. 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.

## Interview Format

The interviews will consist of **five stations** which have been designed to assess the selection criteria detailed on the [2020 Person Specification](#). You will rotate round all five stations during the interview.

Please note that the assessors will be using iPads to record your scores on a secure online system.

### 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 'Portfolio Cover Sheet' provided on the [National Trauma & Orthopaedic Surgery recruitment webpage](#). Please be reminded that your complete portfolio must not exceed **one file**.

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 7½ minutes. You will be scored independently by two interviewers.

### Clinical Station

This station will use scenarios to test your:

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

The total time allocated for this station is 15 minutes, each part of the station will last approximately 7½ 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 7½ minutes. The total time allocated for this station is 15 minutes. You will be scored independently by two interviewers.

### Presentation and List Planning 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) as a handout if you wish. 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 handout. 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.

- **List Planning Exercise**

In this part of the station you will be asked to carry out a list planning exercise. Details will be provided at the interview.

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 your technical skills will be assessed. The 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.**

## **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, this may include a predetermined weighting on specific stations. The maximum available overall score is 302.

Your performance in each station will be scored individually by a minimum of 2 assessors using a secure online system. The scoring system has been developed by T&O Clinicians experienced in interview and exam methodologies and is mapped to the 2020 Trauma & Orthopaedic Surgery Person Specification.

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 190 out of 302 will be applied; applicants who do not meet this requirement will be ranked 0. Your ranking will be based upon your overall interview score and your individual station scores.

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) Total Portfolio score
- 3) Total Presentation / Handover score
- 4) Total Clinical score
- 5) Total Technical Skills score
- 6) Total Interactive and Communication score

## **Digital Scoring**

Interview panel members will submit their scores and feedback notes electronically using tablet computers. Panel members are permitted to use electronic devices for this purpose during an interview station.

## Lay Representatives

Lay Representatives will be present on each interview day. A 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. Details of the process for claiming expenses will be published on the [national Trauma & Orthopaedic Surgery recruitment webpage](#).

## Reporting Issues During Your Interview

The vast majority of interviews are conducted without issue. However, if there are any issues during your interview which may affect your assessment, it is vital that you report them to a member of the HEE Recruitment Administration Team.

Any issues must be reported as soon as possible and **before** you leave the venue. This will give us the best possible chance to investigate and, if necessary, take action to remedy the issue. It is not usually possible to investigate issues or take remedial action after you leave the venue.

## 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. **We strongly advise that you inform your chosen referees** that you have named them as referees, so that they expect this email from the Oriel system. We also recommend that you **double check your referees'** email addresses to avoid any issues or any delay in your references being completed.

## 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.

Once preferencing is open, it will remain open constantly so that candidates can change their preferences at any point in the process, including during and after the offers process.

For guidance on submitting your preferences please refer to the [Medical Specialty Recruitment Applicant 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 [Medical Specialty Recruitment Applicant Handbook](#) and the [Oriel Applicant User Guide](#).

### Withdrawing from the Recruitment Process

An applicant may withdraw completely from the process up until offers are released and should do so via their Oriel account.

Once an offer has been accepted, applicants wishing to withdraw will need to contact the recruitment office directly.

Applicants are reminded of the GMC's Good Medical Practice guidance which states: *"Patient safety may be affected if there is not enough medical cover. So you must take up any post you have formally accepted, and work your contractual notice period before leaving a job, unless the employer has reasonable time to make other arrangements."*

## 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 your 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. Full interview feedback including scores and comments for each question will also be emailed to all candidates once the offers process is complete.

## Evaluation of the Selection Process

Following the conclusion of the 2020 recruitment process, an evaluation of the recruitment process will be carried out. This will include an analysis of anonymised interview 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 2020.

### 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](#).

## Complaints and Confidential Concerns

### Complaints

However hard we try to respond to the wishes and aspirations of the healthcare professionals accessing our recruitment services, we do recognise that, on occasion, our service may fall short of expectations.

The [Complaints Procedure](#) explains how you can make a complaint and how it will be handled.

### Confidential Concerns

Where applicants have a concern that falls outside of the national complaints policy e.g. fraudulent submissions by other applicants. Applicants can confidentially email the Central HEE Recruitment Team on [mdrs.confidential@hee.nhs.uk](mailto:mdrs.confidential@hee.nhs.uk). This address can not to be used as a way of raising a complaint and bypassing the process detailed in the complaints policy.



## 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 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	<a href="https://www.oriel.nhs.uk/web/">https://www.oriel.nhs.uk/web/</a>

### HEE Local Offices and Deanery Websites

HEE Local Office / Deanery	Link
Health Education England - East Midlands	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-midlands">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-midlands</a>
	<a href="https://www.eastmidlandsdeanery.nhs.uk/">https://www.eastmidlandsdeanery.nhs.uk/</a>
Health Education England - East of England	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-east-england">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-east-england</a>
	<a href="https://heeoee.hee.nhs.uk/">https://heeoee.hee.nhs.uk/</a>
Health Education England - Kent, Surrey and Sussex	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-east">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-east</a>
	<a href="http://www.ksseducation.hee.nhs.uk/">http://www.ksseducation.hee.nhs.uk/</a>
Health Education England - North Central and East London	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-london">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Health Education England - North East	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-north-east-yorkshire">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-north-east-yorkshire</a>
	<a href="http://www.northerndeaneary.nhs.uk/">http://www.northerndeaneary.nhs.uk/</a>
Health Education England - North West	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-north-west">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-north-west</a>
	<a href="http://www.nwpgmd.nhs.uk/">http://www.nwpgmd.nhs.uk/</a>
Health Education England – North West London	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-london">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
NHS Education for Scotland	<a href="http://www.scotmt.scot.nhs.uk/">http://www.scotmt.scot.nhs.uk/</a>
Health Education England - South London	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-london">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Health Education England - South West	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-west">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-west</a>
	<a href="http://www.severndeaneary.nhs.uk/">http://www.severndeaneary.nhs.uk/</a>
	<a href="http://www.peninsuladeaneary.nhs.uk/">http://www.peninsuladeaneary.nhs.uk/</a>
Health Education England - Thames Valley	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-east">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-east</a>

	<a href="http://www.oxforddeanery.nhs.uk/">http://www.oxforddeanery.nhs.uk/</a>
Health Education England - Wessex	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-east">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-south-east</a>
	<a href="http://www.wessexdeanery.nhs.uk/">http://www.wessexdeanery.nhs.uk/</a>
Health Education England - West Midlands	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-midlands">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-midlands</a>
	<a href="http://www.westmidlandsdeanery.nhs.uk/">http://www.westmidlandsdeanery.nhs.uk/</a>
Health Education England - Yorkshire and the Humber	<a href="https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-north-east-yorkshire">https://www.hee.nhs.uk/about-hee/how-we-work/your-area/health-education-england-working-across-north-east-yorkshire</a>
	<a href="http://www.yorksandhumberdeanery.nhs.uk/">http://www.yorksandhumberdeanery.nhs.uk/</a>

## Other Useful Organisations

Organisation	Link
The British Orthopaedic Association (BOA)	<a href="https://www.boa.ac.uk/">https://www.boa.ac.uk/</a>
The British Orthopaedic Trainees Association (BOTA)	<a href="http://www.bota.org.uk/">http://www.bota.org.uk/</a>
Medical and Dental Recruitment and Selection	<a href="http://specialtytraining.hee.nhs.uk">http://specialtytraining.hee.nhs.uk</a>
General Medical Council	<a href="http://www.gmc-uk.org/">http://www.gmc-uk.org/</a>
The Intercollegiate Surgical Curriculum Programme	<a href="https://www.iscp.ac.uk/">https://www.iscp.ac.uk/</a>
Joint Committee on Surgical Training (JCST)	<a href="https://www.jcst.org/">https://www.jcst.org/</a>
Royal College of Surgeons of England	<a href="http://www.rcseng.ac.uk/">http://www.rcseng.ac.uk/</a>
Royal College of Surgeons of Edinburgh	<a href="http://www.rcsed.ac.uk/">http://www.rcsed.ac.uk/</a>
Royal College of Physicians and Surgeons of Glasgow	<a href="http://www.rcpsg.ac.uk/">http://www.rcpsg.ac.uk/</a>
NHS Employers	<a href="http://www.nhsemployers.org/">http://www.nhsemployers.org/</a>
UK Visas and Immigration	<a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a>

## 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 'Portfolio Cover Sheet' 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.

**Please note: All time periods specified in the Self-Assessment Form refer to full time equivalent.**

Question 1	
By the end of July 2020, 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.	
<b>Responses:</b>	<b>N=</b>
• 0 to 27 months	1
• 28 to 39 months	2
• 40 to 51 months	3
• 52 to 63 months	4
• 64 months or more	5
<ul style="list-style-type: none"> <li>• The value attributed to this question "N" will not contribute to the overall Self-Assessment score.</li> <li>• The recruitment team will divide the final scores recorded for questions 5a, 5b, 6 and 7 by "N".</li> </ul>	
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>• Please provide evidence of completion of training posts</li> <li>• For non-training posts please provide a copy of the front page of your contract of employment which includes dates</li> </ul>	

Question 2	
By the end of July 2020, 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 any post foundation job in any country? Please do not include any other posts.	
<b>Responses:</b>	<b>Score:</b>
• 0 to 9 months	2
• 10 to 30 months	8
• 31 to 59 months	4
• 60 months or more	0
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>• Please provide evidence of completion of training posts</li> <li>• For non-training posts please provide a copy of the front page of your contract of employment which includes dates</li> </ul>	

**Question 3**

By the end of July 2020, 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, Urology, OMFS or General Surgery posts since completing your Foundation Programme?

<b>Responses:</b>	<b>Score:</b>
• I will not have spent 4 months in any of these specialties	0
• I will have spent at least 4 months in a post in 1 of these specialties	1
• I will have spent at least 4 months in posts in 2 or more of these specialties	2

**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 (sliding or dynamic hip screw, cephalomedullary nail) have you completed which have been done either STS or STU? These must be recorded in a validated logbook.

<b>Responses:</b>	<b>Score:</b>
• 0 to 4	0
• 5 to 11	2
• 12 or more	4

**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.

<b>Responses:</b>	<b>Score:</b>
• Numerical count of <u>first author</u> papers with PMID (PubMed identifier)	2 per paper

**Evidence:**

- Please provide a PMID (PubMed identifier) for each paper

**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.

<b>Responses:</b>	<b>Score:</b>
• Numerical count of <u>other</u> papers numerical with PMID	1 per paper

**Evidence:**

- Please provide a PMID (PubMed identifier) for each paper

**Question 6**

At the **time of application** and since graduation as a doctor, how many national and international presentations have been given of work in which you are a listed author? **Do not** include poster presentations.

<b>Responses:</b>	<b>Score:</b>
<ul style="list-style-type: none"> <li>Numerical count of presentations</li> </ul>	1 per paper

**Evidence:**

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

**Question 7**

At the **time of application** how many audits against a published standard or quality improvement projects have you undertaken which have resulted in presentation of the results?

<b>Responses</b>	<b>Score:</b>
<ul style="list-style-type: none"> <li>Numerical count of audits</li> </ul>	1 per audit/QIP

**Evidence:**

- Please provide a summary of the audit or quality improvement project and evidence of presentation.
- If you have been involved in a closed loop audit and can **demonstrate active involvement**, each cycle would count e.g. **2 cycles counts as 2 audits**

**Question 8**

At the **time of application**, have you completed and been awarded a stand-alone UK higher degree or equivalent (see evidence below) examined by thesis/dissertation? (NB: This **does not** include intercalated degrees.)

<b>Responses</b>	<b>Score:</b>
<ul style="list-style-type: none"> <li>No</li> </ul>	0
<ul style="list-style-type: none"> <li>Masters (eg. MSc, MMedEd, MS, MCh(Orth), ChM)</li> </ul>	1
<ul style="list-style-type: none"> <li>PhD, MD</li> </ul>	2

**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 together with a copy of your results transcript).
- We are aware of organisations such as UK NARIC however the Selection Design Group Station Leads will be the final arbitrators.**

**Question 9**

Please select **one** statement that best describes your involvement in leadership or management.

<b>Responses</b>	<b>Score:</b>
<ul style="list-style-type: none"> <li>I have provided evidence in my portfolio of a formal leadership or management role within or outside of medicine since my primary medical qualification.</li> </ul>	2
<ul style="list-style-type: none"> <li>I have had no involvement in leadership or management</li> </ul>	0

**Evidence:**

- Please supply evidence to support your response.

**Question 10a**

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

**Responses:**

- True
- False

**Score:**

1  
0

**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

**Score:**

1  
0

**Evidence:**

- Please supply evidence to support your response.