



Applicant Guidance

**ST1 Paediatric Training
Round 1
August/September 2024**

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1. Introduction

The Paediatrics National Recruitment Office (PaedsNRO), part of NHS England (formerly Health Education England) working across the West Midlands co-ordinates the nationally agreed process for recruitment to **ST1 Paediatric Training**, working with the Royal College of Paediatrics and Child Health (RCPCH) to ensure it is quality assured and fit for purpose.

Recruitment to ST1 Paediatric Training will take place once per year for an August/September intake (unless there is a requirement for a Re-Advert vacancy). All dates and deadlines relating to 2024/2025 recruitment activity are available on the [RCPCH website](#).

All submitted applications for ST1 Paediatric Training will be assessed using a standard, national and consistent staged process using modern methodologies that are fair, robust, and fit for purpose. The selection process allows applicants to demonstrate their abilities and suitability for ST1 Paediatric Training - applications are assessed by the demonstration of competence

PaedsNRO

future career pathway, however we would like to remind applicants of their responsibility to conduct themselves in a professional manner as outlined in the [Good Medical Practice](#) when in correspondence with PaedsNRO team members.

4. Preferencing

At the time of application, applicants will not need to indicate

possible regarding the deferment.

6. Flexibility in Deployment of Trainees (UK)

There are formalised processes to assist applicants to train in desired locations.

6.1 Special Circumstances

A standardised national process is available for all specialty recruitment to ensure that applicants with special circumstances and a requirement to train in a specific region are treated in a fair and consistent way.

Any applicant who falls into one of the following eligibility criteria can apply to have their circumstances taken into consideration, allowing them to be pre allocated into a post, subject to it meeting the requirements of entering Paediatrics training:

Criterion 1 the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010,

Criterion 2 the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an *absolute* requirement.

Applicants wishing to be considered for special circumstances pre allocation should ensure they state this on their Oriol application form and complete the special circumstances application form (available from the [Specialty Training website](#)) and forward this, together with the appropriate supporting evidence as a single scanned document by email to [MDRS](#) as soon as the application has been submitted.

It is important that applicants review the relevant section in the [Medical Specialty Recruitment Applicant Guidance](#) for full details on the eligibility criteria and administrative process.

6.2 Offer Exchanges/Enhanced Preferencing

PaedsNRO understand that applicants can have a change in circumstances for any number of reasons in the time between preferences being made and offers being released.

For applicants who have accepted or held a post, applicants will be able to change their upgrade options to not only include those preferences that were originally ranked higher than the offered post, but also those that were ranked lower or not at all (see section 18.2).

Applicants who have not been made an offer can also make amendments to their expressed preferences. PaedsNRO will keep preferencing open throughout most of the recruitment process. Preferences will be closed between offers algorithms and release of offers (see section 18).

Currently on a Foundation Programme - Applicants currently undertaking a recognised foundation programme in the UK which is due to finish by the advertised start date will need to confirm the name of their Foundation School, but do not need to submit any other evidence at the point of application. Any offer of a training programme will be conditional upon successful completion of the Foundation Programme and being awarded a Foundation Programme Certificate of Completion (FPCC) before the advertised start date.

Already completed a Foundation Programme - Applicants who have already completed a UK Foundation Programme will be asked to confirm that they have been awarded an FPCC, completed no earlier than 3½ years prior to the advertised start date and will be required to upload their FPCC to their application form, at the time of application submission.

Currently on a Specialty Training Programme - Applicants currently in active clinical or clinical and academic practice in a UK educationally approved training post (CT/ST/LAT or equivalent), holding either a National Training Number (NTN) or Deanery Reference Number (DRN) will be considered as having had their foundation competences assessed on entry to their current post and do not need to demonstrate these again, regardless of when foundation competences were signed off.

Previously resigned from Paediatric training in the UK - Applicants who have previously *resigned voluntarily* from a Paediatric training programme will be considered as having had their Foundation competences assessed previously, providing that they can demonstrate evidence of satisfactory progress in the form of ARCP documentation for the duration of the training undertaken.

Applicants who have started but who have **not satisfactorily completed a 2-year UK Foundation Programme, or a standalone UK Foundation Year 2** post are expected to return to the Foundation Programme to complete their training. In exceptional circumstances, where trainees were unable to continue their training in the Foundation Programme at that time, e.g. due to personal illness or family caring responsibility, applicants can provide a letter written and signed by the Postgraduate Dean where the previous training took place. This letter must use the standard proforma available from the [Oriel Resource Bank](#) and be uploaded to the application form. The letter must include the following information:

- Ø The dates of the previous training
- Ø Confirmation of the reasons for the resignation, removal or relinquishing of their post in the Foundation Programme
- Ø Confirmation that the applicant has met the requirements and/or demonstrated the competences of foundation training
- Ø Confirmation that the applicant has completed a period of remediation, if applicable

Anybody who is not covered by the above - Applicants who do not fall into any of the above categories will be required to submit a [Certificate of Readiness to Enter Specialty Training \(CREST\)](#) signed by a consultant who has supervised them for at least 3 months (whole time equivalent and continuous period) in the 3½ years prior to the advertised start date; CRESTs will be accepted where the assessed post has been wholly undertaken in the 3½ years prior to the advertised start date. Applicants **must not** submit multiple Certificates, from different posts to show evidence of achievement of all competences; only **one certificate should be submitted and attached to your oriel application**. Only the 2024 CREST will be accepted; forms from previous recruitment years **will not** be accepted.

The signatory for the certificate **must not** partner, or family member.

Where the signatory does not currently have GMC registration, it is the regulatory authority is provided. This evidence must be scanned and attached to the CREST. Where this evidence is not in English, an official English translation should also be provided. In cases where the signatory has historic but not current GMC registration, it is the current registration that is required; previous GMC registration will not be accepted. Where adequate evidence is not provided, the CREST and the Paediatrics training application will be rejected.

CREST guidance can be found [here](#).

In addition, applicants are also required to have 12 months experience **after** achieving full registration with the GMC, or equivalent medical regulatory body, by the advertised start date.

The only exception to providing evidence of Foundation Competences is if the applicant is a refugee. Refugees, as defined by [UK Visas and Immigration](#), are advised submit a Certificate of Readiness to Enter Specialty Training (CREST), if possible. Where this is not possible, on successful appointment, there may be a requirement by the employer or the responsible officer for an applicant to undergo further assessments to ensure that their competence, professional knowledge and skills are up to date in line the [GMC Good Medical Practice](#).

9. Previous Paediatric Experience

There is no formal requirement for applicants to Paediatric ST1 posts to have any significant experience in the specialty when applying.

From 2023-

As such, applicants should have a maximum of 24 months (2 years) whole time equivalent experience in Paediatric placements (not including Foundation modules) at point of application.

Paediatric training is capability based, with an indicative time of 7 years. As such it is progress through the curriculum.

Applicants can discuss any previous experience with their supervisor, once they are in post, with a view to using it to help them progress through training. Any discussions/decisions regarding progressing through training faster than the indicative 7 years, will therefore only take place once someone is in the paediatric training programme.

Any considerations will also subsequently be discussed at the Annual Review of Competence (ARCP), at the end of the first year of training, with a view to verifying if the applicant could reasonably complete Core Paediatric Training capabilities in less than the indicative time.

PaedsNRO reserves the right to request re-submission of documentation if the above process is not followed.

IMPORTANT: Applicants are advised to not upload anything other than documents to support the longlisting process.

14. Longlisting – Eligibility Requirements

All applications will be assessed against the essential criteria outlined in the national [ST1 Paediatric 2024 Person Specification](#).

Applicants that fail to demonstrate that they meet all the essential criteria by the closing date, it is their responsibility to fully demonstrate, in the application form, eligibility for the post applied for.

It is also important to note by allowing applicants to progress to the shortlisting and/or interview stage, recruitment offices will not yet have accepted or confirmed that the applicant meets all eligibility requirements. This therefore means applicants can still be withdrawn from the recruitment process at any stage, including after interviews have taken place if the evidence pertaining to an eligibility criterion is found to be unsatisfactory by the recruitment office.

14.1 GMC registration

Although GMC registration is not an essential longlisting criteria at application stage, we would like to remind applicants it is their responsibility to ensure that they are registered with a license to practice with the General Medical Council (GMC) by the time of the intended start date of their post, if deemed appointable at interview. [GMC registration](#) is not guaranteed.

Applicants to National Recruitment should not seek sponsorship directly from the RCPCH, as a GMC approved sponsor (RCPCH can only sponsor for MTI(p) and IPSS routes).

15. Shortlisting

At time of application, applicants will complete questions within the application form that will be scored as part of the overall recruitment for shortlisting purposes.

Answers will be marked against the application form Scoring Framework, by two assessors. A copy of the framework can be found on the [RCPCH Website](#).

The maximum score available, per assessor, is 30. The Total score is therefore 60.

These scores will be used as a shortlisting tool to determine which applicants will be invited to an online interview if the number of eligible applicants exceeds the predetermined online interview capacity.

Applicants should be aware the number of eligible applicants (after longlisting) has exceeded the interview capacity available across our online interview centres in recent years by a good number.

Please note:

**The application form will be scored by two consultant paediatricians marking independently, following the scoring criteria and guidance
If applicants have been scored in previous rounds or recruitment years and their score is different to what has been awarded for this year, the score will not be able to be transferred**

There is no opportunity for a review of marks unless the applicant can show clear evidence that a part of the shortlisting process has not been carried out in accordance with the scoring criteria

There will also be no opportunity to amend or add more evidence to your application form after it has been submitted

PaedsNRO, via Oriel, will provide applicants the maximum possible shortlist score and the shortlist score and/or rank required to be invited to interview

An applicant's overall shortlisting score can be found by going into the ST1 application on Oriel and selecting "Shortlist"

Upon request, applicants can request confirmation of their rank.

16. Invitation to Online Interview

Applicants who are successful at both the longlisting and shortlisting stages (if utilised)

All online interview dates can be found on the [RCPCH website](#).

If an applicant is invited to participate in an online interview, instructions regarding access to the online system; proof of ID and participation guidelines will be provided in due course.

If an applicant is invited to the online interview and is unable to attend due to unforeseen circumstances or an emergency, they must contact the region directly to ascertain whether alternative arrangements can be made. It is important to note that alternative arrangements cannot be guaranteed.

17.1 Online Interview Format

All online interviews will be a two station multi scenario format performed online via Qpercom. Each station will be 20 minutes in length and the whole process should last 45 minutes overall.

Prior to the online interview date, applicants should ensure they have a secure and stable internet connection, and their PC device works with video and microphone enabled with the video-conferencing platform. Applicants will be asked to demonstrate, using their camera, that no one else is in the room and no other electronic devices are present.

Two clinicians will interview in each station and score the applicant independently.

17.2 Online Interview Domains

Applicants will be assessed, on the following domains in relation to their clinical experiences to date and their understanding of issues relevant to working in the NHS:

1. Communication
2. Career Motivation
3. Reflective Practice
4. Paediatric Clinical Reasoning Question

Each scenario will last up to 10 minutes.

At the end of each day of online interviews, all scores awarded during the day are reviewed by the panel, the Recruitment Lead and Clinical Lead, and any significant discrepancies in scores between assessors are highlighted and discussed. All final marks are agreed on the day by the interviewers, lay chair and Clinical Lead.

17.2.1 Communication Scenario

The first part of the interview will be used to assess the ability of the applicant to interact with patients/parents/carers. Applicants will be given the scenario to read 5 minutes before starting their virtual interview. The scenario will involve an

explanation of a clinical condition or reasons for an intervention or transfer. The interaction will occur between the applicant and the role player. The assessors will be provided with a list of key points to use for scoring the content and overall performance of the applicant.

Each assessor will be following a scoring framework tailored towards the specific scenario being undertaken, with positive and negative indicators to guide their marking.

17.2.2 Career Motivation (Portfolio) Question

Applicants will *not* be required to demonstrate their portfolio but are still advised to prepare the content that they want to speak about during this part of the interview in

help to demonstrate their enthusiasm, suitability, and motivation for a career in Paediatrics.

N.B. This station is designed to focus on the act of reflection and its subsequent application, so applicants should ensure they spend the minimum time on describing the event and their involvement, so the majority of the time can be spent exploring their reflection on it and how it has developed their practice.

17.2.4 Paediatric Clinical Reasoning Question

Applicants will be asked a case-based scenario by one of the assessors and will be expected to describe the relevant issues and how they would manage the situation. This station will have in a paediatric setting, however, will not be looking for applicants to demonstrate complex paediatric clinical knowledge.

The scenarios have been set to ensure that applicants who have not previously undertaken a paediatric post will not be disadvantaged and knowledge should be commensurate with anyone at a UK F2 level or equivalent.

Assessors will be looking for applicants to demonstrate a clear and methodical approach to a clinical problem, including consideration of their own level and ability.

Each assessor will be following a scoring framework tailored towards the specific scenario being undertaken, with positive and negative indicators to guide their marking.

17.3 Appointability and VETO

For an applicant to be deemed appointable for

19.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriol. Applicants will be advised, via their Oriol portal, when a referee has submitted a reference.

19.3 Changing a Nominated Referee

For any references that have not yet been submitted applicants are able to update the details of or, change their, nominated referees. However, if a referee has already submitted a reference, applicants will not be able to make any changes to their details.

If the email address against a referee is changed, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

20. Feedback

Applicants will be given feedback throughout the recruitment process and will not

The offer and allocation of a Training Programme referred to above is **NOT** an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. An offer of employment will include the name of the employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable.

Information regarding pay, hours, sick pay, and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available from NHS Employers. Individual region websites may also provide additional local information and links to individual employer websites.

The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration, and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the region needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identify, registration and qualifications and right to work for example) may also be undertaken by the region during the recruitment process.

22. Complaints Procedure

All national recruitment offices use a nationally agreed process for handling complaints about recruitment. If an applicant feels their application has not been managed correctly and has evidence of a failure in the process, they should explore this route. A copy of the national complaints policy and procedure document can be located on the [Recruitment to Medical and Dental Specialty Training Complaints Policy and Procedures 2024](#).

22.1 Raising Concerns

Applicants wishing to raise concerns about any part of the recruitment process, where this falls outside the scope of the complaints policy should forward these, in confidence to [MDRS](#).

Concerns raised without detail are difficult to investigate due to the volume of applications received. Applicants are therefore requested to provide details of the specialty and, where applicable, the applicants concerned. Any information provided would be treated in the utmost confidence.