



en's Health

Leading the way in Childr

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1. Introduction

The Paediatrics National Recruitment Office (PaedsNRO), part of NHS England (formerly Health Education England) working across the Midlands co-ordinates the nationally agreed process for recruitment to **ST3 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 ST3 Paediatric Training normally takes place once per year for an August/September intake, however there is now also a February/March intake. All dates and deadlines relating to 2024/2025 recruitment activity are available on the [RCPCH website](#).

All submitted applications for ST3 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 ST3 Paediatric Training - applications are assessed by the demonstration of competences as outlined in the [2024 Person Specification](#).

For an ST3 Paediatric Training post an applicant will make one application for all participating regions, namely NHS England (NHSE) (formerly Health Education England (HEE)), NHS Education for Scotland (NES), Northern Ireland Medical & Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW).

Applicants will be considered for appointment across the whole of the UK (based on their performance and rank). This method is known as Single Transferable Score (STS) as applicants are not restricted to being considered for appointment in a single specific region. The STS system is designed to maximise opportunities for successful appointment.

Applicants are advised to refer to both the [Oriol Applicant User Guide](#) (For general guidance on how to navigate Oriol and technical help with the on-line application form) and the [Medical Specialty Recruitment Applicant Guidance](#) (for general information about the administration of national recruitment processes).

The [RCPCH website](#) contains up to date information relating to dates and post numbers for ST3 Paediatric Training recruitment. If applicants have any queries regarding the recruitment process, they should contact the [PaedsNRO](#).

If applicants wish to request a deferment to their start date, they must declare this on the application form. If an offer is accepted, applicants should contact their recruiting NHSE Local Office, NES, NIMDTA or the HEIW as soon as 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

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. They will be closed between offers algorithms and release of offers (see section 17).

Further information on this is available in the [Medical Specialty Recruitment Applicant Guidance](#).

6.3 Adjustments under the Equality Act 2010

All recruiters are aware of the requirements of the Equality Act 2010 and in this regard, recruiters will make reasonable adjustments to accommodate applicants at online interview provided these are made known in advance. Applicants who require adjustments (e.g., extra time) will be required to submit supporting evidence to substantiate the required adjustment. This evidence will need to be uploaded to Oriel via the Document Upload `G D V K E R D U G D V 3 6 X S S` and attached to the `G H Q F H` application form at the point of application.

form must be completed, with appropriate support for application, each recruitment

11.1 GMC registration

Although GMC registration is not an essential longlisting criterion at application stage, we would like to remind applicants that 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 as part of appointment to an ST post through National recruitment and should be completed separately.

International medical graduates with an acceptable primary medical qualification from outside the UK and who have completed a period of postgraduate experience, should visit the GMC website to find out how they can best obtain full registration with a licence, depending on their circumstances: [Routes to GMC Registration](#)

N.B. If GMC registration is not obtained early enough (the beginning of August before starting training being the absolute latest to begin an application), there is a risk that an appointed trainee may not be able to take up their post and it will be removed from the applicant. This will also leave a gap in local services leading to potentially inadequate junior doctor cover and patient safety risks. The applicant will also then have to re-apply the following year.

Applicants should therefore begin the GMC registration process as soon as possible after being shortlisted for interview.

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).

11.2 Consultant named posts

Applicants must not already hold, nor be eligible to hold, a CCT/CESR in Paediatrics and/or must not currently be eligible for the specialist register in Paediatrics.

If your employment history lists posts as a Consultant in Paediatrics, we will need written confirmation from the GMC stating eligible to hold, a CCT/CF1 12 Tf1 0 0 1 452.23 593.02

There are three ways applicants can demonstrate that they possess ST1 and ST2 competences:

- x **Currently a UK paediatric trainee:** Applicants who are currently in a UK-approved paediatric training programme (NTN holder) and are on track to obtain a satisfactory ARCP outcome for their ST2 post. Applicants will be required to submit their most recent ARCP evidence at the point of application (via Oriel). Applicants will also be required to provide evidence of completion of ST2 capabilities, prior to commencing an ST3 post.

Neonatal experience should be from time working on a Neonatal Intensive Care Unit. In general, this should be a level 3¹ unit (or equivalent) that treats babies of all gestations but experience from a level 2² unit (or equivalent) can be considered, provided they have gained the following skills and competencies:

- x Vascular access and intubation of a term or prematurely born baby and managing complications
- x Managing resuscitation of term born babies and independently initiating resuscitation effectively of both term and preterm births
- x Appropriate neonatal life support qualifications (such as NLS, NRP or equivalent)
- x Experience of attending deliveries for babies of all gestations including very preterm babies and being able to independently support stabilisation of such babies.

Applicants must also have at least 6 months experience of working in General Paediatrics, during which they have gained the following skills and competencies:

- x Management of inpatient common general paediatric conditions
- x Attendance at the emergency department to assess children and young people
- x \$ Q G H [S H U L H Q F H R I L Q L W L D W L Q J H P H U J H Q F \ D Q G U H
- x Experience in Safeguarding is mandatory.

Evidence will need to be provided via the Certificate of Completion of Core Paediatric Training Capabilities 2024 form and signed off by a consultant, in addition to being highlighted within the employment history section of the Oriel application form.

If the applicant has any doubts about their ability in this domain, we suggest discussing their training needs with their educational supervisor and training programme director if appointed, ideally before commencing the post.

13. MRCPCH requirement

Applicants must hold two out of the three written MRCPCH examination papers (Foundation of Practice, Theory and Science, Applied Knowledge in Practice) by first initial offer date. Please note that written exams are only valid for 7 years without completing the full MRCPCH. As such any exams that will be more than 7 years old by the start date of the post will not be accepted.

There are **no equivalent examinations** that will be considered for entry into Paediatric specialty training. Applicants who are unable to meet the above essential Ced for entry into

14. Shortlisting

At the 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 35. Total score is therefore 70.

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.

Please note:

- x **The application form will be scored by two Consultant Paediatricians marking independently, following the scoring criteria and guidance**
- x **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**
- x **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**
- x **There will also be no opportunity to amend or add more evidence to an application form after it has been submitted**
- x **PaedsNRO, via Oriel, will provide applicants the maximum possible shortlist score and the shortlist score and/or rank required to be invited to interview**
- x **Overall shortlisting score can be found by going into the**
- x **Upon request, applicants can request confirmation of their rank.**

15. Invitation to Online Interview

Applicants who are successful at both the longlisting and shortlisting stages (if utilised), will be invited to attend an online interview. Applicants will be invited to attend one online interview and will be considered for appointment to programmes in all preferred regions.

Dates are conducted by several different regional offices and specific dates can be found on the [RCPCH recruitment pages](#).

15.1 Booking an Online Interview

When invited to attend an online interview, applicants will be required to log into their Oriel account and use the self-service functionality to book a date and time of their choosing, subject to availability.

When booking an online interview slot, it is strongly recommended that applicants avoid booking from a mobile device or with internet browsers that have reached the end of their product support lifecycle, such as Internet Explorer as these are unlikely to be supported.

The online interview booking window will be between **Monday 19 February 2024 to Wednesday 21st February 2024 at 4:00pm UK time** on a first come; first served basis.

Applicants who have any problems booking an online interview slot should email PaedsNRO as soon as possible.

15.2 Confirmation of booking

Once an applicant has booked their online interview, they will receive an automated confirmation of booking message in Oriel and a secondary automated message will be sent to their registered email address. If confirmation is not received, applicants should log into their Oriel account to confirm if the booking process was completed in its entirety.

16. Online Interview

The online interview window will run between **Tuesday 5 March 2024 to Friday 8 March 2024**.

Please note - there will not be interviews on every day of the window for this level.

All online interview dates can be found on the [RCPCH website](https://www.rcpch.ac.uk).

If an applicant is invited to participate in an online interview, instructions regarding

All online interviews will be a two station multi scenario format performed online via Qpercom. Each station will be 17 minutes in length and the whole process should last 55 minutes overall.

Prior to the online interview date, applicants will receive information regarding how to log into the Qpercom

Applicants will be asked to reflect on a significant event from their career to date where something has either gone well or not well and reflect upon it to demonstrate how they will use their experiences to help them through their career.

Assessors will therefore start the station by asking the following:

x

Applicants will be given 48 hours (exclusive of weekends) to respond to an offer and have the option to accept, decline or hold.

If an applicant fails to respond to an offer within the 48-hour window, the offer will expire, and the applicant will be deemed to have declined the offer.

Please note, if an applicant finds themselves in this position, PaedsNRO are only able to reinstate the application status back to Interview(l)8(n1 12 Tf1 d7eW*nBT/F7 12 Tf1 0 0 1 143.3 6

give details of three referees who have supervised their clinical training in the last 2 years.

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The deadline for submitting references on Oriel is at **16:00pm** on **Wednesday 1 May 2024**.

Once the deadline for submission of references to Oriel passes, the responsibility then moves to the employing organisation when they complete all pre-employment checks. Any outstanding references will be requested by the employing organisation; they will contact the referee directly. It is not the responsibility of [PaedsNRO](#) or the region where the post is based to chase up outstanding references that may be requested once the oriel deadline has passed. This responsibility lies solely with the applicant.

18.1 Reference Requests

Reference requests are

Applicants that are rejected at the longlisting stage will be advised of the reason their application was rejected.

If shortlisting is deployed, scores will be disclosed before the invites to interview have been sent. Where capacity enables all applicants to be interviewed, shortlisting scores will be disclosed along with online interview feedback.

A Q D S S O L F D Scores/Feedback will be published in Oriel against the ST3 Paediatrics application up to 5 working days after the initial offer date. This will include interview score and shortlisting score.

Detailed guidance on how to access the scores is available in the [Applicant User Handbook](#).

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.

21. 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 [Medical Specialty Recruitment Applicant Guidance](#).

21.1 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.