



Fc i b X ' ' ' : Y V f i U f m ' & \$ & )



## Contents

<b>ST3 Paediatrics Applicant Guidance</b>	<b>1</b>
1.1. Who are we and what do we do?	4
1.2. One national application and single transferable score	4
1.3. Timeline	5
<b>2. Application on Oriel</b>	<b>6</b>
<b>Part 1 (Oriel Application Form)</b>	<b>6</b>
2.1. Contact Information	6
2.2. Right to work in the UK	6
2.3. Employment History	7
<b>Part 2 (Oriel Application Form)</b>	<b>7</b>
2.4. Reapplication to Specialty Training	7
2.5. Support for Reapplication to Specialty	7
2.6. Support for Reapplication to Specialty Training in a Different Region	8
2.7. Flexibility in Deployment of Trainees (UK)	8
2.8. Special Circumstances	8
<b>3. Part 3 and Shortlisting</b>	<b>9</b>
<b>4. Next Steps in the process</b>	<b>10</b>
<b>5. Longlisting</b>	<b>10</b>
5.1. Assessment of Completion of Stage 1 Training	10
5.2. Specific neonatal and General paediatric experience	11
5.3. Achievement of MRCPCH	12
5.4. GMC registration	12
<b>6. Preferencing</b>	<b>13</b>
6.1. Deferment of Start Date	13
6.2. Document Upload	14
<b>7. Invitation to Online Interview</b>	<b>14</b>

7.1.	Booking an Online Interview	14
7.2.	Adjustments under the Equality Act 2010	15
7.3.	Confirmation of booking	15
7.4.	Online Interviews	16
7.5.	Online Interview Format	16
7.6.	Online Interview Domains	16
7.7.	Appointability	18
7.8.	Observers on the Online Interview	18
<b>8.</b>	<b>Offers</b>	<b>19</b>
8.1.	Upgrading of Offers	20
8.2.	Offer Exchanges/Enhanced Preferencing	21
<b>9.</b>	<b>References</b>	<b>21</b>
9.1.	Reference Requests	22
9.2.	Changing Your Nominated Referee	22
<b>10.</b>	<b>Feedback</b>	<b>22</b>
<b>11.</b>	<b>Offers of Employment &amp; Pre-Employment Checks</b>	<b>23</b>
<b>12.</b>	<b>Complaints Procedure</b>	<b>23</b>
<b>13.</b>	<b>Raising Concerns</b>	<b>24</b>

---



The Paediatrics recruitment process is as follows:

## ST3 Recruitment for February/March 2025

ST3 Recruitment for February/March 2025	
<b>Advert appears</b>	Monday 22nd July 2024
<b>Applications open (10am BST)</b>	Tuesday 23rd July 2024
<b>Applications close (4pm BST)</b>	Tuesday 13th August 2024
<b>Shortlisting Window Opens</b>	Tuesday 27 <sup>th</sup> August 2024
<b>Shortlisting Window Closes (12pm BST)</b>	Monday 9th September 2024
<b>Invite to Interview &amp; Applicant Declaration</b>	Wednesday 11th September 2024
<b>Deadline for Interview Booking &amp; Applicant Declaration (1pm BST)</b>	Monday 16th September 2024
<b>Interview window opens</b>	Monday 30th September 2024
<b>Interview window closes</b>	Thursday 3rd October 2024



The application form is available on the Oriel system. Applicants can access the Oriel user guide here for detailed information on the application. This can be found via the Oriel resource bank.

Application can be found to ref(ielp3(ti)20(o)-3(n)-3( )38(o)-3(n)-3( )38(th)-5(e)-3( )38k5b0(o)-3-21(h)-3(f)

From 1 July 2021, EU/EEA citizens will need to either provide confirmation that they have obtained EU settlement or pre-settled status, have another valid right to work visa (e.g., dependent visa) or will need to apply for Skilled Worker sponsorship.

Please note that medical practitioners are now part of the Shortage Occupation List, and the Health and Care visa route is available to medical and dental practitioners. For applicants who require sponsorship, it is important to be aware of the [guidance from the UK Home Office](#). PAEDSNRO cannot give advice on whether your specific immigration status makes you eligible, how you can change your status or how to apply for different types of visas.

### 9 a d`cm a Ybh` <]ghcfm

All applicants should fill out their employment history when completing their application. When completing the employment history section of the application form, all previous clinical experience should be declared; this includes experience inside and outside of the UK, in both training and service posts. Applicants should also ensure that they detail any time spent out of work to ensure that there are no unexplained career gaps.

Applicants must also demonstrate here that they have **12 months or more experience** have working in paediatrics; this must include at least 6 months in Neonatology at the point of application and 6 months in General Paediatrics. Applicants who do not complete their employment history will be longlisted out.

It is not possible for an application to be amended after submittance; this includes the employment history. Please ensure that all information provided is correct and accurate.

### DUfh`&`flCfjY`5dd`]WUh]cb` : cf a Ł`

This part of the application form covers training history/ Previous training details, References, Fitness to Practice, Competences/Eligibility and Declarations. The information below is supplementary information to the questions in this section.

### &` (" FYUdd`]WUh]cb`hc`GdYW]U`hm`HfU]b]b [

Specialty training posts and programmes are not normally available to any doctor who has previously relinquished or been released or removed from that training post/programme. However, the below needs to be considered.

### &`) " G iddcfh`Zcf`FYUdd`]WUh]cb`hc`GdYW]U`hm

If applicants have previously resigned or been removed from an Paediatrics Training Programme, they will need to provide full details of the resignation/release/removal. This must be provided on the [Support for Reapplication to a Specialty Training Programme](#) form and

approved by both the Head of School/Training Programme Director **and** Postgraduate Dean in the NHS England Local Office, NES, NIMDTA or HEIW where training was previously undertaken.

If applicants were awarded an:

ARCP outcome 4 at ARCP then they are deemed to have been released from training.  
ARCP outcome 3 and did not take an extension to training, they will also be considered to have been released from training.

This evidence **must** be uploaded to an applicant's Oriel account via the *Document Upload* dashboard as *supporting evidence* and attached to the application *at the point of application*. A new form must be completed, with appropriate support for application, in each recruitment year. Forms completed in previous recruitment years will not be accepted.

Any applications from excluded trainees without submitted evidence **will not** progress any further in the recruitment process.

## &"\* G iddcfh`Zcf`FYUdd`JWUh]cb`hc`GdYW]U`hm`HfU]b]b [ `]b`U`8]ZZYfYbh`FY [ ]cb

Trainees currently working in a Paediatrics Training Programme, applying to continue their training in another NHS England Local Office, NES, NIMDTA or HEIW, without a break in service, will need to provide information relating to this. They must gain support from their current employing region by completing the [Support for Reapplication of Specialty Training in a Different Region form](#). This form exists to ensure that any applicant moving region is currently performing to the required standard (i.e., satisfactory progress at ARCP).

This evidence **must** be uploaded to Oriel via the *Document Upload* dashboard as *supporting evidence* and attached to the application *at the point of application*. A new form must be completed, with appropriate support for application, each recruitment year. Forms completed in previous recruitment years will not be accepted.

Any applications without submitted evidence **will not** progress any further in the recruitment process.

## &"+" :`Y I]V`]hm`]b`8Yd`cm a Ybh`cZ`HfU]bYYg`fl I ?L

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

## &," GdYW]U`7]fW i a ghUbWYg

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 Oriel application form and complete the Special Circumstances Application Form (available from the [MDRS Website](#)) and forward this, together with the appropriate supporting evidence as a single scanned document by email to [MDRS](#) as soon as their application has been submitted.

Full details can be found [here](#).

This part of the application form covers experience, qualifications, and the Shortlisting questions. Applicants will be required to answer questions







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).

## 6.

At the time of application, applicants will not need to indicate their regional programme preferences.

Applicants will be able to rank their preferences via Oriel from **9:00am (UK time) on Monday 30th September 2024 to 4:00pm (UK time) on Wednesday 9th October 2024**. Please note, this date can be subject to change – applicants will be informed of any change via an e-mail direct from Oriel and a message will be posted on the RCPCH website.

From this date, applicants will be asked to indicate their preferences from all ST3 Paediatric Training Programmes available in the UK, in rank order; this means that applicants can be considered for appointment across the whole of the UK. Applicants should only preference the programmes that they would be prepared to work in, *including those listed with zero vacancies as posts may become available at a later date*. ST3 Paediatric Training Programmes are available for an indicative 5-year duration. Scotland also offer Locum Appointment for Training (LAT) programmes – this information will be shown in the preference detail.

Applicants are also advised to read the regions' profile pages and access individual regional websites for more information about the opportunities available. We suggest that applicants research not only the types of programmes offered in each region but also the geography of each region, the main Trusts within the geography, transport links to home and so on.

The ST3 Paediatric Training Programmes that are preferred in an applicant's application will be used to make an offer, subject to the successful completion of the selection process.

\*"% " **8YZYf a Ybh'cZ'GhUfh'8UhY**

Deferments to start dates will only be considered on statutory grounds as stated in the [Gold Guide](#)

## \*"&" 8cWi aYbh` I d`cUX

As applicants progress through the recruitment process, they may be required to upload additional evidence to their application on Oriel to allow PAEDSNRO to assess their eligibility. If applicants are required to do this, then to help PAEDSNRO, the following steps must be followed.

Applicants must:

- ensure the document is appropriately named.
- ensure the document is uploaded into the correct section.
- upload the document as one single upload and not as multiple pages where possible.
- ensure all required documentation is uploaded by the set deadlines.

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

**IMPORTANT: Applicants are advised not to upload anything other than documents specifically required to support the longlisting process at this stage.**

## 7. Invitation to Online Interview

Applicants who are successful at both the Longlisting and Shortlisting stage, will be invited to attend an online interview. Applicants will be invited to attend *one* online interview and will be considered for appointment within their preferenced regions.

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

## + "% " 6cc\_]b[ `Ub`Cb`]bY`=bhYf j]Yk

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

When booking an online interview slot, it is strongly recommended to avoid booking from a mobile device or on 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 is **Wednesday 11th September 2024 to Monday 16th September 2024**. Slots will be available on a first come; first served basis.

Applicants who incur any problems whilst booking an online interview slot should email [PAEDSNRO](#) immediately.

### **5X^ i gh a Ybhg' i bXYf'h\Y'9e i U`Jhm' 5Wh'&\$%\$**

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 dashboard as “Supporting evidence” and attached to the application form at the point of application.

**PAEDSNRO will be unable to review the request if supporting evidence is not provided.**

When booking interview slots, applicants are advised to add detail of their reasonable adjustments as a confirmation on their online booking notes. Failure to provide this information in your booking notes may result in PAEDSNRO not being able to accommodate your adjustment.

Any additional adjustment requests, not already in your application form, need to be reviewed by PAEDSNRO, so applicants will need to write directly to [PAEDSNRO](#).

Once applicants have booked a slot for an online interview, PAEDSNRO expects the applicant to forward any reasonable adjustment requests to the lead contact of the region that is conducting their interview.

If applicants would like their assessors to kht © n-GB





### **7c a a i b]WUh]cb'GWYbUf]c'fl%' a ]b i hYgž'& '\$' a Uf\_g'dYf'UggYggcfl**

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.

### **+ "\*" &" FYZ`YWh]jY`DfUWh]WY'fl+' a ]b i hYgž'%)` a Uf\_g'dYf'UggYggcfl**

This part of the interview will assess an applicant's understanding of reflection and how they apply their experiences to their career progression.

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:

- Please could you briefly describe a significant clinical event you were involved in or observed and discuss your learning from it?
- How do you use similar reflective practice in your daily work?

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.

### **+ "\*" "" 7`]b]WU`H\]b\_]b [ 'fl%' \$' a ]b i hYgž'& '\$' a Uf\_g'dYf'UggYggcfl**

This station is designed to assess applicants' situational judgement and clinical problem-solving skills. Applicants will be given a scenario verbally, by one of the assessors. The assessors will then ask applicants to describe how they would manage and progress through the given situation in focus on thethethethethethethethetheF0a5E0aERcŮ&ŮRcŮFOLQ

**+ "\*" (" ; c j YfbUbWY' / '@YUXYfg \]d'fl+ ' a ]b i hYgž'%) ' a Uf\_g'dYf'UggYggcfl**

This interview question is designed to assess the applicant's awareness and understanding of the role of governance in the workplace along with their ability to lead





Once the upgrading deadline has passed, no further upgrades will be offered, even if a higher preference becomes available at a later date.

Upgrading of offers will not continue beyond the stated Upgrade deadline, even if a preferred post becomes available later. Vacant posts will be offered to the next eligible applicant who has preferenced the post and is yet to receive an offer, not to applicants who have already accepted a post. This can include new or additional posts submitted to PAEDSNRO after the upgrade deadline.

### , "&" CZYf'9 IW\Ub [Yg#9b\UbWYX'DfYZYfYbW]b [

There is increased applicant flexibility for upgrading of offers as described in Section 7.2. Any applicant that has accepted or held an offer, and opted into upgrades, can amend their preference options as many times as they like up until the upgrade deadline. Applicants will be able to re-rank their preference options so that they can move lower ranked preferences, or preferences originally not wanted, into a higher ranked preference than their current offer. This will then mean that these newly ranked preferences are considered for an upgrade in subsequent offer iterations

***Please note:***

*offers being released will **not** be considered until the next offers match is run.*

The above process will continue up until the Upgrade deadline at

## **-"% " FYZYfYbWY' FYe i Yghg**

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to an applicant's nominated referees when they accept or, accept with upgrades an offer of Paediatrics training. To ensure that the requests are not blocked or filtered by their referees' email providers, applications are strongly advised to inform their referees to add [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to their email whitelist.

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

as their scoresheets could take longer to receive. We advise applicants to add [feedback@gpersoft.com](mailto:feedback@gpersoft.com) to their safe senders list to prevent scoresheets being sent to the email junk/spam folder.

If applicants do not receive their scoresheet, they will need to contact [PAEDSNRO](#) to request them.

There is no further feedback that can be provided after scoresheets have been received.

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 applicant's offer of employment will include the name of their 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. A framework for a written contract of employment for Paediatric specialty registrars is also available from the BMA. Individual NHS England Local Office, NES, NIMDTA or HEIW websites may also provide additional local information and links to individual employer websites.

The employing organisations carry out several 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 NHS England Local Office, NES, NIMDTA or HEIW 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 NHS England Local Office, NES, NIMDTA or HEIW during the recruitment process.

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 have evidence of a failure in the process, they should explore this route.

Complaints should be made in line with the MDRS Complaints Policy and Procedures. This can be found within the [MDRS Complaints Policy page](#) on the Medical Training website. A Complaints Policy Submission form is also available on this page.

