ST3 DRE-EM
National Recruitment

2023 Applicant Handbook

We work with partners to plan, recruit, educate and train the health workforce.

Contents

Please note: In 2023 there is a separate application for ST3 ACCS Emergency Medicine.

If you are eligible for ST3 ACCS Emergency Medicine and only want to be considered for an ST3 ACCS post please apply to this vacancy on Oriel.

If you are not eligible for ST3 ACCS Emergency Medicine you may be eligible for ST3 DRE-EM and will need to apply to this vacancy on Oriel.

Applications cannot be transferred – please ensure you are submitting the correct application

Introduction

The National Recruitment Office for ST3 DRE-EM is Heath Education England - Yorkshire and the Humber. We are recruiting to ST3 posts across the United Kingdom - England, Scotland and Wales

This handbook aims to provide applicants with information regarding all aspects of the 2023 Emergency Medicine 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 which can be downloaded from the Oriel Resource Bank. We recommend that all applicants read this document in full.

Timeline and Key Dates

Recruitment to ST3 DRE-EM in 2023 will follow the timeline below:

Activity	Date(s)
Applications open	At 10am on Thursday 17 November 2022
Application deadline	At 4pm on Thursday 8 December 2022
Self-Assessment Validation	TBC
Interviews	15th – 17th March 2023
Initial offers released	By 5pm on Thursday 20 April 2023
Holding deadline	At 1pm on Tuesday 25 April 2023
Upgrade Deadline	At 1pm on Wednesday 26 April 2023

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: emrec.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.

Please refrain from calling the helpdesk during this 48 hour period

By telephone (for urgent enquiries only): For urgent enquiries we have a telephone helpdesk, which is available between 10.00am and 4.00pm Monday to Friday (excluding bank holidays). The Emergency Medicine recruitment helpdesk number is 0113 887 1714.

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 in England are managed locally by HEE's Local Offices. Training programmes in Wales are managed by Health Education and Improvement Wales. Training programmes in Northern Ireland and Scotland continue to be managed by Deaneries. Links to the individual Local Offices and Deaneries are provided in Appendix 2.

Vacancy numbers will be published on the national ST3 DRE-EM recruitment webpage once confirmed.

LAT Vacancies

Recruitment to Locum Appointment for Training (LAT) posts in England ceased on 1st January 2016 for all specialties. Scotland, Wales and Northern Ireland may continue to recruit to LAT posts.

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 ST3 DRE-EM opens at 10am on Thursday 17th November 2022. Use the Vacancy Search tool to navigate to the national Emergency Medicine vacancy and click "Apply".

Please complete all sections of the application form in full before submitting it. 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

There are a number of multiple-choice Self-Assessment questions built in to the application form. For these questions, you need to select the most appropriate response from a drop-down list. The Self-Assessment questions, the list of responses and details of suitable evidence can be found in Appendix 3.

Your responses to the Self-Assessment questions will be validated against the evidence you submit following application. Evidence to substantiate your answers must be easily identified and follow the strict guidance given in the policy.

The Recruitment Office is not able to advise you about which response you should select for any question. You must select the response you feel you will be able to justify to the shortlisting panel, using the evidence you provide.

If it is discovered that any response is false or misleading or if you provide evidence containing Patient Identifiable Data you may be referred to a Probity Panel. The Probity Panel procedure can be found in Appendix 1.

You will need to upload your evidence to a separate electronic system between **date to be confirmed**. Further instructions on how to upload evidence onto the Self-Assessment portal will be sent to all longlisted candidates via email.

Application Deadline

The deadline for submitting applications is **4pm on Thursday 8th December 2022.**

After this time no applications will be accepted. **There will be <u>no</u> exceptions to this deadline.** You are advised to complete and submit your application at least 24 hours ahead of 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

If you have applied for local Emergency Medicine Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking, you must complete a National ST3 DRE-EM 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 which can be downloaded from the Oriel Resource Bank.

Eligibility and Longlisting

The 3 routes of entry to ST3 DRE-EM are:

1. Applicants who are on, or have completed, an approved UK Core Surgical Training programme
2. Applicants who are on, or have completed, the equivalent of a Core Surgical Training programme
3. All other applicants that do not fall into the above criteria

Please see the Emergency Medicine – ST3 (Defined Route of Entry & ACCS route) person specification for the essential criteria for the above routes of entry.

There is now a separate application process for ST3 ACCS Emergency Medicine, if you wish to apply for this route of entry only, please apply to the ST3 ACCS Emergency Medicine vacancy on Oriel. Applications cannot be transferred so please ensure you are submitting the correct application.

The eligibility criteria for ST3 DRE-EM are listed in the https://medical.hee.nhs.uk/medical-training-recruitment/person-specificationsIt is your responsibility to demonstrate that you meet the eligibility criteria. Applications will be assessed against the eligibility criteria both during longlisting and after offers where necessary. Any applications which do not meet the eligibility criteria will be longlisted out of the process and will not progress to the next stage.

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 appointment (in most cases this will be Wednesday 2 August 2023). You will be asked to confirm that you will meet this requirement on your application form. Any offers made will be subject to you meeting this requirement by the time of appointment.

Assessment of Competency

The competency requirements stated in the DRE-EM Person Specification can be demonstrated in the following ways:

Applicants currently undertaking an approved UK Core Surgical Training programme, or in the second year of run-through training in a surgical specialty.

- You do not need to provide any further evidence at the time of application. However, any offer of a training post will be conditional on successful completion of CT2/ST2.
- You will be required to provide a Core Surgical Training Certificate or evidence of satisfactory CT2/ST2 ARCP outcome to your employing Trust prior to commencement.

Applicants who have completed an approved UK Core Surgical Training programme, or two years of run-through training in a surgical specialty.

- You are required to provide a Core Training Certificate or evidence of satisfactory CT2/ST2 ARCP at the time of application. You must attach scanned or PDF copies of your CT/ST2 ARCP outcome to your application.

Applicants currently undertaking the equivalent of Core Surgical Training.

- You do not need to provide any further evidence at the time of application. However, any offer of a training post will be conditional on you evidencing Core Surgical Training competences by the time of appointment.
- You will be required to provide a **Certificate of Readiness to Enter Higher Surgical Training** by the time of appointment. A proforma can be downloaded from the Oriel Resource Bank.

Applicants who have completed the equivalent of a 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.

All other applicants

- Must be able to evidence achievement of ACCS CT/ST1 Emergency Medicine competences at time of application supported by evidence from workplace-based assessments of clinical performance (DOPs, Mini-CEX, CBD, ACAT) and Multi Source Feedback or equivalent

*Evidence Required

• Please provide evidence of training posts i.e. ARCP documentation or completion of training certificate

• For non-training posts, please provide your contract of employment, or a letter from your supervisor / HR / Medical Staffing on hospital headed paper. Email evidence may be provided if it has been sent from a hospital email address.

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

Applicants who submit their competency evidence within the application window will only have 1 opportunity to resubmit incomplete or inaccurate competency documents. Applicants who fail to submit a competency document during the application window will only have 1 subsequent opportunity to submit the form. Please therefore ensure that you have thoroughly read the guidance and checked the document you are providing carefully before submitting.

Please note: For information about the ST3 ACCS Emergency Medicine route of entry please see the ST3 ACCS Emergency Medicine applicant guide which can be found on the ST3 ACCS Emergency Medicine webpage on the Yorkshire & the Humber website.

Essential Courses

Applicants must have up to date and demonstrable advanced life support skills at the time of application. This must be demonstrated by providing either:

- Current certification in advanced life support or equivalent.

OR

- Supporting evidence as work-based assessment/simulation/faculty statement (must have all 3 types)

Failure to upload evidence of your life support skills (as detailed above) to your application will prevent you from submitting your application form.

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

Immigration/Right to Work

You must have the right to work as a doctor in training in the UK. Your application will be assessed based on your immigration status at the time of application.

Applicants requiring visa sponsorship in order to take up a post are eligible to apply.

Career Progression and Experience

Applicants must have the following experience to be eligible for appointment:

Applicants who have completed, or are currently undertaking an approved UK Core Surgical Training programme or equivalent, or are in the second year of run-through training in a surgical specialty:

- At least six months of experience in Emergency Medicine by the time of appointment

All other applicants

- A minimum of 24 months' experience (not including Foundation modules) at core trainee level in ACCS specialties (Emergency Medicine, Acute Internal Medicine, Anaesthetics & Intensive Care Medicine) by time of appointment
- This experience must include at least 12 months in Emergency Medicine

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 the same 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 upload 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 also upload 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 Emergency Medicine. You are not eligible to apply if you are currently on the specialist register in any EU member state.

Criminal Records and Fitness to Practice

The application form contains a Criminal Records and Fitness to Practice Declaration. 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 16:00 on Thursday 8th December.**

This form is available from the Oriel Resource Bank and must be submitted to ftprec.yh@hee.nhs.uk. Please mark your email '**CONFIDENTIAL – Emergency Medicine ST3 DRE-EM**'.

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 your declaration form 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 (e.g. maternity leave, ill health etc.) only. Deferred entry to training programmes is not permitted for any other reason. Refer to the Gold Guide for more information about deferring start dates.

If you intend to apply for a deferred start date you should indicate this on your application form. If offered a training programme you will need to apply separately for a deferred start date via the Local Office/area where you are offered a post.

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. 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 intend to request Less Than Full Time Training you can indicate this in the relevant section on the application form.

If offered a training programme you will need to apply separately for a deferred start date via the Local Office/area where you are offered a post. 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.

Shortlisting

Applicants will be shortlisted using their validated Self-Assessment score with the highest scoring applicants being invited to attend an interview. 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 applicants, being unsuccessful at shortlisting does not affect subsequent applications.

Self Assessment Verification

Your responses to the Self Assessment questions on the application form will be verified against the evidence you upload to the Self Assessment portal. Your evidence will be reviewed by a panel of clinicians who will confirm the scores awarded. Following verification, you will be provided with a copy of your scoresheet confirming the scores awarded for each question. If the panel have been amended any of your scores a written explanation will be provided.

Appeals

Once you have received your Self-Assessment scoresheet, if you feel you have been scored incorrectly you can submit an appeal. Instructions for submitting an appeal will be included in the email containing your scoresheet. You will be given 72 hours to submit your appeal. You will not be able to upload any additional documents during the appeals process, appeals can only be made using the evidence originally submitted.

An appeals panel will review your appeal. Scores awarded by the appeals panel are final and there is no further recourse to appeal.

Interviews

Booking an Interview Slot

If you are invited to attend an interview, you will need to book an interview time slot in Oriel. Interview slots are offered on a first come first served basis. You must book your interview slot by the deadline stated in the invite email. Please refer to the Oriel Applicant User Guide for instructions on booking your interview slot. You can download a copy of the Oriel Applicant Guide from the Oriel Resource Bank.

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 contact Emrec.yh@hee.nhs.uk for assistance.

Interview Dates and Venue

The interviews for Emergency Medicine will take place online on **15th – 17th March 2023.**

You will be sent a link and joining instructions after booking your interview and in advance of the interview date.

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 your application form and contact Emrec.yh@hee.nhs.uk to discuss your requirements.

Documents Required at Interview

You will be required to prove your identity at the start of the interview by showing your Passport or Driving License. You will be notified of all requirements on the invite to interview sent via Oriel.

Technical requirements for the Online Interview

All interviews in 2023 will be held online. At the time of writing, the system that will be used to host interviews has not been finalised. Full details of the system, and instructions for attending an interview will be provided to applicants once this information is confirmed.

When undertaking your online you must ensure that you are in a location with a stable and reliable internet connection and use a device that is suitable for a video interview with a camera and microphone. The administration staff from HEE and panel members will be unable to assist you with any technical issues.

In the event of technical difficulties during the interview, we will attempt to resume the interview once the issue has been resolved. However, if we are unable to resume the interview at the scheduled time we will, where possible, aim to rearrange the remainder of the interview at a later date or time however we cannot guarantee this will always be possible. Where the interview has been partially completed, only the sections that were disrupted will be rescheduled; scores from interview questions that are completed without disruption will stand.

Technical issues that happen outside of the interview itself must be reported to the Recruitment Team, with details of the issues experienced, providing screenshots where possible, within one hour of the allocated interview time. Technical issues reported outside of this timeframe cannot be considered.

Your interview will not be recorded by HEE or panel members. Applicants are also not permitted to record the interview. If it is found that you have recorded any part of the interview process a probity panel will be convened to investigate. Details of the Probity Panel procedure can be found in Appendix 1.

Interview Format

The interview will consist of 3 stations, designed to assess the selection criteria detailed on the 2023 Person Specification.

Please note that the panel members will be using a device to record your scores into a secure online system.

The interview will be split into three 10 minute sections;

- *Prioritisation*
- *Ethical/Clinical*
- *Communication*

Lay Representatives

A Lay Representative may be present during your interview 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.

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.

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 by emailing Emrec.yh@hee.nhs.uk

Any issues must be reported as soon as possible and **ideally within 1 hour of the completion of your interview**. 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 once the interviews have concluded.

Scoring and Ranking

Your performance in each domain will be scored using a structured scoring system. The scores from each interview station will be combined to produce your overall interview score.

Your ranking will be based upon your overall interview score and your individual station scores. HEE may set a minimum required score in any individual domain and should your score in an individual domain not meet that requirement you will be ranked 0.

Appointability

To be considered appointable you will need to achieve the following scores:

The scoring criteria is still under review and will be published once finalised

Tied Scores

In the event of tied overall interview scores, the individual station scores in the order below will be used to differentiate between applicants:

The scoring criteria is still under review and will be published once finalised

References

References will only be requested through the Oriel system once an offer of training has been accepted. Referees will be contacted by email, so it is important that the contact details provided are correct. We strongly advice that you inform your chosen referees so that they are aware they may be asked to provide a reference.

If a referee is unable to complete the reference prior to the deadline date, responsibility for requesting and collecting the reference will pass to the employer. You and/or your referees will be contacted directly by the employer if further references are required. There is no need for you or your referees to do anything until this contact is made.

Offers

All recruitment offices will be using the Oriel system to make offers to training posts in all specialties. 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. Please note that this may not take place until after the online interviews have taken place.

Once preferencing is open, it will remain open so you can change your 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 which can be downloaded from the Oriel Resource Bank

Receiving and Responding to Offers

The initial offers for ST3 DRE-EM are expected to be released no later than 17:00 on the 20th April 2023. If this date changes we will contact eligible applicants via Oriel.

If you are offered a post you will have 48 hours from the time of your offer (excluding weekends but not bank 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 which can be downloaded from the Oriel Resource Bank

Any offer made through this recruitment process is an offer of an allocation to a training programme; it is not an offer of employment. Offers of employment can only be by an employing organisation following completion of satisfactory pre-employment checks.

Withdrawing from the Recruitment Process

You may withdraw from the recruitment process at any time up until offers are released via your Oriel account. Once you have withdrawn your application it cannot be reinstated.

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

You 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 the following stages of the recruitment process:

Longlisting

If you are not longlisted you will be provided with the reasons for this.

Self Assessment Verification

Following the Self Assessment Verification process, you will be sent a copy of your verified scores and any written feedback provided by the verifier.

Interview Ranking

You will be able to view your total interview score and rank online through their 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, you will be able to view a breakdown of your interview scores including a breakdown of the scores you achieved in each interview station online through your Oriel account. You will also receive an electronic copy of your interview scoresheets, including your scores and written feedback.

Evaluation of the Selection Process

Following the conclusion of the 2023 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 Surveys

Feedback about the recruitment process will be collected from the following groups:

- Applicants
- Interview Panel Members
- Lay Representatives

This feedback will be analysed and will help to inform changes and improvements to the recruitment process for 2024.

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 General Data Protection Regulation. Among other matters, this requires that your data must be processed fairly and lawfully.

We will process data about you in accordance with the General Data Protection Regulation, 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.

Appeals, Complaints and Confidential Concerns

Appeals

With the exception of the Self Assessment appeals process, it is not possible to appeal the scores you are awarded or the outcome of any part of the recruitment process. If you have **evidence** that the published recruitment process has not been followed correctly, the Complaints Policy and Procedure should be followed.

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 Policy and Procedure explains how you can make a complaint and how it will be handled. A copy of the Policy can be downloaded from the Oriel Resource Bank. Complaints **must** be submitted using the Complaint Submission Form linked within the policy.

Confidential Concerns

If you have a concern that falls outside of the national complaints policy e.g. fraudulent submissions by other applicants you can confidentially email the MDRS Recruitment Team on mdrs.confidential@hee.nhs.uk. This address cannot 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 System	https://www.oriel.nhs.uk/web/

HEE Local Offices and Deanery Websites

HEE Local Office / Deanery	Link
Health Education England - East Midlands	https://www.eastmidlandsdeanery.nhs.uk/
Health Education England - East of England	https://heeoe.hee.nhs.uk/
Health Education England - Kent, Surrey and Sussex	https://www.kssdeanery.ac.uk/
Health Education England - North Central and East London	http://www.lpmde.ac.uk/
Health Education England - North East	http://www.northerndeanery.nhs.uk/
Health Education England - North West	http://www.nwpgmd.nhs.uk/
Health Education England – North West London	http://www.lpmde.ac.uk/
Northern Ireland Medical & Dental Training Agency	http://www.nimdta.gov.uk/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
Health Education England - South London	http://www.lpmde.ac.uk/
Health Education England - South West	http://www.severndeanery.nhs.uk/
	http://www.peninsuladeanery.nhs.uk/
Health Education England - Thames Valley	http://www.oxforddeanery.nhs.uk/
Health Education and Improvement Wales	https://heiw.nhs.wales/
Health Education England - Wessex	http://www.wessexdeanery.nhs.uk/
Health Education England - West Midlands	http://www.westmidlandsdeanery.nhs.uk/
Health Education England - Yorkshire and the Humber	http://www.yorksandhumberdeanery.nhs.uk/

Other Useful Organisations

Organisation	Link
Royal College of Emergency Medicine	https://rcem.ac.uk/
General Medical Council	http://www.gmc-uk.org/
Health Education England	https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training
RCEM Curriculum	https://rcem.ac.uk/curriculum/
Speciality Training	https://specialtytraining.hee.nhs.uk/
NHS Employers	http://www.nhsemployers.org/
Health Education and Improvement Wales	https://heiw.nhs.wales/
Scottish Medical Training	http://www.scotmt.scot.nhs.uk/
UK Visas and Immigration	https://www.gov.uk/government/organisations/uk-visas-and-immigration

Appendix 3: Self-Assessment Form

Listed below are the 13 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 contents page provided on the national ST3 DRE-EM Emergency Medicine recruitment webpage to ensure your Self-Assessment evidence can be easily identified.

If the panel members 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.

1) Have you completed and been awarded any degrees in addition to your primary medical qualification? Please do not include teaching degrees (these can be included in Q6 below). Please select the highest scoring option that applies to you.	
Description	**Score**
Masters level or higher degree involving research thesis (stand alone and not related to primary medical qualification)	3
Additional degree with first class honours	2
Any other undergraduate or postgraduate degree/diploma not fulfilling criteria above	1
No additional degrees	0
Evidence: • Please provide a copy of your degree certificate • For non-UK Masters / Higher degrees please also provide a written statement from the awarding body confirming equivalence to UK regulations for MSc or above	

2) Have you been awarded any academic prizes / awards? Please select the highest scoring option that applies to you.	
Description	**Score**
National award for academic achievement as a postgraduate or undergraduate	3
Local postgraduate award for academic achievement	2
Local undergraduate award for academic achievement, e.g. merit, distinction	1
None of the above	0
Evidence: Please provide evidence of any academic prizes/awards i.e. certificate or letter confirming achievement.	

3) Please select the highest scoring option that describes your involvement in presentation / publications (excluding Letters to editor, abstracts and case reports).	
Description	**Score**
Oral presentation at national/international meeting First author of article in peer reviewed journal	3
Oral presentation at regional meeting Co-author of article in peer-reviewed journal	2
Poster presentation at regional or national/international meeting	1
None of the above	0
Evidence: • Please provide a copy of the presentation with meeting programme / publication which clearly shows your role	

4) Please select the highest scoring option that describes your involvement in audit / Quality Improvement projects.	
Description	**Score**
Designed and led a completed audit / Quality Improvement project with closure of loop (with confirmation of role by supervisor)	3
Designed and led an audit / Quality Improvement project (with confirmation of role by supervisor)	2
Involvement as team member in an audit / Quality Improvement project Involved in RCEM audit	1
None of the above	0
Evidence: Please provide a summary of the audit / project (including evidence of second cycle where applicable) Please provide evidence of your role in the audit/project i.e. confirmation by supervisor	

5) Please select the highest scoring option that describes your involvement in teaching.	
Description	**Score**
Principal organiser of relevant course	3
Participated as faculty member on relevant course	2
Formal planned teaching at least monthly (MUST submit teaching plan)	1
None of the above	0
Evidence: • Please provide evidence of your role as organiser/faculty of a course. i.e. letter confirming involvement. • For formal teaching please provide timetable evidence of frequency and teaching plan.	

6) Do you have a formal teaching qualification? Please select the highest scoring option that applies to you.	
Description	**Score**
Masters degree in medical education	3
Postgraduate diploma in medical education	2
Postgraduate certificate in medical education	1
University accredited educational supervision course	
'Train the Trainers' education supervision course	
No formal teaching qualifications	0
Evidence: • Please provide your qualification or course attendance certificate	

7) Please select the option that best describes your previous experience at time of application?	
Description	**Score**
I have completed / or am on course to complete approved ACCS programme years 1 and 2	3
I have undertaken more than 12 months in substantive Emergency Medicine posts since completion of Foundation training / internship	2
I have undertaken between 6 and 12 months (inclusive) in substantive Emergency Medicine posts since completion of Foundation training / internship	1
I have undertaken less than 6 months in substantive Emergency Medicine posts since completion of Foundation training / internship	0
Evidence: • Please provide evidence of training posts i.e. ARCP documentation or completion of ACCS training certificate • For non-training posts, please provide your contract of employment, or a letter from your supervisor / HR / Medical Staffing on hospital headed paper. Email evidence may be provided if it has been sent from a hospital email address.	

8) Please select the option that best describes your previous experience in ACCS training posts (Acute Medicine, Anaesthetics, Intensive Care Medicine, Paediatric Emergency Medicine) at the time of application (*excluding Emergency Medicine experience scored in section 7*)	
Description	**Score**
Post-Foundation training in three or more other ACCS specialty (at least 3 months' continuous placement in each)	3
Post-Foundation training in two other ACCS specialty (at least 3 months' continuous placement in each)	2
Post-Foundation training in one other ACCS specialty (at least 3 months' continuous placement)	1
No substantive post in other ACCS Specialties	0
Evidence: • Please provide evidence of completed ACCS training posts i.e. ARCP documentation / confirmation of placements from training provider	

9) Please select the option that best describes your exam status	
Description	**Score**
Passed full MRCEM OR FRCEM intermediate (all parts)	3
Passed FRCEM primary AND one element of intermediate (could be MRCEM OSCE)	2
Passed FRCEM primary or full MRCS	1
No relevant postgraduate exams	0
Evidence: • Please provide evidence of your exam status. i.e. certificate or results letters	

10) Please select the option that best describes your demonstrable competences in the following skills:

Description	Score
I have demonstrable competences in 3 **or** more life support courses **or** evidence of competence in dealing with and resuscitating sick adult, children and trauma patients	3
I have demonstrable competences in 2 life support courses **or** dealing with and resuscitating adult and child, **or** adult sick and trauma patients	2
I have demonstrable competences in adult life support only **or** evidence of demonstrable competences in dealing with and resuscitating only adult sick patients	1
I do not have demonstrable competence in any of these skills	0
Evidence: • Competence can be demonstrated in the following ways: o By providing an in-date course certificate o By providing a statement from a supervisor confirming you have received local training and assessment in these skills	

11) Have you undertaken and completed any additional courses relevant to Emergency Medicine

Description	Score
Three or more additional courses	3
Two additional courses	2
One additional course	1
No additional courses	0
Evidence: • Please provide evidence of completion of any additional courses i.e. certificates	

12) Please select the highest scoring option that describe your Achievement of competencies via work based assessments, supervisor reports, multi source/360 feedback	
Description	**Score**
WBAs AND MSF / 360 feedback AND supervisor reports all excellent (must have all 3 types of evidence)	3
WBAs AND MSF / 360 feedback AND supervisor reports generally good (must have all 3 types of evidence)	2
WBAs AND MSF / 360 feedback AND supervisor reports satisfactory (must have all 3 types of evidence)	1
None of the above	0
Evidence: • Please provide evidence of your achievement of competencies i.e. WBAs, MSF/360 feedback and supervisors reports.	

13) Please select the highest scoring option that describes management / leadership roles you have undertaken.	
Description	**Score**
Leadership role at national level, e.g. BMA national committee member	3
Leadership role at postgraduate level, e.g. BMA rep, trainee rep, chair of junior doctors forum. Rota coordinator does not count.	2
Leadership role at undergraduate level, e.g. committee chairman, head of student union	1
None of the above	0
Evidence: • Please provide evidence of your management / leadership role i.e. letter confirming appointment to role / letter from supervisor confirming position	