

# Trauma & Orthopaedics ST3 National Recruitment

**2024 Applicant Handbook**



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## Introduction

The National Recruitment Office for ST3 Trauma & Orthopaedics is NHS England North East and Yorkshire. We are recruiting to ST3 posts across England and Scotland.

This handbook aims to provide applicants with information regarding all aspects of the 2024 Trauma & Orthopaedics 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 Trauma & Orthopaedics in 2024 will follow the timeline below:

Applications open	At 10am on Thursday 16 November 2023
Application deadline	At 4pm on Thursday 7 December 2023
Self-Assessment evidence upload	20 December 2023 – 5 January 2024
Self-Assessment Validation	11 – 12 January 2024
Interviews	18 – 21 March 2024
Initial offers released	By 5pm on Thursday 18 April 2024
Holding deadline	At 1pm on Tuesday 23 April 2024
Upgrade Deadline	At 1pm on Wednesday 24 April 2024

*Please note: all dates are subject to change at any time.*

## Contact details

We have a recruitment helpdesk to assist applicants through the recruitment process. You can contact the recruitment helpdesk in the following ways:

**By email:** [torec.yh@hee.nhs.uk](mailto:torec.yh@hee.nhs.uk) We aim to respond to all emails within 48 working hours. However, please be aware that this may not always be possible.

**By telephone (for urgent enquiries only):** For urgent enquiries we have a telephone helpdesk, which is available between 10.00am and 4.00pm Monday to Friday (excluding bank holidays). The Trauma & Orthopaedics recruitment helpdesk number is 0113 887 1718.



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## Vacancies

NHS England (NHSE) 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 NHSE'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 Trauma & Orthopaedics recruitment webpage](#) once confirmed.

### LAT Vacancies

Recruitment to Locum Appointment for Training (LAT) posts in England ceased on 1<sup>st</sup> 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.*

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## Application

Applications will only be accepted through the [Oriel recruitment system](#). For further guidance on creating an account, registering and submitting your application using the system please refer to the Oriel Applicant User Guide which can be downloaded from the [Oriel Resource Bank](#).

### Completing your application

The application form for Trauma & Orthopaedics will open at 10am on Thursday 16 November 2023. Use the Vacancy Search tool to navigate to the national Trauma & Orthopaedics 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 **9am on 20 December 2023 and 4pm on 5 January 2024**. An applicant user guide for the Self-Assessment Evidence Portal can be found in the “Self-assessment Evidence Portal - Applicant Guide.pdf” located in the [Specialty Training – Resource bank](#).

### Application Deadline

The deadline for submitting applications is **at 4pm on Thursday 7 December 2023**. After this time no applications will be accepted. **There will be no exceptions to this deadline.** You are advised to complete and submit your application at least 24 hours 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.

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## Academic Benchmarking

If you have applied for local Trauma & Orthopaedics Academic Clinical Fellowship (ACF) vacancies at ST3 or above and require clinical benchmarking, you must complete a National ST3 Trauma & Orthopaedics application and be deemed appointable at interview.

For more information about clinical benchmarking and the ACF process please see the Medical Specialty Recruitment Handbook which can be downloaded from the [Oriel Resource Bank](#).

## Eligibility and Longlisting

The eligibility criteria for ST3 Trauma & Orthopaedics are listed in the [2024 Person Specification](#). It 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.

By allowing applicants to progress to the interview stage, NHS England North East and Yorkshire DOES NOT accept or confirm that applicants meet all eligibility requirements. This includes immigration status, evidence of achievement of core competencies or equivalent, and requisite length of time in training as per the national [2024 Person Specification](#). This list is not exhaustive and is applicable to all eligibility criteria.

You may still be withdrawn from the application process at any stage, including after the interviews have taken place, if the evidence pertaining to an eligibility criterion is found to be unsatisfactory.

## GMC Registration and Licence to Practice

Applicants will need to hold full General Medical Council registration status and a current licence to practice by the time of appointment (in most cases this will be Wednesday 7 August 2024). You will be asked to confirm that you meet this requirement on your application form. Any offers made will be subject to you meeting this requirement by the time of appointment.

## MRCS

Applicants must have successfully completed all parts of the MRCS exam by the offers released date i.e. **18 April 2024**.

If your application is successfully progressed after the Self-Assessment Validation process, you must provide evidence that you have successfully completed MRCS exam by the offers released by date.

If you have successfully completed MRCS exam by the offers released by date you are requested to send evidence to [torec.yh@hee.nhs.uk](mailto:torec.yh@hee.nhs.uk) to confirm your eligibility.

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If you have not successfully completed all parts of the MRCS exam by the offers released by date, you will be deemed ineligible and as such must withdraw your application immediately and decline any offer that may have been made, if this is after an offer has been made or accepted that offer will be withdrawn.

### **Assessment of Competency**

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

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

- If you are currently in a UK or Irish Core Surgical Training programme, you do not need to provide any further evidence at the time of application. However, any offer of a higher training post will be conditional on successful completion of core training. You will be required to provide a Core Training Certificate or evidence of satisfactory ARCP outcome to your employing Trust prior to commencement.

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

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

#### **All other applicants:**

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

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

Applicants who submit their competency evidence within the application window will only have one opportunity to resubmit incomplete or inaccurate competency documents. Applicants who fail to submit a competency document during the application window will only have one 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.

### **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.

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

### **Career Progression and Experience**

You must provide a complete employment history going back to completion of your primary medical degree on your application form. If you are in a rotational training programme, please also list posts that you are *due* to rotate to up until the end of July 2024 or until completion of your Core Training Programme if this is later. You must provide an explanation for employment gaps of more than four weeks.

### **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 Trauma & Orthopaedics. 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 4pm on Thursday 8 December 2023.**

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





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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 NHSE 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 NHSE local office 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 NHSE local office / Deanery which will be responsible for your training according to their local LTFT policies.



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## 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.

Applicants will be ranked 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.

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

### Interview Dates and Venue

The interviews for Trauma & Orthopaedics will take place online on **18 – 21 March 2024**

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

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## 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 [torec.yh@hee.nhs.uk](mailto:torec.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 2024 will be held online via Qpercom VIDs. Full details of the system, and instructions for attending an interview will be provided to applicants in due course.

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 NHSE 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 Probit Panel procedure can be found in [Appendix 1](#).


## Interview Format

The interview will consist of a multi-station 60 minute interview panel designed to assess the selection criteria detailed on the [2024 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 four 10-minute stations:

- **Commitment to Specialty (previously Portfolio)**



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In this station you will be interviewed about elements of your career and experience to date. The total time allocated for the Commitment to Specialty station is ten minutes. You will be assessed independently by two interviewers scoring in each of the following domains: Career Motivation, Learning and Development; Leadership and Team Involvement; Organisation and Planning; Communication – Information Giving; Academic.

- **Clinical**

This station will be based on a clinical scenario. The time allocated for the Clinical station is ten minutes. You will be assessed independently by two interviewers scoring in each of the following domains: Technical Knowledge; Problem Solving and Decision Making; Situational Awareness; Communication – Information Gathering; Communication – Information Giving.

- **Prioritisation**

This station will be a prioritisation exercise. The time allocated for this station is ten minutes. You will be assessed independently by two interviewers scoring in the following domains: Organisation and Planning; Communication – Information Gathering; Communication – Information Giving; Judgement Under Pressure; Situational Awareness.

- **Communication**

This station will be based on a scenario involving communication with a patient. You will be assessed independently by two interviewers scoring in each of the following domains: Technical Knowledge; Situational Awareness; Judgement Under Pressure; Communication – Information Gathering; Communication – Information Giving.

The scoring matrix can be found in [Appendix 4](#).

**Please note the number of stations may be reduced in the event of insufficient interviewer capacity.**

### **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.

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## 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 NHSE North East and Yorkshire Recruitment Team by emailing [torec.yh@hee.nhs.uk](mailto:torec.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 and your validated Self-Assessment will be combined to produce your overall interview score. The maximum available interview score is **232**.

Your ranking will be based on your overall interview score and your individual station scores.

## Appointability

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

- A minimum overall score of 145/232

## 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:

1. Total interview score
2. Total Clinical score
3. Total Prioritisation score
4. Total Communication score
5. Total Commitment to Specialty score
6. Validated Self-Assessment score

## 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 advise 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.



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## 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 Trauma & Orthopaedics are expected to be released by 18:00 on 18 April 2024. 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.

If you are successful in the Trauma & Orthopaedics ST3 recruitment process and accept an offer of a post, it is expected that you will honour your appointment, commit to that regional programme, and complete the six years of higher surgical training. Whilst the Interdeanery Transfer process is available through the National IDT Team for legitimate and well documented reasons, such situations are for exceptional cases only and not for convenient geographical relocation.

### 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.



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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 2024 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 2025.

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## Privacy Notice

In order to manage and quality assure your training, NHS 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](mailto: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.





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## 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

Oriel Recruitment System	<a href="https://www.oriel.nhs.uk/web/">https://www.oriel.nhs.uk/web/</a>
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### HEE Local Offices and Deanery Websites

NHS England - East Midlands	<a href="https://www.eastmidlandsdeanery.nhs.uk/">https://www.eastmidlandsdeanery.nhs.uk/</a>
NHS England - East of England	<a href="https://heeoee.hee.nhs.uk/">https://heeoee.hee.nhs.uk/</a>
NHS England - Kent, Surrey and Sussex	<a href="https://www.kssdeanery.ac.uk/">https://www.kssdeanery.ac.uk/</a>
NHS England - North Central and East London	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
NHS England - North East	<a href="http://www.northerndeaneary.nhs.uk/">http://www.northerndeaneary.nhs.uk/</a>
NHS England - North West	<a href="http://www.nwpgmd.nhs.uk/">http://www.nwpgmd.nhs.uk/</a>
NHS England – North West London	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Northern Ireland Medical & Dental Training Agency	<a href="http://www.nimdta.gov.uk/">http://www.nimdta.gov.uk/</a>
Scottish Medical Training	<a href="http://www.scotmt.scot.nhs.uk/">http://www.scotmt.scot.nhs.uk/</a>
NHS England - South London	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
NHS England - South West	<a href="http://www.severndeaneary.nhs.uk/">http://www.severndeaneary.nhs.uk/</a>
	<a href="http://www.peninsuladeaneary.nhs.uk/">http://www.peninsuladeaneary.nhs.uk/</a>
NHS England - Thames Valley	<a href="http://www.oxforddeaneary.nhs.uk/">http://www.oxforddeaneary.nhs.uk/</a>
Health Education and Improvement Wales	<a href="https://heiw.nhs.wales/">https://heiw.nhs.wales/</a>
NHS England - Wessex	<a href="http://www.wessexdeaneary.nhs.uk/">http://www.wessexdeaneary.nhs.uk/</a>
NHS England - West Midlands	<a href="http://www.westmidlandsdeaneary.nhs.uk/">http://www.westmidlandsdeaneary.nhs.uk/</a>
NHS England - Yorkshire	<a href="http://www.yorksandhumberdeaneary.nhs.uk/">http://www.yorksandhumberdeaneary.nhs.uk/</a>

- **Other Useful Organisations**

The British Orthopaedics Association (BOA)	<a href="http://www.boa.ac.uk">http://www.boa.ac.uk</a>
The British Orthopaedic Trainees Association (BOTA)	<a href="http://www.bota.org.uk">http://www.bota.org.uk</a>
General Medical Council	<a href="http://www.gmc-uk.org/">http://www.gmc-uk.org/</a>
The Intercollegiate Surgical Curriculum Programme	<a href="https://www.iscp.ac.uk/">https://www.iscp.ac.uk/</a>
NHS Employers	<a href="http://www.nhsemployers.org/">http://www.nhsemployers.org/</a>
Royal College of Surgeons of England	<a href="http://www.rcseng.ac.uk/">http://www.rcseng.ac.uk/</a>
Royal College of Surgeons of Edinburgh	<a href="http://www.rcsed.ac.uk/">http://www.rcsed.ac.uk/</a>
Royal College of Physicians and Surgeons of Glasgow	<a href="http://www.rcpsg.ac.uk/">http://www.rcpsg.ac.uk/</a>
Scottish Medical Training	<a href="http://www.scotmt.scot.nhs.uk/">http://www.scotmt.scot.nhs.uk/</a>
UK Visas and Immigration	<a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a>

## Appendix 3: Self-Assessment Form

Listed below are the 11 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. 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. **Any probity issues will be reported to the GMC.**

**NB. All time periods refer to full time equivalent.**

### Question 1

By the end of July 2024, or by completion of Core Training if this is later, how many months will you have spent in total in any job in medicine post foundation programme (2 years from primary medical qualification)? This includes clinical and non-clinical jobs in any specialty (including medical education such as demonstrating).

#### Responses:

- 0 to 39 months
- 40 to 51 months
- 52 to 63 months
- 64 to 76 months
- 77 months or more

#### Guidance:

- The value attributed to this question 'N' will not contribute to the overall portfolio score.
- The administration team will divide the final scores you record for questions 5, 6, 7 and 8 by 'N'.
- The calculation for the Self-Assessment weighting can be found on the website here: [National Trauma & Orthopaedic Surgery ST3 Recruitment | Health Education Yorkshire and Humber \(yorksandhumberdeanery.nhs.uk\)](https://www.yorksandhumberdeanery.nhs.uk)

#### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates
- **If the front page of your contract does not include both start and finish dates other evidence will be required to confirm duration of post e.g. Letter from HR/Head of Service/Supervising Consultant**

## Question 2

By the end of July 2024, or by completion of Core Training if this is later, how many months will you have spent in total in a primarily Trauma and Orthopaedic Surgery placement in any post foundation job in any country? Please do not include any other posts.

### Responses:

- 0 to 3 months
- 4 to 9 months
- 10 to 42 months
- 43 to 59 months
- 60 months or more

### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates
- **If the front page of your contract does not include both start and finish dates other evidence will be required to confirm duration of post e.g. Letter from HR/Head of Service/Supervising Consultant**

## Question 3

By the end of July 2024, or completion of Core Training, will you have spent at least 4 months in posts in these complementary specialties: Plastic Surgery, Neurosurgery, Vascular Surgery, ENT Surgery, Cardiac/Thoracic surgery, Emergency Medicine, ITU, Urology, OMFS, Paediatric Surgery or General Surgery since completing your Foundation Programme?

### Responses:

- I will not have spent 4 months in any of these specialties
- I will have spent at least 4 months in a post in 1 of these specialties
- I will have spent at least 4 months in posts in 2 or more of these specialties

### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates
- **If the front page of your contract does not include both start and finish dates other evidence will be required to confirm duration of post e.g. Letter from HR/Head of Service/Supervising Consultant**

## Question 4

**At the time of application**, how many wholly completed operations for fracture of neck of femur have you completed which have been done either STS or STU? These must be recorded in a consultant validated logbook.

### Responses:

- 0 to 4
- 5 to 11
- 12 or more

### Evidence:

- You must provide logbook evidence validated by a consultant. Consolidation sheets clearly including the consultant's name, signature and GMC number on each sheet are **required**.

### Question 5

**By the application closing date**, since starting undergraduate medical school, how many PubMed indexed journal first author publications can you provide evidence for? Do not include published abstracts, case reports, letters, or technical tips.

#### Responses:

- First author papers numerical with PMID (PubMed identifier)

#### Evidence:

- Please provide a PMID (PubMed identifier) for each paper
- Collaborative group names cannot be considered as first author
- This includes those “in press”. If “accepted without revision” but not yet published, please provide official evidence from journal editor
- Recognised PubMed journals can be found here:  
[https://www.nlm.nih.gov/bsd/serfile\\_addedinfo.html](https://www.nlm.nih.gov/bsd/serfile_addedinfo.html)

### Question 6

**By the application closing date**, since starting undergraduate medical school, how many other publications have you had published in any PubMed indexed journals? Do not include published abstracts, case reports, letters, or technical tips.

#### Responses:

- Other papers numerical with PMID (PubMed identifier)

#### Evidence:

- Please provide a PMID (PubMed identifier) for each paper
- Collaborative work will only be considered as a publication if there is clear evidence that you had a significant role in the publication, such as in the design of the study, data analysis or writing the paper.
- This includes those “in press”. If “accepted without revision” but not yet published, please provide official evidence from the journal editor
- Recognised PubMed journals can be found here:  
[https://www.nlm.nih.gov/bsd/serfile\\_addedinfo.html](https://www.nlm.nih.gov/bsd/serfile_addedinfo.html)

Please be reminded that the maximum combined score for Q5 & 6 is **8** (see weighting document for details)

### Question 7

**By the application closing date**, since starting undergraduate medical school, how many national and international presentations (including at virtually delivered established conferences) have been given of work in which you are a listed author? Do not include poster presentations.

#### Responses

- Numerical count of presentations delivered

#### Evidence:

- Please provide a copy of the relevant page of the meeting programme(s).
- Each project will only be counted once even if presented at more than one meeting
- Collaborative work will only be considered as a presentation if there is clear evidence that you had a significant role in the project such as in the design of the study, data analysis or delivery of the presentation.
- Consideration will be given to formal recognition from a conference committee of work which would have been presented in normal 'pre-Covid pandemic' circumstances but was not due to the restricted volume of presentations at a virtual conference during 2020-2022
- **The Selection Design Group Station Leads will be the final arbitrators regarding legitimate conferences and duplicate presentations**
- **Any probity issues will be reported to the GMC**

Please be reminded that the maximum weighted score for Q7 is 2 (see weighting document for details)

### Question 8

**By the application closing date**, since starting undergraduate medical school, how many audits against a published standard or quality improvement projects have you undertaken which have resulted in presentation of the results?

#### Responses

- Numerical count of audits or quality improvement projects

#### Evidence:

- Please provide authenticated evidence of completion and presentation such as "Assessment of Audit", validated certificate or letter from audit lead clinician.
- **Do not supply a copy of presentation slides or audit meeting agenda.**
- If you can **demonstrate active involvement** in both cycles of a closed loop audit, each cycle would count e.g. **2 cycles counts as 2 audits**
- Data collection for a collaborative project will be counted as equivalent to one audit cycle
- **Any probity issues will be reported to the GMC**

Please be reminded that the maximum weighted score for Q8 is 2 (see weighting document for details)

### Question 9

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

#### Responses

- No
- Masters (e.g. MSc, MMedEd, MS, MCh(Orth), ChM)
- PhD, MD

#### Evidence:

- Please provide your degree certificate
- If your degree was taken outside the UK, you must also provide evidence of its equivalence (e.g. a letter from the institution confirming that it was awarded following production of a research-based thesis and full examination, together with a copy of your results transcript and a translation if appropriate)
- **We are aware of organisations such as UK NARIC however the Selection Design Group Station Leads will be the final arbitrators.**

### Question 10

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

#### Responses:

- I have no evidence of involvement in leadership or management
- I have provided evidence from my portfolio of a local or regional leadership or management role within or outside of medicine since starting undergraduate medical school.
- I have provided evidence from my portfolio of a national or international formal leadership or management role within or outside of medicine since starting undergraduate medical school.

#### Evidence:

- Please supply evidence to support your response e.g. a signed letter from a recognised body
- **Selection Design Group station leads will be the final arbitrators**

### Question 11

I have the following teaching experience

#### Responses:

- Little or none
- **Regular engagement** in provision of formal teaching during the last 2 years (4 or more sessions per year) and will provide evidence from my portfolio.
- Formal qualification in teaching (PG Masters/Diploma/Certificate or equivalent to 60 university credits) or formal substantive teaching role

#### Evidence:

- Please supply evidence to support your response such as Observation of Teaching (OoT) or delegate feedback
- Teaching role must have been within the last five years for a minimum of six months
- Attendance at teaching courses such as ATLS Instructor and Training the Trainer will not be counted
- **Selection Design Group station leads will be the final arbitrators**



## Appendix 4: Scoring Matrix

	Career Motivation, Learning and Development	Academic	Technical Knowledge	Judgement under Pressure	Situational Awareness	Leadership and Team Involvement	Organisation and Planning	Problem Solving and Decision Making	Communication - Information Gathering	Communication - Information Giving	SCORE
Self Assessment	16	16									32
Portfolio	10	10				10	10			10	50
Clinical			10		10			10	10	10	50
Prioritisation				10	10		10	10	10		50
Communication			10	10	10				10	10	50
	26	26	20	20	30	10	20	20	30	30	232