Self-assessment guidelines for Candidates

The 2024 National Otolaryngology (ENT) ST3 self-assessment scoring process will involve the prior publication of the scoring mechanism. Candidates will self-score as part of their application, and the verification of candidate's self-assessment scores will occur between applications closing and the interview date. The process is outlined in more detail below with further details available in the 2024 National Otolaryngology (ENT) Handbook.

Candidates are initially requested to self-score their Portfolio submitting their scores together with supporting evidence via the Health Education England Online Portal. Validation of each candidate's self-assessment scores will be performed by the Assessment Team. The candidate will be notified of any changes to their self-assessment score with an explanation for the changes. Candidates will be advised of the appeals process if they wish to contest their final score. The specific dates for each stage of this process will be published on the Otolaryngology (ENT) webpage.

Self-Assessment:

- This form contains the framework for applicants self-assessment scoring.

- Applicants will be asked to complete the multiple choice questions for each section on an online form to derive a final self-assessment score *(questions may appear slightly differently on the final application form)*.
    - Only one bullet point/response for each question can contribute to the score.

- Candidates will be asked to provide portfolio evidence to support the answers given during Self-assessment and submit this via the online interface. **Candidates are instructed to only provide evidence regarding the self-assessment questions. No other information should be contained. Uploads containing unnecessary information may be marked down.**

- No additional evidence will be accepted following the self-assessment submission date.

- All submitted portfolios will be validated by a team of assessors who cross-check the candidates self-assessment scores with submitted evidence and agree a final score.

- Candidates will be notified of their final score together with detailed explanations for any changes.

- Candidate wishing to appeal their Self-assessment score will be directed to the appeals process by NHSE.

- Appeals will be presided by the Appeals Panel. The outcome of an appeal will be returned to the applicant within a short timeframe. The Appeals Panel will have the final decision on the self-assessment score at the end of this process.

Please note-
- If a candidate's portfolio is not provided in the specified format and evidence cannot be verified by the assessor during the allocated time, a score of zero will be awarded for that element of the portfolio.

- Candidates considered to have provided documents that are inaccurate, falsified, or contain private or confidential patient details will have evidence taken and be referred to a Scrutiny Panel. The Scrutiny Panel will be conducted by Health Education England and the candidate will be offered an opportunity to explain their actions and provide supporting documentation. The result of the Scrutiny Panel may lead to one or more of, but not limited to, the following.

    - Candidate removed from the current round of National ENT recruitment.
    - Candidate being reported to the GMC.
    - Candidates current Trust and/or LETB/Deanery being notified.

Time spent in recognised allied specialties

Evidence to upload:

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.

Time in recognised allied specialties (please list specialties undertaken)

1) In the time since you completed your foundation training until 6th August 2024 (1st October 2024 for current core trainees in a scheme which finishes in October 2024) how many of the recognised specialties will you have spent 4 or more months in? (Pro rata for less than full time trainees (LTFT) i.e. if 60% LTFT = 6.7 months).

- none   = 0 points
- one   = 3 points
- two or more   = 6 points

Maximum Score: 6

Notes:

Accepted specialities: OMFS, Plastics, Paediatric surgery, Paediatrics, Neurosurgery, GP, Cardiothoracic surgery, Upper GI surgery, Ophthalmology, A+E, ITU, Audiovestibular medicine.

Must be main focus of post (i.e. not just covering on-calls).

Reconstructive elements within other specialties (e.g. Breast Surgery) do not count as plastics experience.

Employment must be continuous and locum work will generally not be accepted.

2) **Time in ENT posts (after foundation training)**

In the time since you completed your foundation training until 6th August 2024 (1st October 2024 for current core trainees in a scheme which finishes in October 2024) how long will you have spent in ENT? (60% LTFT equivalent timings in brackets)

- Less than 6 months (10 months)   = 0 points
- 6 – 24 months (10 – 40 months)   = 20 points
- 24 – 36 months (40 – 60 months)   = 12 points
- >36 months (>60 months)   = 4 points

Maximum Score: 20

Postgraduate degrees and qualifications

Notes:

EXCLUSIONS: MD (where basic medical degree is equivalent to MB BS) and MS (where not requiring completion of a thesis, or where thesis contributes < 50% marks).

Non-UK higher degrees should be stand-alone qualifications, not integral to primary medical qualification, with regulations equivalent to the relevant UK qualifications

Intercalated degrees do not count

3) How many of the following qualifications have you been awarded? **Peer reviewed theses** eg :- MPhil, PhD, MD, MCh, MS.

- none = 0 points
- one = 4 points
- two or more = 6 points

Maximum score: 6

Evidence to upload:

Copies of degree certificates

4) How many of the following qualifications do you have? **Peer reviewed theses** which have been **submitted, but not yet awarded.** eg :- MPhil, PhD, MCh, MD, MS.

- none = 0 points
- one or more = 2 points

Maximum score: 2

Evidence to upload:

Evidence of thesis and submission

5) How many of the following **qualifications** do you have? **MSc or equivalent**. (Minimum 180 credits)

- none = 0 points
- one or more = 2 points

Maximum score: 2

Evidence to upload:

Copies of degree certificates

Paper Publications

Notes:

Journals must have an Impact Factor listed in the most up to date Web of Science list *https://mjl.clarivate.com/home*

'Formally accepted' papers will be counted.

Books must have an ISBN number (books related to exam revision or interview preparation courses will not count).

NO publications may count in more than one category

6) **Since leaving medical school**, how many **first author peer reviewed** papers or first author book chapters have you had published?

- none = 0 points
- one = 2 points
- two = 4 points
- three = 6 points
- four or more = 8 points

Maximum score: 8

Evidence to upload:

PMID number (or equivalent)

ISBN number

Acceptance letters for 'formally accepted' publications.

7) **Since leaving medical school** how many **NON-first author peer reviewed** papers have you had published?

- none = 0 points
- one = 1 points
- two = 2 points
- three or more = 3 points

Maximum score: 3

Evidence to upload:

PMID number (or equivalent)

ISBN number

Acceptance letters for 'formally accepted' publications.

8) **Since leaving medical school** how many **Non-peer reviewed / non-PMID paper or e-publications** do you have?

- none = 0 points
- one or more = 1 point

Maximum score: 1

Evidence to upload:

PDF of publication or hyperlink to e-publication

9) **Peer reviewed publications before leaving medical school:**

- None = 0 points
- Non-first author (one or more) = 1 point
- First author (one or more) = 2 points

Maximum score: 2

Evidence to upload:

PMID number (or equivalent)

ISBN number

Acceptance letters for 'formally accepted' publications

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10) **Published collaborative research**

- None = 0 points
- Site lead / Local collaborator/data collection = 1 point
- Steering committee = 2 point

Maximum score: 2

Notes:

Must be part of a recognised collaborative group (eg Integrate)

Evidence to upload:

PMID number (or equivalent)

Acceptance letters for 'formally accepted' publications.

Audits

Notes:

Audits <u>will not be considered</u> without a supporting, completed audit form and evidence of presentation.

Where max points in this category have been achieved additional 2 cycle audits can be considered as a 'single cycle' and as such used in 12

Audits of personal practice will be accepted at the discretion of the assessment panel and will be limited to one audit per candidate

Evidence to upload:

One audit form per audit, signed by the audit supervisor & stamped by the hospital. The forms are available on Oriel.

Evidence should also be provided that the audit has been presented (eg letter from audit department)

Where it is not possible to obtain a *stamped* audit form, the evidence must be supported by an email from the supervising consultant explicitly confirming the candidate's role in the audit, number of loops completed and date of presentation.

11) **Since leaving medical school**, how many '**closed loop' audits (must include 2 cycles),** on separate topics, where you were the **primary auditor (i.e. initiated, designed and completed the audit)** have you completed?

- none = 0 points
- one = 2 points
- two = 4 points
- three or more = 6 points

Maximum score: 6

12) **Since leaving medical school**, how many **single cycles of audit,** on separate topics, where you were the **primary auditor** (ie initiated, designed and completed the audit) have you completed?

- none = 0 points
- one = 1 points
- two = 2 points
- three = 3 points
- four or more = 4 points

Maximum score: 4

13) **Since leaving medical school**, how many **single cycles of audit** on separate topics where you were **NOT the primary auditor** have you completed?

- none = 0 points
- one or more = 1 point

Maximum score: 1

Presentations.(including audits) since medical school

Notes:

Where maximum points have been achieved in 14, additional poster presentations may be considered as 'regional' and as such can be used in 15.

Examples of International / National meetings BACO, American Academy, IFOS, ERS, EUFOS, ORS, BRS, BAPO, ENTUK H&N, BLA, BSO, RSM, BAHNO, SOS, WORLA. Please note that local or regional meetings that occur abroad will not be recognised as an international meeting.

Examples of Regional Meetings, SWLA, SWEAM, North of England, MIO, Semon Club, Toynbee Club (after 2019).

Accepted presentations / posters that have not yet been given will not be counted.

The same project/paper cannot be used in more than one category.

Presentations must be original work (e.g. teaching presentations will not be accepted)

Equivalent online Meetings / Conferences will be considered at the discretion of the Assessment and Appeals Panels.

Evidence to upload:

Certificates for oral/poster presentations. No other evidence (eg presentation slides) will be accepted.

14) How many times have you **given** a 1st author poster presentation (including audits) at a national / international meeting since medical school?

- none = 0 points
- once or more = 2 points

Maximum score: 2

15) How many times have you **given** a 1st author poster presentation (including audits) at a regional meeting since medical school?

- none = 0 points
- once or more = 1 point

Maximum score: 1

16) How many times have you **given** an 1st author oral presentation in person (including audits) at a national / international meeting since medical school?

- none   = 0 points
- once   = 3 points
- twice or more   = 5 points

Maximum score: 5

17)   How many times have you given an 1st author oral presentation in person (including audits) at a regional meeting since medical school?

(exclude 'in house' hospital meetings)

- none   = 0 points
- once   = 2 points
- twice or more   = 3 points

Maximum score: 3

Notes

Where maximum points have been achieved in 16, additional oral presentations may be considered as 'regional' and as such can be used in 17.

18) First author presentation at Regional / National / International Meeting **before leaving medical school**:

- None   = 0 points
- Poster (once or more)   = 1 point
- Oral (once or more)   = 2 points

Maximum score: 3

Surgical logbook

Notes:

'Performed' means coded P, S-TU, S-TS in the ISCP/E-Logbook.

Worked examples:

- 5x tonsillectomy + 3x grommet + 2x MUA nose + 2x pharyngoscopy

  =2 + 1 + 1 + 1 = **5 points**

- 11x tonsillectomy + 6x grommet + 1x MUA nose + 5x direct laryngoscopy + 3x foreign body removal + 1x cervical LN biopsy + 3x excision of H&N skin lesion + 5x drainage of pinna haematoma/suturing of pinna laceration + 1x nasal polypectomy

  =2 + 2 + 0 + 2 + 1 + 0 + 1 + 2 + 0 = **10 points**

Evidence to upload:

ISCP / e-logbook summary sheet demonstrating cases and numbers.

19) How many times have you **performed** a Tonsillectomy

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

20) How many times have you **performed** Insertion of Grommets

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

21) How many times have you **performed** Reduction of fractured nose (GA or LA)

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

22) How many times have you **performed** Direct pharyngoscopy or direct laryngoscopy

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

23) How many times have you **performed** EUA and removal of foreign body (ear, nose or throat) under GA

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

24) How many times have you **performed** Cervical Lymph node biopsy

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

25) How many times have you **performed** Excision of skin lesion (H&N)?

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

26) How many times have you **performed** Drainage of Pinna Haematoma or suturing of pinna laceration?

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

27) How many times have you **performed** Nasal polypectomy?

- 0-1 times = 0 points
- 2-3 times = 1 point
- 4 or more times = 2 points

Maximum 2 points

NHS England

Postgraduate Medical Teaching Experience / qualifications

28) Have you been involved in medical teaching / training delivery?

•	None	= 0 points
•	By contributing to course as faculty member	= 2 point
•	As principal organiser of relevant course (which has already run by the submission closing date)	= 4 points

Maximum score: 4

Notes:

Online courses will be considered.

Supporting evidence to upload:

Signed letter of support from a consultant supervisor (or equivalent) clearly stating the nature and level of your involvement.

29) Do you have a qualification in medical education?

•	None	= 0 points
•	Postgraduate Certificate (PGCert) in education (minimum 60 credits)	= 1 point
•	Postgraduate Diploma (PGDip) in education (minimum 120 credits)	= 2 points

Maximum score: 2

Notes:

MSc in education may score 2 points here if not already used in question 5.

Supporting evidence to upload:

Copy of certificate.