

North West of England School of Foundation Training

Specialised Foundation Programme Recruitment : 2022-24

Shortlisting and Interview Scoring Criteria

(v1.2)

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Applicants please note from the outset that all white space questions, SFP score totals and criteria structures in the following document are indicative only and are currently under review. Therefore, this information may be subject to further minor changes between 11th August 2021 and 12th January 2022 as the North West of England School of Foundation Training prepares for the forthcoming SFP recruitment process

North West of England School of Foundation Training

Specialised Foundation Programme Recruitment - Shortlisting and Interview Scoring Criteria

This document details the white-space questions, shortlisting and Education Achievements scoring structure and interview criteria that we will be using here at the North West of England School of Foundation Training for the 2022-24 recruitment process. We advise applicants to fully read this document thoroughly and all UKFPO website content and FAQ's **before** contacting the foundation school. There have been a number of key changes to the SFP application process this year as all foundation schools are now sharing the same application form with same white space questions.

The North West of England School of Foundation Training wants to ensure that applicants have access to the most up to date and accurate information.

As we are a small team and the recruitment period is a very busy time here at the school, any queries that are directed to us for which the answer can be found here and individual requests regarding additional educational achievements and their projected scoring may not be prioritized during the national application window. This is due to us supporting applicants with technical queries such as registration issues that have a direct impact on their ability to complete their submission prior to the deadline. If the deadline is approaching and we do not respond to you in time, please still submit your application and flag any anomalies or features you are trying to raise using the text comment fields.

We wish everyone the very best of luck with their SFP applications.

Section 1:

SFP – North West of England Application Form – Local Instructions (2022 Process)

VERY IMPORTANT – PLEASE READ

Applicants applying to the North West of England are advised that the school will only be scoring at shortlisting the relevant fields on the application form (white space questions, additional EA) **that are detailed below in this document**. If you are entering or selecting further information on the application form for a second SUoA choice, please bear in mind that both schools will be scoring the same text responses you have provided using their own local shortlisting processes.

If you are applying to just the North West of England Foundation School we recommend that you type 'N/A' in the text body responses for the following white space questions:

Q5 – Achievements and Experience (both questions)

Q9 – General (both questions)

When answering Question 6 and its subset of questions regarding the type of SFP you wish to apply for (i.e. Research, Education, Leadership) please select just the blue tick boxes you prefer, complete the rationale for your most preferred option (i.e. Research) and complete all generated sections to ensure you receive scores for all elements of this question at shortlisting.

Please see Section 2 of this document for the correct white space questions to complete for our school.

In the North West of England we will shortlist and interview based on overall suitability and score for an SFP programme and will not run separate shortlisting and interview processes for each individual SFP pathway.

Section 2

SFP Shortlisting - White Space Questions

VERY IMPORTANT – PLEASE READ

Applicants are shortlisted for an SFP interview using a set of scoring guidelines which cover each of the following areas highlighted in Section 2 and 3:

White Space Questions

These supporting white-space questions are nationally agreed by the UKFPO and for the North West of England we will be using the questions highlighted below to shortlist applicants, scored on the quality of the example and depth of the response given.

Q4: **CAREER GOALS** - *What are your specific reasons for applying for a special experience programme? Please highlight how the programme will contribute to your clinical or research career plans and briefly outline these. (max 250 words)*

4 Career goals

* What are your specific reasons for applying for a special experience programme? Please highlight how the programme will contribute to your clinical or research career plans and briefly outline these.

Words allowed 250, words entered 0

Q6: **PROGRAMME INTERESTS - *update***

6 Programme Interests

* Some foundation schools can offer separate academic programmes focused on research, medical education, and teaching, and/or leadership and management.

Please indicate your preference which programmes you would wish to be considered for

* Please explain your rationale for your choice of programmes.

Research
Education and Teaching
 Leadership and Management

Words allowed 250, words entered 0

For applications to the North West of England, following a review of applicant feedback over the past few days, please blue tick the Programme Interest box that is most relevant or preferred to you (i.e. Research), complete the rationale question for that preferred SFP pathway and then complete all the additional questions generated. If you only select 'Research' for example, then only the **7. Research** question (see image below) will be generated.

7 Research

* Please outline your previous research experience and achievements.

Words allowed 250, words entered 0

8 Education and Teaching

* Please describe your previous relevant teaching experience and achievements as a teacher, within and outside medicine.

Words allowed 250, words entered 0

* Please describe your experience in simulation training and the value of development of simulation training for doctors.

Words allowed 250, words entered 0

9 Leadership

* Give one example in which you have demonstrated your leadership abilities. The example should be from your undergraduate experience (or postgraduate experience if relevant) and should identify your specific role and contribution as a leader and its relevance to academic activities.

Words allowed 250, words entered 0

If you have followed earlier guidance and selected all SFP options, when you only wished to do one of them, then **we will ensure that you are not penalised for this at scoring**. For applications to the North West please note however, your selections and responses are for shortlisting scoring purposes only to ascertain suitability and do not necessarily guarantee that you will be allocated to a specific Research, Education or Leadership SFP of your choosing if you receive an offer. This is because all SFP pathways in the North West are being recruited to through a single Oriol allocation process and offers will be made after shortlisting, using interview scores to **all** the SFP posts available in the school.

If you are applying to other foundation schools, they may shortlist and interview using all of the blue tick boxes for Research, Education and Leadership. Please engage with their local website for further information.

Q8: TEAM WORKING - Academic medicine requires an individual to work successfully in a team. Describe a time that is relevant to your foundation training when you have worked as a successful member of a team and identify your role and contribution to this success. Explain the significance of this experience to your application. (max 250 words)

8 Team Working

* Academic medicine requires an individual to work successfully in a team. Describe a time that is relevant to your foundation training when you have worked as a successful member of a team and identify your role and contribution to this success. Explain the significance of this experience to your application.

Words allowed 250, words entered 0.

If you are applying to just the North West of England we recommend that you type 'N/A' in the text body responses for the following white space questions:

Q5 – Achievements and Experience (both questions)

Q9 – General (both questions)

The maximum scores available for the four white space questions are as follows:

Q4: 10 points

Q6 and subset questions 7,8,9 : 5 points overall. If more than one SFP pathway selected then score will be averaged across the 2/3 pathways to total a maximum of 5 points.

Q8: 10 points

We ask that you do not contact the foundation school asking when these updates may occur.

This maximum score applies to one short-lister scoring your application. We expect there to be a minimum of two people scoring your application so your score in this section may appear larger than 25 points when/if you request feedback later in the recruitment process.

Section 3:

SFP Shortlisting – Additional Educational Achievements

Applicants can record additional educational achievements on their application, aside to their Primary Medical Qualification. Generally, points will **not** be awarded to additional EA's that have been completed after the SFP application deadline on the 22nd September 2021. This includes achievements that have been accepted prior to the deadline but delivered or published after 22nd September 2021.

The exception to this rule however, as per the UKFPO 'Key Changes for 2022' [document](#) is the delayed award of additional degrees and publication acceptance, up to 3rd November 2021. If you have an additional degree affected, please include this or write a dummy PUBMED ID on your application indicating clearly the circumstances/delay to ensure the shortlisting panel score these appropriately.

When you receive your degree result or PUBMED ID, please email evidence to foundation.nw@hee.nhs.uk no later than Friday 5th November 2021 so we can verify and add any additional points retrospectively to your shortlisting score before we identify candidates for interview w/c 15th November.

In addition, any achievements where their nature is not explicitly stated by the applicant (regional, national, international level etc) or key details are missing and not otherwise recognisable will be scored at the lowest points level.

Physical evidence (e.g scans, screenshots) supporting additional educational achievements cannot be uploaded to the SFP application form and the school will not require copies to be sent through other channels. Each achievement entered within a text entry field will be scored on face value, supported by your Oriel probity declaration.



Additional Degrees (Intercalated / BSc (Hons) / BMedSci or BA (Hons) or equivalent / MSc or MRes or PhD)

Scoring as follows:

0 points - Third Class, degrees still in progress

1 point - 2:2

2 points - 2:1

5 points - First Class, MSc, MRes – must have award confirmed

10 points - Awarded PhD including completing MB PhD (with evidence of completed studies)

Please note: Where an applicant has two additional degrees, points are only awarded for the degree which attracts the highest score.

Degrees must have been awarded at the time of application, but graduation ceremonies may still be pending.

Oral Presentations on Clinical, Healthcare, Education, Leadership or Research

Presentations should be medical in focus.

0 points – Local presentations, non-academic extracurricular.

2 points - Oral Presentation on research, medical education or leadership work delivered at a regional level / 'developer of regional teaching'. Please select 'National' and type 'REGIONAL PRESENTATION' in your presentation title

4 points - Oral Presentation on research, medical education or leadership work delivered at a national level / 'developer of national teaching' (first, second or last author)

7 points - Oral Presentation on research, medical education or leadership work delivered at an international level (first, second or last author)

Please note: Where an applicant has more than one presentation, points are only awarded for the presentation which attracts the highest score. To score at national or international level the presentation should be at an organised meeting either by personal invitation or by selection through competitive abstract screening.

Poster Presentations – Clinical, Healthcare, Education, Leadership or Research

For posters presented at organised meetings with competitive abstract screening. The scoring is as follows:

0 points – Not first, second or last author activity.

1 point - Regional posters (first, second or last author). Please select 'National' and type 'REGIONAL PRESENTATION' in your presentation title

2 points - National posters (first, second or last author).

4 points - International posters (first, second or last author).

Please note: Where an applicant has more than one poster, points are only awarded for the presentation which attracts the highest score.

Publications – Clinical, Healthcare, Education, Leadership or Research

Articles must have been accepted in a peer reviewed PubMed indexed journal, not just submitted at the point of application. Publications should be medical (scientific, clinical, education or leadership) in focus.

Scoring as follows:

2 points – Middle authorship on researched publication.

2 points – First, second or last authorship of one non-researched publication e.g. letter, case study, audit.

4 points – First, second or last authorship of one researched abstract, review article, QIP or book chapter that has been published in an indexed journal.

7 points – First, second or last author of a full researched paper (on scientific, clinical leadership or education topic) published in peer reviewed PubMed indexed journal with an impact factor less than 6.

10 points - First, second or last author of a full researched paper (on scientific, clinical leadership or education topic) published in peer reviewed PubMed indexed journal with an impact factor of 6 or higher.

Please note: Where an applicant has more than one publication, points are only awarded for the publication which attracts the highest score.

Prizes - Clinical, Healthcare, Education, Leadership or Research

Prizes awarded at University, Medical School primary degree prizes (Merits, Distinctions, Honours) are now specifically excluded and will not receive points.

Prizes can be awarded for academic achievement, leadership (including outside of the medical degree), education (e.g. for organising or running courses).

Scoring as follows:

- 2 points** - Academic Prize for an achievement within the curriculum of the MB chB (or equivalent programme)
- 3 points** - Prize given for academic or other achievement of extra-curricular nature from the university of qualification (local).
- 4 points** – Competitive prize given for academic work completed and presented on a regional basis. Also moderate academic prize (£100+)
- 7 points** – Competitive prize given for academic work completed and presented on a national basis. Also significant academic prize (£10K +)
- 10 points** – Competitive prize given for academic work completed and presented on an international basis. Also significant academic prize (£100K +)

Please note: Where an applicant has more than one prize, points are only awarded for the prize which attracts the highest score. A competitive prize for submitted work after elective, or a competitive award to undertake a specific project on an elective should receive points in this section. Co-applicants on a grant application awarded to another individual will not receive points. Commendation letters should be mentioned in the white space question responses and not awarded points in this section. Bursaries awarded simply towards covering expenses will not receive points.

The maximum totalised score available for all Educational Achievements is 41 points.

Degree: 10 points (max)

Presentations: 7 points (max)

Posters: 4 points (max)

Publications: 10 points (max)

Academic prizes: 10 points (max)

Please note that for August 2022 we will not be using the academic decile or EPM score to determine those shortlisted for interview. We will be using the white space application questions (4,6 & 8) and additional educational achievements for scoring only.

CVs and portfolios will not be accepted as part of this process.

Section 4:

SFP Interviews

Shortlisted applicants will be invited to attend an interview from the week commencing 15th November 2021 and will have 48 hours to accept or decline the invitation. Due to the continuing pandemic, all interviews this year will be held online via Microsoft Teams on **Tuesday 23rd November 2021** with links emailed out to shortlisted applicants a few days beforehand. Applicants are reminded that this is still a formal interview and will be expected to ensure they are in an appropriate private room for the duration, with a functioning PC/laptop camera and screen large enough to be able to read a clinical scenario.

Due to the complexity of organising such an event, The North West of England School of Foundation Training will not be able to offer any alternative interview date(s). If applicants are unable to attend, their applications will not be progressed any further in the recruitment process.

Applicants invited to interview will be assessed and scored on the day. Interview slots are pre-booked via Oriel and applicants will be interviewed by the same two panellists for the entire interview, rather than be moved virtually between different interview stations.

Each interview will be 30 minutes in length and scored as follows for SFP 2022:

Section 1 – Clinical Scenario: (5 minutes prep / 10 minutes Q&A, 50 points max)

Section 2 – Career Aspirations: (15 minutes Q&A, 50 points max)

(with a maximum totalised score: **100 points**)

Please note this total score may change prior to or once the interviews have been completed as this is dependent on the number of panellists present on each interview station on the day and any last-minute panel alterations that may reduce/increase this figure due to the pandemic. We will publish the total score for SFP-2022 as soon as we are able to.

For information, late arrival at an SFP interview after the pre-arranged time, including any unforeseen sound, video or local wi-fi connection difficulties that could have been avoided through preparation and/or foresight may also lead to the applicant being declined an interview and their SFP application being rejected. Therefore, we advise all invited candidates to take care when considering these factors.

Following the interview, applicants will be awarded a final score. This will consist of the total score obtained from the three interview stations combined with the applicant's academic decile. This final match ranking score will be used in conjunction with an applicant's preferences to determine allocation. **Applicants will not be advised of their final score until SFP primary offers day on Wednesday 19th January 2022.**

[Can we help you with anything else?](#)

Further SFP related FAQ's are available on the webpage you downloaded this document from, as well as the [UK Foundation Programme Office website](#).

For any other queries relating to the national or local SFP process that are not covered on this document, our website or the UKFPO page, please send an email to foundation.nw@hee.nhs.uk

The North West of England School of Foundation Training wants to ensure that applicants have access to the most up to date and accurate information. As the recruitment period is a very busy time here at the school, any queries that are directed to us for which the answer can be found here, in the FP/SFP Applicants Handbook or the UKFPO website may not be prioritised.

We wish everyone the very best of luck with their SFP applications.

Document Control	
HEE-NW (NWEFS) – SFP Shortlisting, Interview Criteria and EA Scoring	
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Version 1.2 Changes to: page 3,5,6 to simplify SFP option WSQ issue regarding Q6	Author: J Shepherd, Programme Support Coordinator (Foundation), HEE
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