



*Health Education England*



Royal College of  
Obstetricians &  
Gynaecologists

# APPLICANTS' GUIDE

## ST3 Obstetrics & Gynaecology Training in England, Scotland and Wales August 2022 intake

Version 1

## REVISIONS

### Version 1 as of 2<sup>nd</sup> November 2021

This applicant's guide has been updated for Round 2 Recruitment which is appointing to ST3 O&G Training posts starting from August 2022.

This applicant's guide has been updated with further information regarding the interview format (p20)

## Contents

1. INTRODUCTION .....	4
1.1. ST3 recruitment process – new for 2022.....	5
1.2. For information: CESR(CP) & CCT .....	6
2. TIMELINE .....	7
2.1. Timetable.....	7
3. MAKING AN APPLICATION .....	8
3.1. Application Window .....	9
3.2. Application Portal and Registration Process.....	9
4. EQUALITY AND DIVERSITY .....	10
4.1. Less Than Full Time Training .....	10
4.2. Disabled Applicants .....	10
4.3. Overseas Applicants.....	10
4.3.1 Tier 2 visa information.....	12
5. OVERVIEW OF ELIGIBILITY REQUIREMENTS .....	11
5.1. Evidence of ST1/ST2 competences .....	12
5.2. When is my eligibility checked? .....	13
5.2.1. Longlisting.....	15
5.3. Special circumstance.....	15
5.4. Shortlisting and Invitation to Interview .....	16
6. CHOOSING YOUR POST .....	146
6.1. Preferencing in Oriol.....	16
7. PREPARING FOR INTERVIEW .....	18
7.1. Documents to demonstrate eligibility criteria .....	18
8. INTERVIEW .....	19
8.1. Interview Dates.....	19
8.2. Taking time off work .....	19
8.3. Preparing for your interview.....	19
8.4. Documents checked at your interview .....	20
8.5. The interview format.....	20
8.6. Interview timing.....	21
8.7. The Interview Panel.....	21
8.8. Booking an interview slot.....	21
8.8.1. Concerns on the Interview day .....	221
8.8.2. Interview ranking.....	22
8.8.3. Feedback .....	22
8.8.4. Appointability.....	22
9. OFFERS .....	23
9.1. Receiving Offers .....	23
9.2. Offer Exchange.....	24
9.3 Pre-employment checks .....	24
9.4. Deferring your start date.....	25
11. FURTHER INFORMATION.....	26
11.1 Raising concerns.....	26
12. USEFUL LINKS .....	27

# 1. INTRODUCTION

This guide is for doctors applying for specialty training posts in Obstetrics & Gynaecology in England, Wales, and Scotland at ST3 level commencing in August 2022. All applications will be managed using an online application system, which can be accessed via the following link: <https://www.oriel.nhs.uk/Web/>

Please note, this is an updated version of Oriel, applicants will therefore need to create a new account. No information will be transferred from the older version of Oriel.

If you would like to apply for a post in Northern Ireland, you will need to apply to the Northern Ireland Medical and Dental Training Agency (NIMDTA) website: <http://www.nimdtg.gov.uk/recruitment/specialty-recruitment/>

All participating HEE Local Offices and deaneries use the same eligibility requirements, assessment methods and appointability criteria to ensure the process is fair, transparent and equitable. The process involves:

- A standardised application longlisting and shortlisting process
- A standardised selection process with interviews for all vacancies held online via MS Teams

This guide provides you with the key information you need in order to apply as well as some guidance as to what the interview panels will be looking for.

Further information including interview dates and anticipated vacancy numbers will be available via the following link:

<https://www.nwpgmd.nhs.uk/st3-obstetrics-and-gynaecology-current-round>

You will find additional advice on the Specialty Training website: <http://specialtytraining.hee.nhs.uk/>.

## 1.1. ST3 recruitment process – changes since the last round of recruitment

### Shortlisting and Interviews

For the August 2022 intake, the recruitment process will mirror the 2021 recruitment process, so that it can be delivered despite ongoing uncertainty linked to COVID-19.

Applications will be shortlisted based on their response to 6 white space questions and the invited to interview in rank order up to the available interview capacity.

Due to immigration law changes in October 2019, all applicants, regardless of immigration status, will be treated in the same way.

### Contingency plans

Recruitment for posts starting from August 2022 is likely go ahead even in the event that there is a significant second peak of the pandemic.

Following wide consultation with trainees, recruitment teams, statutory education bodies and the Royal Colleges, a number of general principles have been developed that all specialties will follow for selection. You can read about the general principles here:

<https://specialtytraining.hee.nhs.uk/Recruitment>

In terms of contingency plans for this specialty, please note:

#### Plan A

This guide sets out in detail our Plan A for August 2022 recruitment. In summary, plan A consists of:

- White space shortlisting
- 25 minute online interview, consisting of two elements
  - Clinical Prioritisation
  - Structured Interview

#### Plan B

In the event that there was a significant subsequent peak of the pandemic which affects clinician or trainee availability, or the availability of administrative support, we would consider moving to our Plan B. There would be a discussion between key stakeholders, including the lead dean for the specialty and the BMA JDC before a decision was taken to move to Plan B.

If we move to Plan B, all applicants still in the process will be contacted to explain that we have moved to Plan B and give updated timeframes for recruitment stages.

Plan B would involve delaying the recruitment process (i.e. online interviews) until such a time that clinician, trainee and administrative availability can be guaranteed. It may mean that start dates are delayed to February 2023 or beyond, dependent on the rescheduled dates.

### Recruitment System

2022 national recruitment will be delivered using Oriel. Oriel can be accessed via the following link <https://www.oriel.nhs.uk>

### Application window

You must apply between 10am UK time on Thursday 18<sup>th</sup> November 2021 and 4pm UK time on Thursday 9<sup>th</sup> December 2021 via <https://www.oriel.nhs.uk/Web/> Late or incomplete applications will not be accepted. This is a similar window to 2021 recruitment.

## Self-Assessment

For the 2019 and 2020 recruitment rounds, applicants were asked to assess themselves against a number of domains and provide evidence to support the scores they awarded themselves. This process is not being used for 2022 recruitment due to difficulties for both applicants and assessors in providing and interpreting the evidence. This process has been replaced by white space questions instead, which applicants must answer when completing their application. White space questions were used in 2021.

### 1.2. For Information: CESR(CP) & CCT

Please see the GMC website for information on whether you are likely to be awarded CESR (CP) or CCT on successful completion of your Obstetrics & Gynaecology training programme.

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/specialist-application-guides/minimum-uk-training-time-for-each-specialty>

## 2. TIMELINE

This applicants' guide provides information on the recruitment process for posts commencing in August 2022. The table below provides key dates for the ST3 August 2023 intake.

### 2.1. Timetable

ST3 Obstetrics & Gynaecology Recruitment Timetable – August 2022 intake	
Stage	Key dates
Advert placed on Oriel	Tuesday 16 <sup>th</sup> November
Application window opens	Thursday 18 <sup>th</sup> November 2021 at 10am UK time
Application window closes	Thursday 9 <sup>th</sup> December 2021 at 4pm UK time
Longlisting	By 4pm Friday 18 <sup>th</sup> February 2022
Shortlisting	Results expected by 4pm Monday 28 <sup>th</sup> March 2022
Invitations to Interview	No later than 4pm Wednesday 20 <sup>th</sup> March 2022
Preferences open on Oriel	14 <sup>th</sup> March at 10am UK time
Interview Dates	5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> April 2022
Preferences close on Oriel	10:00 Monday 11 <sup>th</sup> April 2022
Offers	No later than 5pm UK time on Thursday 21 <sup>st</sup> April 2022
Hold deadline	Tuesday 3 <sup>rd</sup> May 2022 at 1pm UK Time
Upgrade deadline	Wednesday 4 <sup>th</sup> May 2022 at 4pm UK time
Anticipated Start Date	From Wednesday 3 <sup>rd</sup> August 2022 Please note in the event we move to Plan B, start dates may also be delayed.

## 3. MAKING AN APPLICATION

You are advised to read the following information BEFORE you begin and keep it to hand whilst completing your application.

### 3.1 Brief guide to O&G recruitment process

Below is a step by step guide to the O&G recruitment process.

Further details on each stage of the process are provided in the relevant section of this guide.

**ELIGIBILITY** – before applying, you should ensure that you meet the relevant eligibility requirements.



**REGISTRATION** – if eligible to apply, you will need to register on the new Oriel system.



**INFORMATION** – you should ensure you are familiar with all available sources of information about the process and the programme.



**APPLICATION** – you will need to ensure you complete and submit an application form, via Oriel, before the deadline. This will include answering a number of white space questions, which will be shortlisted.



**LONGLISTING** – all applications will be checked to ensure applicants are eligible.



**Shortlisting** – All applications that have passed longlisting will be shortlisted according to the white space questions that have been completed as part of the application process.



**PREFERENCING** – applicants will have to preference all programmes in which they would be willing to accept a post.



**INTERVIEWS** – interviews will take place online in April 2021 for those who are invited to attend interview



**OFFERS** – when final scores have been collated and all applicants will be given a ranking based on their interview performance, offers will start being made, and will continue to be made until all posts are filled.

### 3.1. Application Window

You must apply between 10am UK time on Thursday 18<sup>th</sup> November 2021 and 4pm UK time on Thursday 9<sup>th</sup> December 2021 via <https://www.oriel.nhs.uk/Web/> Late or incomplete applications will not be accepted.

Please start filling in your application as soon as possible after the application system has opened.

You should aim to submit your application well before the closing date. You will NOT receive any reminder emails to complete your application. You will receive an email to confirm your application has been received.

### 3.2. Application Portal and Registration Process

You must apply via <https://www.oriel.nhs.uk/Web/>

Last year, this is a new version of the Oriel application portal, so you may need to register a new account if you did not apply in 2021. Please go to <https://www.oriel.nhs.uk/Web/> and click on 'Register' in the main menu. You can find detailed instructions in the Oriel Applicant User Guide, here:

<https://new.oriel.nhs.uk/Web/ResourceBank/ResourceBankRetrieveUploadedFile?streamId=Um1xVW5lQy92cmN4Vk9OUzIzMm9tejJMdXlaWDJXQ0ZLUXNWYkl0Z3hYRFZ2NGk3dXZwQINGQ2V6M3ROckRhdQ&fileTable=SystemDocuments>

You will not be able to access the online application form until the application window opens, but you can register in advance. You will be asked to provide the following details when you register:

Your name – **this must be entered exactly as it appears on the GMC register**

A valid email address – **Please ensure you register with a secure and individual email address which you check regularly**

A password – **at least 8 characters in length & contains at least one upper case letter and one numeric value**

Once the system has validated these details you will be taken to the selection page where you can choose the specialty you are applying for and the relevant recruitment round and year. You will not see details of specific posts until preferencing has opened (see section 9). The indicative number of posts in each specialty/HEE Local Office/Deanery will be available as a pdf to download from

<https://www.nwpgmd.nhs.uk/node/2452>

Please note that the majority of communication with you during the recruitment process will be via your account on the application system and by email. Please choose a secure email address that you can access easily and frequently and make sure you check your Oriel account for messages. Failure to check your Oriel account and email regularly may mean that you do not respond to requests in time, and your application may fail to progress or be rejected as a result.

Please note some NHS Trust email filters may block emails from the system. If this is the case, please use an alternative email account. You can only change your email address after you have submitted your application. This can be done on the Dashboard of Oriel under the Account Details section in the registration tab.

Please choose an email account that will not suddenly expire.

## 4. EQUALITY AND DIVERSITY

We are committed to ensuring our selection procedures are fair and that, in line with the Equality Act 2010, no-one is disadvantaged on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We are required to monitor equality and diversity; however, the sections of the application form capturing this information are not shared with any of the assessors.

All applicants are assessed against the nationally agreed ST3 Obstetrics & Gynaecology person specifications which can be accessed via:

<https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications>

### 4.1. Less Than Full Time Training

If you have a valid reason why you are unable to work full time you can select the less than full time (LTFT) training option at the time of applying. Please note that this information will be treated in strict confidence and will not be shared with clinicians involved in interviewing. Please refer to the relevant HEE Local Office or Deanery website for more information on policies, procedures and how to apply for LTFT training. You can find HEE Local Office or Deanery contact details via <http://specialtytraining.hee.nhs.uk/contacts/>

### 4.2. Disabled Applicants

You will need to state whether you have a disability that will require special arrangements to be made for interview and whether you wish to be considered for the Disability Confident Scheme. To be eligible for the Disability Confident Scheme you must be considered disabled under the Equality Act 2010. Disabled applicants may be given a guaranteed place at an interview, provided their application is eligible and meets the entry criteria.

### 4.3. Overseas Applicants

Before you can take up an ST3 O&G training post, you will need to demonstrate that you are eligible to legally work in the UK.

#### 4.3.1. Tier 2 Visa / Skilled Worker Visa Information

The immigration rules have changed in the UK from 1<sup>st</sup> January 2021 onwards. The Tier 2 visa will be replaced with a Skilled Worker visa.

It is expected that sponsorship arrangements will remain much as they are now, with different sponsors for applicants taking up a post in England, Scotland and Wales. You can find out more information here: <https://specialtytraining.hee.nhs.uk/Recruitment/Tier-2-Overseas-Sponsorship>

## 5. OVERVIEW OF ELIGIBILITY REQUIREMENTS

You should read the relevant 2022 ST3 Obstetrics & Gynaecology Training person specification <https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications> to determine whether you are eligible and meet the entry and selection criteria listed there.

The minimum entry requirements are as follows:

REQUIREMENT	DESCRIPTION
A recognised primary medical qualification	If you do not hold a recognised primary medical qualification, then you will not be considered.
Eligibility for full registration with the GMC and a current licence to practise	You need to be eligible <sup>1</sup> for full GMC registration by the application closing date and hold full registration by the time of post start date. All doctors wishing to practise medicine in the UK are required by law to hold both registration and a licence to practise. This applies to full time, part time, locum, private and NHS practitioners.
Eligibility to work in UK	<p>Before you can take up an Obstetrics &amp; Gynaecology training post, you will need to demonstrate that you are eligible to legally work in the UK.</p> <p>For further details on eligibility to work in the UK, please visit the UK Visas and Immigration (formerly UK Border Agency) website: <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a> or see the 2022 guidance for Overseas Applicants via <a href="http://specialtytraining.hee.nhs.uk/Recruitment/Application-guidance">http://specialtytraining.hee.nhs.uk/Recruitment/Application-guidance</a>.</p>
English language skills	<p>If your undergraduate training was not in English, you will need to provide written evidence of your English language skills, e.g. the following scores in the academic International English Language Testing System (IELTS), in a single sitting, no more than 24 months prior to the date of application: Overall 7.5, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0</p> <p><b>OR</b> a letter from a UK medical supervisor/employer attesting to your competence in English at the appropriate level.</p> <p>If the outcome of your IELTS test will not be available by the closing date please select 'other' on your application form and provide details in the text box. Your application will be processed and you will be required to bring the evidence of your results to any interview you attend.</p>
Match to specialty level	Your employment history must show that your career progression is consistent with your personal circumstances and that your present achievement and performance is commensurate with the length of time you have spent in training.
Evidence of achievement of	Please see section 5.1. for details on demonstrating ST1/ST2 Competences.

<sup>1</sup> If you have completed an acceptable internship either overseas or in the UK you will be eligible for full registration with a licence to practise. If you have not completed an acceptable internship you will be eligible for provisional registration with a licence to practise.

core competences	
Previously relinquished, released or removed from Obstetrics & gynaecology specialty Training	<p>If you have previously relinquished, been released or removed from a UK Obstetrics &amp; Gynaecology specialty training programme, then you are not normally eligible to apply except under exceptional circumstances.</p> <p>Should you be in this position, your application can only be considered if</p> <ul style="list-style-type: none"> <li>• accompanied by a letter of support from the postgraduate dean, or designated deputy, of the HEE Local Office or deanery in which you worked <b>OR</b></li> <li>• accompanied by the Exclusion Policy Support form you can download from the Oriel Resource Bank – <a href="https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTAyNg%3d%3d">https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTAyNg%3d%3d</a></li> </ul> <p>Please ensure you attach this information to your Oriel application before you submit your application.</p>
Support for Reapplication of Specialty Training in a Different Region	<p>Applicants currently working in an Obstetrics &amp; Gynaecology training programme who wish to apply to continue their training in another region, without a break in service, need the support of their current Head of School/Programme Director in order to reapply.</p> <p>Applicants must ask their Head of School/Programme Director in their current LETB/Deanery to complete a <i>Support for Reapplication of Specialty Training in a Different Region</i>, available to download from the Oriel Resource Bank - <a href="https://www.oriel.nhs.uk/Web/ResourceBank">https://www.oriel.nhs.uk/Web/ResourceBank</a></p> <p>Applications will not be considered without a fully completed and signed form, <b>which must be submitted at the time of application</b>. Please ensure you attach this information to your Oriel application before you submit your application.</p> <p>Applicants requiring this support are advised to start the process early.</p>
Fitness to Practise	<p>If you answer “yes” to any of the Fitness to Practise questions, please ensure that you email details to us by no later than the closing date for applications (see Section 2.1 for dates).</p> <p>Please note that answering “yes” to one or more of the Fitness to Practise questions does not necessarily mean your application cannot progress.</p> <p>Emails should be sent to <a href="mailto:fitnesstopractise.nw@hee.nhs.uk">fitnesstopractise.nw@hee.nhs.uk</a></p>

### 5. 1. Evidence of ST1/ST2 competences

Applicants are welcome to apply if they meet the eligibility criteria as set out in the person specification. All applications will be checked against the relevant criteria.

Applicants applying for ST3 Obstetrics & Gynaecology must be able to evidence ST1/ST2 or equivalent Obstetrics & Gynaecology competences. The person specifications state that applicants must:

- Have evidence that achievement of ST1 and ST2 competences in Obstetrics & Gynaecology will be achieved by the time of appointment.
- Details of all competences required for entry into ST3 are available in the document called ‘ST3 Obstetrics and Gynaecology Core ST1/ST2 Competences’ (available from:

<https://www.nwpgmd.nhs.uk/node/2452> under the Current Round tab). You must be able to evidence you hold these competences if requested. For reference, the full Matrix of Educational progression is available from: <https://www.rcog.org.uk/en/careers-training/about-specialty-training-in-og/assessment-and-progression-through-training/training-matrix/>

- Older versions of this form can be submitted, as long as it has been signed within 3.5 years of the start date of the post (i.e. January 2019 for posts starting in August 2022)
- Acceptable evidence includes:
- Achievement of ST1 competences in Obstetrics & Gynaecology at the time of application and evidence of achievement of ST2 competences (evidenced by ARCP) OR confirmation ST2 competences in Obstetrics & Gynaecology will be achieved by time of appointment.
- All competences must be as defined by the Royal College of Obstetricians & Gynaecologists 2019 Training Matrix (available from <https://www.rcog.org.uk/en/careers-training/about-specialty-training-in-og/assessment-and-progression-through-training/training-matrix/>)
- If you haven't completed UK approved ST1/2 O&G training, then you must be able to demonstrate core competence via your post or post(s). Please submit the equivalent ST1/2 core competence form. A copy of this can be downloaded from the HEE website at: <https://www.nwpgmd.nhs.uk/st3-obstetrics-and-gynaecology-current-round>

## 5.2. When is my eligibility checked?

### 5.2.1 Longlisting

Once you have submitted your application, it will be reviewed by a central longlisting team to ensure that longlisting decisions are applied consistently to all applications.

During longlisting, applications are screened against the entry criteria on the person specifications. If your application does not meet the entry criteria, you will be informed by email, and your application will not progress any further.

Regrettably, it is not always possible to be absolutely certain whether you have met the entry requirements at the longlisting stage. There is a possibility that you might be permitted to progress if it is not possible to determine your eligibility at this time. If it is subsequently established that you do not meet the entry criteria at any stage in the recruitment process it is normal practice that your application will be rejected at that time. This still applies even if you have been interviewed and / or have received an offer.

If you know or become aware that you are not eligible, but have not disclosed relevant information, it is much better to let us know at the earliest opportunity to save both you and the recruiters the time and resources needed to progress your application.

### 5.3 Special Circumstances

To ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way, those applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this on their application form. You will be required to provide evidence, e.g. care plan, letter from current medical specialist treating your condition or Occupational Health physician.

Only applicants who satisfy one of the following criteria will be eligible to apply for consideration of their special circumstances:

- Criteria 1 – the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010
- Criteria 2 – the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement

Further information can be found on the Specialty Training website <https://specialtytraining.hee.nhs.uk/Recruitment>

The Special Circumstances Form for completion can be found via: <https://specialtytraining.hee.nhs.uk/Resources-Bank>

The Special Circumstances Form, together with supporting evidence must be returned by email to [mdrs.nationalrecruitment@hee.nhs.uk](mailto:mdrs.nationalrecruitment@hee.nhs.uk) by no later than the date the application window closes (9<sup>th</sup> December 2021).

#### 5.4 Shortlisting and Invitation to Interview

For 2022, the National Recruitment application will contain 6 white space questions that you will need to respond to. These questions will be used to assess your suitability and commitment to the specialty. Completion is mandatory for all applicants.

Should interview capacity be lower than the total number of eligible applicants, the answers to the white space questions will be used to shortlist candidates. Candidates will be invited to interview in rank order, with no priority given to those who are not subject to RLMT, as per the current shortage occupation list.

The white space questions are as follows:

1. What are your reasons for applying to Obstetrics and Gynaecology, please indicate your medium and long term career goals in this specialty. Please give examples of activities and achievements which demonstrate your commitment to a career in Obstetrics and Gynaecology.

(Max 4 marks per assessor)

2. Describe how you believe you meet the person specification for Obstetrics and Gynaecology, including your particular skills and attributes that make you suitable for a career in this specialty.

(Max 4 marks per assessor)

3. Describe any management roles you have been involved in at work (rota organiser, committee member, representative), or outside of medicine, and how these will be relevant to your career in Obstetrics and Gynaecology.

(Max 3 marks per assessor)

4. What experience do you have of delivering teaching? This should include both formal and informal teaching both inside and outside of medicine.

Please detail any teaching skills course or formal qualification you hold in teaching.

(Max 3 marks per assessor)

5. What experience of clinical audit and quality improvement projects do you have, and what was your role in the project? Why does this make you suitable for ST3 O&G at this time?

Please detail the projects, where and when they were undertaken, your role in each of these projects, the outcome of the project and if you presented the project and who to (e.g. at a hospital meeting, at a regional/national conference etc.) .

(Max 3 marks per assessor)

6. Academic Achievements - Please give brief details of all research projects and any publications and presentations that you have been involved in. Please clearly describe your role within the project or publication, and describe how this will help in your Obstetrics and Gynaecology career.

For publications, please give Pubmed references .

(Max 3 marks per assessor)

There is a word limit of 250 words per answer, and you may be asked about your answers during the interview.

Shortlisting will be carried out by trained consultants. Each application will be reviewed against a pre-determined scoring framework, by two independent shortlisters. Neither shortlister will be able to access the scores or comments of the other shortlister.

All scores will go through a quality assurance process prior to release, so there will be no appeal process.

The shortlisting scores will then be combined to provide an overall score. Applicants will then be ranked based on the shortlisting score, and be invited to interview on this basis, until interview capacity is met.

## 6. CHOOSING YOUR POST

Preferencing is the process of ranking specific posts or sectors within an HEE Local Office or Deanery.

Please note post details may be subject to change over the recruitment period. Additionally, some HEE Local Offices or Deaneries may not be able to provide details of specific posts or sectors. It is worth considering that, for a particular specialty in an HEE Local Office, no posts may be shown initially but this can change throughout the process and some do subsequently arise.

Offers are made on the basis of your interview ranking and your preferencing of available posts. It is therefore a very important step in the process and you should carefully consider which posts you would be willing to take up.

This will be done via the Oriel recruitment system. We anticipate that you will be able to preference available options between 14<sup>th</sup> March and 11<sup>th</sup> April 2022.

### 6.1. Preferencing in Oriel

Preferencing in Oriel involves marking each option as being in one of three different states:

**Preference** - If an option is marked as a “Preference” it means you wish to be considered for posts within this programme. You must rank these options to specify an order of preference. If you come to be made an offer you will be offered your highest ranked preference where posts remain available.

**No-Preference** - If an option is marked as “No-Preference” it means you wish to be considered for posts within this programme if there are no posts available in your preferred programme(s). If you come to be made an offer and there are no posts available in your “Preference” options you will be offered **any** one of the “No Preference” options as they are considered to have equal preference ranking.

**Not Wanted** – If an option is marked as “Not Wanted” it means you are not willing to accept an offer for this programme under any circumstances and therefore do not wish to be considered for these posts.

If you want to save the changes you have made click the “Save” button. If you wish to cancel the changes click “Cancel” and your preferences will revert back to the last time you saved.

You can continue to amend and re-save your programme preferences until the preference window closes at 11<sup>th</sup> April 2022.

If you do not click the Save button then any changes you have made will not be recorded.

Example of Oriel's preferencing screen:

Preference (6)	No Preference (57)	Not Wanted (7)
<p>Search...</p> <p><input type="radio"/> Select All <input checked="" type="radio"/> Select None</p> <p>Rank 1: HENW-CT1-COREPSYCH-GTRMAN (places:6)</p> <p>Rank 2: HENW-CT1-COREPSYCH-MERSEY (places:21)</p> <p>Rank 3: HENW-CT1-COREPSYCH-LANCASHIRE (places:1)</p> <p>Rank 4: HEYH-W2-Bradford/Airedale (places:5)</p> <p>Rank 5: HEYH-W1-Leeds/Wakefield (places:14)</p> <p>Rank 6: HEYH-S1 - Sheffield/Barnsley/Rotherham/Chesterfield/Bass...</p>	<p>Search...</p> <p><input type="radio"/> Select All <input checked="" type="radio"/> Select None</p> <p>Health Education England - North West (places:0)</p> <p>HEEMS-CT1-COREPSYCH-10 (places:1)</p> <p>HEEMN-CT1-COREPSYCH-10 (places:1)</p> <p>Health Education England - North East (places:22)</p> <p>HENW-CT1-COREPSYCH-CUMBRIA (places:3)</p> <p>HESWP-CT1-COREPSYCH-CORNWALL (places:2)</p> <p>HESWS - Somerset - (Aug 17) (places:0)</p> <p>HESWS - Gloucestershire - (Aug 17) (places:4)</p> <p>HFTV-CT1-COREPSYCH-01 (places:0)</p>	<p>Search...</p> <p><input type="radio"/> Select All <input checked="" type="radio"/> Select None</p> <p>HEEMS-CT1-COREPSYCH-01 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-02 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-03 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-04 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-05 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-06 (places:1)</p> <p>HEEMS-CT1-COREPSYCH-09 (places:1)</p>

# 7. PREPARING FOR INTERVIEW

## 7.1. Documents to demonstrate eligibility criteria

You will be required to show photographic ID to the camera. A passport or driving license would be suitable. If you are unable to provide one of these documents, please contact us via [obsjobs.nw@hee.nhs.uk](mailto:obsjobs.nw@hee.nhs.uk) in advance of your interview.

You will also need to show us that there is no-one else in the room you are in.

## 8. INTERVIEW

### 8.1. Interview Dates

You will find a summary of interview dates under Section 2.1 Provisional Timetable or on our website at the following link: <https://www.nwpgmd.nhs.uk/node/2452>

### 8.2. Taking time off work

It is recommended that you request leave to attend for interview even if you have not received a formal invitation. Please ensure you consider service and rota issues wherever possible when booking your interview place.

Invitations to interview will be sent no later than 20<sup>th</sup> March 2022.

### 8.3. Preparing for your interview

Please make sure you check in advance that you have a good internet connection, can sit in the interview room alone with no distractions, have a laptop or computer with a working webcam and microphone and have a web browser that isn't safari (we recommend google chrome).

### 8.4. Documents checked at your interview

When you join the online interview you will be greeted by an administrator first who will ask you to show your passport to the screen with the picture page open.

You will also be asked to show the administrator the room you are in to ensure that you are sitting the interview alone and that you are in a suitable place.

### 8.5 The interview format

The interviews will take place online on MS Teams. You will be sent a link to join your interview a minimum of 24 hours in advance of your interview.

The interview is designed to give you an opportunity to demonstrate the skills and competences outlined in the essential and desirable sections of the person specifications, these are available from:

<https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications>

Interviews for ST3 posts will be made up of two elements. The full interview will last around 25 minutes.

- Clinical prioritisation
- Structured interview, including communication skills

The breakdown of the interview timings is below:

Area	Timing
Applicant waiting room	Log in at time listed on Oriel. Applicants will watch a briefing video then be given a link to the interview room, when the interviewers are ready
Introduction	1 minute
Applicant reads Clinical Prioritisation	5 minutes
Clinical Prioritisation	10 minutes
Structured Interview Questions	15 minutes
Total time interviewing applicant	25 minutes

The clinical prioritisation will consist of 4 patients, which applicants will need to prioritise and explain a management plan.

The structured interview will consist of questions in the following four areas:

- Targets and Management
- Communications
- Challenges
- Quality improvement, research and teaching

Please note that interviewers are briefed to maintain neutral responses throughout your assessment, this means they may not provide positive feedback or responses to your answers. You should be assured they are interested and listening, although may not maintain eye contact with you for the whole duration.

## 8.6. Timing

Applicants are advised to log in at the time of the booked interview.

Applicants are welcome to log in from the device and location that they plan to use for the interview to test the link before their interview.

Applicants should see a screen that says “Join Now”. You can test clicking “Join Now” and you should see wording that the host will commence the meeting shortly, or similar. If you are unable to connect directly from the link, try pasting the URL link into the browser, or try using an incognito window.

Please be prepared for the fact that delays may occur, especially at large scale interviews.

If you arrive late for your scheduled interview, then you should be prepared for the fact that it may not be possible to give you a later interview slot or rearrange another interview for you. Should this happen, this means we will be unable to progress your application any further.

## 8.7. The Interview panel

All panel members will be trained and briefed on the interview process in question and specifically on the importance of maintaining consistent scoring parameters. Applicants can expect their interview panel to probe and challenge their answers and statements if the panel feel they need further information. This allows applicants a fair opportunity to answer the questions.

There will always be a minimum of three assessors on any interview panel. Interviewers are asked to score independently. Throughout the day, all scores awarded are reviewed by the interview panel, a lay chair and the recruitment lead, and any significant discrepancies in scores between interviewers are highlighted and discussed.

Where discrepancies in scores are deemed to be justified – that is, each interviewer has scored consistently within set scoring parameters – the score stands; where deemed not to be justified, the score is amended. An amendment is a reasonably rare occurrence, given interviewers are trained to score consistently. It is not unusual for candidates to be awarded scores that vary between interviewers.

## 8.8. Booking an interview slot

You will receive a notification to your Oriel account, which will contain details of how you can use the online booking facility within your account to book an interview slot.

When you log into the system and have chosen an interview slot you will receive an email confirming this.

Please see Section 7.1 above for details of the documentation you should provide during your interview.

The timetable includes reserve spaces at the end of each day. These spaces will be used to re-book candidates should there be severe technical issues during the day. Although every effort will be made to re-book candidates on the same day as their original interview, it may be necessary to rebook candidates on subsequent days.

### 8.8.1 Concerns on the interview day

If an issue happens on the day of your interview, you should speak to the Lay Representative or the recruitment lead. These individuals can be contacted via the emergency contact number that you will be given in advance of your interview, or via your administrator during your interview.

The vast majority of specialty recruitment interviews are conducted without issue. However, if during your interview you feel there were any issues which may have affected your assessment, it is vital that you raise them as soon as possible **before you log out of the interview**. You should also email the recruitment lead on [obsjobs.nw@hee.nhs.uk](mailto:obsjobs.nw@hee.nhs.uk) the same working day as your interview.

This will give the best possible chance to investigate and, if necessary, take action. Mitigating action is not usually possible after the interview day.

Whilst we stress this is not likely, if you do need to raise something please approach one of the administration team, or a lay representative, as soon as possible after your interview has been completed.

### 8.8.2. Interview ranking

The overall, weighted interview score will be used to rank candidates for offers. The shortlisting score will not be included when calculating rankings.

### 8.8.3. Feedback

Feedback on your ST3 Obstetrics & Gynaecology interview scores will be made available to you after initial offers have been made. Overall score and ranking will be released to all applicants via Oriel, including those who are appointable, unappointable or on the reserve list.

All candidates who attend interview will also receive a separate copy of their interview scores plus assessor feedback generated from the digital scoring system by no later than 21<sup>st</sup> April 2022. Feedback will be issued to all applicants regardless of the outcome of their interview.

### 8.8.4. Appointability

Score	Outcome
Scored 50% in both sections, and got 1 <sup>st</sup> priority correct	Appointable
Incorrectly prioritised high priority patient	Not appointable
Any score of 1	Not appointable
Lower than 50% in clinical prioritisation	Not appointable
Lower than 50% in structured interview	Not appointable
Global score of 1 or 2 from any panel member (must be reflected in overall score)	Not appointable

## 9. OFFERS

### 9.1 Receiving offers

Offers will be released by Health Education England (North West Local Office) on behalf of all HEE Local Offices and Deaneries via the Oriel recruitment system. It is anticipated that the first wave of offers will be released no later than Thursday 21<sup>st</sup> April 2022 at 5pm.

The decision whether to make you an offer of a training programme will be based on your interview ranking and score.

If your interview score meets or exceeds the national threshold you will be deemed appointable. Please note that being deemed appointable does not guarantee you a post. Applicants are ranked according to their interview score and offers will depend on your ranking coupled with your sub-preferences of available posts in each LETB or deanery and your visa status (if applicable). The higher your interview score, the more likely you are to be offered a training post. Your score is based on your total performance in the three stations attended during your interview and your rank determines where you are placed compared to other applicants who were interviewed.

Any offer and allocation of a training programme you receive is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the employing organisation where you will be based and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable. Information regarding standard pay, hours, sick pay and annual leave entitlements; notice period, study leave etc. are set out in the national terms and conditions available from the NHS Employers website via: <http://www.nhsemployers.org/Pages/home.aspx>.

Please note that the anticipated outcome of the training programme, subject to satisfactory progression, will depend on your experience and training to date. The anticipated outcome of the training programme, subject to satisfactory progression, is CCT or CESR (CP). See 1.2 above.

If you are deemed eligible for appointment but your interview score places you below the number of vacancies available, you could still receive an offer if initial offers are rejected by higher scoring applicants.

If you are not deemed appointable, you will receive an email to let you know this, and feedback on your performance at interview.

When you receive an offer, you have three options – to accept (or accept with upgrades), to hold (or hold with upgrades), or to reject. Please note that if you reject an offer you will not be considered for any further O&G posts in this recruitment round. All offers will be received via Oriel and must be accepted/held/rejected via the Oriel system.

There will be more information on the process in the generic applicant guide that can be found on Oriel.

**Example One** – you are ranked 1<sup>st</sup> overall and therefore will be offered your first preference.

**Example Two** – you are ranked 21<sup>st</sup> overall, and have preferred Post A as your first choice, with Post B as your second choice. Unfortunately, Post A has already been accepted by someone who ranks above you – therefore you will be offered Post B. You can accept this post, or you can accept with upgrades – guaranteeing you Post B, but also meaning you could be upgraded to Post A should it become available.

**Example Three** – you are ranked 150<sup>th</sup> overall, and have ONLY preferred Post C and Post D. These posts have, however, been already accepted by applicants that rank above you, so you will not receive any offers.

The above examples are not, of course, exhaustive – there are other possible combinations of events. Offers will be recycled until either all posts are filled, or all candidates have been exhausted.

When the offers process has been completed, the information will be passed on to the staff in the various geographical offices around the UK. They will then be in touch with applicants that have accepted a post in those locations to finalise details, carry out pre-employment checks, etc. Note that posts will generally start between 5th August and 30th December 2022 - the exact start date be clear when you are ranking the posts.

## 9.2 Offer Exchange

When you accept or hold an offer with upgrades, you will have the opportunity to amend your preferences. This will allow you to remove preferences that you originally ranked above your current offer and alter the order of your preferred programmes.

An example:

Before		After	
Rank	Programme	Rank	Programme
1	A	1	J
2	B	2	H
3	C	3	I
4	D	4	G
5	E	5	B
6	F	6	C
7	G	7	D
8	H	8	E
9	I	9	F
10	J	10	A

- As an applicant I receive an offer for programme B that I assigned a rank of 2
- Due to changes in my circumstances, I do not wish to opt in for upgrades to programme A. Instead, I would like to opt in to upgrades for programmes G – J, that I had ranked between 7 and 10.
- I amend my preferences so that the offer I received is now my 5<sup>th</sup> ranked preference, so I can opt in to upgrades for programmes J - H

## 9.3. Pre-employment checks

When all posts have been allocated, your new employer will contact you to complete pre-employment checks. These checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients. Checks will include verification of references, fitness to practise updates from the General Medical Council (GMC), occupational health clearance, criminal records checks and immigration status checks.

Once pre-employment checks have been completed successfully, the employer will confirm new starter details with you. You should receive your contract within two months of starting in post, as per NHS Employers' guidance. In the meantime if you do have any queries regarding the post you have accepted, we recommend you contact the HEE Local Office or deanery where you will be working for further details.

#### 9.4. Deferring your start date

Applicants can make an application for deferred entry as per guidance in The Gold Guide. Deferral can only be considered on statutory grounds such as maternity leave or ill health. No other reason will be considered.

The Gold Guide can be found at: <https://www.copmed.org.uk/gold-guide/>

# 11. FURTHER INFORMATION

There are a number of sources of information that will be available throughout the recruitment process, both generic and specific to O&G.

The Oriel website <https://new.oriel.nhs.uk/Web/Vacancy/VacancyDetails> has vacancy information, but also includes information on the recruitment leads, news about the process, a resource bank that contains various guides and forms, and an FAQ section.

In 2022, the process will be coordinated by Health Education England in the North West, and a page has been set up containing lots of useful information (<https://www.nwpgmd.nhs.uk/ogoverview>) – this should be your first 'port of call' for all O&G specific information.

We also have an email address – [obsjobs.nw@hee.nhs.uk](mailto:obsjobs.nw@hee.nhs.uk) – which should be used for all O&G recruitment related queries.

**You will be regularly contacted via Oriel throughout the process, so should ensure you check your account for any communication regarding recruitment. This is also the method by which you will receive notification of key points (i.e., time to book an interview, that an offer has been received, etc.).**

There is a page on the RCOG site regarding [recruitment](#), and also information about what happens after recruitment – a career in O&G. Information about the specialty training programme can be viewed [here](#). Students and trainees are encouraged to register with the RCOG (more details [here](#)) in order to receive updates about training opportunities and other events.

If you have any further questions, please see the information on our website or contact us via the email address below.

**Website:** <https://www.nwpgmd.nhs.uk/national-obstetrics-and-gynaecology-recruitment>

**Email:** [obsjobs.nw@hee.nhs.uk](mailto:obsjobs.nw@hee.nhs.uk)

**Follow us on Twitter** [@obsjobs](#)

## 11.1. Raising concerns

**Should you wish to raise a concern about the recruitment process, that falls outside of the national complaints policy, e.g fraudulent submissions by other applicants, please contact the HEE confidential inbox via [mdrs.confidentail@hee.nhs.uk](mailto:mdrs.confidentail@hee.nhs.uk)**

**PLEASE NOTE this email address may not be used as a way of raising a complaint and bypassing the process detailed in the complaints policy. Any complaint raised that falls within the scope of the national complaints policy will be returned for it to be submitted via the correct process. (<https://specialtytraining.hee.nhs.uk/Resources-Bank> - Complaints policy can be found under 'Recruitment Documents' section).**

## 12. USEFUL LINKS

### Specialist O&G Training Matrix

- <https://www.rcog.org.uk/en/careers-training/about-specialty-training-in-og/assessment-and-progression-through-training/>

### ST3 O&G Person Specifications

- <https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications>

### ST3 O&G website

- <https://www.nwpgmd.nhs.uk/st3-obstetrics-and-gynaecology-current-round>

### Recruitment Portal

- <https://www.oriel.nhs.uk>

### Specialty Training website

- <http://specialtytraining.hee.nhs.uk/>

### National Applicant Guidance Handbook (including guidance for overseas applicants)

- <https://specialtytraining.hee.nhs.uk/Recruitment/Application-guidance>