



**NHS**  
*Health Education England*

# **APPLICANTS' GUIDE**

**ST4 Psychiatry Training  
in England, Scotland and Wales**

**February 2021 intake**

**Version 1, 12<sup>th</sup> August 2020**



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# 1. Introduction

This guide is for doctors applying for specialty training posts in psychiatry in England, Scotland and Wales at ST4 level commencing in February 2021. All applications will be managed using an online application system, which can be accessed via the following link: <https://www.oriel.nhs.uk>

Please note Northern Ireland operates its own application system for recruitment to psychiatry and you can find out more by visiting the Northern Ireland Medical and Dental Training Agency website at: <http://www.nimdt.a.gov.uk/>

All participating area/regions 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 self-assessment verification process and
- A standardised selection process with a generic interviews

**Please note all eligible applicants will be invited to interview.**

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/st4\\_psy\\_train\\_rec\\_overview](https://www.nwpgmd.nhs.uk/st4_psy_train_rec_overview)

Please read the Round 2 re-advert generic guidance for applicants available here: <https://specialtytraining.hee.nhs.uk/Portals/1/R2R%20Applicant%20Guidance.pdf>.

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

## 1.1 Recent changes in Psychiatry Recruitment

For the February 2021 intake the recruitment process has been revised so that it can be delivered despite ongoing uncertainty linked to Covid-19. The main changes to the process are highlighted below.

### Application process

For February 2021 recruitment all applicants will only submit one application to an ST4 general psychiatry vacancy via Oriel.

All available ST4 Psychiatry posts in England, Scotland and Wales across the six single specialties and seven dual specialties will be available for applicants to preference. In previous rounds of recruitment, applicants have been restricted to two specialties so this change gives applicants more flexibility.

### Eligibility and MRCPsych exams

Applicants will be longlisted against the entry criteria on the ST4 person specifications (available [here](#) under Psychiatry).

Applicants can apply without full MRCPsych but need to have confirmation of full MRCPsych by the start date of the post (Wednesday 3rd February 2021).

The Royal College of Psychiatrists have temporarily varied their exam regulations, and until June 2021 will waive the requirement to have passed the written papers before taking the CASC.

This means you may be eligible to apply to start ST4 Psychiatry training on 3rd February 2021 without currently holding Paper A, Paper B or CASC.

Please note that if you do not currently have any of the above papers and either do not sit or fail them this Autumn, you must let us know at the earliest possible opportunity as you will not be able to continue with your ST4 Psychiatry application.

Please note that offers will be made after the release of Paper B results on 10<sup>th</sup> November. Applicants who are outstanding any paper at this point will be offered subject to passing the remainder of MRCPsych. Please note that this may mean some applicants, who accept an ST4 Psychiatry training programme offer and subsequently fail an MRCPsych exam, have their training programme offer retracted and will have to re-apply for the next intake.

## Selection Process

The selection process has been designed to map to the original face-to-face interview:

Face to Face selection elements	Online selection elements
Self-Assessment, verified during portfolio station	Self-Assessment, uploaded between 21 <sup>st</sup> September – 6 <sup>th</sup> October and verified
Portfolio/commitment to specialty station	Generic online interview
Clinical Scenario	CASC score

Applicants will complete their self-assessment scores during the application window. Full guidance will available here - [https://www.nwpgmd.nhs.uk/st4\\_psy\\_train\\_current\\_record](https://www.nwpgmd.nhs.uk/st4_psy_train_current_record) - by no later than Monday 17<sup>th</sup> August 2020.

The domains will be the same as in previous rounds of recruitment. See below for a list of domains.

Please note that we had originally planned to incorporate your CASC scores into the self-assessment section of the application form as Domain 11. This has now changed and you will be asked to upload evidence of your CASC score to your application at the time of application, or once your results are known on 2<sup>nd</sup> October 2020.

Applicants will need to upload evidence to support every domain where they have scored themselves greater than 0 between 21<sup>st</sup> September and 6<sup>th</sup> October 2020. Full details and guidance on how to do this and what evidence to provide will be available in due course.

Applicants' evidence will be verified by a clinician-led team and the verified self-assessment score will contribute to the final interview score. Self-assessment scores will not be used for shortlisting.

We expect all eligible applicants who have received confirmation they have passed CASC by 2<sup>nd</sup> October 2020 will be invited to attend an online interview (via MS Teams) during October 2020. It is anticipated that the interview will last no longer than 15 minutes and focus on commitment/suitability for higher Psychiatry Training. Further information will be available in due course.

## Scoring

The final interview score will be made up of three elements

- Verified self-assessment score
- Online interview
- CASC exam score

The weighting of these elements will map to weighting used in the face to face interviews.

The final interview score will be used to rank applicants and offers will be made in rank order to all appointable applicants. There will be no distinction made between whether an applicant is a current Core Psychiatry Trainee or not.

## Offers

It is anticipated offers will be made by 5pm on 12<sup>th</sup> November 2020.

Offers made to any applicant who is due to sit Paper A on 1<sup>st</sup> December will be made subject to them passing the exam.

## 2. Timeline

### 2.1. Timetable

ST4 Psychiatry Recruitment Timetable – February 2021 intake (Round 1)	
Stage	Key dates
<b>Advert placed</b>	Thursday 30 <sup>th</sup> July 2020
<b>Application window opens</b>	<b>Thursday 13<sup>th</sup> August 2020</b> (10am UK Time)
<b>Application window closes</b>	<b>Thursday 27<sup>th</sup> August 2020</b> (4pm UK Time)
<b>Longlisting</b>	Between Friday 28 <sup>th</sup> August – Friday 11 <sup>th</sup> September 2020
<b>Self-Assessment Evidence Upload Window</b>	Applicants given access to Self-Assessment Evidence Folder – from Monday 14 <sup>th</sup> September 2020 Applicants to upload evidence between Monday 21 <sup>st</sup> September 2020 – Tuesday 6 <sup>th</sup> October 2020
<b>Invitations to Interview</b>	TBC
<b>Preferences open on Oriel</b>	Wednesday 30 <sup>th</sup> September 2020
<b>CASC Results Published</b>	Friday 2 <sup>nd</sup> October 2020
<b>Interview Dates (Generic for all ST4 Psychiatry specialties) *</b>	<div style="border: 1px solid black; background-color: yellow; padding: 5px; text-align: center;"> <p>There will be no face to face recruitment. Interviews are expected to last up to 15 minutes and will take place via MS Teams.</p> </div> <p>Friday 9<sup>th</sup> October 2020            Tuesday 13<sup>th</sup> October 2020            Wednesday 14<sup>th</sup> October 2020            Friday 16<sup>th</sup> October 2020            Monday 19<sup>th</sup> October 2020            Wednesday 21<sup>st</sup> October 2020            Thursday 22<sup>nd</sup> October 2020            Tuesday 27<sup>th</sup> October 2020</p>
<b>Self-Assessment Verification</b>	During October 2020, a self-assessment verification process will take place. Self-Assessment will not be used as a shortlisting tool, all eligible applicants who received confirmation they have passed CASC by 2 <sup>nd</sup> October 2020 will be invited to interview.
<b>Preferences close on Oriel</b>	Wednesday 4 <sup>th</sup> November 2020
<b>Paper B Results Published</b>	Tuesday 10 <sup>th</sup> November 2020
<b>Offers Day</b>	By 5pm Thursday 12 <sup>th</sup> November 2020
<b>Hold deadline</b>	Monday 16 <sup>th</sup> November 2020 (1pm, UK time)
<b>Upgrade deadline</b>	Wednesday 18 <sup>th</sup> November 2020 (4pm, UK time)
<b>Paper A Exam date</b>	Tuesday 1 <sup>st</sup> December 2020**
<b>Anticipated Start Date</b>	Wednesday 3 <sup>rd</sup> February 2021

\*Applicants will make an application to a single ST4 Psychiatry vacancy and can be considered for any/all of the six single specialties or 7 dual specialties in any location that declares vacancies. Some of the smaller dual combinations and Medical Psychotherapy may not have many or any posts in the process. Expected vacancies by region will be available from end of July 2020.

\*\*Offers made to any applicant who is due to sit Paper A on 1<sup>st</sup> December will be made subject to them passing the exam.

## 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. Application Window

You must apply between 10am UK time on Thursday 13<sup>th</sup> August 2020, and 4pm UK time on Thursday 27<sup>th</sup> August 2020 via <https://www.oriel.nhs.uk> Late or incomplete applications will not be accepted.

You can register your details on Oriel before the application window, but you will not be able to submit your application until the application window opens. Please refer to the Oriel Applicant Guide for further information on how to use the Oriel system. <https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTEyMQ%3d%3d>

It is likely that you will need several sessions to complete your application. 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.

Late or incomplete applications will not be accepted.

### 3.2. Application Portal and Registration Process

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

To register, please go to <https://www.oriel.nhs.uk> and click on Account Registration. You will not be able to access the online application form until the application window opens. 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 & contain 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 area or region is documented [here](#).

**Please note that the majority of communication sent regarding your application will be via direct messaging to your Oriel account. Applicants are therefore advised to regularly login to their Oriel accounts through the recruitment process.**

Psychiatry National Recruitment Office (PSYNRO) administrators should also send an email as a secondary form of communication. However, as emails are external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should not be relied upon. Please choose a secure email address that you can access easily and frequently. You should also make sure that you are using an email account that will not be blocked by your employer's IT security system. If you are uncertain about this, you should check with your IT department at work. To ensure messages from PSYNRO are not filtered by your email provider's junk/spam filters, you are strongly advised to add [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk) and [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to your email whitelist.

Failure to check your direct messages on your Oriel account as well as your 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.

### 3.3. Choosing a Specialty

For February 2021 recruitment all applicants will only submit one application to an ST4 general Psychiatry vacancy via Oriel.

This is a change from previous recruitment round where applicants could apply for up to 2 specialties (including dual specialties) and, if eligible, were invited to interview in each of these specialties.

All eligible applicants will be invited to one online interview that will focus on commitment/suitability for higher Psychiatry training.

All available ST4 Psychiatry posts in England, Scotland and Wales across the six single specialties and seven dual specialties will be available for applicants to preference. In previous rounds of recruitment, applicants have been restricted to two specialties so this change gives applicants more flexibility.

## 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 ST4 Psychiatry 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 area/region website for more information on policies, procedures and how to apply for LTFT training. You can find HEE area/region contact details via <https://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 Guaranteed Interview Scheme (GIS). To be eligible for GIS 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.

## 5. Overview of Eligibility Requirements

You should read the relevant 2020 ST4 Psychiatry Training person specifications (available from <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
<b>A recognised primary medical qualification</b>	If you do not hold a recognised primary medical qualification, then you will not be considered.
<b>Eligibility for full registration with the GMC and a current licence to practise</b>	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.
<b>Eligibility to work in UK</b>	From 6 October 2019, all medical practitioners have been added to the Shortage Occupation List in the UK. This means that all medical practitioners are exempt from the

<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.

	Resident Labour Market Test (RLMT) and can apply for any specialty in any recruitment round, subject to eligibility.
<b>English Language skills</b>	<p>Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Medical Council.</p> <p>Applicants are advised to visit the GMC website which gives details of evidence accepted for registration: <a href="http://www.gmc-uk.org">www.gmc-uk.org</a></p>
<b>Match to specialty level</b>	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.
<b>MRCPsych exams</b>	<p>The Royal College of Psychiatrists have temporarily varied their exam regulations, and until June 2021 will waive the requirement to have passed the written papers before taking the CASC.</p> <p>This means you may be eligible to apply to start ST4 Psychiatry training on 3rd February 2021 without currently holding Paper A, Paper B or CASC.</p> <p>Please note that if you do not currently have any of the above papers and either do not sit or fail them this Autumn, you must let us know at the earliest possible opportunity as you will not be able to continue with your ST4 Psychiatry application.</p>
<b>Evidence of achievement of core competences</b>	Please see section 5.1. for details on demonstrating Core Competences.
<b>Previously relinquished, released or removed from Core Psychiatry Training</b>	<p>If you have previously relinquished, been released or removed from a UK core psychiatry 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 area/region 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>
<b>Previously relinquished, released or removed from Higher Psychiatry Training</b>	<p>If you have previously relinquished, been released or removed from a UK higher psychiatry 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 area/region 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>

<p><b>Support for Reapplication of Specialty Training in a Different Region</b></p>	<p>Applicants currently working in a higher Psychiatry training programme, applying 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 HEE area/region 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>
<p><b>Fitness to Practise</b></p>	<p>If you answer "yes" to any of the Fitness to Practise questions, please complete the 'Fitness to Practise' (FTP) Declaration Form which is 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>Please ensure that you email this form to us by no later than the closing date for applications.</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 Core Psychiatry Competences

Applicants applying for ST4 Psychiatry specialties must be able to evidence core Psychiatry competences. The Person Specifications state that applicants must:

- Have evidence of achievement of CT/ST1 and CT/ST2 competences in Psychiatry at time of application *and*
- Have evidence of achievement of CT/ST3 competences OR confirmation CT/ST3 competences in psychiatry will be achieved by time of appointment.
- All competences must be as defined by the Royal College of Psychiatrists' 2013 curriculum (available from <http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curricula.aspx>) relating to core psychiatry training.
- If you have completed a UK approved core Psychiatry training programme, please submit your CT3 ARCP/evidence of successful completion.
- If you haven't completed UK approved core psychiatry training, then you must be able to demonstrate core competence via your post or post(s). Please submit the Certificate C (equivalent core competence form) or alternative detailed certification demonstrating that you have attained and maintained core competences, including psychotherapy, as set out in all 19 Intended Learning Outcomes (ILOs) in the 2013 Core Psychiatry curriculum.
- Applicants without all the necessary evidence at the time of application must submit a written statement from their educational supervisor or tutor stating that all of these competences will be achieved by the time of appointment. This includes applicants in Core Psychiatry Training who are expecting Outcome 1 from their end of CT3 ARCP.

Certificate C, the equivalent core competence form, is a document designed by the Royal College of Psychiatrists, which lists the necessary core competences required for progression to ST4, as defined in the CT curriculum:

<http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curricula.aspx>.

The Certificate C is available to download from [https://www.nwpgmd.nhs.uk/national\\_ST4\\_Psychiatry\\_Recruitment](https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment) under Guidance Documents.

### 5.2. When is my eligibility checked?

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. Document Upload

As you progress through your application, it may become apparent that you will be required to upload some form of documentation to allow PSYNRO to assess your eligibility.

If you are required to do this then in order to help PSYNRO you are required to follow some 'house rules':

- Ensure that the document is uploaded as a whole and not in separate pages
- Ensure that the document is appropriately named for clarity to allow PSYNRO to understand what it is they will be opening
- Ensure that the document is uploaded into the correct document section
- Provide a password if the document is password-protected

Please ensure that all required documentation is uploaded by the required deadlines. PSYNRO reserve the right to request re-submission of documentation if the above 'house rules' are not followed.

### 5.4 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.

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

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

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from <https://specialtytraining.hee.nhs.uk/Resources-Bank>) and forward this, together with the following supporting evidence, as a single scanned document, as soon as their application has been submitted to [mdrs.nationalrecruitment@hee.nhs.uk](mailto:mdrs.nationalrecruitment@hee.nhs.uk)

### 5.5. Accreditation of Transferable Competences Framework (ATCF)

Many core competences are common across some, but not all, specialty curricula. When moving from one approved training programme to another, competences gained in core, specialty or general practice training should not have to be repeated if already achieved.

The Academy of Medical Royal Colleges has developed the Accreditation of Transferable Competences Framework (ATCF) to assist trainee doctors in transferring competences achieved in one core, specialty or general practice training programme, where appropriate and valid, to another training programme. In the case of ST4 Psychiatry, the appropriate and valid programmes are core medical training, paediatrics or general practice. This is also identified in the ST4 Psychiatry Person Specification – *'24 months' experience in psychiatry (not including foundation modules) plus competence gained from up to 12 months' training in core medical training, paediatrics or general practice. You must be able to demonstrate that this competence has been transferred, under the Accreditation of Transferable Competences Framework.*

Trainees who decided to change career path could transfer competences achieved in another training programme and reduce the length of their new training programme.

The ATCF applies only to those moving between periods of GMC approved training and is aimed at the early years of training. The time to be recognised within the ATCF will need to be reviewed at the trainee's first Annual Review of Competence Progression (ARCP), if appointed.

Applicants wishing to be considered for accreditation of transferable competences should indicate this on their application form. You must then upload supporting evidence with your application. ARCP outcomes or a letter of support from the relevant training programme(s) will be accepted as evidence.

Further information can be found here: <http://www.aomrc.org.uk/publications/reports-guidance/accreditation-of-transferable-competences-0914/>.

## 6. Choosing Your Psychiatry Post

Preferencing is a process of ranking specific posts or sectors within a region/area

In this round of recruitment, you will be able to preference all available ST4 Psychiatry posts in England, Scotland and Wales across the six single specialties and seven dual specialties where there are available posts. Please note some of the dual specialties may have zero posts in this recruitment round, especially the smaller combinations. In previous rounds of recruitment, applicants have been restricted to two specialties so this change gives applicants more flexibility.

Please note post details may be subject to change over the recruitment period. Additionally, some HEE area/region may not be able to provide details of specific posts or sectors. It is worth considering that, for a particular specialty in an area/region, 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.

Preferencing will be done via the Oriel recruitment system. We anticipate that you will be able to preference available options from Wednesday 30 September 2020.

Please note we will provide the full details to all applicants of how the preferences stage of the process will work in this recruitment round and guidance on how to select your preferences prior to the opening date on 30 September 2020.

## 7. Self-Assessment

### 7.1 Self Assessment

Since 2018, the National Recruitment application form has contained a number of self-assessment questions where applicants need to select the most accurate statement. Completion is mandatory for all applicants. The resulting scores will impact on a candidate's overall score. Candidates are advised to give themselves the scores that they can evidence during the Self-Assessment verification process.

Applicants will need to upload evidence to support every domain where they have scored themselves greater than 0 between 21<sup>st</sup> September and 6<sup>th</sup> October 2020.

Full details on what evidence to provide will be available from Monday 17<sup>th</sup> August 2020 via [https://www.nwpgmd.nhs.uk/st4\\_psy\\_train\\_current\\_record](https://www.nwpgmd.nhs.uk/st4_psy_train_current_record).

Details of how and where to upload your evidence will be available in due course.

Applicants' evidence will be verified by a clinician-led team and the verified self-assessment score will contribute to the final interview score. Self-assessment scores will not be used for shortlisting.

## Self-Assessment Domains

The domains will cover:

- 1 - Undergraduate Training - Additional Degrees
- 2 - Undergraduate Training - Prizes and Awards
- 3 - Postgraduate Medical Qualifications (Do not score the same qualifications in more than one domain)
- 4 - Postgraduate Training - Prizes and Awards
- 5 - Postgraduate Training in other specialties in the past 7 working years (including research posts but excluding Foundation, or Psychiatry)
- 6 - Clinical Governance, Audit and Quality Improvement as a postgraduate in the last three working years
- 7 – Research
- 8 – Teaching (Do not score the same qualifications in more than one domain)
- 9 - Academic Publications (undergraduate or postgraduate including publications written on behalf of a trainee led collaborative)
- 10 - Presentations and Poster Presentations in last six working years

## 8. Interview

### 8.1. 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).

You may also wish to refer to the generic guidance for Round 2 Re-advert applicants here:

<https://specialtytraining.hee.nhs.uk/Portals/1/R2R%20Applicant%20Guidance.pdf>

#### 8.1.1. Documents checked on arrival 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 sat in you ensure that you are sitting the interview alone and that you are in a suitable place.

### 8.2. Interview Dates

You will find a summary of interview dates under Section 2.1 Timetable or on our website at the following link:

[https://www.nwpgmd.nhs.uk/st4\\_psy\\_train\\_current\\_record](https://www.nwpgmd.nhs.uk/st4_psy_train_current_record)

### 8.3. Taking time off work

Invitations to interview will be sent out w/c 6<sup>th</sup> October 2020, once we have received confirmation of CASC results on 2<sup>nd</sup> October 2020. All eligible applicants will be invited to attend an online interview (via MS Teams) during October 2020. Applicants will be able to log on from anywhere they feel is most suitable to attend their interview.

### 8.4. The Interview Format

It is anticipated that interviews will last 15 minutes and will focus on commitment/suitability for higher Psychiatry training. Further information will be made available to candidates in due course.

### 8.5. Booking an Interview Slot

Please ensure you consider any applicable service and rota issues whenever possible when booking your interview place. You will receive an email which will contain details of how you can use the online booking facility, to book an interview slot, within your Oriel account. Once you have logged into the system and have booked an interview slot, you will receive a confirmation email.

If there are technical issues during your interview, we will attempt to re-arrange your interview slot for later in that same session, so you may want to make sure you have no commitments during the morning or afternoon of when you book your interview slot.

Interview slots are booked on a first-come, first-served basis. Interview invitations will be released to applicants during week commencing 6<sup>th</sup> October 2020.

## 8.6. Timing

Applicants are advised to log on for their interview slot promptly at the time they have booked for to allow sufficient time for document checking to be completed prior to their interview.

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.

There will always be a minimum of two assessors on any given online interview panel. Interviewers are asked to score independently. Throughout the interview session, 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. Interview Scoring & Weighting

The final interview score will be made up of three elements

- Verified self-assessment score
- Online interview
- CASC exam score

The weighting of these elements will map to weighting used in the face to face interviews.

The final interview score will be used to rank applicants and offers will be made in rank order to all appointable applicants. There will be no distinction made between whether an applicant is a current Core Psychiatry Trainee or not.

Further details will be available in due course

## 8.9. Concerns on the Day

If an issue happens on the day of your interview, you should ask to speak to the Lay Representative or the Recruitment Lead. If you are unable to do this, please email us on the same day via [psychiatryrecruitment.nw@hee.nhs.uk](mailto:psychiatryrecruitment.nw@hee.nhs.uk) and we will look into the matter for you.

## 8.10. Feedback & Scores

ST4 Psychiatry verified self-assessment scores will be made available to you ahead of offers and there will be an opportunity for appeals. Further details will be available in due course.

ST4 Psychiatry Training interview scores will be made available to you via Oriel and Qpercom after initial offers have been made.

## 9. Offers

### 9.1. Receiving Offers

Offers will be released by Health Education England (North West) on behalf of all areas/regions via the Oriel recruitment system. The decision whether to make you an offer of a training programme will be based on your interview ranking and score.

Please note that if at the time of your offer, you do not have confirmation that you have full MRCPsych, then the offer made to you will be subject to you getting confirmation you have passed all parts of the MRCPsych exam before 3<sup>rd</sup> February 2021. We anticipate that all results should be available by the end of December 2020.

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 preferencing of available posts in each local area/region. 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>.

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.

### 9.2. Responding to an Offer

You will be given 48 hours (exclusive of weekends and bank holidays) to respond to an offer and have the option to accept, decline or hold.

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 ST4 Psychiatry posts for that specialty in this recruitment round. If you fail to respond to an offer within the 48 hour window, you will be deemed to have declined the offer.

All offers will be received via Oriel and must be accepted/held/rejected via the Oriel system.

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 preferenced 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 ranked 150<sup>th</sup> overall, and have ONLY preferenced 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 examples above 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.

**Please note that if you are holding an offer and try to hold another, the original held post will be automatically declined by the system.**

Once you have accepted a post, you will not receive any further offers from any other specialty.

Offers that are declined will be recycled and offered in rank order to other applicants.

If you choose to hold an offer, you can hold this until the deadline (1pm on Wednesday 29<sup>th</sup> April 2020). Before this deadline, you will be required to go back into Oriel and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to be declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept or decline.

### 9.3. Offer Exchanges and Enhanced Preferences

During the Offers process all appointable candidates will have the option to amend their preferences should they wish to.

In the case of appointable candidates who do not receive an Offer in the initial matching process this may assist them in achieving an Offer in the subsequent matching processes.

When an Offer is accepted with upgrades, or, held with upgrades, you will also 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:

- 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 into upgrades for programmes J – H.

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

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

### 9.4. 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 record 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 area/region where you will be working for further details.

### 9.5. 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/>

## 10. References

Applicants must provide the contact details for three references on their application form; ideally they will be consultants who have supervised the applicants' work or the current/most recent supervisor.

Once offers have been accepted, the referees will be invited to submit a reference using the Oriel system. Instructions will be sent to the email address provided on the application form.

The Oriel system will send automatic, regular reminders to referees asking them to complete the reference form online. Applicants must take responsibility to ensure that all references have been submitted. Applicants can monitor their references by selecting the 'References' tab on the Oriel dashboard.

All offers made will be on the condition of the HEE area/region receiving three satisfactory references. Obtaining references is an applicant's responsibility. The HEE area/region will not chase your referees.

If the referee is unable to access the Oriel system, or if their contact details have changed since the time you completed the form, a paper based reference form can be downloaded from the [Oriel Resource Bank](#) as an alternative to the online system.

The form must be returned to either of the following addresses:

By Email: [Psychiatryrecruitment.nw@hee.nhs.uk](mailto:Psychiatryrecruitment.nw@hee.nhs.uk)

## 11. Further Information

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/st4\\_psy\\_train\\_rec\\_oview](https://www.nwpgmd.nhs.uk/st4_psy_train_rec_oview)

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

Follow us on Twitter [@NatPsychRecruit](#)

## 12. Useful Links

Psychiatry Training Curriculum: <http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curriculum.aspx>

ST4 Psychiatry Person Specifications:  
<https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications>

ST4 Psychiatry Website:  
[https://www.nwpgmd.nhs.uk/st4\\_psy\\_train\\_rec\\_oview](https://www.nwpgmd.nhs.uk/st4_psy_train_rec_oview)

Recruitment Portal  
<https://www.oriel.nhs.uk>

Specialty Training website  
<http://specialtytraining.hee.nhs.uk/>

National Applicant Handbook (including guidance for overseas applicants)  
<https://specialtytraining.hee.nhs.uk/Resources-Bank>