

# August 2022 intake

## ST4 Psychiatry Self-Assessment Verification Process:

### Instructions for Applicants

Version 2, 14.02.2022

Updated for clarity

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## Overview

The scores you award yourself in each domain of the ST4 Psychiatry self-assessment in the application form will be verified by an assessor.

Please make sure you score yourself accurately at the time of application. It is strongly suggested that you read these instructions in full before submitting your application form by no later than Thursday 9th December 2021 at 4pm UK time.

You will need to upload the evidence for each domain where you have scored yourself greater than zero between Monday 21st February 2022 – Friday 4th March 2022 tbc (via <https://sa-verification.hee.nhs.uk/login-page>). You may also need to provide a summary of your employment history including any gaps or periods of working less than full time.

## Key points

- You need to make it as easy as possible for assessors to interpret your evidence.
- This means you should go for quality over quantity when providing evidence. You should not need to submit more than the recommended number of documents in each domain. Remember that the more irrelevant material you upload, the greater the possibility that the assessors will miss key information.
- If you do not follow these instructions, then you should be aware that your verified self-assessment score may be lower than to the score you have awarded yourself.

## Use of verified self-assessment score

Your verified self-assessment score will make up 17.5% of your final ST4 Psychiatry score. There is no minimum score required for the verified self-assessment in order to be considered appointable.

Please visit [https://www.nwpgmd.nhs.uk/st4\\_psy\\_train\\_current\\_record](https://www.nwpgmd.nhs.uk/st4_psy_train_current_record) for an overview of average self-assessment scores for the last few rounds.

## General information about evidence for domains 1-10

### Changes to Scores

If the evidence you provide for the Self-Assessment verification does not match the score that you awarded yourself in your application, the assessors will review and correct your score as necessary. This may be up or down.

If the evidence you have submitted for a domain does not match the specific requirements of the instructions or you have tagged your evidence to the wrong

domain or you have omitted to upload your evidence, the score will be adjusted to zero.

If your score is altered and you disagree with that change, there will be a chance to appeal your score before offers are made.

## Evidence

All marks you award yourself in the self-assessment section of your application form **MUST** be supported by a piece or pieces of evidence that can be verified by assessors. This means any claim made, such as published articles, any prizes awarded, needs to be backed up by at least one piece of documentation. Submitting any evidence other than those suggested in this document should be unnecessary in most cases.

You should upload the minimum amount of evidence possible for that score.

- For example, if you are first author in 10 peer-reviewed publications as a postgraduate, please pick the two you are most proud of and upload evidence for them. Full marks are awarded for *more than one* first author postgraduate peer-reviewed publication, so we do not need to see every publication. You will not be awarded more marks simply because you have uploaded more evidence.

Please give each piece of evidence a clear title so that it tells the assessor what the document is.

- For example
  - *Domain 10, Presentation Slides: Your name. Year. Title of the presentation. Title of conference, date of conference, location of conference.*
  - *Domain 10, Programme showing presentation at [Title of conference, date of conference, location of conference]*
- You may need to abbreviate longer titles, but please try to include the key details.

The assessors cannot second guess what you mean if your evidence is missing or unclear.

In very limited circumstances, you can use the same evidence in more than one domain

- Domains 6 and 9 – You can score any publications of audit / QI projects in both domains 6 and 9.

- Domains 7 and 10 – You can score presentations of original research leading to PhD/MD in domain 10 as well as domain 7.

In all other instances you cannot use the same evidence in more than one domain. Please use the evidence where it will score you the most marks.

If you have scored yourself 0 in any domain, you do not need to provide any evidence.

You must ensure that any documentation that is not in English has an official translation.

If you have changed your name, please make sure you upload official confirmation of the name change, e.g. marriage certificate, deed poll. You only need to do this once per name change, not for each relevant domain.

Please save your evidence as one of the following file types: PDF, JPG or PNG

### Probity

You must remove any patient-identifiable data (failure to do so could be reported to your employing trust or Responsible Officer).

If we consider that you have significantly over-scored yourself (awarded yourself 5 or more points than you have evidence for), we will make contact with you to investigate further.

- We will follow the HEE recruitment probity guidance which may result in us contacting your Responsible Officer.
- We may award you with an overall self-assessment score of zero depending on circumstances and after investigation

## Time Limited Domains and Summary of Employment History

For Domains 1, 2, 3, 4, 7, 8 and 9, there is no limit on the age of the evidence you provide.

For Domains 5, 6 and 10, your evidence needs to be dated later than the dates set out below unless you have been working less than full time or have taken a career break.

If all your evidence is from after the dates stated below for each domain, there is no requirement to upload a summary of your employment history.

Domain	Time period	If you have been working full time with no career breaks, you can count evidence from:
Domain 5	7 working years	December 2014 onwards
Domain 6	6 working years	December 2015 onwards
Domain 10	6 working years	December 2015 onwards

If you wish to rely on evidence that falls outside of the timescales above because you have been working less than full time or have taken a career break since December 2014, then you must upload a summary of your employment history to the Self-Assessment Verification Portal.

This summary needs to clearly show:

- start and end dates for any career breaks/gaps in employment
- start and end dates for any periods of time where you have worked less than full time
- for less than full time working, please indicate what percentage of Whole Time Equivalent you worked (e.g. 0.6 WTE)

You can attach an extract of your CV or you can download your employment history from Oriel and upload this to the evidence verification portal.

If you do not provide a summary of your employment history and some of your evidence is from earlier than the dates stated above, the associated evidence will not count towards your self-assessment score.

## Specific Information about each Domain

Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>1</sup>
<b>Domain 1 - Undergraduate Training - Additional Degrees</b>	First-class intercalated BSc (or BA or similar/higher degree) <b>OR</b> First-class BSc (or similar/higher) prior to starting medicine and relevant to medicine/ Psychiatry	<b>5</b>	Any intercalated degree will count if you have been awarded a degree, which is additional to the award that you would have normally received for your medical school.	Degree Certificate	<b>1</b>
	First-class BSc / BA (or similar/higher) prior to starting medicine and not relevant to medicine/Psychiatry	<b>4</b>			
	2.1 intercalated BSc (or BA or similar/higher degree) <b>OR</b> 2.1 BSc (or similar/higher) prior to starting medicine and relevant to medicine/ Psychiatry	<b>3</b>	This includes intercalated degrees which are offered to all students in the medical school cohort at particular universities.		
	2.1 BSc / BA (or similar/higher) prior to starting medicine and not relevant to medicine/ Psychiatry	<b>2</b>			
	2.2 or third class intercalated BSc (or BA or similar/higher) <b>OR</b> 2.2/third class BSc (or similar/higher) prior to starting medicine and relevant to medicine/ Psychiatry	<b>1</b>	No extra points are given for primary medical degrees consisting of 3 years' pre-clinical and 3 years' clinical training.		
	MD linked to Primary Medical qualification	<b>0</b>			
	None of the above	<b>0</b>			
				<b>0</b>	

<sup>1</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>2</sup>
<b>Domain 2 - Undergraduate Training – Prizes and Awards</b>	Distinction (or equivalent) for my Primary Undergraduate Medical Degree (i.e. exceptional standard/performance for overall degree)	<b>4</b>	Degree certificate must clearly state distinction (or equivalent) if marking yourself at that level.	Degree certificate and/or transcript	<b>1</b>
	Prize, Merit or Distinction during my undergraduate medical training (i.e. award for high performance in module or part of degree course OR the award of Merit for overall degree)	<b>2</b>			<b>2</b>
	I was not awarded a Prize, Merit or Distinction during my undergraduate medical training	<b>0</b>			<b>0</b>

<sup>2</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>3</sup>
<b>Domain 3 - Postgraduate Medical Qualifications (Do not score the same qualifications in more than one domain)</b>	Masters qualification in relevant field e.g. Quality Improvement, Patient Safety, Leadership, Management	<b>5</b>	Only fully completed qualifications with certificate or official letter of proof of outcome will be counted  You cannot use the same example in this domain as other domains, teaching for example. It is recommended that you chose the domain that will award you the higher marks.	Degree Certificate or exam pass	<b>1</b>
	Postgraduate diploma in relevant field e.g. Quality Improvement, Patient Safety, Leadership, Management	<b>4</b>			
	UK primary postgraduate qualification e.g. MRCP Part 1, MCEM A (excluding MRCPsych) <b>OR</b> Postgraduate certificate in relevant field e.g. Quality Improvement, Patient Safety, Leadership, Management.	<b>3</b>			
	None of the above	<b>0</b>			<b>0</b>

<sup>3</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).



Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>4</sup>
<b>Domain 4 - Postgraduate Training – Prizes and Awards</b>	Personal award or recognition from national body, such as RCPsych, GMC or British Medical Association, e.g. trainee of the year	<b>2</b>	This should be for awards from national bodies such as the RCPsych, BMA, GMC etc. awarding in a national capacity.  Some national awards may be organised by a Trust or a Deanery, but the evidence that this has been a national competition should be clear.	Award certificate or headed/signed letter confirming award	<b>1</b>
	None of the above	<b>0</b>			<b>0</b>

<sup>4</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

Domain	Descriptors	Scores	Comments	Evidence Required	Pieces of evidence required <sup>5</sup>
<b>Domain 5 - Postgraduate Training in other specialties in the past 7 working years (including research posts but excluding Foundation, or Psychiatry)</b>	13 to 36 months' experience in another specialty by the time of appointment anywhere in the world	<b>3</b>	This can include non-training posts in the UK or overseas obtained in your last 7 working years, e.g. since August 2014 if you have been working full time.	ARCPs or evidence of appraisals or contract(s) of employment or letter of appointment	The minimum number to illustrate time in specialty
	More than 36 months' experience in another specialty by the time of appointment anywhere in the world	<b>2</b>	Do not include foundation level posts or posts in Psychiatry.		
	5 to 12 months' experience in another specialty by the time of appointment anywhere in the world	<b>1</b>	If posts are less than full time, please ensure you evidence % of whole time equivalence.		
	No experience in another specialty by the time of appointment	<b>0</b>	If you have 6 months' experience in a number of different specialties, provide evidence for one specialty and score yourself 1.	N/A	<b>0</b>

<sup>5</sup> If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>6</sup>
<b>Domain 6 Clinical Governance, Audit and Quality Improvement as a postgraduate in the last six working years</b>	By December 2021, I have completed a quality improvement project (QIP) or complete audit cycle (i.e. first audit/project, action plan and re-audit/assessment to quantify impact of intervention) which has resulted in national change.	<b>5</b>	None	A summary (e.g PowerPoint presentation) covering first QIP/audit, action plan, evaluations/re-audit/assessment to quantify impact of intervention, led by yourself and dates QIP/audit undertaken.  Involvement in the QIP/audit e.g. email acknowledgement of registration of QIP/audit with Clinical Governance team or response from QIP/audit lead.  Written confirmation (signed headed letter) from Educational supervisor or Audit lead for local, regional or national change.	<b>3</b>
	By December 2021, I have completed a quality improvement project (QIP) or complete audit cycle (i.e. first audit/project, action plan and re-audit/assessment to quantify impact of intervention) which has resulted in regional change.	<b>4</b>			<b>3</b>
	By December 2021, I have completed a quality improvement project (QIP) or complete audit cycle (i.e. first audit/project, action plan and re-audit/assessment to quantify impact of intervention) which has resulted in local change.	<b>3</b>			<b>2</b>
	By December 2021, I have completed a quality improvement project (QIP) or complete audit cycle (i.e. first audit/project, action plan and re-audit/assessment to quantify impact of intervention) but I cannot evidence any resultant change.	<b>2</b>			<b>0</b>
	I have not participated in an audit or Quality Improvement project	<b>0</b>			N/A

<sup>6</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>7</sup>
<b>Domain 7 - Research</b>	Completion of a PhD with original research	<b>6</b>	PhD/MD and other higher degrees: must be awarded to get full marks (i.e. completed, examined and results awarded).  MDs will not count if they are a standard part of higher training e.g. an MD is standard in some overseas training programmes. You must evidence this by a letter of confirmation or screen shot from the university website.	PhD certificate	<b>1</b>
	Significant involvement in research (e.g. two-year MD with original research) <b>OR</b> Chief Investigator of a peer review grant funded multicentre research project	<b>5</b>		Signed headed letter from research supervisor/project sponsor confirming your role in the research project and copy of research project summary/abstract	<b>3</b>
	I have had personal and direct involvement of leading a postgraduate research project	<b>4</b>			<b>2</b>
	I have had ongoing commitment to research as a co-investigator <b>OR</b> recruited a significant amount of patients during the period of study	<b>3</b>		<b><i>If applicable, evidence your MD is not part of a standard training programme</i></b>	<b>2</b>
	I have been involved with recruitment of participants to research projects or assisted with data collection	<b>1</b>			<b>2</b>
	I have not participated in research	<b>0</b>			<b>0</b>

<sup>7</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>8</sup>
<b>Domain 8 - Teaching</b>	I have undertaken a major dissertation and been awarded a Masters in Medical / Clinical Education	<b>5</b>	Postgraduate Certificates, Diplomas or Masters in Education must have been completed by the time of closing date of the evidence upload window with evidence of credits awarded by Higher Education Institute.	Degree certificate	<b>1</b>
	I have made a major contribution to a regional or national teaching programme including organising a programme	<b>4</b>	Designing an electronic teaching package scores 3 if substantial (e.g. multiple sections).	Signed headed letter confirming involvement in a teaching programme OR experience of teaching a programme Overview of lectures delivered, and feedback received—if you do not provide this, your score will be amended to informal teaching	<b>3</b>
	I have obtained a Postgraduate Diploma in education / teaching	<b>4</b>	Formal lecture based presentation as part of curriculum teaching scores 2.		<b>1</b>
	I have made a major contribution to a local teaching programme including organising a programme	<b>3</b>	Informal teaching of medical students scores 1 (however many students were present).		<b>3</b>
	I have a obtained a Postgraduate Certificate in education / teaching	<b>3</b>	Do not include presenting an audit project as teaching, nor presenting own research etc. at a meeting.		<b>1</b>
	I have some experience in formal teaching Health Professionals (e.g. lectures)	<b>2</b>			<b>3</b>

<sup>8</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

	I have some experience of formal teaching Health-related topics to a non-medical audience (e.g. lectures)	<b>2</b>			<b>3</b>
	I have attended a Teaching the Teachers course, Generic Instructors course or similar	<b>2</b>			<b>1</b>
	I have carried out informal teaching of colleagues (including nurses and medical students)	<b>1</b>			<b>3</b>
	I have not contributed to teaching	<b>0</b>			<b>0</b>

Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>9</sup>
<b>Domain 9 - Academic Publications (undergraduate or postgraduate including publications written on behalf of a trainee led collaborative)</b>	I am first author in more than one peer-reviewed publication as a postgraduate, OR sole author of several book chapters	<b>5</b>	Publication of a poster abstract (only) doesn't score here but marks can be awarded for poster presentations in Domain 10 (Presentation and Poster presentations).  Publications that involve audit / QI projects which have been awarded points for regional / national presentations in Domain 6 can be awarded additional points here if the work has been published.	Abstract/copy of publication(s) or book chapter(s) or letter  Evidence the paper was peer reviewed, e.g. screenshot from journal website or evidence of peer reviewed process (see comments)	<b>4</b>
	I am first author on one peer-reviewed publication as a postgraduate, OR sole author of a book chapter	<b>4</b>			<b>2</b>
	I am co-author in more than one peer-reviewed publication as a postgraduate OR co-author of a book chapter	<b>3</b>	Open access electronic full publications should count as peer reviewed publications if the journal undertakes a recognised peer review process. You can evidence this by providing a copy of the peer reviewers comments or an email informing you that the paper has been submitted for review or an email from the publisher that the paper has passed peer review, or a copy of the publication's instructions to authors where it states that all submissions will be peer reviewed.	OR  Evidence of the publication should be provided (e.g. photocopy of the title page, printout of a literature search showing the reference).	<b>2</b>
	I am co-author in one peer-reviewed publication as a postgraduate <b>OR</b> I am an author of an undergraduate publication	<b>2</b>			<b>2</b>
	I have published one or more abstracts or articles	<b>1</b>			<b>2</b>

<sup>9</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

	(including e-publications) <b>OR</b> I have published a letter		Case reports in an electronic 'publication' such as e-BMJ Case Reports should count for a total of one point only, even if multiple case reports have been published.		
	I have not published anything	<b>0</b>	Chapter(s) in commissioned books score 4 (first author) or 3 (Co-author). Evidence of the publication should be provided (e.g. photocopy of the title page, printout of a literature search showing the reference).  You can score yourself for 'in-press' work if you have evidence.  Un-submitted, or submitted but not yet accepted, doesn't score.		<b>0</b>



Domain	Descriptors	Scores	Comments	Evidence Required	Maximum Number of pieces of evidence required <sup>10</sup>
<b>Domain 10 - Presentations and Poster Presentations in last six working years</b>	I have presented at a regional, national, or international meeting	<b>5</b>	Case presentations and journal club presentations are not included as they are part of the curricula requirements.	Copy of presentation/slides and copy of event programme or letter acceptance or conference abstract.	<b>2</b>
	I have presented at a local meeting on more than one occasion	<b>3</b>	For Regional / National / International presentations, evidence needs to be presented of where the presentation occurred (not just the PowerPoint slides) e.g. printout of the meeting, programme which identifies the speaker, letter of acceptance, conference abstract etc. For local presentations, the PowerPoint slides are sufficient.		<b>4</b>
	I have made a local/departmental presentation	<b>1</b>			<b>1</b>
	I have made no presentations nor shown any posters	<b>0</b>	Presentations of original research which lead to PhD/MD etc. already credited in Domain 7 can also be credited here. Teaching presentations are excluded here (credit in Domain 8).  'I have presented at a regional, national or international meeting': it doesn't matter where the meeting was held - it's the body which counts. A national meeting would be organised by a national body e.g. RCPsych, RCP, BMA. 'Regional'		<b>0</b>

<sup>10</sup> The number shown for each domain excludes official translations and changes of names. If your evidence is a foreign language, you must include a certified version translated into English. If you changed your name since the date of any of your evidence, you must include formal evidence of your name change (e.g., marriage certificate, deed poll certificate).

		<p>implies a meeting of a regional organization e.g. NW Division RCPsych (even if held in the hospital where the trainee was working at the time).</p> <p>Presentations as part of deanery/HEE teaching for regional trainees, teaching for foundation trainees or medical students are not counted in this section, but can be counted in Domain 8 (Teaching).</p> <p>Presentations of audit can be scored here, however the same audit project cannot be used for credit in both this section and Domain 6 – Clinical Governance, Audit and Quality Improvement as a postgraduate</p> <p>Presentation of a piece of research which has led to MD/PhD credited in Domain 7 – Research can be credited here as well.</p>		
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