



2022 Core Surgical Training CT1 Supplementary Applicant Handbook



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Introduction

The National Recruitment Office for Core Surgical Training is Health Education England – London and Kent, Surrey and Sussex.

London and Kent, Surrey and Sussex are recruiting to posts on behalf of England, Scotland, and Wales.

Working alongside the [Royal College of Surgeons](#), we manage a centralised process aimed at delivering a fair and consistent experience for all applicants.

For more information about Core Surgical Training please refer to the [Royal College of Surgeons' website](#).

For careers advice please visit the [Health Careers Website](#).

Detailed information including person specifications, competition ratios and the national medical specialty recruitment applicant handbook are available on the national [specialty training website](#).

This handbook aims to provide applicants with information regarding the 2022 Core Surgical Training CT1 recruitment process.

General information regarding recruitment to all specialty training posts is available on the national Specialty Training website and in the 2022 Applicant Handbook. These can be accessed via the link below:

[Applicant handbook: https://specialtytraining.hee.nhs.uk/Resources-Bank](https://specialtytraining.hee.nhs.uk/Resources-Bank)

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

Please note that all communication with applicants will be via Oriol, or via the contact details you provide as part of your Oriol application. You must ensure that your contact details are correct and kept up to date throughout the recruitment process.

Summary of 2022 recruitment

Details of the 2022 recruitment process are provided throughout this handbook in conjunction with central guidance issued by the national recruitment team that applies across specialties. You can find the central guidance in the resource bank of the HEE specialty training website <https://specialtytraining.hee.nhs.uk/Resources-Bank>. **You must read both this Supplementary Handbook and the Medical Specialty Applicant Guide before beginning your application.**

CST recruitment will involve the following stages (which are outlined in more detail in the relevant sections of this handbook):

1. As part of the Oriol application form you will be asked to provide a self-assessment score depending on your personal achievements
2. Your self-assessment score, as submitted on your application form will be used to shortlist. The top scoring 1300 applicants (approximately) will then be invited to upload evidence of their achievements to the Evidence Upload Portal

3. The evidence you upload will be reviewed by surgical consultants. They will verify that you have claimed the correct number of points and can change your score if they feel your evidence merits a different score from your self-assessment. This produces your verified evidence score
4. After the evidence verification process is complete, the highest scoring 1100 applicants (approximately) will be invited to attend a remote interview
5. A combination of your verified evidence score and scores at interview will be used to determine your final total score and ranking.

Timeline and Key Dates

Core Surgical Training CT1 recruitment will follow the below timeline:

| Activity | Date(s)* (All times GMT) |
|--|---|
| Advert appears | By 5pm Tuesday 2 November 2021 |
| Applications open | At 10am Thursday 4 November 2021 |
| Applications close | At 4pm Wednesday 1 December 2021 |
| Evidence upload portal opens | Friday 10 December 2021 |
| Evidence upload portal closes | Thursday 30 December 2021 |
| Results of evidence verification released to applicants and appeals window opens | Thursday 13 January 2022 |
| Appeal window closes | Monday 17 January 2022 |
| Invite to Interview sent on | Tuesday 25 January 2022 |
| Interview Dates | Monday 7 February – Friday 18 February 2022 |
| Preferences open date | Monday 7 March 2022 (Subject to change) |
| Preferences close date | At 9am Monday 21 March 2022 |
| Initial offers released by London & Kent, Surrey and Sussex (on behalf of all regions) | By 5pm Thursday 24 March 2022 |
| Hold deadline | At 1pm on Tuesday 5 April 2022 |
| Upgrade deadline | At 4pm on Monday 11 April 2022 |
| Interview scoresheet release date | By 5pm 5 th May 2022 |

*Please note that all dates are subject to change and applicants will be communicated with via oriel if this occurs.

Disability Confidence Scheme

We are committed to supporting applicants who require additional support due to disability or health conditions, you can apply for adjustments via Oriel, please note the Disability Confidence Scheme (henceforth referred to as DCS) has replaced the previous Guaranteed Interview Scheme. Please refer to the MDRS Applicant 2022 Guide via the link below for more information:

<https://specialtytraining.hee.nhs.uk/portals/1/Content/Resource%20Bank/Recruitment%20Documents/Medical%20Specialty%20Recruitment%20Applicant%20Handbook%202022%20v1.2.pdf>

Reasonable adjustments

The process for 2022 is to request all Reasonable adjustments requests at the time of your application and on Oriel. All evidence will be uploaded at the time you are submitting your application. For further guidance on the details of evidence required please refer to the MDRS Applicant 2022 Guide via the link below for more information:

<https://specialtytraining.hee.nhs.uk/portals/1/Content/Resource%20Bank/Recruitment%20Document%20Medical%20Specialty%20Recruitment%20Applicant%20Handbook%202022%20v1.2.pdf>

Applications for any adjustments at interview will be made via Oriel. Please follow the guidance in Oriel and the Medical Recruitment Applicant Guide 2022 for this process. All evidence must be uploaded with your Oriel application. You will be notified of the outcome of your application prior to interview.

If you have a situation that has occurred post the application window closing, please contact us via the Applicant Support Portal to receive further guidance:

https://lasepgmdsupport.hee.nhs.uk/support/tickets/new?form_15=true

Booking an interview

For any candidates with approved adjustments, you will receive an email from the recruitment team by the 24th January 2022 with a link to the Event Management System (EMS) to book your preferred interview slot. Please note that Oriel will send you reminders to book your interview, as you are using a different system to book your interview, please ignore Oriel's reminders. Once the booking window has closed your interview time will be booked on Oriel by an administrator and you will be able to see this.

Self-assessment and submitting an application

All applications must be submitted on Oriel before the national deadline of 16:00 (GMT) on 1/12/2021. Under no circumstances will late applications be accepted. Please ensure you submit your application in advance of the closing date and recheck on the closing date that your application form has been submitted.

Providing a self-assessment score is a mandatory part of your application form. Please see advert-linked document '2022 CST Self-Assessment Guidance for Candidates' for full guidance on how to complete your self-assessment scoring.

Please note that it is the applicant's sole discretion as to which response they select in the self-assessment. Under no circumstances will the London and Kent, Surrey and Sussex Recruitment Office will be able to advise you which option to choose.

If you are a dual qualified (medical and dental) applicant, please note the following when completing your employment history on the Oriel application form:

- If you are a dentistry first applicant, call your pre-medical jobs 'Dental' and avoid the term SHO. Completing your MRCS does not preclude you from applying to CST.
- If you are a medicine first applicant and you have worked in surgical specialities before dentistry, doing your second degree 'resets the clock' on the 18-month limit of surgical

experience. You may have to provide evidence of maintaining your foundation training competencies whilst studying for your dental degree.

Longlisting

Longlisting is the process of checking that applicants meet the minimum requirements to be eligible for a Core Surgical Training post. You can find the eligibility criteria on the person specification here: <https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications> More information about longlisting can be found in the 2022 Medical Specialty Recruitment Applicant Handbook in the resource bank: <https://specialtytraining.hee.nhs.uk/Resources-Bank>

Shortlisting

Please refer to the specific guidance called '2022 CST Self-Assessment Guidance for Candidates' to complete the self-assessment part of your application form.

Process of shortlisting

As the number of expected applications for CST exceeds the maximum capacity for both the evidence verification process and remote interviews, shortlisting will be undertaken in two stages for 2022 CST recruitment.

The first stage will use the self-assessment score provided as part of the Oriol application form to decide who will progress to the evidence verification stage. Applicants who score highly enough in their self-assessment will be invited to upload evidence for their claimed score to the evidence upload portal between 10/12/2021 and 30/12/2021. Please note that the CSTNRO will be undertaking longlisting checks during this timeframe, and if you have received a request via Oriol for additional evidence at longlisting and it is not received within 72 hours of the request, you will be notified via Oriol that your application will not be progressed to the next stage of the recruitment and withdrawn from the verification stage.

Instructions on how to score your self-assessment can be found in the advert-linked document '2022 CST Self-Assessment Guidance for Candidates'

It is crucial that you complete your self-assessment honestly and accurately at the time of application. It is not possible to change your self-assessment score after you have submitted your application under any circumstances.

Please note that the NRO team will not be able to make changes to your self-assessment score after you have submitted your application and therefore any additional evidence gained after the self-assessment upload period cannot be counted.

Any instances where applicants are found to have deliberately over-scored their self-assessment may be treated as probity concerns. This may lead to you being removed from the recruitment process or a referral to the GMC.

Submitting Supporting Evidence

Applicants who are invited to upload evidence will be provided with further instructions by the deadline, about how to upload evidence to the portal. Please check your Oriel messages for updates during all stages of the recruitment process. Applicants should ensure that they present the evidence in the requested format. Failure to do so will result in your evidence being rejected and/or the self-assessment score being revised downwards.

Failure to submit all evidence by the stated deadline will result in your application form being withdrawn by the recruitment team.

Recruitment administrators **cannot** upload evidence on behalf of applicants at any stage, and once the deadline for submission has passed, applicant access to the portal will be withdrawn.

Recruitment administrators **cannot** update scores at all throughout the recruitment process. This means that competencies/evidence gained after the application window has closed cannot be accepted.

Evidence Verification

The second stage of shortlisting is the evidence verification stage. Submitted evidence will be reviewed by consultant surgeons and verified against the self-assessment scoring criteria. Where the evidence submitted does not match the self-assessment score awarded, the verified score will be adjusted accordingly.

On completion of the verification process, applicants will be sent their verified score together with the verification panel's feedback explaining any changes to score. Where the applicant disagrees with the verified score awarded, they can lodge an appeal (see section below on how to do this).

If the applicant self-assessment score differs significantly from the assessor score, then applicants should expect to be contacted by an assessor as part of a probity process. Please ensure that your contact details on Oriel are correct and kept up to date as these are the details that will be used to contact you. You must respond back within the deadline if you have been contacted.

Self – assessment scoresheets will be released to your Oriel registered email to all applicants who have proceeded to the verification stage. Please check your junk/spam folder and contact us if you have not received after the published release date.

Appeals

Appeals against verified scores must be lodged within 72 hours of the scores being sent to applicants. Please check your Oriel messages for updates during all stages of the recruitment process. Applicants can **only** request a review of the evidence already submitted; you will not be able to submit any further documentation as part of the appeals process. Your appeal request should clearly explain why you feel that the score should be adjusted, based on the evidence that was initially submitted and verified. Appeal requests received after the 72-hour deadline will not be considered.

Appeals will be reviewed by consultant surgeons who will decide whether verified scores should be changed or not and you will be informed of the outcome following the same process as above. The outcome of the appeal is final and there is no further recourse for dissatisfied applicants. Disagreements over self-assessment scores fall out of scope of the MDRS Complaints Policy.

Once the evidence verification and appeals processes have been completed then the applicants with the highest verified scores will be invited to book an interview slot via Oriel.

Interview Booking and Interview Process

Applicants will need to book an interview slot using their Oriel account. Slots are offered on a first come first served basis and will need to be booked by the deadline stated in the invitation to interview. Further information on how to book an interview slot can be found in Oriel Applicant User Guide: <https://new.oriel.nhs.uk/Web/ResourceBank>

All interviews will be undertaken online using Microsoft Teams between Monday 7th February and Friday 18th February 2022. The time indicated to you via Oriel is the time you attend the document checking process, please do not try to access the link earlier. You may need to wait in a virtual lobby until the administrator admits you.

At the time of application submission, you will have agreed to complying with the 2022 Applicant declaration. You can review the document here. The Declaration also contains a list of vital steps you must undertake before the day of interview. You can find a copy of the Applicant Declaration here:

<https://specialtytraining.hee.nhs.uk/portals/1/Content/Resource%20Bank/Recruitment%20Document/s/2022%20Recruitment%20Applicant%20Declaration.pdf>

Once candidates have booked into their interview, after the deadline closes, you will be emailed a link to join the interview on Microsoft Teams. If you have not received this link by 02/02/2022 please contact us via the portal. As soon as the link to join the online interview has been received, applicants should ensure that they test this from the device they plan to use for their interview as you may need to source an alternative device to ensure connectivity. Any applicants unable to connect should contact the recruitment team at the earliest opportunity. You can contact the London and Kent, Surrey and Sussex recruitment team via our online enquiries portal - <https://lasepgmdesupport.hee.nhs.uk/support/home> When testing the link, applicants should reach a screen that states that the host will commence the meeting shortly or similar wording. If you are unable to connect directly from the link, try pasting the URL link into the browser, or try using an incognito browser. **Please do not do this between the 7th February to 18th February as interviews will be taking place – please ensure you test beforehand.**

You will be sent a telephone number in your invitation to interview email via Oriel which you should use to contact a member of the recruitment team on the day of your interview, should you experience any issues.

On the day of the interview, applicants should click on the link and join the call 5 minutes prior to their allocated time. You will be waiting in a virtual lobby during this process. Before the interview commences, applicants will be briefed on the interview process and will be required to confirm their identity with the interview administrator. It is therefore important that applicants have suitable photographic ID available (passport or UK photo driving license). In addition, applicants will be required to move their camera to show the entire room where they are undertaking the interview, to

confirm that nobody else is present. Once identity has been confirmed, the administrator will advise the interview panel that the interview process can commence.

Applicants should ensure that their camera and microphone are turned on and working correctly prior to joining the call. Please note that if you are joining via a Mac or iPad you may not be able to click on the link shared with you, please inform your administrator so they can email it to you. You will wait in a virtual lobby before entering the interview room. If you do enter a room and there is no one there, please go back to the original joining link emailed to you so the administrator can support you. Interviews will be terminated where the panel cannot see the applicant.

The interview **must not** be recorded by either the applicant, the administrator or the panel members.

On completion of the interview, the applicant should terminate their connection to the call and the interview process is complete. **Please do not return to the interview room.**

Interview format

The interview will consist of one 20-minute interview station with 2 sections completed in the following order:

1. Management question lasting for 10 minutes
2. Clinical scenarios lasting for 10 minutes

There is no break in between the management and clinical questions and they are asked by the same panel members. The two sections contain the following components:

Management Section

- 1 pre-prepared 3-minute presentation. Applicants will receive the presentation title and instructions via Oriol as part of the invitation to interview
- 2 minutes of questioning on presentation
- 1 management scenario question. The is question is provided during the interview and encourages the applicant to think on their feet.
- 5 minutes allowed to answer question

Clinical Section

2 clinical scenario questions lasting 5 minutes each. These questions are provided during the interview to encourage applicants to think on their feet.

Interview scoring criteria

The different sections of the interview will be scored according to the following points system:

Management Section:

| Presentation | |
|---------------------|--|
| Content | 0 – No Evidence 1 – Very Poor |
| Presentation skills | 2 – Weak 3 – Satisfactory |
| Questioning | 4 – Good 5 – Excellent 6 – Outstanding |

| Management Question | |
|---|--|
| Probity & Professional integrity and awareness of safety & ethics | 0 – No Evidence 1 – Very Poor |
| Judgement under pressure & prioritisation | 2 – Weak 3 – Satisfactory |
| Communication | 4 – Good 5 – Excellent 6 – Outstanding |

Clinical Scenarios (each clinical question is scored separately according to the same points framework):

| | |
|---|--|
| Clinical skills & knowledge | 0 – No Evidence 1 – Very Poor |
| Judgement under pressure & prioritisation | 2 – Weak 3 – Satisfactory |
| Communication | 4 – Good 5 – Excellent 6 – Outstanding |

Benchmarking Candidates

If you have been invited to interview for the purposes of Clinical Benchmarking only i.e. Academic only candidates who do not wish to take up a non-academic training post or Defence Deanery, you will not be made an offer. At the time of offers you will have a score uploaded to Oriel, but will not receive a rank, and your interview status will change to interview unsuccessful. Your lead deanery will be notified about your score and whether you were found appointable for benchmarking purposes.

Preferencing

Preferencing of posts will be available prior to offers being made. You will be able to preference posts between Monday 7 March 2022 and Monday 21st March 2022. After the first iteration of offers are made on Thursday 24 March 2022, preferencing will reopen between offer iterations.

For guidance on how to submit your preferences please refer to the Oriel Applicant User Guide.

For full guidance on enhanced preferencing, please refer to 'Offer Exchanges/Enhanced Preferencing in the 2022 Medical Specialty Applicant Handbook:

<https://www.oriel.nhs.uk/Web/ResourceBank>.

Training posts

Changes to training for IST

England

There have been some changes to training posts for 2022. Applicants may preference 2-year Core Surgical Training posts in England, HEE have agreed to pause the recruitment to **ALL** IST posts in England for 2022. **The number of surgical training places will be maintained as posts will be added back into core surgical recruitment.**

Wales and Scotland will continue to recruit to run-through IST.

Scotland

Applicants can still preference uncoupled Improving Surgical Training Pilot Posts, run-through IST posts (in General Surgery, Vascular Surgery, Urology or Trauma and Orthopaedics), or a combination of any of these.

Paediatric Surgery Pilot Posts

The Specialty Advisory Committee for Paediatric Surgery has received approval from the GMC to run a pilot run-through programme with posts which started in 2021. These posts will be recruited to via the national Core Surgical Training recruitment process.

Paediatric Surgery run-through training is a programme whereby trainees appointed to ST1 posts in the specialty will continue through to ST8 and certification provided they meet the requirements of the programme and curriculum. This includes meeting examination and other requirements which are similar to the current uncoupled training pathway.

Offers, references and scoresheet

Following interview all applicants will receive a total score, a unique ranking and will be deemed successful or unsuccessful and will be informed of this via Oriel.

One third of your total score will be your verified evidence score. One third will be your score in the management section of the interview and one third will be your score in the clinical section of the interview.

Offers will be made to those successful applicants that have 'matched' to a post and will be based on the applicant's ranking and preferences. Initial offers will be made via Oriel on Thursday 24 March 2022.

Following initial offers being released, further offers will be made in subsequent iterations.

Applicants have 48 hours from the time of offer (excluding weekends) to confirm via Oriel whether they wish to accept, reject or hold their offer. Offers made after the hold deadline will only have the option to accept or reject.

References will only be requested when an offer has been accepted.

Scoresheets will be released to ALL applicants on To be confirmed; therefore, you do not need to request your scoresheets after interview as we will be unable to provide them until the date above.

Allocation

Once an applicant has accepted a Core Surgical Training CT1/ST1 post, their information will be passed to their relevant region who will contact them directly to complete the allocation process.

Further information on how to request a **deferred start date** or **training less than full time (LTFT)** can be found in the 2022 Applicant Handbook.

Next steps/roles and responsibilities

If you accept an offer of a training programme your details will be passed on to the local training programme director around 14 weeks prior to your start date, and to the first trust you have been appointed to 12 weeks prior to your start date. Therefore, you should not expect to receive any communication from them prior to this time.

Enquiries and FAQs

Should you have any queries relating to the recruitment process for Insert Specialty you can contact the London and Kent, Surrey and Sussex recruitment team via our online enquiries portal -

<https://lasepgmdsupport.hee.nhs.uk/support/home>

Useful Links

| | |
|--|---|
| Health Education England - East Midlands | https://www.hee.nhs.uk/hee-your-area/east-midlands |
|--|---|

| | |
|---|---|
| Health Education England - East of England | https://heeoee.hee.nhs.uk/recruitment_home_new |
| Health Education England - London and KSS | http://www.lpmde.ac.uk/ (National Recruitment Office) |
| Health Education England - North East | https://madeinheene.hee.nhs.uk/ |
| Health Education England - North West | https://www.nwpgmd.nhs.uk/Specialty_Schools/Surgery |
| Health Education England - South West | https://www.hee.nhs.uk/hee-your-area/south-west |
| Health Education England - Thames Valley | http://www.oxforddeanery.nhs.uk/recruitment |
| Health Education England - Wessex | http://www.wessexdeanery.nhs.uk/recruitment |
| Health Education England - West Midlands | https://www.westmidlandsdeanery.nhs.uk/ |
| Health Education England - Yorkshire and Humber | www.yorksandhumberdeanery.nhs.uk/recruitment/ |
| Scotland Deanery | http://www.scotmt.scot.nhs.uk/ |
| Wales Deanery | https://www.walesdeanery.org/vacancies/all |
| Oriel 2 Resource bank | https://new.oriel.nhs.uk/Web/ResourceBank |
| Oriel 2 home page | https://new.oriel.nhs.uk/Web |
| HEE Specialty Training website | https://specialtytraining.hee.nhs.uk/ |
| Royal College of Surgeons website | https://www.rcseng.ac.uk/careers-in-surgery/trainees/ |
| Core Surgery Recruitment | http://www.lpmde.ac.uk/laserecruitment/specialties/coresurgery |