

Applicant Guidance

Round 3
February 2023

Anaesthetics/ACCS Anaesthetics CT1

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1. Introduction

The Anaesthetics National Recruitment Office (ANRO), part of Health Education England working across the West Midlands, co-ordinates the nationally agreed and quality assured process for recruitment to Anaesthetics and ACCS Anaesthetics Core Training Programmes (CT1).

Recruitment to Core Training (CT1) posts takes place twice a year, once for August 2022 starts and once for February 2023 starts. Round 1 covers post that commence in August 2022; Round 3 covers posts that commence in February 2023. **This guide relates to Round 3 only.**

All submitted applications for Anaesthetics training will be assessed using a standard, national and consistent staged process outlined using modern methodologies that are fair, robust, and fit for purpose.

For an Anaesthetics/ACCS Anaesthetics training post, an applicant makes one application for *all* participating Health Education England (HEE) Local Offices and the Health Education and Improvement Wales (HEIW). At the time of application, applicants will be required to choose England & Wales 'cluster'.

The method being used in England and Wales is known as a Single Transferable Score (STS) as applicants are not restricted to only being offered a post in the region, they attended an online interview. The system is designed to maximise the numbers of applicants and opportunities for successful appointment.

Applicants should refer to both the [Oriel Applicant User Guide](#) (for technical help with the on-line application form) and the [2022 Medical Specialty Recruitment Applicant Handbook](#) (for general information about the national recruitment processes administered by HEE).

1.1 Evaluation of the Recruitment Process

Anonymous data from the recruitment process including scores awarded and feedback collected, will be used to evaluate and refine the national selection process. Data may be correlated with anonymised scores from outcome measures during an applicant's future training, such as success in professional examinations.

2. Application Window

Advertisements will appear on the Oriel recruitment system on **Wednesday 13th July 2022.**

Applications will be accepted from **10.00am (UK time) on Tuesday 26th July 2022** until **4.00pm (UK time) on Tuesday 16th August 2022**. Applications must be made through the Oriel system; applications will not be accepted in any other way. Oriel can be accessed [here](#).

No late applications will be accepted.

Support for applicants experiencing problems with their application will be available from [ANRO](#) during normal office hours (i.e. Monday to Friday 9am-5pm) for the duration of the application window.

Please be aware that the Oriel system does not support internet browsers that have reached the end of their product support lifecycle.

3. Recruitment to Anaesthetics and ACCS Anaesthetics Core training programmes (CT1)

Anaesthetics and ACCS (Anaesthetics) are recruited by the same process which is outlined in this document.

If you wish to follow a career in Anaesthetics, you should apply with a single application which covers both Core Anaesthetics and ACCS (Anaesthetics). There is no need to submit a separate application for each.

Applicants wishing to apply for either of the other ACCS specialty streams (i.e. Internal Medicine and Emergency Medicine) should visit <https://specialtytraining.hee.nhs.uk/> for information on how to apply for these.

4. Communications Regarding an Application

Contact regarding an application will be via direct messaging through Oriel.

Oriel will 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.

ANRO cannot take responsibility for applicants missing messages sent via Oriel. Please add (noreply@oriel.nhs.uk) to your safe senders list to prevent notification messages being sent to your email junk/spam folder.

Applicants should make sure they are using an email account they can access at any time and will not be blocked by their employer's IT security system. If an applicant is uncertain about this, they should check with their IT department.

Applicants should always check their Oriel account for messages sent throughout the recruitment process.

ANRO understand the importance of the selection process for an applicant's future career pathway, however we would like to remind applicants of their responsibility to conduct themselves in a professional manner as outlined in the [Good Medical Practice](#) when in correspondence with ANRO team members.

5. Preferencing

At the time of application, applicants will be asked to preference which the England and Wales cluster. Their choice of cluster cannot be amended once an application has been submitted.

Providing an applicant meets the longlisting and, if utilised, shortlisting criteria, you will be invited to book a slot for an online interview. Each applicant has a maximum of one assessment for Anaesthetics.

A list of the HEE Local Offices and HEIW posts recruiting at this level is available on [ANRO website](#).

Please be reminded that the recruitment process is competitive with more applicants than posts available.

6. Deferment of Start Date

Deferments to start date will only be considered on statutory grounds as stated in the [Gold Guide i.e. maternity leave or ill health](#).

Deferment for any other reason will not be permitted.

If you wish to request a deferment to your start date, you must declare this on your application form. If you accept an offer you should contact your recruiting HEE Local Office or the HEIW as soon as possible regarding your deferment.

7. Flexibility in Deployment of Trainees (UK)

There are formalised processes to assist applicants to train in desired locations.

7.1 Special Circumstances

A standardised national process is available for all specialty recruitment to ensure that applicants with special circumstances and a requirement to train in a specific region are treated in a fair and consistent way.

Any applicant who falls into one of the following eligibility criteria can apply to have their circumstances taken into consideration, allowing them to be pre allocated into a post, subject to it meeting the requirements of entering Anaesthetics training:

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

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from the [Specialty Training Resource Bank](#)) and forward this, together with the appropriate supporting evidence by email to mdrs.nationalrecruitment@hee.nhs.uk as soon as their application has been submitted.

It is important that you review the relevant section in the [2022 Medical Specialty Recruitment Applicant Handbook](#) for full details on the eligibility criteria and administrative process.

7.2 Offer Exchanges/Enhanced Preferencing

ANRO understand that applicants can have a change in circumstances for any number of reasons in the time between sub-preferences being made and offers being released.

For applicants who have accepted or held a post, you will be able to change your upgrade options to not only include those sub-preferences that were originally ranked higher than the offered post, but also those that were ranked lower or not at all (see section 18.2).

Applicants who have not been made an offer can also make amendments to their expressed sub-preferences. ANRO will keep sub-preferencing open throughout most of the recruitment process. They will be closed between offers algorithms and release of offers (see section 18).

Further information on this is available in the [2022 Medical Specialty Recruitment Applicant Handbook](#) (page 25).

7.3 Adjustments under the Equality Act 2010

All recruiters are aware of the requirements of the Equality Act 2010 and in this regard, recruiters will make reasonable adjustments to accommodate applicants at online interview provided these are made known in advance. Applicants who require adjustments (e.g. wheelchair access, extra time, nursing mothers) will be required to submit supporting evidence to substantiate the required adjustment. This evidence will need to be uploaded to Oriel via the Document Upload dashboard as “Supporting evidence” and attached to the application form at the point of application.

Adjustments cannot be guaranteed if evidence is provided late and no adjustments can be made on the day of the assessment.

ANRO will be unable to review your request if supporting evidence is not provided.

Once applicants have booked a slot for an online interview, ANRO expects the applicant to forward any reasonable adjustment requests to the regions lead contact.

8. Right to work in the UK

All applicants will be requested to produce valid right to work documents. Applicants who do not have valid right to work documents will need to apply for Tier 2 / Skilled Worker sponsorship.

From 1 July 2021, EU/EEA citizens will need to either provide confirmation that they have obtained EU settlement or pre-settled status, have another valid right to work visa (e.g. dependent visa) or will need to apply for Skilled Worker sponsorship.

Please note that medical practitioners are now part of the Shortage Occupation List and the Health and Care visa route is available to medical and dental practitioners. For applicants who require sponsorship, it is important to be aware of the Home Office rules.

9. Assessment of Foundation Competency

All applicants to CT1 posts are required to provide evidence of having met the UK Foundation Competences, or equivalent, within the 3½ years prior to the intended start date for the advertised post(s).

- **Currently on a Foundation Programme** - Applicants currently undertaking a recognised foundation programme in the UK which is due to finish by the advertised start date will need to confirm the name of their Foundation School but do not need to submit any other evidence at the point of application. Any offer of a training

programme will be conditional upon successful completion of the Foundation Programme and being awarded a Foundation Programme Certificate of Completion (FPCC) before the advertised start date.

- **Already completed a Foundation Programme** - Applicants who have already completed a UK Foundation Programme will be asked to confirm that they have been awarded an FPCC, **signed no earlier than 3½ years prior to the advertised start date**. They will be required to upload their FPCC to their application form at the time of application submission.
- **Currently on a Specialty Training Programme** - Applicants currently in active clinical or clinical and academic practice in a UK educationally approved training post (CT/ST/LAT or equivalent), holding either a National Training Number (NTN) or Deanery Reference Number (DRN) will be considered as having had their foundation competences assessed on entry to their current post and do not need to demonstrate these again, regardless of when foundation competences were signed off.

Important: Applicants in this category, who relinquish their NTN or DRN between the time of application and commencement of Anaesthetics training will be required to submit a Certificate of Readiness to Enter Specialty Training for the period out of training.

- **Previously resigned from Anaesthetics training in the UK** - Applicants who have previously *resigned voluntarily* from an Anaesthetics training programme will be considered as having had their Foundation competences assessed previously, providing that they can demonstrate evidence of satisfactory progress in the form of ARCP documentation for the duration of the training undertaken.
- Applicants who have started but who have **not satisfactorily completed a 2-year UK Foundation Programme, or a standalone UK Foundation Year 2** post are expected to return to the Foundation Programme to complete their training. In exceptional circumstances, where trainees were unable to continue their training in the Foundation Programme at that time, e.g. due to personal illness or family caring responsibility, applicants can provide a letter written and signed by the Postgraduate Dean where the previous training took place. This letter must use the standard proforma available from either the ANRO or the Oriel Resource Bank and be uploaded to the application form. The letter must include the following information:
 - The dates of the previous training
 - Confirmation of the reasons for the resignation, removal or relinquishing of their post in the Foundation Programme

- Confirmation that the applicant has met the requirements and/or demonstrated the competences of foundation training
 - Confirmation that the applicant has completed a period of remediation, if applicable
- **Currently in a Widening Access to Specialty Training (WAST) Programme –** Applicants in WAST post need to obtain a fully completed and signed Certificate of Readiness to Enter Specialty Training (CREST) by the start date of the post to which they are applying. No further evidence needs to be provided at the time of application.
 - **Anybody who is not covered by the above** - Applicants who do not fall into any of the above categories will be required to submit a Certificate of Readiness to Enter Specialty Training (CREST) signed by a consultant who has supervised them for at least 3 months (whole time equivalent and continuous period) in the 3½ years prior to the advertised start date; CRESTs will be accepted where the assessed post has been wholly undertaken in the 3½ years prior to the advertised start date . Applicants **must not** submit multiple Certificates, from different posts to show evidence of achievement of all competences; only **one certificate should be submitted**. Only the 2021 CREST form will be accepted; forms from previous recruitment years **will not** be accepted.

The signatory for the certificate **must not** be the applicant's spouse, partner or family member.

Where the signatory does not currently have GMC registration, it is the applicant's responsibility to ensure that adequate evidence of their signatory's standing with a regulatory authority is provided. This evidence must be scanned and attached to the CREST. Where this evidence is not in English, an official English translation must also be provided. In cases where the signatory has historic but not current GMC registration, it is the current registration that is required; previous GMC registration will not be accepted. Where adequate evidence is not provided, the CREST and the Anaesthetics training application will be rejected.

In addition, applicants are also required to have 12 months experience **after** achieving full registration with the GMC, or equivalent medical regulatory body, by the advertised start date.

- The only exception to providing evidence of Foundation Competences is if you are a refugee. Refugees, as defined by [UK Visas and Immigration](#), are advised submit a Certificate of Readiness to Enter Specialty Training (CREST), if possible. Where this is not possible, on successful appointment, there may be a requirement by the employer or the responsible officer for you to undergo further assessments to

ensure that your competence, professional knowledge and skills are up to date in line the [GMC Good Medical Practice](#).

10. Fitness to Practise

Applicants who answer yes to any of the Fitness to Practise questions on the application form must complete a form (see link below) and submit it at point of application to ANRO together with further supporting information, if applicable.

Forms are available from the resource bank on the [specialty training website](#).

Further details on the nature of the declaration may be requested and should be provided prior to the deadline for submission of applications. Failure to provide this detail by the closing date may result in the application being rejected.

11. Reapplication to Specialty Training

Specialty training posts and programmes are not normally available to any doctor who has previously relinquished or been released or removed from that training post/programme. However:

11.1 Support for Reapplication to Specialty

If you have previously resigned or been removed from an Anaesthetics/ACCS Anaesthetics Core Training Programme, you will need to provide full details of the resignation/release/removal. This must be provided on the [Support for Reapplication to a Specialty Training Programme](#) form and approved by both the Head of School/Training Programme Director **and** Postgraduate Dean in the HEE Local Office or HEIW where training was previously undertaken.

If an applicant was awarded an ARCP outcome 4 at ARCP they are deemed to have been released from Training. If they received an ARCP outcome 3 and did not take an extension to training, they are deemed to have resigned from the training programme. If you have received these outcomes the *Support for Reapplication to a Specialty Training Programme* form must be completed and uploaded with your application.

Evidence **must** be uploaded to your Oriel account at the time of application via the *Document Upload* dashboard as *supporting evidence* and attached to your application *at the point of application*. A new form must be completed, with appropriate support for application, each recruitment year. Forms completed in previous recruitment years will not be accepted.

Any applications from excluded trainees without submitted evidence **will not** progress any further in the recruitment process.

11.2 Support for Reapplication to Specialty Training in a Different Region

Trainees currently working in an Anaesthetics/ACCS Anaesthetics Core Training Programme, applying to continue their training in another HEE Local Office or HEIW, without a break in service, will need to provide information relating to this. You must gain support from your current employing region by completing the [Support for Reapplication of Specialty Training in a Different Region form](#). This form exists to ensure that any applicant moving region is currently performing to the required standard (i.e. satisfactory progress at ARCP).

This evidence **must** be uploaded to your Oriel account at time of application via the *Document Upload* dashboard as *supporting evidence* and attached to your application *at the point of application*. A new form has to be completed, with appropriate support for application, each recruitment year. Forms completed in previous recruitment years will not be accepted.

Any applications without submitted evidence **will not** progress any further in the recruitment process.

12. Document Upload

As an applicant progresses through their application, it may become apparent that they are required to upload some form of documentation to allow ANRO to assess their eligibility.

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

- Please ensure that the document is appropriately named for clarity to allow ANRO to understand what it is they will be opening
- Please ensure that the document is uploaded into the correct document section
- Please upload the document as a single upload and not as multiple pages wherever possible

Please ensure that all required documentation is uploaded by the required deadlines.

ANRO reserve the right to request re-submission of documentation if the above 'house rules' are not followed.

IMPORTANT: Please do not upload anything other than documents to support the longlisting process.

13. Longlisting

All applications will be assessed against the essential criteria outlined in the national [CT1 Anaesthetics/ACCS Anaesthetics Person Specification \(2022\)](#).

Applicants that fail to demonstrate they meet all of the essential criteria by the closing date for applications will not progress any further. It is the applicant's responsibility to fully demonstrate in the application form eligibility for the post applied for.

14. Multi-Specialty Recruitment Assessment (MSRA)

For February 2023, all eligible Anaesthetics applicants (i.e. those who have been assessed as demonstrating evidence of eligibility as outlined in section 13) will be invited to attend the Multi-Specialty Recruitment Assessment (MSRA).

The MSRA is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE. This assessment is designed to assess some of the essential competences outlined in the Person Specification and is based around clinical scenarios. The MSRA has two parts - a Professional Dilemmas (PD) paper and a Clinical Problem Solving (CPS) paper. The MSRA is delivered as a *single* exam.

The MSRA will be delivered at Pearson VUE testing centres with remote testing provisions in place for those who are isolating/shielding due to COVID-19 or depending on their geographical location, local or national COVID-19 lockdown measures preventing access to a testing centre. The testing window is **Friday 2nd September 2022 to Friday 9th September 2022**.

The MSRA is used to shortlist applicants for online interview where the number of eligible applicants exceeds interview capacity. There is no maximum achievable score. This will be known as shortlisting hereafter.

Your MSRA score will contribute 15% towards your total selection score. The PD and CPS elements will be weighted equally at 7.5%. MSRA scores are scaled for each specialty, so that they can be combined with the rest of the selection process, and appropriately weighted, as intended.

The General Practice NRO (GPNRO) lead the delivery of the MSRA on behalf of all participating specialties and has developed a separate guide which provides applicants with information about the whole MSRA process (e.g. registering to sit the test, centre locations, format of the assessment, etc.)

All applicants are expected to read this document in full to develop an understanding of this stage of the recruitment process and what is expected of applicants; it is available from the ANRO website.

If you sat the MSRA as part of the Round 1 recruitment process (August 2022 round), then the score you achieved will be transferred to your application in Round 3. At the time of application, you will also be presented with the opportunity to resit the MSRA for Round 2 Re-advert. However, it is important to note that if you opt to resit, the outcome from the resit will supersede your earlier Round 1 outcome and will become your final MSRA score for your application in this round; you will not be able to revert to your earlier Round 1 outcome.

15. Allocation to a Cluster for consideration of Appointment

On completion of the longlisting, and shortlisting if utilised, all applicants that have met the minimum criteria will be invited to attend an online interview.

HEE Local Offices or HEIW will notify ANRO of the maximum number of online interview slots they can accommodate.

The HEE Local Office or nation that you are considered for appointment in will be determined by your cluster selection during the application process. All eligible applicants will be allocated to their chosen cluster.

Applicants who chose the England and Wales cluster will be invited to attend an online interview of their choice in these nations and will be considered for posts in England and Wales.

A list of all the online interview dates that are being run in this cluster can be seen on the [ANRO website](#).

15.1 Booking an Online Interview

When invited to attend an Online Interview, you will be required to log into your Oriel account and use the self-service functionality to book a date and time of your choosing, subject to availability.

When booking an online interview slot, it is strongly recommended that applicants avoid booking from a mobile device or with internet browsers that have reached the end of their product support lifecycle, such as Internet Explorer as these are unlikely to be supported.

The Online Interview booking window will be between **Tuesday 20th September 2022 to Thursday 22nd October 2022** on a first come; first served basis.

Applicants who have any problems booking an Online Interview slot should email anro@hee.nhs.uk

15.2 Confirmation of booking

Once an applicant has booked an Online Interview, they will receive an automated confirmation of booking message in Oriel, a secondary automated message will be sent to your registered email address. If you do not receive confirmation, log into your Oriel account to confirm if the booking process was completed in its entirety.

16. Sub-Preferences

Once an applicant has been allocated to a cluster, they will be asked to make more detailed programme and geographical preferences, known as sub-preferences. Sub-preferences must be made on Oriel and your stated sub-preferences will be used when offers are made. Please be aware that sub-preferences expressed in any other way will not be taken into consideration.

For applicants allocated to the England and Wales cluster they have the ability to rank sub-preferences across the two nations and can be considered for appointment in any of these nations. This means they are not restricted to one single region for appointment and can rank their sub-preferences with increased flexibility. There is no standardised level of detail for sub-preferencing in this cluster so they may note that some regions provide more information than others. ANRO inform all regions that they must provide as much detail as they can to assist applicants when ranking their sub-preferences.

If an applicant places any of the sub-preference options in the *not wanted* box, they will never receive an offer for these rotations/programmes, even if this means they are bypassed in the offers process and a lower ranked applicant is made an offer instead of them. ANRO suggest only moving sub preferences to the *not wanted* box if they are certain that they would not want to receive an offer for that rotation/programme. Applicants that fail to rank their sub-preferences on Oriel should expect that any offer made will be to one of the less popular sub-preferences.

The sub-preferencing window will be opened at regular periods. The window will initially be open from **Monday 12th September 2022 to Sunday 23rd October 2022**. ANRO will then close the window to allow for the preparation for offers to take place. Once the first wave of offers has been released on **Monday 24th October 2022**. The sub-preferencing window will be opened in between each offer recycle to allow applicants to update their sub-preferences

should they wish. This process is described in Section 8.2 and will continue up until the upgrading deadline at **4.00pm (UK time) on Friday 28th October 2022.**

17. Online Interviews

The online interview window will run between **Wednesday 28th September 2022 to Wednesday 19th October 2022.**

Please note regions will select dates for their interviews within the window dependent upon assessor and administrative availability. It does not mean there are interviews on each day of the window.

All online interview dates can be found on the [ANRO website](#).

If an applicant is invited to participate in an online interview, instructions regarding access to the online system; proof of ID and participation guidelines will be provided in due course.

If an applicant is invited to online interview and are unable to attend due to unforeseen circumstances or an emergency, they must contact the region directly to ascertain whether alternative arrangements can be made. It is important to note that alternative arrangements cannot be guaranteed.

17.1 Online Interview Format

All interviews will be performed online via Microsoft Teams. The interview will be 30 minutes in length.

Prior to the interview date, applicants should ensure they have a secure and stable internet connection and their PC device works with video and microphone enabled with the video-conferencing platform.

Two clinicians will interview and score the applicant independently.

17.2 Online Interview Domains

The online interview will be 30 minutes in length and divided into 2 sections.

Applicants will be assessed and scored on a set of domains in relation to a common clinical scenario followed by a general interview which explores your experience to date and your understanding of issues relevant to working within the NHS.

1. Clinical scenario 15 minutes
2. General interview 15 minutes

At the end of each day, all scores are reviewed by the panel, the Recruitment Lead and/or Clinical Lead. Any significant discrepancies in scores between assessors are highlighted and discussed. Where discrepancies in scores are deemed to be justified - specifically, each assessor has scored consistently within set scoring parameters - the score stands; where deemed not to be justified, the score is amended. An amendment is a rare occurrence.

The scoring matrix can be found on the [ANRO website](#)

17.2.1 Clinical Scenario

Assesses the domains of Decision making, team working, reflection and working under pressure these have equal weighting and score a total of 5 points each.

Applicants will be given a clinical scenario by the assessor and have 2 minutes to look at the information you are able to take notes during this time. The assessor will confirm whether the applicant has read and understood the scenario and state they are starting the interview. This is the point the interview will be timed from i.e the start of the 30-minute interview window. The clinical scenario will have information added in by the assessor at various points for the applicant to consider.

17.2.2 General Interview

Assesses the domains of Commitment to specialty, Reflection, Qualifications & experience and involvement in either teaching, QI, audit and research. These have equal weighting and score 5 points each.

Applicants will be asked questions around their training to date, commitment to specialty. Some questions will involve reflection on experiences and also a wider knowledge of the NHS and its influence on anaesthesia as a specialty.

17.3 Global Rating

This relates to the assessor's professional judgement of the overall performance of the applicant across the whole interview. Further information on this domain can be found in the appropriate scoring guidance document available [here](#).

17.4 Appointability and VETO

For an applicant to be deemed successful at interview, they need to score a **minimum of 60 out of 100** in the online interview.

Applicants can score above the national cut-off and still be vetoed out of the process for particularly poor performance. Vetoed applicants will not be considered for appointment in any region.

If an applicant is given a Global Rating score of 1 from each of the assessors this is the only way that an applicant can be vetoed, however, an applicant could score two 1s and a decision could be made not to veto. A discussion between the assessors and the Clinical Lead will take place for any applicants who could potentially be vetoed, and the final decision will rest with the Clinical Lead.

17.5 Observers at the online Interview

As well as the two assessors there may be observers during your interview. There may be a Lay Representative or an external assessor present during the online interview. The purpose of these roles is to ensure that quality, consistency and standardisation is present throughout the interview process.

Only the 2 assessors will take part in scoring the applicant. Observers have no role in the assessment of an applicant nor in deciding the appointability of an applicant.

17.6 Online Interview Courses and Websites

ANRO and the RCoA do **not** recommend that you book commercial courses, sign up to websites or purchase advice and guidance books specifically aimed at doctors undertaking the Anaesthetics selection process. None of the Anaesthetics assessors take part in or endorse any preparation courses, websites or books. The RCoA has prepared free guidance for preparation of the MSRA and the CT1 interview which is available on the RCoA website.

18. Offers

Applicants who have preferenced England & Wales will be ranked in a single national list based on their performance throughout the selection processes. Offers are made in rank order based on this national ranking.

Tied ranks occur when applicants achieve the same total interview score. The applicants' unique rank will be achieved in the following order:

1. Overall Score (MSRA Scaled & Interview Score)
2. Total Interview Score
3. Commitment to Specialty
4. Reflective Practice
5. Decision Making
6. Team Working
7. Working under Pressure
8. Global Rating
9. Qualifications & Experience
10. Involvement in Teaching, Audit, QI, Research

11. Self-Assessment

The first wave of offers will be sent out by ANRO on **Monday 24th October 2022**. Please do not contact ANRO about offers prior to this date, as it could delay the release.

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

If an applicant fails to respond to an offer within the 48-hour window, the offer will expire and the applicant will be deemed to have declined the offer.

Once an applicant accepts a post they will not receive any further offers from any other specialties within the same recruitment round.

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

Only one offer can be held at any one time, across all specialty applications in the same recruitment round. If you are already holding an offer, and try to hold another offer, the original held post will be automatically declined by the system. If you choose to hold an offer, you can hold this up until **1.00pm (UK time) on Wednesday 26th October 2022**.

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 have been declined and the system will automatically change your status to offer declined.

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

18.1 Upgrading of Offers

Up to the offers stage, applicants will have the ability to rank sub-preferences for training programmes and geographies within your allocated cluster. If an applicant ranks highly enough to be made an offer, this will be made to the highest ranked sub preference that is available when their rank is reached. If they are happy with this offer, they can choose to simply accept it.

However, if an applicant would prefer the option of a higher ranked sub preference, should they become available, they can opt into upgrading. The upgrading option is available to all offers that have been held or accepted, but not where an offer has been declined. An applicant who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until **4.00pm (UK time) on Friday 28th October 2022**.

If an applicant opts in to upgrading and a higher sub-preference offer becomes available, subject to their ranking, the upgrade will be automatic. They will be placed in the higher sub-preference post *without* ANRO making any further contact with them and they *will not* be given 48 hours to decide whether they wish to accept or decline the new post. If an upgrade is made, the previously held or accepted post will be released and will be reoffered to another applicant.

Once you have been upgraded you will be contacted via an automated email message to inform you of this. Details of the upgrade made will be available in the Oriel System.

If an applicant has been allocated to England and Wales, due to being considered for all posts in these nations, it is possible that an upgrade could move you in to a different region. Any movement into a different region as the result of an upgrade will be dependent upon how you have ranked your sub-preferences.

Once the upgrading deadline has passed, no further upgrades will be offered, even if one of your higher preferences becomes available at a later date.

Upgrading of offers will not continue beyond the stated upgrade deadline, even if a preferred post becomes available later. Vacant posts will be offered to the next eligible applicant who have preferenced the post and who has yet to receive an offer, not to applicants who have already accepted a post. This can include new or additional posts submitted to ANRO after the upgrade deadline.

18.2 Offer Exchanges/Enhanced Preferencing

There is increased applicant flexibility for upgrading of offers as described in Section 7.2. Any applicant that has accepted or held an offer, and opted into upgrades, can amend their sub-preference options as many times as they like up until the upgrade deadline. Applicants will be able to re-rank their sub-preference options so that they can move lower ranked preferences, or preferences originally not wanted, into a higher ranked preference than their current offer. This will then mean that these newly ranked sub-preferences are considered for an upgrade in subsequent offer iterations.

Please note: Any changes to sub-preferences made between the offers algorithm being run and offers being released will **not** be considered until the next offers match is run.

The above process will continue up until the upgrading deadline at **4.00pm (UK time) on Friday 28th October 2022**

You will not be able to make changes to your sub-preferences once the upgrade deadline has passed.

19. References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. You are required to give details of three referees who have supervised your clinical training in the last 2 years.

Obtaining references is an applicant's responsibility.

The deadline for submitting references on Oriel is **Tuesday 1st November 2022 (4pm)**

After the deadline closes for submission of references to Oriel The responsibility now moves to the employing organisation when they complete all pre-employment checks. It is not the responsibility of ANRO or the region where your post is based to chase up outstanding references that may be requested once the oriel deadline has passed. This responsibility lies solely with the applicant.

19.1 Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to your nominated referees when you accept or, accept with upgrades an offer of Anaesthetics training. To ensure that the requests are not blocked or filtered by your referees' email providers you are strongly advised to inform your referees to add noreply@oriel.nhs.uk to their email whitelist.

19.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriel. You will be advised, via your Oriel portal, when your referee has submitted a reference.

In rare cases there may be a need for your reference to be provided on paper. We will instruct you if this is necessary. Applicants can download a Structured National Reference Form from the [Oriel Resource Bank](#) and they will need to ask the affected referee to return the completed form directly to the offered region.

19.3 Changing Your Nominated Referee

For any references that have not yet been submitted you are able to update the details of or, change your, nominated referees. However, if a referee has already submitted your reference, you will not be able to make any changes to their details.

If you change the email address against a referee, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

20. Feedback

Applicants will be given feedback throughout the recruitment process and will not need to make a formal request to receive it.

Applicants who are rejected at the longlisting stage will be advised of the reason their application was rejected.

If shortlisting is deployed, MSRA scores will be published in your Oriel account against your Anaesthetics/ACCS Anaesthetics CT1 application as Shortlisting scores, before invitations to interview are sent. Where capacity enables all applicants to be interviewed, MSRA scores will be disclosed along with overall scores.

Your overall scores feedback will be published in your Oriel account against your Anaesthetics/ACCS Anaesthetics CT1 application up to 5 working days after the initial offer date. This will include Interview Score, MSRA Scaled Score and the combined score (which is your Interview and MSRA Scaled Score this will be labelled Interview Total score)

Detailed guidance on how to locate or view these scores is contained in the [Oriel Applicant User Handbook](#).

All applicants will receive their scoresheets within 20 working days of initial offers. We ask for consideration to be given to ANRO staff by applicants in busy periods as their scoresheets could take longer to receive. Please add (feedback@qpersoft.com) to your safe senders list to prevent scoresheets being sent to your email junk/spam folder.

If you do not receive your scoresheet, please contact ANRO to request them.

There is no further feedback that can be provided after score sheets have been requested.

21. Offers of Employment & Pre-Employment Checks

The offer and allocation of any Training Programme referred to above is **not** an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation 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 pay, hours, sick pay and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available from NHS Employers. A framework for a written contract of employment for Anaesthetic specialty registrars is also available from the BMA. Individual HEE Local Office or HEIW websites may also provide additional local information and links to individual employer websites.

The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the HEE Local Office or HEIW needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identify, registration and qualifications and right to work for example) may also be undertaken by the HEE Local Office or HEIW during the recruitment process.

22. Complaints Procedure

All national recruitment offices use a nationally agreed process for handling complaints about recruitment. If you feel your application has not been managed correctly and have evidence of a failure in the process, you should explore this route. A copy of the national complaints policy and procedure document can be located on the ANRO website.

22.1 Raising Concerns

Applicants wishing to raise concerns about any part of the recruitment process, where this falls outside the scope of the complaints policy should forward these, in confidence to mdrs.confidential@hee.nhs.uk

Concerns raised without detail are difficult to investigate due to the volume of applications received. Applicants are therefore requested to provide details of the specialty and, where applicable, the applicants concerned. Any information provided would be treated in the utmost confidence.