

# Applicant Guidance

Round 2 Re-advert  
February 2023

**Anaesthetics ST4**

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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 Training Programmes (ST4).

Recruitment to Specialty Training (ST4) posts will take place for February 2023 starts.

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 training post, an applicant makes one application for *all* participating Health Education England (HEE) Local Offices, NHS Education for Scotland (NES), Northern Ireland Medical & Dental Training Agency (NIMDTA) and the Health Education and Improvement Wales (HEIW). At the time of application, applicants will be required to choose which 'cluster' they wish to be considered, for posts in England & Wales **or** Northern Ireland **or** Scotland.

If an applicant preferences Scotland as their cluster, they will attend an online interview conducted by Scotland. Similarly, if an applicant preferences Northern Ireland they must attend an online interview conducted by Northern Ireland. If an applicant preferences England & Wales as their cluster, they are able to book any slot on a preferred date of those available. Depending on which cluster preferred will depend where they are considered for appointment. Applicants who preference Scotland will be considered for Scottish posts only, Northern Ireland will be considered for Northern Ireland posts only and England and Wales will be considered for appointment across both nations.

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 [Oriol 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 13<sup>th</sup> July 2022**.

Applications will be accepted from **10.00am (UK time) on Tuesday 26<sup>th</sup> July 2022** until **4.00pm (UK time) on Tuesday 16<sup>th</sup> 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. Dual Programmes with Intensive Care Medicine (ICM)

Applicants who currently hold a National Training Number (NTN) in ICM and are applying to Anaesthetics, in the hope of securing a dual programme, can only undertake a dual programme if:

1. The offer of an Anaesthetics NTN is in the same region as the one where their partner specialty training is being undertaken (*please remember not all programmes span across all regions. For example, Health Education England working across South West is made up of two programme regions, Severn and Peninsula. In this example, an applicant cannot dual train across both regions and must rank their sub-preferences accordingly*)
2. The region is able to accommodate a dual training programme. *For any queries relating to this, the applicant should speak with the Training Programme Director (TPD) of their training area.*

If an applicant receives an offer for Anaesthetics and either of these conditions is not met the applicant will need to decide whether to accept the Anaesthetics offer. If an applicant lists their preferences incorrectly and they accept an Anaesthetics post in a different region to where they currently hold an ICM NTN then the applicant will be expected to resign their currently held NTN in order to take up their Anaesthetics training post. ANRO reserve the

right to withdraw an offer of training if an applicant has listed their preferences incorrectly and they wish to apply for dual training.

Applicants are only eligible for a dual Certificate of Completion of Training (CCT) if they have not yet completed ST5 in their primary specialty by time of Interview. ANRO will longlist out applicants who do not meet this criterion.

#### 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 of the three clusters (England and Wales **or** Northern Ireland **or** Scotland) they would be prepared to work in. 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, NES, NIMDTA 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. Self-Assessment

The application form contains a number of self-assessment questions. It is imperative that applicants' answer the self-assessment questions accurately and honestly.

In a situation where the number of eligible applicants exceeds interview capacity, the score generated from verified self-assessment will be used for shortlisting to determine whether they are invited to online interview.

ANRO are not at liberty to give advice to applicants on their scores/answers. Self-assessment is a tool intended to reflect of an applicant's strengths deemed important to a career in anaesthesia .

If an applicant feels they are able to justify giving a certain score, they are encouraged to put this score on their application form. If applicants require further advice, ANRO recommend speaking to your Educational Supervisor and/or College Tutor.

Please read the Self-Assessment Criteria and guidance that is located under the downloads section on our website [ANRO](#).

### 6.1 Verified Self-Assessment

All applicants who meet the required longlisting criteria will be required to upload evidence from their portfolio to support their self-assessment score to the self-assessment portal. The evidence will be verified by an experienced clinical assessor.

The self-assessment evidence upload window will run from **Wednesday 31<sup>st</sup> August 2022** to **Wednesday 7<sup>th</sup> September 2022**.

We strongly advise applicants to ensure they have electronic copies of evidence in an appropriate format (PDF/JPG) in advance of the need to upload.

Please read the self-assessment guidance that is located under the downloads section on our website [ANRO](#).

## 6.2 Verified Self-Assessment Global Rating Score

Applicants will be given a global rating score for their portfolio by the assessor reviewing the evidence. This will cover organisation, planning and the quality of the evidence provided.

Applicants will be marked down if evidence is difficult to find, not labelled or unclear to the assessor.

Any evidence must be presented or translated into English including letters from supervisors.

Ensure the same name is used throughout the evidence. If you use 2 different names, make sure this is clearly explained i.e birthname, married name etc.

The verified self-assessment global rating scoring framework can be found on our download page on [ANRO](#)

## 6.3 Verified Self-assessment Review Process

On completion of the verification process, applicants will be sent their verified scoresheet, together with feedback explaining any changes to score.

Applicants will receive their verified self-assessment scoresheet via email on **Monday 19<sup>th</sup> September 2022**.

Applicants are advised to add (feedback@qpersoft.com) to their safe senders list to prevent scoresheets being sent to their email junk/spam folder.

Please contact [ANRO](#) if you do not receive your verified scoresheet.

Applicants may have their score reviewed in any domain where they feel there has been an error made. Applicants must submit the Microsoft Form via the link which will be sent with their verified self-assessment scoresheet confirming which domains they wish to be reviewed with an explanation.

Reviews must be lodged within 72 hours of the verified self-assessment scores being sent to applicants. No additional evidence can be submitted. The review should highlight why an applicant feels that the score should be adjusted, based on the evidence that was initially submitted and verified.

Any request for reviews after the 72-hour deadline will not be accepted.

The outcome of the review is final and there is no further recourse for dissatisfied applicants. **Disagreements over self-assessment scores fall out of scope of the Recruitment to Medical and Dental Specialty Training Complaints Policy and Procedures 2022.**

The review window is between **Monday 19<sup>th</sup> September 2022 – and Thursday 22<sup>nd</sup> September 2022.**

## 7. 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, NES, NIMDTA or the HEIW as soon as possible regarding your deferment.

## 8. Flexibility in Deployment of Trainees (UK)

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

### 8.1 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](mailto: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.

## 8.2 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 20.1).

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 20.2).

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

## 8.3 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.

## 9. 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.

## 10. Assessment of Core Competences

All applicants to ST4 posts are required to provide evidence of achievement of all Core Anaesthetics Competences OR that they will have been achieved by date of appointment in February 2023. This can be demonstrated in one of three ways:

1. Current employment in a UK Core Anaesthetics/ACCS Anaesthetics Training Programme and achieved all required Stage 1 Domains of Learning evidenced by a Stage 1 Certificate/Stage 1 Equivalence Certificate by intended start date
2. Current employment in UK Anaesthetics post and achievement of all required Stage 1 Domains of Learning evidenced by a Stage 1 Certificate / Stage 1 Equivalence Certificate by intended start date, as well as signoff for expected completion of CT3 top-up training by a UK Anaesthetics College Tutor at time of application.
3. Have completed a UK Anaesthetics/ACCS Anaesthetics Core Training Programme and achieved all required Stage 1 Domains of Learning evidenced by a Stage 1 Certificate/Stage 1 Equivalence Certificate
4. if you have not completed a UK core training programme but are able to demonstrate all the required competencies by time of application evidenced by a Stage 1 Equivalence Certificate

In addition to confirming core competence, you are also required to demonstrate the full Primary FRCA examination status by first interview date. If it is found that an applicant is not in possession of the Primary FRCA they will be withdrawn from the recruitment process.

## 11. Fitness to Practice

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.

## 12. 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:

### 12.1 Support for Reapplication to Specialty

If an applicant has previously resigned or been removed from an Anaesthetics Speciality Training Programme, they 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, NES, NIMDTA 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 has to 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.

### 12.2 Support for Reapplication to Specialty Training in a Different Region

Trainees currently working in an Anaesthetics Speciality Training Programme, applying to continue their training in another HEE Local Office, NES, NIMDTA 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.

### 13. 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.**

### 14. Longlisting

All applications will be assessed against the essential criteria outlined in the national [ST4 Anaesthetics Person Specification \(2022\)](#).

Applicants that fail to demonstrate that 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.

## 15. Shortlisting

Verified Self-Assessment will be used as a shortlisting mechanism where the number of eligible applicants exceeds online interview capacity. Interview capacity is subject to change and the range of scores that will determine invitation to interview cannot therefore be defined in advance.

## 16. 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, NES, NIMDTA or HEIW will notify ANRO of the maximum number of online interview slots they can accommodate.

The HEE Local Office or nation that applicants 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 Scotland cluster will be invited to attend online interview conducted by Scotland and will be considered for posts in Scotland only. Applicants who chose the Northern Ireland cluster will be invited to attend online interview conducted by Northern Ireland and will be considered for posts in Northern Ireland only.

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](#).

### 16.1 Booking an Online Interview

When invited to attend an Online Interview, you will be required to log into your Oriol 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 **Thursday 29<sup>th</sup> September 2022 to Monday 3<sup>rd</sup> 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](mailto:anro@hee.nhs.uk)

## 16.2 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.

## 17. 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 19<sup>th</sup> September 2022 to Sunday 23<sup>rd</sup> 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 24<sup>th</sup> 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 28<sup>th</sup> October 2022.**

## **18. Online Interviews**

The online interview window will run between **Thursday 6<sup>th</sup> October 2022 to Wednesday 19<sup>th</sup> 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.

### **18.1 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.

### **18.2 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](#)

### 18.2.1 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.

### 18.2.2 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.

### 18.3 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](#).

### 18.4 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.

### 18.5 Observers on 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.

### 18.6 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 ST4 interview which is available on the RCoA website.

## 19. Offers

Applicants who have preferenced England & Wales will be ranked in a single national list based on their performance throughout the selection processes. Applicants who have preferenced Northern Ireland or Scotland will be ranked against other applicants who preference Northern Ireland or Scotland. 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 (Self-Assessment & 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 24<sup>th</sup> 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 26<sup>th</sup> 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.

### **19.1 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 28<sup>th</sup> 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 preferred 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.

## **19.2 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 28<sup>th</sup> October 2022**

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

## 20. Clearing

Clearing will be available to applicants who were deemed appointable but who have not been made an offer. It will not include applicants who have been made an offer that they chose to decline. Clearing will only be run if there are available posts left in England and Wales cluster **and** appointable applicants left in Scotland and Northern Ireland clusters.

**Please note: Applicants who are already in the England and Wales cluster will not be included in clearing.**

If an applicant is eligible for clearing they will be contacted through Oriel, by ANRO, and will be asked to preference the available clearing posts. ST4 clearing posts and offers will **not** be subject to a further assessment.

You will only be able to accept or decline offers made in Clearing. They cannot be held, and they will not be upgraded (as the deadlines will have passed), even if a higher ranked clearing post becomes available at a later date.

You will receive a maximum of one offer in Clearing. If this offer is declined, you will not receive any further offers.

## 21. 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 1<sup>st</sup> 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.

### 21.1 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](mailto:noreply@oriel.nhs.uk) to their email whitelist.

### 21.2 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.

### 21.3 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.

## 22. 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.

Applicants will receive verified self-assessment scores and feedback on **Monday 19<sup>th</sup> September 2022**.

Applicants overall scores feedback will be published in your Oriel account against your Anaesthetics ST4 application up to 5 working days after the initial offer date. This will include Interview Score and the combined score (which is your Interview and Self-Assessment 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.

### **23. 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, NES, NIMDTA 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, NES, NIMDTA 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, NES, NIMDTA or HEIW during the recruitment process.

## 24. 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.

### 24.1 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](mailto: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.