

# CT1 Core Anaesthetics/ACCS Applicant Guidance

## Round 3 February 2025



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## 1.1. Who are we and what do we do?

The Anaesthetics National Recruitment Office (ANRO), part of NHS England (formerly Health Education England) based in the West Midlands, co-ordinates the nationally agreed process for recruitment to Core Anaesthetics/ACCS Anaesthetics Training Programmes (CT1), working with the Royal College of Anaesthetists (RCoA) to ensure it is quality assured and suited for this stage of training.

ANRO is available during the office hours of **Monday to Friday 09:00am to 17:00pm**. Our contact email address is [england.anro@nhs.net](mailto:england.anro@nhs.net).

ANRO understands the importance of the selection process for an applicant's future career pathway. We would like to politely 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.

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 your future training such as success in professional examinations and outcome of the Annual Review of Competence Progression.

## 1.2. One national application and single transferable score

The selection process allows applicants to demonstrate their abilities and suitability for CT1 Anaesthetics/ACCS Anaesthetics Training - applications are assessed by the demonstration of competences outlined in the [Person Specification](#).

Recruitment to Core Training (CT1) posts will take place twice a year, once for August 2024 start and once for February 2025 start. **This guide relates to Round 3 only.**

For an Anaesthetics training post, an applicant makes one application for *all* participating NHS England Local Offices, NHS Education for Scotland (NES), Northern Ireland Medical & Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW).

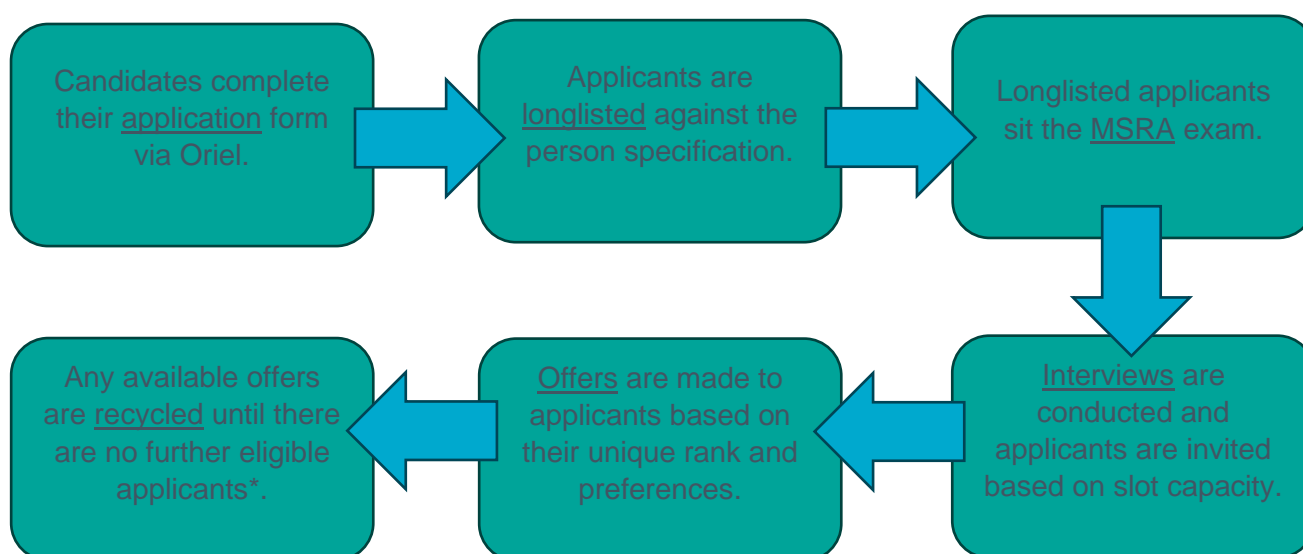
Anaesthetics and ACCS (Anaesthetics) applicants are recruited in one process and therefore require only one application. Applicants wishing to apply for either of the other ACCS specialty streams (i.e., Acute Medicine and Emergency Medicine) should visit the specialty training website to find out how to apply for these.

At the time of application, applicants will be required to choose England & Wales cluster. Northern Ireland and Scotland are not taking part in Round 3.

Each cluster will require the applicant to attend an online interview and they will need to book onto a preferred slot for that cluster. They will only be considered for appointment to posts in the cluster they apply to.

The method 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 area in which they attended an online interview. The system is designed to maximise the numbers of applicants and opportunities for successful appointment.

The Anaesthetics recruitment process is as follows:



For further information, please refer to [Error! Reference source not found.](#)

### 1.3. Timeline

CT1 Recruitment for February 2025	
<b>Advert appears</b>	Monday 22nd July 2024
<b>Applications open (10am BST)</b>	Tuesday 23rd July 2024
<b>Applications close (4pm BST)</b>	Tuesday 13th August 2024
<b>MSRA invitations sent out</b>	Thursday 22nd August 2024
<b>MSRA Window Opens</b>	Thursday 5th September 2024
<b>MSRA Window Closes</b>	Thursday 12th September 2024
<b>MSRA Results (W/C)</b>	Tuesday 1st October 2024
<b>Invite to Interview &amp; Applicant Declaration</b>	Thursday 3rd October 2024

<b>Deadline for Interview Booking &amp; Applicant Declaration (10am BST)</b>	Monday 7th October 2024
<b>Interview window opens</b>	Wednesday 9th October 2024
<b>Interview window closes</b>	Wednesday 16th October 2024
<b>Offers Released (by 5pm BST)</b>	Tuesday 22nd October 2024
<b>Hold Deadline (1pm BST)</b>	Thursday 24th October 2024
<b>Upgrade Deadline (4pm BST)</b>	Friday 25th October 2024
<b>Paperwork must be submitted by</b>	Wednesday 6th November 2024

## 2. Application on Oriel

The application form is available on the Oriel system. Applicants can access the Oriel user guide [here](#) for detailed information on the application. This can be found via the Oriel resource bank.

Applicants are advised to refer to both the Oriel\_Applicant\_User\_Guide (For general guidance on how to navigate Oriel and technical help with the on-line application form) and the [Medical Specialty Recruitment website](#) (for general information about the administration of national recruitment processes).

Advertisements will appear on the Oriel recruitment system on **Monday 22<sup>nd</sup> July 2024**. Applications will be accepted from **10:00am (BST) on Tuesday 23<sup>rd</sup> July 2024** until **16:00pm (GMT) on Tuesday 13<sup>th</sup> August 2024**. Applications must be made through the Oriel system; applications will not be accepted in any other way. Oriel can be accessed [here](#).

**PLEASE NOTE:** for 2024 we are no longer including questions in the application form that ask about additional undergraduate degrees and qualifications; postgraduate degrees and qualifications; additional achievements i.e., prizes, awards, and distinctions; and training courses attended. **This means that Part 3 of the application form is no longer included in applications to Anaesthetics CT1.**

## Part 1 (Oriel Application Form)

The application form is set up in a particular order, for the first part of the application form, which is the personal section, this includes contact information, equality and diversity information and employment history. Below is further information for some of the sections to help guide applicants.

## 2.1. Contact Information

Contact regarding applications will be via Oriel. Applicants are to ensure the most up to date email address is put into this section. If there are any changes to your email address this can be updated during the recruitment process. If you are using an academic/work email, please ensure emails are not blocked with your IT team.

It is recommended that applicants regularly check their Oriel account throughout the recruitment process to make sure they do not miss any information that is sent out via Oriel. Applicants are advised to add [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to their safe senders list to prevent notification messages being sent to the email junk/spam folder of their inbox. ANRO cannot take responsibility for applicants missing messages sent via Oriel.

## 2.2. Right to work in the UK

All applicants are 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 [guidance from the UK Home Office](#). ANRO cannot give advice on whether your specific immigration status makes you eligible, how you can change your status or how to apply for different types of visa.

## 2.3. Employment history

All applicants should fill out their employment history when completing their application. When completing the employment history section of the application form, all previous clinical experience should be declared; this includes experience inside and outside of the UK, in both training and service posts. Applicants should also ensure that they detail any time spent out of work to ensure that there are no unexplained career gaps.

Applicants must also demonstrate here that they have **18 months or less experience** in Anaesthetics, excluding foundation modules, by time of intended start date. Applicants who have more than 18 months' experience will be longlisted out.

Failure to complete an employment history is tantamount to not fully completing the application form. Applicants who do not complete their employment history will be longlisted out.

It is not possible for an application to be amended after submittance; this includes the employment history. Please ensure that all information provided is correct and accurate.

## Part 2 (Oriel Application Form)

This part of the application form covers Training History/Previous training details, References, Fitness to Practice, Competences/Eligibility and Declarations. The information below is supplementary information to the questions in this section.

### 2.4. 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, the information below needs to be considered.

### 2.5. Support for Reapplication to Specialty

If applicants have previously resigned or been removed from an Anaesthetic 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 NHS England Local Office, NES, NIMDTA or HEIW where training was previously undertaken.

If applicants were awarded an:

- ARCP outcome 4 at ARCP then they are deemed to have been released from training.
- ARCP outcome 3 and did not take an extension to training, they will also be considered to have been released from training.

This evidence **must** be uploaded to an applicant's Oriel account via the *Document Upload* dashboard as *supporting evidence* and attached to the application **at the point of application**. A new form must be completed, with appropriate support for application, in 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.

### 2.6. Support for Reapplication to Specialty Training in a Different Region

Trainees currently working in an Anaesthetics Training Programme, applying to continue their training in another NHS England Local Office, NES, NIMDTA or HEIW, without a break in service, will need to provide information relating to this. They must gain support from their 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 Oriel via the *Document Upload* dashboard as *supporting evidence* and attached to the 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 without submitted evidence **will not** progress any further in the recruitment process.

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

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

## 2.8. 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 pre allocation should ensure they state this on their Oriel application form and complete the Special Circumstances Application Form (available from the [Medical Specialty Training site](#)) and forward this, together with the appropriate supporting evidence as a single scanned document by email to [MDRS](#) as soon as their application has been submitted.

Full details can be found [here](#).

## 3. Next Steps in the process

Once applications are submitted in Oriel, applicants will be longlisted against the Person Specification and invited to the Multi-Specialty Recruitment Assessment (MSRA) should they be eligible.

## 4. Longlisting

All applications will be assessed against the essential criteria outlined in the CT1 Anaesthetics/ACCS Anaesthetics Person Specification (2024) which can be found [here](#).

Applicants that fail to demonstrate that they meet all 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 their eligibility for the post applied for.

### 4.1. Assessment of Foundation Competency

Applicants to CT1/ST1 training programmes are required to provide evidence of having met the UK Foundation Programme competences, or equivalent. Foundation competency can be demonstrated in any of the following ways:

- Applicants that are **currently undertaking the UK Foundation Programme** are not required to provide any further evidence at the time of application but will be required to provide a Foundation Programme Certificate of Competence (FPCC) to the employer and the NHS England Local Office/Deanery on completion of training and prior to commencement in post.
- Applicants who have successfully **completed the UK Foundation Programme no earlier than 3½ years prior to the advertised start date for the post** are required to upload their FPCC to their application form, at the time of application submission.
- Applicants who are **currently undertaking a specialty training programme and are in possession of a National Training Number (NTN) or Deanery Reference Number (DRN)** will be considered to have had their Foundation competences assessed on entry to specialty training and therefore do not need to confirm this again. Applicants applying directly from specialty training do not need to provide any further evidence at the time of application.
- Applicants who are applying for a **specialty where they have previously held a National Training Number (NTN) or Deanery Reference Number (DRN) where they voluntarily resigned from the training programme before completion** are required to upload evidence of satisfactory progress with training, prior to resignation, in the form of ARCP documentation. This can only occur where the specialty being applied to is the same as the specialty that the applicant was previously training in and where progression through training was satisfactory.

Applicants who have not completed a UK Foundation Programme within the 3½ years prior to commencement of the post and who are not already in specialty training at the

time of application will be able to submit a **Certificate of Readiness to Enter Specialty Training**. The submitted CREST form **must be** the most recent version of the CREST form (2024 version) **and** the post that has been assessed as delivering equivalence of Foundation competence **must** have been undertaken in the 3½ years prior to the post to which the applicant is applying.

- 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 not eligible to apply for specialty training using a Certificate of Readiness to Enter Specialty Training. Applicants in this category 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, for example due to personal illness or family caring responsibility, applicants can provide a letter written and signed by the Postgraduate Dean where previous training took place. This letter **must use the form of the standard proforma** and be uploaded to the application form and **must** include the following information:
  - The dates of the previous training
  - Confirmation of the reasons why the applicant previously resigned, was removed from or relinquished their post in the training programme.
  - Confirmation that the applicant has met the requirements and/or demonstrated the competencies of foundation training.
  - Confirmation that the applicant has completed a period of remediation (if applicable)
- **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 and attached to their Oriel application**. Only the 2024 CREST will be accepted; forms from previous recruitment years **will not** be accepted.

Applicants will have two opportunities to provide a satisfactory CREST. Once at time of application, and one further opportunity during longlisting should the submitted CREST be found unsatisfactory. No further opportunities will be provided. It is the responsibility of the applicant to ensure that the CREST is completed satisfactorily and in full prior to submission.

Applicants will not be given the opportunity to upload a CREST if they answer the questions in the application form incorrectly.

Applicants who answer the CREST questions incorrectly and do not submit a form will be longlisted out and will **not** be given an opportunity to submit one later.

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 an equivalent 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 should 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 an applicant is a refugee. Refugees, as defined by [UK Visas and Immigration](#), are advised to 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 the applicant to undergo further assessments to ensure that their competence, professional knowledge, and skills are up to date in line with the [GMC Good Medical Practice](#).

Refugees should be advised to contact the recruiting organisation for further guidance but should submit a Certificate of Readiness to Enter Specialty Training, where possible.

## 5. Multi-Specialty Recruitment Assessment (MSRA)

For the February 2025 intake, all eligible applicants to Anaesthesia (i.e., those who have been assessed as demonstrating evidence of eligibility as outlined in the person specification) 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. It 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* assessment.

The MSRA will be delivered at Pearson VUE testing centres and there will be an option available for online delivery for those that require this, this will be assessed on a case-by-case basis. The testing window is from **Thursday 5th September to Thursday 12th September 2024**.

The MSRA will be used as a shortlisting tool to determine invitation to online interview where the number of eligible applicants exceeds interview capacity. There is no maximum achievable score.

An applicant's MSRA score will contribute 15% towards their 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.

Full information and guidance on the MSRA can be found [here](#).

**Applicants who sat the MSRA in Round 1 or Round 3 in 2023 will need to retake the MSRA for this recruitment round. Scores from those rounds are non-transferable.**

**Applicants who sat the MSRA in Round 1 2024 can carry over their score into Round 3, should they wish.**

Upon receiving the MSRA results, applicants will be able to view their scores by accessing their CT1 Anaesthetics "Applicant Dashboard" on Oriel, their raw MSRA score will be available under the "Shortlist" tab. To view the breakdown of the CPS and PD scores, applicants are advised to click on the "Station Scores" tab.

## 6. Preferencing

At the time of application, applicants will be asked to preference England and Wales.

Successful applicants will **only** be considered for posts in the cluster region they have preferred at time of application. Applicants can only make one application for one of the three clusters.

Applicants will have the opportunity to preference more specific geographic locations within their chosen cluster during [Sub-Preferences](#).

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

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

### 6.1. Deferral of Start Date

Deferments to start dates will only be considered on statutory grounds as stated in the [Gold Guide](#). Deferral for any other reason will not be permitted.

If an applicant wishes to request a deferment to their start date, they must declare this on their application form. If an applicant accepts an offer they should contact their training region's NHS England Local Office, NES, NIMDTA or HEIW as soon as possible regarding the deferment. ANRO are not responsible for deferments to start dates.

## 6.2. Document Upload

As applicants progress through the recruitment process, they may be required to upload additional evidence to their application on Oriel to allow ANRO to assess their eligibility.

If applicants are required to do this, then in order to help ANRO, the following steps must be followed.

Applicants must:

- ensure that the document is appropriately named,
- ensure the document is uploaded to the correct section,
- upload the document as one single upload and not as multiple pages where possible.
- ensure all required documentation is uploaded by the set deadlines.

ANRO reserves the right to request re-submission of documentation if the above process is not followed.

**IMPORTANT: Applicants are advised not to upload anything other than documents to support the longlisting process.**

## 7. Invitation to Online Interview

Applicants who are successful at longlisting and have completed the MSRA, will be invited to attend an online interview. There is no cut off score for the MSRA. Invite to interview is subject to interview capacity. Applicants will be invited to attend *one* online interview and will be considered for appointment within their preferenced cluster **only**.

Applicants who choose the England and Wales cluster will be invited to attend an online interview of their choice in these nations. The region within the England and Wales cluster that an applicant interviews with will not affect any offer they may be made in the England and Wales cluster, should they be successful at interview.

A list of all the online interview dates for the interview window can be found on [the ANRO website](#).

## 7.1. Shortlist Reserve

As there is no MSRA cut off score for applicants applying to CT1 Anaesthetics, no applicants will be deemed unsuccessful at shortlisting. Instead, as invitations to interview are made based on interview capacity, applicants who have completed the MSRA but did not rank high enough to be invited to online interview will have a status of “Shortlist Reserve” following the completion of shortlisting.

Whilst we cannot guarantee these applicants will be invited to interview, should slots become available, due to higher ranking applicants cancelling or withdrawing their application, those with a status of “Shortlist Reserve” will be invited to interview. These applicants will be invited in rank order based on their national ranking after MSRA.

## 7.2. Booking an Online Interview

If an applicant is invited to attend an online interview, they will be required to log into their Oriel account and use the self-service functionality to book an online interview on a date and time of their choosing, subject to availability.

When booking an online interview slot, it is strongly recommended to avoid booking from a mobile device or on 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 is from **Thursday 3rd October 2024** to **Monday 7th October 2024**. Slots will be available on a first come, first served basis.

Applicants who incur any problems whilst booking an online interview slot should email [ANRO](#) immediately.

## 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 interviews provided these are made known in advance. Applicants who require adjustments for their interview (e.g., extra time) 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.

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

When booking interview slots, applicants are advised to add detail of their reasonable adjustments as a confirmation on their online booking notes. Failure to provide this information in your booking notes may result in ANRO not being able to accommodate your adjustment.

Any additional adjustment requests, not already in your application form, need to be reviewed by ANRO, applicants will need to write to ANRO at [england.anro@nhs.net](mailto:england.anro@nhs.net).

Once applicants have booked a slot for an online interview, ANRO expects the applicant to forward any reasonable adjustment requests to the lead contact of the region that is conducting their interview.

If applicants would like their assessors to be aware of the reasons for the reasonable adjustment requests, they will need to let the lead contact of the region that is conducting their interview know when they contact them.

#### 7.4. Confirmation of booking

Once applicants have booked their online interview, they will receive an automated confirmation of booking message in Oriel and a secondary automated message will be sent to their registered email address.

If this confirmation is not received, applicants are advised to log into their Oriel account to confirm if the booking process was completed in its entirety.

#### 7.5. Online Interviews

The online interview window is between **Wednesday 9th October 2024 to Wednesday 16th October 2024**.

**Please note:** regions will select dates for their interviews within the specified window. 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 applicants are 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 applicants are invited to an 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.



Overall scores will be published in an applicant's Oriel account against their Anaesthetics/ACCS Anaesthetics CT1 application up to 5 working days after the initial offer date. This will be found under the "Interview" tab and include Interview Score, MSRA Scaled Score and the combined overall score (which is the Interview and MSRA Scaled Score, this will be labelled "Combined Total Interview and MSRA Scaled Score"). These can be found by clicking the "view station scores" button in this tab.

## 7.6. Online Interview Format

All online interviews will be a two-station format performed online via Qpercom. Candidates will be assessed in a clinical station and a general station against the domains described. Each station will last 15 minutes and the whole process should take 50 minutes. This includes ID checks prior to interview, 5 minutes reading for the clinical scenario, and 5 minutes waiting prior to the general station.

Before the online interview date, applicants will receive information regarding how to log into the Qpercom system as well as a walkthrough video to ascertain how the system works and looks. Applicants will be expected to login before their interview date to complete a compatibility test on their device for the Qpercom system.

Two assessors will interview in each station and score the applicant independently.

Each domain is scored twice, and a Global Rating score is awarded by all four assessors.

Applicants cannot bring prepopulated materials into their interview but can bring a blank piece of paper and a pen in order to make notes should they wish.

## 7.7. Online Interview Domains

Applicants will be assessed and scored on a set of domains in relation to a clinical scenario and a general interview. The two stations are:

- Clinical scenario (5 minutes reading time & 15 minutes interview, 15 marks per assessor and 10 marks per assessor for Global Rating, **50 marks in total**)
- General interview (15 minutes, 15 marks per assessor and 10 marks per assessor for Global Rating, **50 marks in total**)

A Global Rating score is awarded by all four assessors and has a maximum of 10 marks per assessor. This makes the total overall score out of 100. This is demonstrated in the scoring matrix, which can be found on the ANRO website [here](#).

At the end of each online interview 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](#).

### 7.7.1. Clinical Interview Station (15 minutes, 30 marks)

This station assesses the domains of Clinical Judgement & Decision Making, Team Working and Working Under Pressure. These have equal weighting and score 5 points each per assessor. Both assessors scores could amount to a maximum of 30 marks.

Applicants will also be scored a maximum of 10 points per assessor for global rating in this station, in addition to the 30 marks available for the clinical interview. Please see *Global Rating Score (10 marks per assessor)*.

Applicants will be given a clinical scenario prior to entering the interview room. The applicant will have 5 minutes preparation time to read and consider the information. Applicants may take notes during this time. During the clinical scenario assessors will add in various information to challenge the candidate.

### 7.7.2. General Interview Station (15 minutes, 30 marks)

This station assesses the domains of Communication & Professional Behaviour, Commitment to Specialty and Reflective practice. These have equal weighting and score 5 points each per assessor. Both assessors scores could amount to a maximum of 30 marks.

Applicants will also be scored a maximum of 10 points per assessor for global rating in this station, in addition to the 30 marks available for the general interview. Please see *Global Rating Score (10 marks per assessor)*.

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

### 7.7.3. Global Rating Score (10 marks per assessor)

This relates to the assessor's professional judgement of the overall performance of the applicant across the interview station. A global rating score is available per assessor in both the clinical and general interview stations. This is scored out of 10 per assessor, with a **maximum of 40 marks** across both stations.

Further information on this domain can be found in the appropriate scoring guidance document available on the [ANRO Website](#).

## 7.8. Appointability

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

If an applicant is given a Global Rating score of 1 from each of the assessors in one of the stations, the applicant will potentially be vetoed. However, an applicant could score two 1s and a decision 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.

Applicants can score above the national cut-off and still be vetoed out of the process for serious concerns around behaviour, performance, and dangerous decisions. Vetoed applicants will not be considered for appointment in any region.

- 'Serious concerns' indicated on the scoresheet on any station by either or both assessors (Serious concerns will only be indicated if an applicant's response to a scenario highlights genuine patient safety issues, probity concerns or behaviours that could not be easily modified in their early training.)
- Low scores of 25% (or next highest denomination based on scoring structure) on any station by either or both Assessors. This may result in a referral to the applicant's Responsible Officer, where applicable. If the applicant is not currently employed in the UK, the Lead Postgraduate Dean may be notified.

A discussion between the assessors and the Clinical Lead will take place for any applicant who has any of the above concerns raised before a final decision is made.

## 7.9. Observers present during the Online Interview

As well as two assessors, there may be observers during an interview. These include Lay Representatives, external assessors from the RCoA and future assessors taking part in training. These roles are to ensure that quality, consistency, and standardisation is present throughout the interview process.

Only the two 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 at any stage of the process.

## 7.10. Online Interview Courses and Websites

ANRO and the RCoA do **not** recommend that potential applicants book commercial courses, sign up to websites or purchase advice and guidance books specifically aimed at doctors undertaking the Anaesthetics selection process. The RCoA has prepared free guidance for preparation of the CT1 interview which is available on the [RCoA website](#).

## 8. Sub-Preferences

Once an applicant is invited to an online interview, they will be asked to make more detailed programme and geographical preferences, known as Sub-Preferences. Sub-Preferences must be made on Oriel, these 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.

Applicants allocated to the England and Wales cluster can 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 applicants may note that some regions provide more information than others. The ANRO inform all regions that they must provide as much detail as they can to assist applicants when ranking their Sub-Preferences.

Applicants should include all Sub-Preferences they wish to be considered for appointment to in the “*Preference*” box.

If applicants place 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 that they are bypassed in the offers process and a lower ranked applicant is made an offer. The ANRO therefore suggest that applicants should only move 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 they will **not** be made an offer at any point in the process.

The Sub-Preferencing window will be opened at regular periods. The window will initially be open from **Thursday 3rd October 2024 to Monday 21st October 2024**. ANRO will then close the window at **16:00pm (BST) on Monday 21st October** to allow for the preparation of offers to take place. Once the first wave of offers has been released, by **17:00pm (BST) on Tuesday 22nd October 2024**, Sub-Preferencing will be reopened. 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 [Sub-Preferences](#) and will continue up until the upgrading deadline at **16:00pm (BST) on Friday 25th October 2024**.

### 8.1. When to Rank Sub-Preferences

All applicants who have been invited to attend an online interview should rank their sub-preferences. Sub-preferences should be ranked prior to date of initial offers and in the process described above.

Failure to rank sub-preferences will result in no offer being made, regardless of eligibility. Applicants who do not rank sub-preferences prior to initial offers will be able to go into their application and rank sub-preferences when the window is opened again following the initial iteration of offers.

Being invited to rank sub-preferences is not confirmation of an offer being made. Applicants who are not made an offer during the initial wave may still be matched to a preference during recycles.

If your status is “Shortlist Reserve” you will only need to record a preference if your status changes to “Interview”. Please be advised that an interview offer is subject to capacity becoming available. However, this cannot be guaranteed.

## 9. 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 the 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. Interview Score
3. Commitment to Specialty
4. Reflective Practice
5. Clinical Judgement & Decision Making
6. Team Working
7. Professional Behaviour and Communication
8. Working under Pressure
9. Global Rating
10. MSRA (Scaled Score)

The first wave of offers will be sent out by ANRO on **Tuesday 22nd October 2024**. We ask that applicants 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. Applicants have the option to accept, decline or hold an offer.

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.

Please note, if applicants find themselves in this position, ANRO are only able to reinstate the application *status* back to “Interview Complete”, so the applicant can be included in the upcoming offer recycles. ANRO are unable to reinstate the *original offer*.

Once an applicant accepts an Anaesthetics post they will be withdrawn from any other specialties within the same recruitment round and will not receive any further offers from them.

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

Only **one** offer can be held at any one time, across all specialty applications in the same recruitment round. If applicants are already holding an offer, and try to hold another offer, the original held post will be automatically declined by the system. If they choose to hold an offer, they can hold this up until **13:00pm (BST) on Thursday 24th October 2024**. Please be aware that ANRO are unable to reverse this.

Before this deadline, applicants must 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 the status to Offer Declined.

After the hold deadline has passed, any offers made will only have the option of being accepted or declined.

For further information, please refer to the Medical Specialty Recruitment website page on [Offers](#).

## 9.1. Upgrading of Offers

Up to the offers stage, applicants will have the ability to rank preferences for training programmes and geographies within their allocated cluster. If an applicant ranks highly enough to be made an offer, this will be made to the highest ranked 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 preference, should they become available, they can opt into upgrading. The upgrading option is available to all applicants who have held or accepted their offer, 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 **16:00pm (BST) on Friday 25th October 2024**.

If an applicant opts into upgrading and a higher preference post becomes available, subject to their ranking, the upgrade will be automatic. They will be placed in the higher 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.

This automatic upgrade **cannot** be reversed. Applicants must opt **out** of upgrading if they do not wish to be considered for a higher preferenced post than the one they have.

Once applicants have been upgraded, they will be contacted via an automated email message to inform them of this. Details of the upgrade will be made available on the Oriel System.

Once the upgrading deadline has passed, no further upgrades will be offered, even if a higher preference 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 has preferenced the post and is 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.

## 9.2. Offer Exchanges/Enhanced Preferencing

There is increased applicant flexibility for upgrading of offers as described in *Upgrading of Offers*. Any applicant that has accepted or held an offer, and opted into upgrades, can amend their preference options as many times as they like up until the upgrade deadline. Applicants will be able to re-rank their 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 preferences are considered for an upgrade in subsequent offer iterations.

**Please note:** Any changes to 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 Upgrade deadline at **16:00pm (BST) on Friday 25th October 2024**.

Applicants will **not** be able to make changes to their preferences once the Upgrade deadline has passed.

## 10. References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. Applicants are required to give details of three referees who have supervised their clinical training in the last 2 years. Obtaining references is the applicant's responsibility.

The deadline for submitting references on Oriel is **at 16:00pm (BST) on Wednesday 6th November 2024.**

It is not the responsibility of ANRO or the region where an applicant's 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.

Once the deadline for submission of references on Oriel passes, the responsibility then moves to the employing organisation; any outstanding references will be requested from the referee by the employing organisation when they complete all pre-employment checks.

### 10.1. Reference Requests

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

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

Should a referee have any issues accessing the request, please contact ANRO directly.

### 10.2. Changing Your Nominated Referee

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

If changes to the email address for a referee is made, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

## 11. 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.



MSRA scores will be published in an applicant's Oriel account against their Anaesthetics/ACCS Anaesthetics CT1 application summary. They will be visible under the "Shortlist" tab by clicking the "view station scores" button and will be available before invitations to interview are sent. Where capacity enables all applicants to be interviewed, MSRA scores will be disclosed along with overall scores.

Overall scores will be published in an applicant's Oriel account against their Anaesthetics/ACCS Anaesthetics CT1 application up to 5 working days after the initial offer date. This will be found under the "Interview" tab and includes Interview Score, MSRA Scaled Score and the combined overall score (which is the Interview and MSRA Scaled Score, this will be labelled "Combined Total Interview and MSRA Scaled Score"). These can be found by clicking the "view station scores" button in this tab.

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

All applicants will receive their interview feedback scoresheets within 7 working days of initial offers. We advise applicants to add [feedback@qpersoft.com](mailto:feedback@qpersoft.com) to their safe senders list to prevent scoresheets being sent to the email junk/spam folder.

We ask for consideration to be given to ANRO staff by applicants in busy periods as their scoresheets could take longer to receive.

If applicants do not receive their scoresheet, they will need to contact [ANRO](#) to request them.

There is no further feedback that can be provided after scoresheets have been received.

## 12. Offers of Employment & Pre-Employment Checks

The offer and allocation of a 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. An applicant's offer of employment will include the name of their 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 NHS England Local Office, NES, NIMDTA or HEIW websites may also provide additional local information and links to individual employer websites.

The employing organisations 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 NHS England 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 NHS England Local Office, NES, NIMDTA or HEIW during the recruitment process.

### **13. Complaints Procedure**

All National Recruitment Offices use a nationally agreed process for handling complaints about recruitment. If an applicant feels their application has not been managed correctly and have evidence of a failure in the process, they should explore this route.

Complaints should be made in line with the MDRS Complaints Policy and Procedures. This can be found within the [MDRS Complaints Policy page](#) on the Medical Training website. A Complaints Policy Submission form is also available on this page.

### **14. 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](#).

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.