

# Applicant Guidance

**Round 2**  
**August 2020**

**Anaesthetics ST3**

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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 Specialty Training (ST3) on behalf of the Royal College of Anaesthetists (RCoA).

Recruitment to Specialty Training (ST3) posts will take place twice a year, once for August 2020 starts and once for February 2021 starts. Round 2 covers August 2020 commencement; Round 3 February 2021 commencement. **This guide relates to Round 2 only.**

All submitted applications for Anaesthetics training will be assessed using a standard, national and consistent staged process outlined below. This is an established selection process 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, you will be required to choose which 'cluster' you want to be considered for posts in: England & Wales **or** Northern Ireland **or** Scotland.

Once eligibility checks have been completed, i.e. longlisting, an invitation to Selection Centre is offered. However, please note if the number of eligible applicants exceeds Selection Centre capacity, applicants will be ranked by self-assessment score to determine whether they will be invited to Selection Centre.

If you preference Scotland as your cluster then you must attend Selection Centre in Scotland, similarly if you preference Northern Ireland you must attend Selection Centre in Northern Ireland. If you preference England & Wales as your cluster you can book a slot at a preferred location of those available. Depending on which cluster you preference will depend where you 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 Selection Centre. The system is designed to maximise the numbers of applicants and opportunities for successful appointment.

You should also refer to both the [Oriel Applicant User Guide](#) (for technical help with the on-line application form) and the [2020 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 on the day of the Selection Centre, 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.

## 2. Application Window

Advertisements will appear on NHS Jobs; Find a Job; in the BMJ and on the Oriel recruitment system on **Tuesday 21<sup>st</sup> January 2020**.

Applications will be accepted from **10.00am (UK time) on Wednesday 29<sup>th</sup> January 2020** until **4.00pm (UK time) on Wednesday 19<sup>th</sup> February 2020**. 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 that 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 you cannot dual train across both these regions and must rank your 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 will only be eligible to a dual Certificate of Completion of Training (CCT) if they have not yet completed ST5 in their primary specialty by time of Selection Centre. ANRO will longlist out applicants who do not meet this criterion.

## 4. Communications Regarding an Application

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

ANRO administrators *should* 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.

You should make sure that you are using an email account that you can access at any time and will not be blocked by your employer's IT security system. If you are uncertain about this, you should check with your IT department at work.

## 5. Preferencing

At the time of application, you will be asked to preference which one of three clusters (England and Wales **or** Northern Ireland **or** Scotland) you would be prepared to work in. Your choice of cluster cannot be amended once an application has been submitted.

Providing you meet the longlisting and, if utilised, shortlisting criteria, you will be invited to book a slot at Selection Centre. Each applicant will have a maximum of one assessment for Anaesthetics ST3.

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 will contain a number of self-assessment questions. It is imperative that you answer the self-assessment questions accurately and honestly.

In a situation where the number of eligible applicants exceeds Selection Centre capacity, the score generated from self-assessment will be used to determine whether you are invited to Selection Centre.

At Selection Centre, the self-assessment will be ratified as part of the Portfolio station and you will be required to provide evidence to support your score. Deliberately falsifying or giving dishonest answers is in breach of Good Medical Practice and may result in referral to the General Medical Council on the grounds of probity.

ANRO are not at liberty to give advice to applicants on their scores/answers. Self-assessment is intended as a reflection of where an applicant feels they are with regards to certain criteria considered important for a career in Anaesthetics.

If you feel you could justify giving yourself a certain score at Selection Centre, then you are encouraged to put that score on your application form. If you require further advice ANRO would recommend speaking to your Educational Supervisor and/or College Tutor.

Also, there is additional guidance under the downloads section on our website <https://anro.wm.hee.nhs.uk/>

## 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 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

To ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way, those applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this on their application form. Requests for consideration of special circumstances received in any other way will not be accepted.

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from <https://www.oriel.nhs.uk/Web/ResourceBank>) and forward this, together with the following supporting evidence by email to [mdrs.nationalrecruitment@hee.nhs.uk](mailto:mdrs.nationalrecruitment@hee.nhs.uk) as soon as their application has been submitted electronically

It is important that you review the relevant section in the [2020 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 19.1).

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 16).

*Further information on this is available in the [2020 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 Selection Centres 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 at a Selection Centre, ANRO expects the applicant to forward any reasonable adjustment requests to the Selection Centre lead contact.

## 9. Application process for International Medical Graduates (IMGs) without Right of Residence

From 6 October 2019, all medical practitioners have been added to the Shortage Occupation List in the UK. This means that all medical practitioners are exempt from the Resident Labour Market Test (RLMT) and can apply for any specialty in any recruitment round, subject to eligibility.

It is strongly suggested that you read the [2020 Medical Specialty Recruitment Applicant Handbook](#) to familiarise yourself with the immigration information contained within.

## 10. Assessment of Core Competences

All applicants to ST3 posts are required to provide evidence of achievement of all Core Anaesthetics Competences OR that they will have been achieved by commencement of appointment in August 2020. This can be demonstrated in one of three ways:

1. You are currently in a CT2 post and will have enough experience in Anaesthetics/ICM by August 2020 to satisfy the Person Specification requirements.
2. You have completed a UK Core Training Programme and are in possession of a Basic/Core Level Training Certificate (or SHO Training Certificate) which you are required to upload to your application form.
3. You have completed sufficient time in Anaesthetics/ICM posts and upload a Royal College of Anaesthetists 'Basic/Core Level Equivalence' Certificate to your application form at the time of submission.

Core competence cannot be proved in any other way.

In addition to confirming core competence, you are also required to demonstrate Primary FRCA examination status. This information is requested on your application form. If it is found that an applicant is not in possession of the Primary FRCA by the time stated in the 2020 ST3 Anaesthetics [Person Specification](#) they will be longlisted out and will proceed no further in the recruitment process. ANRO advises all applicants to review the Person Specification for further information on this requirement.

## 11. Fitness to Practise

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

Forms are available from the resource bank on the specialty training website (<https://specialtytraining.hee.nhs.uk/Resources-Bank>).

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

This evidence **must** be uploaded to your Oriel account 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/ACCS Anaesthetics Core 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 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 you progress through your application, it may become apparent that you will be required to upload some form of documentation to allow ANRO to assess your 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 uploaded as a whole and not in separate pages
- 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

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.

## 14. Longlisting

All applications will be assessed against the essential criteria outlined in the national [ST3 Anaesthetics Person Specification \(2020\)](#).

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. 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 Selection Centre.

HEE Local Offices, NES, NIMDTA or HEIW will notify ANRO of the maximum number of Selection Centre slots they can accommodate.

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

Applicants who chose the Scotland cluster will be invited to attend Selection Centre in Scotland and will be considered for posts in Scotland only. Applicants who chose the Northern Ireland cluster will be invited to attend Selection Centre in 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 a Selection Centre of their choice in these nations. A list of all the Selection Centres that are being run in this cluster can be seen on the [ANRO website](#).

Selection Centre invitations will be sent out by ANRO on **Wednesday 11<sup>th</sup> March 2020**. Selection Centre slots are booked on a first come; first served basis.

## 16. Sub-Preferences

Once you have been allocated to a cluster to attend Selection Centre you 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.

Depending on which cluster you have been allocated to will depend on what sub-preferences you have the ability to rank. For applicants allocated to the Scotland cluster you will be only able to rank all the sub-preferences available in Scotland.

For applicants allocated to the Northern Ireland cluster you will be only able to rank all the sub-preferences available in Northern Ireland.

For applicants allocated to the England and Wales cluster you have the ability to rank sub-preferences across the two nations and can be considered for appointment in any of these nations. This means you are not restricted to one single region for appointment and can rank your sub-preferences with increased flexibility. There is no standardised level of detail for sub-preferencing in this cluster so you 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 you place any of the sub-preference options in the *not wanted* box, you will never receive an offer for these rotations/programmes, even if this means that you are bypassed in the offers process and a lower ranked applicant is made an offer instead of you. ANRO therefore suggest that you should only move sub preferences to the *not wanted* box if you are certain that you 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 23<sup>rd</sup> March 2020** to **Monday 20<sup>th</sup> April 2020**. 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 **Tuesday 21<sup>st</sup> April 2020** 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 1<sup>st</sup> May 2020**.

## 17. Selection Centre

The Selection Centre window will run between **Monday 23<sup>rd</sup> March 2020** to **Thursday 16<sup>th</sup> April 2020 (inclusive)**.

All Selection Centre dates can be found on the [ANRO website](#).

On the day of the Selection Centre please ensure that you allow yourself plenty of time to get to the venue. You also need to ensure you take a hard copy of your Portfolio of evidence with you as access to e-portfolio will not be available at the Selection Centre. Guidance on

preparing your Portfolio for Selection Centre is available on the [ANRO website](#). It is important that your Portfolio contains evidence to support every score you have awarded yourself in self-assessment.

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

Mobile phones and other electronic devices have no place at Selection Centre and should be left at home wherever possible. Mobile phones or electronic devices brought to Selection Centre must be switched off and fully deactivated for the duration of the Selection Centre. Non-compliance to the above may lead to disqualification from the recruitment process.

### **17.1 Candidate Information Document, Conflict of Interest and Issues on the Day**

Applicants will receive a candidate information document before their assessment starts. This will cover areas such as: Selection Centre process, staff members, housekeeping and what to do if you have a problem during the Selection Centre. If you do not receive this document before you are called for assessment then you have an obligation to raise this to a member of the administrative team who will be able to provide you with this information.

If, during the assessment process, you believe there to be a conflict of interest with a panel member, for example you are already well known to each other and you are not comfortable being assessed by them; it is your responsibility to inform a member of the recruitment team at your earliest opportunity so that alternative arrangements, where possible, can be made.

If a problem arises during the day of Selection Centre you must raise this on the day to the Selection Centre Administration Lead and Clinical Lead. ANRO cannot perform any remedial action for operational issues that occur on the day of Selection Centre.

### **17.2 Selection Centre Format**

A national, standardised assessment format exists for all Anaesthetics Selection Centres to ensure fairness and consistency. The standardised format incorporates a generic scoring system and structure for Selection Centres across all HEE Local Offices, NES, NIMDTA and HEIW.

At each of the standard stations, you will be assessed by two consultant assessors who have completed the RCoA online assessor training tool and are equality and diversity compliant.

Each assessor will score you independently without conferring; this can naturally result in some divergence between the two assessors.

The standard stations are as follows:

### **17.2.1 Clinical Interview – 10 minutes**

This is a scenario-based interview assessing:

- Clinical judgment and decision making
- Working under pressure
- Teamwork

You will be given the clinical scenario on the day and will be allowed up to 5 minutes to read the scenario before you enter the station.

### **17.2.2 Portfolio (Paper Based Only) – 20 minutes**

The Portfolio station is designed to assess past achievements, commitment to specialty and career progression to date. 10 minutes of the station time will be used to confirm your self-assessment score. You will therefore be expected to have evidence to show for each of the self-scoring domains. Failure to supply suitable evidence to fully support the score awarded will result in your score being reduced.

The second half of the Portfolio station will be used to explore areas of your Portfolio in more detail. In particular, assessment will be made on evidence of reflective practice, your commitment/insight into Anaesthetics and your commitment to the training programme. Achievements and interests outside of medicine will also be taken into account and may, or may not, be questioned.

#### **17.2.2.1 Portfolio Declaration Form**

From 2020, a Portfolio Declaration Form has been introduced to confirm the validated self-assessment score. Both the assessors and applicant must sign the declaration before leaving the Portfolio station. In the unlikely event that an applicant disagrees with the validated self-assessment score, the Portfolio Declaration Form should be ticked by the applicant to request a review and handed to the Selection Centre administrator on exit from the station. The review will be undertaken by an independent assessor contemporaneously and the applicant will be advised of the outcome whilst still present at the Selection Centre. The outcome of the independent review is final, and the score will be submitted.

**Please note:** if a review is requested, there is likely to be short delay after the interview process completes and the portfolio is returned.

### 17.2.3 Presentation – 10 minutes (5 minutes delivery, 5 minutes questions)

This station gives you an opportunity to demonstrate how you can perform, with an associated time pressure, to prepare and deliver a presentation. Topics are carefully chosen so that this exercise tests the delivery of a presentation in challenging circumstances rather than being a pure test of knowledge.

You will be given the presentation topic on the day and will be given 10 minutes to prepare your presentation prior to entering the station.

Assessors will score you against the following domains:

- Communication
- Working under pressure
- Organisation and planning

### 17.2.4 Global Rating

For each of the standard stations, you will be given a 'Global Rating' score. This relates to an assessor's professional judgement of the overall performance of the applicant at a particular station. Further information on this domain can be found in the appropriate scoring guidance document available from [here](#).

## 17.3 Appointability and VETO

For an applicant to be deemed appointable, they need to score a **minimum of 110** in the three stations (Clinical Interview, Portfolio and Presentation).

Applicants will not be eligible to be offered an Anaesthetics post in this recruitment round if they do not score the minimum threshold.

Applicants can score above the national cut-off (i.e. 110) and still be vetoed out of the process for particularly poor performance at a station. Vetoed applicants will not be considered for appointment in the recruiting HEE Local Office, NES, NIMDTA or HEIW and will not be eligible for clearing.

A Global Rating score of 1 from each of the assessors in a particular station is the only way that an applicant can be vetoed, however, an applicant could score two 1s and a decision could be made not to veto. A discussion between the assessors and the Clinical Lead will take place



for any applicants who could potentially be vetoed and the final decision will rest with the Clinical Lead.

#### 17.4 Observers at the Selection Centre

There may be times during the Selection Centre where you are observed in one or more stations. This could be by a Senior Trainee, Lay Representative or External Assessor. The purpose of these roles is to ensure that quality, consistency and standardisation is present throughout all Selection Centres. Furthermore, it allows for areas of best practice to be established and shared.

ANRO can confirm that the observers will have no role in the assessment of an applicant and nor in deciding the appointability of an applicant.

#### 17.5 Selection Centre Courses and Websites

It should be noted that 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 Centre. None of the Anaesthetics assessors take part in or endorse any preparation courses, websites or books.

### 18. Offers

All offers will be made on Oriel by ANRO. Offers received in any other way will be deemed invalid. If you are made an offer, you will need to respond to this on Oriel.

Applicants who have preference England & Wales will be ranked in a single national list based on their performance throughout the selection processes. Applicants who have preferred Northern Ireland or Scotland will be ranked against only other applicants who have preferred 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. Total Interview Score
2. Global Score
3. Portfolio Overall
4. Clinical
5. Presentation
6. Portfolio Content
7. 2<sup>nd</sup> Half of Portfolio

The first wave of offers will be sent out by ANRO on **Tuesday 21<sup>st</sup> April 2020**. Please do not contact ANRO about offers prior to this date, as it could delay the release.

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

If you fail to respond to an offer within the 48 hour window it will expire and you will be deemed to have declined the offer.

Once you accept a post you 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 29<sup>th</sup> April 2020**.

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.

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

### **18.1 Upgrading of Offers**

Before Selection Centre you will have had the ability to rank sub-preferences for training programmes and geographies within your allocated cluster (see section 16). If you rank highly enough to be made an offer, this will be made to the highest ranked sub preference that is available when your Selection Centre rank is reached. If you are happy with this offer, you can choose to simply accept it.

However, if you would like the option of getting one of your higher ranked sub preferences, should they become available, you 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 1<sup>st</sup> May 2020**.

If you opt in to upgrading and a higher sub-preference offer becomes available, subject to your ranking, the upgrade will be automatic. You will be placed in the higher sub-preference post *without* ANRO making any further contact with you and you *will not* be given 48 hours to decide whether you 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 you have been allocated to England and Wales, due to you 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.

## 18.2 Offer Exchanges/Enhanced Preferencing

There is increased applicant flexibility for upgrading of offers as described in Section 8.2. 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 1<sup>st</sup> May 2020.**

## 19. References

You are required to give details of your last three clinical or educational supervisors from your current post, your previous post and the post before that. You are able to amend referee details on Oriel up until the point the reference has been submitted.

Referees are required to submit references electronically, using an on-line referee portal in Oriel, once offers have been released. You will be advised, via your Oriel portal, when your referee has submitted their reference.

All offers made will be on the condition of the HEE Local Office, NES, NIMDTA or HEIW receiving three satisfactory references. Obtaining references is an applicant's responsibility. The HEE Local Office, NES, NIMDTA or HEIW will **not** chase your referees.

In rare cases there may be a need for your reference to be provided on paper. ANRO will instruct you if this is necessary. You can download a Structured National Reference Form from the [Oriel Resource Bank](#).

## 20. Clearing

Clearing will be available to applicants who were deemed appointable at Selection Centre 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 one cluster **and** appointable applicants left in another. For example, there are unfilled posts in the England and Wales cluster and appointable applicants without an offer in the Northern Ireland cluster (or vice versa).

If you are eligible for clearing you will be contacted through Oriel, by ANRO, and will be asked to preference the available clearing posts. ST3 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. Feedback

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

Applicants that are rejected at the longlisting stage will be advised of the reason why their application was rejected. Selection Centre feedback will be released up to seven days after the initial offer date.

Selection Centre feedback will consist of numerical scores that show the applicants score per domain in each station, total score, rank and the total score needed to be considered appointable.

Applicants who wish to request feedback above and beyond the standard feedback that is provided (i.e. their actual score sheets) can do so by making a request to the ANRO. ANRO expect the score sheets to be sent back to applicants within 20 working days however applicants must understand that in busy periods this could take longer to receive.

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

## 22. 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. 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.

## 23. Remaining Vacancies

Any vacancies that are left unfilled at the end of this process will be re-advertised in Round 3 for commencement in February 2021.

## 24. Applicant Selection Centre Expenses

Any claims for expenses incurred in travelling to a Selection Centre should be made to the HEE Local Office, NES, NIMDTA or HEIW where the Selection Centre was held, not ANRO. Please contact the HEE Local Office, NES, NIMDTA or HEIW for further guidance on their expenses policy.

## 25. 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.

### 25.1 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.