

# 2023 ST3 General Surgery Supplementary Applicant Handbook



## Contents

Contents.....	2
Introduction .....	3
Summary of 2023 recruitment .....	3
How to apply .....	4
Eligibility and Longlisting .....	4
Special circumstances and Fitness to Practise.....	4
Deferred start dates and Less Than Full Time.....	4
October rotations.....	5
Verification shortlisting process .....	5
Interviews.....	5
Online interview process .....	5
Reasonable adjustments and Guaranteed interview scheme .....	7
Ranking, Outcomes & Preferencing .....	7
Offers, References and Scoresheet .....	7
Allocation.....	7
Enquiries & FAQs.....	8
Useful links.....	8
Appendix 1 – Longlisting .....	9
Appendix 2 - General Surgery Self-Assessment Form .....	10
Self-Assessment Weighting.....	16

## Introduction

The National Recruitment Office for General Surgery ST3 is Health Education England – London and Kent, Surrey and Sussex (HEE London & KSS).

This guide aims to provide applicants with information regarding all aspects of the nationally coordinated General Surgery recruitment in England, Scotland, Wales and Northern Ireland. General information regarding recruitment to all specialty training posts is available on the [Specialty Training website](#) and in the 2023 Medical Specialty Applicant Handbook, available to download from the [Oriel resource bank](#).

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

## Summary of 2023 recruitment

You can find the central guidance in the resource bank of the HEE specialty training website <https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/surgery>. **You must read both this Supplementary Handbook and the Medical Specialty Applicant Guide before beginning your application.**

As part of the Oriel application form you will be asked to provide a self-assessment score depending on your personal achievements. Your total self-assessment score will be used for shortlisting purposes.

In line with interview capacity, shortlisted candidates with the highest scores will be invited to attend a remote interview. Each candidate will have a 40 minute interview assessing a clinical scenario, a management scenario and a discussion of their career to date.

A combination of your verified evidence score, and scores at interview will be used to determine your final total score and ranking.

## Timeline and Key Dates

Activity	Date(s)
Advert appears	Wednesday 16 November 2022
Applications open	At 10am on Thursday 17 November 2022
Applications close	At 4pm on Thursday 8 December 2022
Evidence verification upload	23 <sup>rd</sup> January – 2 <sup>nd</sup> February 2023
Interview dates	Monday 27 – Wednesday 29 March 2023
Interview venue	Remote interview
Preferences Open	TBC
Preferences Close	TBC
Initial offers released all regions	By 5pm on Thursday 20 April 2023
Hold deadline	At 1pm on Tuesday 25 April 2023
Upgrading deadline	At 1pm on Wednesday 26 April 2023
Training start date	August/October 2023 (TBC by employing trust)

*Please note these dates are subject to change but applicants will be notified in advance if it is necessary to make any amendments to the timeline.*

## How to apply

General Surgery recruitment to programmes in England, Scotland, Wales and Northern Ireland is managed via a nationally coordinated process hosted by London and Kent, Surrey and Sussex Recruitment Office on behalf of the General Surgery Specialty Advisory Committees (SAC). Applicants wishing to apply for Vascular surgery posts this year will need to apply via the separate Vascular application.

Further programme and rotation information will be available at the point of preferencing at a later date in the process. Information will be sent to applicants' Oriel account and copied to their registered email inbox with instructions on how to complete preferencing. In addition, indicative post numbers for each HEE local office/deanery will be made available within the advert. Applications will only be accepted through Oriel between 10am on Thursday 17 November 2022 and 4pm on Thursday 8 December 2022. Please be aware applications received after this time will not be accepted and there will be no exceptions to this. The recruitment timeline is available on Oriel and the HEE London & KSS website.

To register on Oriel, you must ensure you have a valid email address. Communication between HEE London & KSS Recruitment Office and applicants will be primarily via Oriel. Applicants should check their Oriel and personal email account at least once every 24 hours.

## Eligibility and Longlisting

Applicants must meet the entry criteria in order to be considered for specialty training. It is important to note that your application is likely to be rejected prior to the interview stage should you fail a criterion assessed at longlisting. Please refer to the [person specifications](#) for full details of entry criteria.

Your application will be longlisted against the entry criteria as outlined on the person specification. Please be aware that applicants may still be withdrawn from the application process at any stage if found to be ineligible to apply even if you have been made an offer.

## Special circumstances and Fitness to Practise

Please refer to the [2023 Medical Specialty Applicant Handbook](#) for guidance on special circumstances. The relevant section starts on page 23

Any candidate who answers 'yes' to one or more of the questions in the Fitness to Practise section of the application form, must complete the HEE London & KSS Recruitment Office Fitness to Practise (FTP) declaration form providing further details regarding their affirmative/positive answer.

Please refer to the guidance and relevant forms which can be found within our applicant support portal: <https://lasepgmdesupport.hee.nhs.uk/support/home>

## Deferred start dates and Less Than Full Time

Further information on how to request a **deferred start date** or **training less than full time (LTFT)** can be found in the [2023 Medical Specialty Applicant Handbook](#).

## October rotations

Candidates currently in core surgical training posts who are expected to complete core surgical training in October 2023 rather than August 2023 are eligible to apply for the 2023 round of General Surgery ST3 recruitment.

## Verification shortlisting process

The self-assessment will be completed online as part of the Oriel application. The self-assessment scores will be used to shortlist candidates for interview.

Applicants will be provided with further instructions about how to upload evidence to the evidence portal in due course. Applicants should ensure that they present the evidence in the requested format. Failure to do so could result in your evidence being rejected.

Failure to submit all evidence by the stated deadline will result in your application form being withdrawn by the recruitment team. The upload window is 23 January to 2 February 2023.

Recruitment administrators **will not** be able to upload evidence on behalf of applicants and once the deadline for submission has passed, applicant access will be withdrawn.

Submitted evidence will be verified against the self-assessment criteria for all short-listed applicants. Where the evidence submitted does not match the score awarded, the score will be adjusted accordingly.

On completion of the verification process, applicants will be sent their verified score. Where the applicant disagrees with the score awarded, they can lodge an appeal.

Appeals received after the 72-hour deadline will not be considered. The outcome of the appeal is final and there is no further recourse for dissatisfied applicants. Disagreements over self-assessment scores fall out of scope of the MDRS Complaints Policy.

## Interviews

Applicants will need to book an interview slot using their Oriel account. Slots are offered on a first come first served basis subject to availability and will need to be booked by the deadline stated in the invitation to interview. Further information on how to book an interview slot can be found in [Oriel Applicant User Guide](#). Applicants can attend only one interview regardless of where they wish to train in England, Wales and Scotland. Interviews will be held remotely.

**Interview dates:** Monday 27 – Wednesday 29 March 2023

## Online interview process

All interviews will be undertaken online. As soon as the link to join the interview has been received, applicants should ensure that they test this from the device they plan to use for their interviews as they may need to source an alternative device to ensure connectivity. Any applicants unable to connect should contact the recruitment team at the earliest opportunity.

On the day of the interview, each applicant should click on the link and join the call 5 minutes prior to their allocated time. Applicants will be kept in the lobby area until the interview panel are ready for them at which time they will be admitted into the interview.

Applicants should ensure that their camera and microphone are turned on and working correctly prior to joining the call. Interviews will be terminated where the panel cannot see the applicant.

Before the interview commences, applicants will be briefed on the interview process and will be required to confirm their identity with the interview administrator. It is therefore important that applicants have suitable photographic ID available (passport or UK photo driving license). In addition, applicants will be required to move their camera to show the entire room where they are undertaking the interview, to confirm that nobody else is present.

Once identity has been confirmed, the administrator will advise the interview panel that the interview process can commence.

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

On completion of the interview, the applicant should terminate their connection to the call and the interview process is complete. The interview station will cover different aspects of the person specification and last approximately 40 minutes.

Before you attend the interview it is very important that you have prepared properly. The interview will assess different areas of your skills, knowledge and experience. The station will have two consultant interviewers. There may be a third person present as an observer who will not be assessing candidates. This may be the Lay Representative who is there in an independent role to assist in the quality assurance of the interview process, or a consultant who is present to observe and assess the interviewers. There will be a maximum of one observer present at any time. The interview will be split into the following sections:

○ **Clinical scenario reading time (5 minutes)**

You will be given a scenario and have 5 minutes reading time prior to the interview– this scenario will be clinical about a patient.

○ **Clinical scenario & questions (10 minutes)**

You will have 10 minutes to answer questions about the clinical scenario and other related questions.

○ **Management scenario reading time (5 minutes)**

You will be given a scenario and have 5 minutes reading time prior to the interview– this scenario will be about a management problem based in the clinical environment.

○ **Management scenario & questions (10 minutes)**

You will have 10 minutes to answer questions about the management scenario and other related questions.

○ **Portfolio questions (10 minutes)**

You will have 10 minutes to answer questions about aspects of your career to date. **You do not need to prepare or present a hard copy of your portfolio.** Evidence from your portfolio should be uploaded electronically to support your self-assessment score. Portfolio evidence will not be available to the interviewers to review during your interview.

## Reasonable adjustments and Guaranteed interview scheme

London and KSS recruitment will ensure, where possible, that reasonable adjustments are made at interview to meet the needs of applicants with disabilities. Applicants must ensure that they include this on the application form and enter an early dialogue with the recruiting organisation. Failure to provide the requested information and documentation by the stated deadline will result in adjustments and/or Guaranteed Interview Scheme status not being met. For more information regarding reasonable adjustments and the guaranteed interview scheme, visit the support page via: <https://lasepgmdesupport.hee.nhs.uk/support/home>

## Ranking, Outcomes & Preferencing

Eligible applicants will be invited to preference available posts on Oriel prior to offers being made. The sub-preferencing window will be confirmed in an email from the recruitment team. For guidance on how to rank/submit your preferences please refer to the *Oriel Applicant User Guide*.

Your ranking will be based on your interview and verified self-assessment scores. Scores will be collated to generate one national ranking from which offers will be made to all available posts. Following interview and ranking, applicants will either be deemed successful or unsuccessful and will be informed of this via Oriel.

## Offers, References and Scoresheet

**Offers** will be made to those successful applicants that have 'matched' to a post and will be based on the applicant's ranking and preferences. Offers will be made via Oriel by 5pm on Thursday 20 April 2023.

Following initial offers being released, further offers will be made in subsequent iterations. Applicants have 48 hours from the time of offer (excluding weekends) to confirm via Oriel whether they wish to accept, reject or hold their offer. Offers made after the hold deadline will only have the option to accept or reject.

Applicants can also choose to opt in or out of 'Upgrading' – by choosing to opt in; if a post becomes available that an applicant has preferred higher than the one they have chosen to accept they will automatically be upgraded to this new post. Refer to the timeline for the various deadlines.

### References

Reference reports are not used at eligibility checking or at the selection centre but will be reviewed by the prospective employing Trust after offers have been made and prior to confirmation of appointment for successful applicants. This will only be requested electronically via Oriel when an offer has been accepted. Guidance on completing references is available via the Oriel resource bank.

**Scoresheets** will be released to ALL applicants on a specified date. The recruitment office will communicate this date to applicants, therefore you do not need to request your scoresheets after interview.

## Allocation

Once offers has been accepted, appointee's details will be passed on to the local training boards/programme director around 14 weeks prior to your start date and to the first Trust you have been appointed to 12 weeks prior to your start date. Therefore, you should not expect to receive any communication prior to this time.

## Enquiries & FAQs

Should you have any queries relating to the recruitment process for General Surgery you can contact HEE London & KSS via our online enquiries portal -

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

## Useful links

Recruitment portal - <https://www.oriel.nhs.uk/web>

Recruitment website - <https://medical.hee.nhs.uk/medical-training-recruitment>

Person Specifications - <https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/person-specifications>

UK Border Agency website - <https://www.gov.uk/government/uk-visas-and-immigration>



## Appendix 1 – Longlisting

At the longlisting stage your application will be reviewed in line with the entry criteria set out in the nationally agreed person specification for General Surgery ST3. It is essential that you provide the evidence below in your application form. If you fail to follow these instructions, it is highly likely that your application will be withdrawn from the recruitment process.

The following criteria will be assessed at longlisting stage:

Criteria	Action Required
MBBS or equivalent	Please include your MBBS, or equivalent, qualification in the 'Entry Qualifications' section of the application form. Please indicate this as your primary qualification.
MRCS or equivalent (by time of offer date)	You must have passed full MRCS by the time of the offer date. You should list MRCS in the 'Entry Qualifications' section of the application form, in addition to confirming that you have MRCS at time of application where asked "Do you currently have full MRCS?". Alternatively confirm that you will be sitting/have sat the MRCS exam by the offer date when asked "Are you sitting an MRCS examination in the February 2023 diet (or earlier) that will lead to full MRCS qualification"
Complete employment history	You must provide details of all posts undertaken following the award of your primary medical qualification. This includes Foundation posts and work undertaken overseas.
Evidence of achievement of CT1 competences in surgery by time of application and CT2 competences in surgery by time of appointment.	Candidates not currently undertaking Core Surgical Training will be required to submit evidence proving achievement of the requisite competences, of which an ARCP 1 at CT2 level or a signed CREHST are the only acceptable documents. Applicants providing incomplete or unsatisfactory evidence will be provided 48 hours to submit satisfactory evidence.

## Appendix 2 - General Surgery Self-Assessment Form

Listed below are the 10 Self-Assessment questions that appear on the application form along with the possible responses to each question and details of suitable evidence to substantiate your responses.

If the interviewers are unable to verify that your evidence matches the answers you provided on your application form, you will not be awarded any marks for those criteria.

If it is subsequently discovered that any statement is false or misleading, evidence will be collected, and you may be referred to a Probity Panel.

**Please note all time periods specified in the Self-Assessment Form refer to full-time equivalent.**

Question 1	
By the end of July 2023, or by the completion of Core Training if this is later, how many months will you have spent in total in any job in medicine post foundation programme? This includes clinical and non-clinical jobs in any speciality.	
Responses	N =
• 0 to 27 months	1
• 28 to 39 months	2
• 40 to 51 months	3
• 52 to 63 months	4
• 64 months or more	5
<ul style="list-style-type: none"><li>• The value attributed to this question “N” will not contribute to the overall Self-Assessment score</li><li>• The recruitment team will divide the final scores recorded for questions 5a, 5b, 6 and 7 by “N”</li></ul>	
Evidence:	
<ul style="list-style-type: none"><li>• Please provide evidence of completion of training posts</li><li>• For non-training posts please provide a copy of the front page of your contract of employment, which must include dates and a clear description of the role</li></ul>	

## Question 2

By the end of July 2023, or by the completion of Core Training if this is later, how many months will you have spent in total in General Surgery and/or Vascular Surgery in any post-Foundation job in any country? Please do not include any other posts

Responses	Score
• 0 to 9 months	2
• 10 – 16 months	6
• 17 -20 months	7
• 21 - 30 months	8
• 31 to 59 months	4
• 60 months or more	1

### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment, which must include dates and a clear description of role

## Question 3

By the end of July 2023, or the completion of Core Training, will you have spent at least 4 months in T&O, Plastic Surgery, Neurosurgery, ENT Surgery, Cardiac/Thoracic surgery, A&E, ITU, Paediatric Surgery, Urology, Vascular or OMFS posts since completing your Foundation Programme?

Responses	Score
• I will not have spent 4 months in any of these specialities	0
• I will have spent at least 4 months in a post in 1 of these specialities	1
• I will have spent at least 4 months in posts in 2 or more of these specialities	2

### Evidence:

- Please provide evidence of completion of training posts
- For non-training posts please provide a copy of the front page of your contract of employment which must include dates and a clear description of role
- **If the front page of your contract does not include both start and finish dates other evidence will be required to confirm the duration of post e.g. Letter from HR/Head of Service/Supervising Consultant**

#### Question 4

At the **time of application**, how many appendicectomies (laparoscopic and/or open) have you completed which have been done either STS or STU or P or T? These must be recorded in a validated logbook.

Responses	Score
• 0 to 9	1
• 10 to 24	2
• 25 to 39	3
• 40 to 99	4
• 100 or more	1

#### Evidence:

- You must provide full and consecutive logbook evidence. Consolidation sheets from a validated logbook are acceptable. You will be asked for a log of your index procedures (appendicectomies, inguinal hernias and cholecystectomies). Please ensure there are no gaps in the logbook evidence

#### Question 5a

At the **time of application**, how many 1st author publications have you had published in any PubMed indexed journals? **Do not** include published abstracts, case reports, letters or technical tips.

Responses	Score
• Numerical count of <u>first author</u> papers with PMID (PubMed identifier)	2 per paper

#### Evidence:

- Please provide a PMID (PubMed identifier) for each paper
- Collaborative papers may be included in this section if you provide **clear evidence of significant involvement** in the design/steering/writing up of the study. Maximum of 1 paper per collaboration.

### Question 5b

At the **time of application**, how many other publications have you had published in any PubMed indexed journals? **Do not** include published abstracts, case reports, letters or technical tips.

Responses	Score
<ul style="list-style-type: none"><li>Numerical count of <u>other</u> papers with PMID (PubMed identifier)</li></ul>	1 per paper
<b>Evidence:</b>	
<ul style="list-style-type: none"><li>Please provide a PMID (PubMed identifier) for each paper</li><li>Collaborative papers may be included in this section to a maximum of 1 paper/point for each collaborative project in which you have been referenced as a contributor. Please provide clear evidence for this section in addition to the PMID (e.g. a contributor list with your name highlighted)</li></ul>	






### Question 6

At the **time of application** and since graduation as a doctor, how many national and international presentations have been given of work in which you are a listed author? **Do not** include poster presentations.

Responses	Score
<ul style="list-style-type: none"><li>Numerical count of presentations</li></ul>	1 per evidence
<b>Evidence:</b>	
<ul style="list-style-type: none"><li>Please provide a copy of the relevant page of the meeting programme(s)</li></ul>	






### Question 7

At the **time of application** how many audits against a published standard or quality improvement projects have you undertaken, which have resulted in a presentation of the results?

Responses	Score
<ul style="list-style-type: none"><li>Numerical count of audits</li></ul>	1 per audit/QIP
<b>Evidence:</b>	
<ul style="list-style-type: none"><li>Please provide a summary of the audit or quality improvement project, a clear summary of your involvement in the project and evidence of presentation. <b>Clear evidence must be presented for this section or points will not be awarded.</b> Simple certificates are not sufficient evidence</li><li>If you have been involved in a closed-loop audit each cycle would count e.g. <b>a full cycle counts as 2 audits. However, to obtain both points you must demonstrate active involvement in both cycles. Clear evidence of closing the loop with the second audit must be provided or both points will not be awarded.</b></li></ul>	

### Question 8

At the **time of application**, have you completed and been awarded a stand-alone UK higher degree or equivalent (see evidence below) examined by thesis/dissertation? (NB: This **does not** include intercalated degrees)

Responses	Score
<ul style="list-style-type: none"><li>Masters (eg. MSc, MMedEd, MS, ChM)</li></ul>	1
<ul style="list-style-type: none"><li>PhD, MD</li></ul>	2

#### Evidence:

- Please provide your degree certificate
- If your degree was taken outside the UK, you must also provide evidence of its equivalence (e.g. a letter from the institution confirming that it was awarded following the production of a research-based thesis and full examination together with a copy of your results transcript).
- We are aware of organisations such as UK NARIC however the Selection Leads will be the final arbitrators.**

### Question 9

Please select **one** statement that best describes your involvement in leadership or management since your primary medical qualification.

Responses	Score
<ul style="list-style-type: none"><li>I have provided evidence in my portfolio of a formal leadership or management role within or outside of medicine <i>at a national or regional level</i></li></ul>	2
<ul style="list-style-type: none"><li>I have provided evidence in my portfolio of a formal leadership or management role within or outside of medicine <i>at a local or Trust level</i></li></ul>	1
<ul style="list-style-type: none"><li>I have had no significant involvement in leadership or management</li></ul>	0

#### Evidence:

- Please supply evidence to support your response

### Question 10

I have a formal qualification in teaching (PG cert or equivalent).

Responses	Score
<ul style="list-style-type: none"><li>PG Cert or equivalent</li></ul>	2
<ul style="list-style-type: none"><li>A substantial interactive and practical teaching qualification</li></ul>	1
<ul style="list-style-type: none"><li>None</li></ul>	0

**Evidence:**

- Please supply evidence to support your response which should include a clear description of the learning outcomes achieved, programme content and teaching methods employed. Undertaking a particular named course is not required but mapping to the learning outcomes of the RCSEng is essential

## Self-Assessment Weighting

Below are details on the formulas used to weight the self-assessment scores.

The value attributed to Q1 (N) does not contribute to the overall score. N is used to weight Q5a, Q5b, Q6 and Q7. Candidates may score more in these questions as a reflection of increased time in various posts. N is therefore used as a denominator to balance this anomaly. The scores for Q5a, Q5b, Q6 and Q7 will be divided by N. A maximum score is also applied to these questions.

The maximum achievable self-assessed score is 34 and the minimum score is 2.

Please see the table below for the score per item, the weighting applied and the maximum score for questions 5 to 7.

Question	Score Available	Weighting Formula	Maximum Score
5a	2 per paper	$((Q5a \times 2) + Q5b) / N$	8
5b	1 per paper		
6	1 per presentation	$Q6 / N$	2
7	1 per audit	$Q7 / N$	4

For example, a candidate who has worked for three years (clinical or non-clinical) since Foundation Training will score an N of 2. If they have 8 first-author publications, 6 other publications, 2 national presentations and 3 audits which have been validated then their score will be as follows:

Question	Validated Score	Weighting Formula	Weighted Score
5a	8	$(8 \times 2) + 6) / 2 = 11$	8 (maximum score)
5b	6		
6	2	$2 / 2 = 1$	1
7	3	$3 / 2 = 1.5$	1.5