

Vascular Surgery ST3 2024

Supplementary Applicant Handbook



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Introduction

The National Recruitment Office for Vascular Surgery ST3 is London and Kent, Surrey and Sussex (London & KSS).

This guide aims to provide applicants with information regarding all aspects of the nationally coordinated Vascular 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](#).

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 2024 recruitment

You can find the central guidance on the [Medical Specialty Training website](#). **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. You will then be invited to upload evidence of your achievements to the Evidence Upload Portal. The evidence you upload will be reviewed by a team of consultants. They will verify that you have claimed the correct number of points and can change your score if they feel your evidence merits a different score from your self-assessment. This produces your verified evidence score.

In line with interview capacity, shortlisted candidates with the highest scores will be invited to attend a remote interview. Each candidate will have a 50-minute interview assessing a clinical scenario, a management scenario, a communication skills scenario and a virtual operative skills station.

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	Dates
Advert published	By 5pm on Wednesday 15 th November 2023
Applications open	At 10am on Thursday 16 th November 2023
Application close	At 4pm on Thursday 7 th December 2023
Evidence verification upload	Thursday 18 th January 2024 – Thursday 1 st February 2024
Self-Assessment verification window	Monday 5 th February 2024 – Monday 12 th February 2024
Appeal window for candidates	Friday 16 th February 2024 – Wednesday 21 st February 2024
Invite to interview	Tuesday 5 th March 2024
Interview	Monday 18 th March 2024
Programme preferencing window	Friday 22 nd March – Wednesday 10 th April 2024
Initial offers released all regions	By 5pm on Thursday 18 th April 2024
Hold deadline	At 1pm on Tuesday 23 April 2024
Upgrade deadline	At 1pm on Wednesday 24 April 2024
Hierarchical deadline	At 4pm on Wednesday 24 April 2024
Training start date	August 2024 (TBC by employing trust)

How to apply

Vascular Surgery recruitment to programmes in England, Scotland, Wales and Northern Ireland is managed via a nationally coordinated process hosted by LaKSS Recruitment Office on behalf of the Vascular Surgery Specialty Advisory Committees (SAC).

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 NHSE local office/deanery will be made available on the [Medical Specialty Training website](#).

Applications will only be accepted through Oriel between 10am on Thursday 16th November 2023 and 4pm on Thursday 7th December 2023. Please be aware applications received after this time will not be accepted and there will be no exceptions to this.

To register on Oriel, you must ensure you have a valid email address. Communication between NHSE LaKSS 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.

Important information on CREHST

The Certificate of Readiness to Enter Higher Surgical Training is the only acceptable evidence of achievement of all requisite core surgical competences for all applicants to Vascular Surgery ST3 who will not have completed a recognised UK Core Surgical Training Programme by the post start date.

All competences must be signed off in order for a CREHST to be accepted. If necessary, competences can be signed off by multiple supervisors where a single supervisor feels unable to sign off the totality of competences. The CREHST must be submitted by all applicants who are not on or have not completed a UK Core Surgical Training programme.

The CREHST can be downloaded from the [Oriel resource bank](#).

Special circumstances and Fitness to Practise

Please refer to the [Medical Specialty Training website](#) for guidance on special circumstances.

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 NHSE LaKSS Recruitment Office [Fitness to Practise \(FTP\) declaration form](#) providing further details regarding their affirmative/positive answer.

Please refer to the guidance which can be found within the [applicant support portal](#).

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 on the [Medical Specialty Training website](#).

October rotations

Candidates currently in core surgical training posts who are expected to complete core surgical training in October 2024 rather than August 2024 are eligible to apply for the 2024 round of Vascular Surgery ST3 recruitment.

Verification shortlisting process

The self-assessment will be completed online as part of the Oriel application. 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 from Thursday 18th January – Thursday 1st February 2024.

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 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. The verified scores will be used to shortlist candidates for interview.

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 the [Oriel Applicant User Guide](#).

There is an [Applicant Declaration](#) which all applicants must agree with and adhere to in order to sit an online interview. The Declaration also contains a list of vital steps you must undertake before the day of the interview. The [application declaration](#) is also within the Application Form.

Interview date: Monday 18th March 2024

Online interview process

Interviews will be undertaken through the Qpercom video platform using in-built interview stations with integrated scoring. Applicants will need to register on the system when prompted by the London and KSS Recruitment Team. They can register by clicking on the initial login/forgotten password. As soon as the interview has been made available by the recruiter, applicants should see Vascular Surgery Interviews appear on their main page and click the green button. Applicants will be taken to a diagnostics tool to ensure they meet the connectivity and other requirements. Applicants should ensure 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. Once they have passed the diagnostics tool, it will take them back into their waiting area, where they will be met by a member of the admin team on the day of interviews.

On the day of the interview, each applicant should login and click 'choose' 10 minutes prior to their allocated time. Applicants will be kept in the waiting area where a member of the recruitment team will meet them to perform ID checks, once this is completed, you will be advised of your interview stations.

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 a 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.

Interview Format

The interview stations will cover different criteria from the person specification and last approximately 50 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 stations will have two consultant interviewers live during each session. 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. The interview will be split into the following sections:

Station 1

Clinical scenario reading time (5 minutes)

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

Clinical scenario & questions (10 minutes)

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

Communication scenario & questions (10 minutes)

You will have 10 minutes to answer questions about a communication scenario and other related questions.

Station 2

Management scenario reading time (5 minutes)

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

Management scenario & questions (10 minutes)

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

Virtual skills scenario & questions (10 minutes)

You will have 10 minutes to answer questions about a virtual operative skills scenario and other related questions.

Reasonable adjustments

The process for 2024 is to request all Reasonable adjustments requests at the time of your application and on Oriel. All evidence will be uploaded at the time you are submitting your application. For further guidance on the details of evidence required please refer to the [Medical Specialty training website](#).

Applications for any adjustments at interview will be made via Oriel. Please follow the guidance in Oriel and on the Medical Specialty training website for this process. All evidence must be uploaded with your Oriel application. You will be notified of the outcome of your application prior to interview.

If you have a situation that has occurred post the application window closing, please contact us via the Applicant Support Portal to receive further guidance:

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

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 as stated in the timeline table above.

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 perspective 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 and FAQs

Should you have any queries relating to the recruitment process for Vascular Surgery you can contact 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 Vascular 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 2024 diet (TBC) (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 - Vascular Surgery Self-Assessment Form & Guidance

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 2024, or by the completion of Core Training if this is later, how many months (whole time equivalent) will you have spent in total in any job in medicine post foundation programme (or equivalent)? This includes clinical and non-clinical jobs in any speciality.	
Responses	N =
• 0 to 39 months	1
• 40 to 51 months	2
• 52 to 73 months	3
• 74 to 88 months	4
• 88 months or more	5
<ul style="list-style-type: none"> • The value attributed to this question "N" will not contribute to the overall Self-Assessment score • The recruitment team will divide the final scores recorded for questions 5a, 5b and 6 by "N" 	
Evidence:	
<ul style="list-style-type: none"> • 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 includes dates 	

Question 2	
<p>By the end of July 2024, or by the completion of Core Training if this is later, how many months (whole time equivalent) will you have spent in total in Vascular Surgery and/or General Surgery in any post-Foundation job (or equivalent) in any country? Please do not include any other posts</p>	
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:	
<ul style="list-style-type: none"> • 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 includes dates 	

Question 3	
<p>By the end of July 2024, 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 or OMFS posts since completing your Foundation Programme (or equivalent)?</p>	
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:	
<ul style="list-style-type: none"> • 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 includes dates • 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			
<p>At the time of application, how many appendicectomies (laparoscopic and/or open) or femoral artery explorations have you completed which have been done either STS or STU or P or T? The higher of the two scores will count. These must be recorded in a validated logbook.</p>			
Responses Appendicectomy	Score Appendicectomy	Responses Femoral Artery	Score Femoral artery exploration
• 0 to 9	1	0 to 5	1
• 10 to 29	2	6 to 20	2
• 30 to 49	3	21 to 40	3
• 50 to 99	4	41 to 50	4
• 100 or more	1	50 or more	1
Evidence:			
<ul style="list-style-type: none"> You must provide full logbook evidence. Consolidation sheets from a validated logbook are acceptable. You will be asked for a log of your index procedures (appendicectomies, inguinal hernias, cholecystectomies and femoral artery dissections) 			

Question 5a	
<p>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.</p>	
Responses	Score
<ul style="list-style-type: none"> Numerical count of <u>first author</u> papers with PMID (PubMed identifier) 	2 per paper
Evidence:	
<ul style="list-style-type: none"> Please provide a PMID (PubMed identifier) for each paper Collaborative papers may be included in this section if you provide evidence of significant involvement in the design/steering/writing up of the study. Maximum of 1 paper per collaboration. Publications included here cannot be also counted in Question 7 	

Question 5b	
<p>At the time of application, how many other original papers have you had published in any PubMed indexed journals? Do not include published abstracts, case reports, letters or technical tips.</p>	
Responses	Score
<ul style="list-style-type: none"> Numerical count of <u>other</u> papers with PMID (PubMed identifier) 	1 per paper
Evidence:	
<ul style="list-style-type: none"> Please provide a PMID (PubMed identifier) for each paper 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 Publications included here cannot be also counted in Question 7 	

Question 6	
<p>At the time of application and since graduation as a doctor, how many national and international medical presentations have been given of work in which you are a listed author? Do not include poster presentations.</p>	
Responses	Score
<ul style="list-style-type: none"> Numerical count of presentations 	1 per evidence
Evidence:	
<ul style="list-style-type: none"> Please provide a copy of the relevant page of the meeting programme(s) Presentations included here cannot be also counted in Question 7 	

Question 7	
<p>Submit evidence of the four best audit / quality improvement projects that you have developed, against a published clinical standard and have resulted in a presentation of the results at the time of application. These will be scored against the following criteria:</p>	
Scoring criteria:	Score
<p>Less than four audit projects that you have delivered, against a published clinical standard and have resulted in presentation at the time of application</p>	0
<p>Four audit projects of which one includes more than 50 subjects/patients/cases, Three projects have two cycles, One project has evidence of a local change in clinical practice with positive patient outcomes, One project has been peer reviewed and presented (including posters) at a national or international meeting affiliated with a medical or surgical society, or published (including abstracts) in a Pubmed indexed journal</p>	2
<p>Four projects of which two or more include more than 50 subjects/patients/cases, All four project have two cycles, Two or more projects have evidence of a local change in clinical practice with positive patient outcomes Two or more projects have been peer reviewed and presented (including posters) at a national or international meeting affiliated with a medical or surgical society, or published (including abstracts) in a Pubmed indexed journal</p>	4
<p>Evidence: Please provide a summary of the project and evidence of presentation/publication/change in practice. Evidence that exceeds the descriptors for a score of 0 but does not meet the descriptors of a score of 2 can be scored 1. Evidence that exceeds the descriptors for a score of 2 but does not meet the descriptors for a score of 4 can be scored 3.</p>	

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"> No higher degree 	0
<ul style="list-style-type: none"> Masters (eg. MSc, MMedEd, MS, ChM) 	1
<ul style="list-style-type: none"> PhD, MD 	2
Evidence:	
<ul style="list-style-type: none"> 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"> 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> 	2
<ul style="list-style-type: none"> 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> 	1
<ul style="list-style-type: none"> I have had no significant involvement in leadership or management 	0
Evidence:	
<ul style="list-style-type: none"> Please supply evidence to support your response 	

Question 10	
I have a formal qualification in teaching (PG cert or equivalent).	
Responses	Score
• PG Cert or equivalent	2
• A substantial interactive and practical teaching qualification	1
• None	0
Evidence:	
<ul style="list-style-type: none"> • 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, and Q6. 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, and Q6 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 3.

Please see the table below for the score per item, the weighting applied and the maximum score for questions 5 to 6.

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

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 and 2 national presentations 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