

# Physician ST3 Recruitment 2020

## Round 1: applicants' guide

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1.0	5 December 2019	Original copy

## ABOUT THIS GUIDE

This outlines the recruitment process for ST3-level training in medical specialties in 2020 round 1 that are nationally coordinated by the Physician Specialty Recruitment Office (PSRO). The process covers NTN/LAT posts in England, Scotland and Wales, with Northern Ireland participating in the specialties of clinical genetics, medical oncology and palliative medicine.

The timetable for round 2 is available on page 12 and more detailed guidance will be published nearer the time.

To find out more about the whole process, visit the Physician ST3 Recruitment website:

[www.st3recruitment.org.uk](http://www.st3recruitment.org.uk).

You should also refer to the Oriel Applicant User Guide for general guidance on how to navigate Oriel and technical help with the on-line application form:

<https://www.oriel.nhs.uk/Web/ResourceBank>

Please also refer to the 2020 Medical Specialty Recruitment Applicant Handbook for general information about the administration of national recruitment processes:

<https://specialtytraining.hee.nhs.uk/Resources-Bank>

## SPECIALTIES PARTICIPATING IN THE PSRO-COORDINATED PROCESS

The 24 specialties participating in round 1 in 2020 are:

- acute internal medicine
- allergy
- audiovestibular medicine
- cardiology
- clinical genetics
- clinical neurophysiology
- clinical pharmacology and therapeutics
- combined infection training†
- dermatology
- endocrinology and diabetes mellitus
- gastroenterology
- genitourinary medicine
- geriatric medicine
- haematology
- immunology
- medical oncology
- medical ophthalmology
- neurology
- palliative medicine
- rehabilitation medicine
- renal medicine
- respiratory medicine
- rheumatology
- sport and exercise medicine.

†Recruitment to combined infection training covers training in the specialties of: infectious diseases, medical microbiology, medical virology and tropical medicine. For more information please visit the 'Infection specialties' page of the ST3 recruitment website at:

[www.st3recruitment.org.uk/specialties/overview](http://www.st3recruitment.org.uk/specialties/overview)

For a full list of all medical specialties (including those not coordinated by the PSRO) please visit:

[www.st3recruitment.org.uk/specialties/overview](http://www.st3recruitment.org.uk/specialties/overview)

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## SPECIALTY RECRUITMENT MODELS

For round 1 of ST3 recruitment in 2020, each of the 24 participating specialties will employ one of three different recruitment models, depending on which is most appropriate to that specialty's requirements.

From your point of view as a candidate, the main differences are the posts for which you can be in contention, and where your interview will be held.

- **National single centre** – candidates are in contention for all posts nationally throughout the process with a lead region responsible for managing applications and hosting interviews.
- **Single transferable score (STS)** – similar to national single centre, except that interviews will be held at one of a few regional interview centres. Scores from each interview centre are collated into a single ranking list used to make offers.

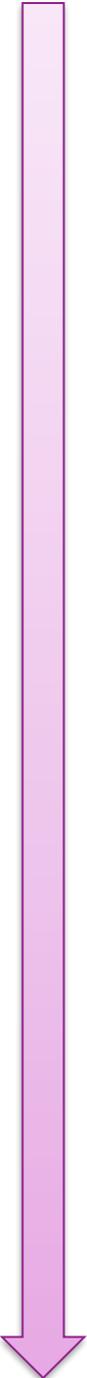
- **Cascadable application** – candidates apply to up to four regions in order of preference, which are either a single region or cluster of regions. Once shortlisting is completed, candidates are allocated to their highest preference possible based on their application score. After this point candidates can only be considered by their shortlisted region; although there will be a period of clearing (see page 12) where required.

Please ensure that you have familiarised yourself with the relevant recruitment model for the specialty or specialties to which you are applying. Details can be found in the 'Planning your application' section on each specialty's page of the website: [www.st3recruitment.org.uk/specialties/overview](http://www.st3recruitment.org.uk/specialties/overview)

## RECRUITMENT MODEL BY SPECIALTY

The table below shows which recruitment model will be used by the 24 participating specialties:

National single centre			Single transferable score (STS)	Cascadable application
Allergy	Dermatology	Neurology	Gastroenterology	Acute medicine
Audiovestibular medicine	Genitourinary medicine	Palliative medicine	Respiratory medicine	Cardiology
Clinical genetics	Haematology	Rehabilitation medicine		Endocrinology and diabetes
Clinical neurophysiology	Immunology	Rheumatology		Geriatric medicine
Clinical pharmacology and therapeutics	Medical oncology	Sport and exercise medicine		Renal medicine
Combined infection training	Medical ophthalmology			



**Applications**

Open – Wednesday 29 January 2020 (10am, UK time)

Close – Wednesday 19 February 2020 (4pm, UK time)

**Shortlisting**

All applicants will be informed whether and where they will be interviewed by Monday 9 March 2020 (cascadable specialties), or no later than 7 days prior to the first interview date (national specialties)

**Interviews held**

Single centre/STS: Monday 2 March – Wednesday 22 April 2020

Cascadable: Monday 16 March – Wednesday 22 April 2020

Individual specialties' dates can be found on their area of the website:

<https://www.st3recruitment.org.uk/specialties/overview>

**Offers made**

All specialties will make their first set of offers between finishing their interviews and Thursday 23 April 2020

**Clearing (cascadable specialties only)**

Early to mid-May 2020

**Post start date**

Wednesday 5 August 2020 – 31 December 2020

A more detailed timeline, can be found on our website:  
[www.st3recruitment.org.uk/recruitment-process/timeline](http://www.st3recruitment.org.uk/recruitment-process/timeline)

## WHAT SHOULD I CONSIDER BEFORE APPLYING?

Here are some steps to consider before you start.

### AM I ELIGIBLE?

The first thing to consider when applying to ST3 is whether you meet the eligibility criteria for your preferred specialty.

The person specifications for all specialties detail the criteria you must meet to apply, and can be found on the NHS medical specialty training website:

<https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications>

Additionally, a detailed breakdown of the eligibility criteria can be found on our website: [www.st3recruitment.org.uk/recruitment-process/am-i-eligible](http://www.st3recruitment.org.uk/recruitment-process/am-i-eligible)

The criteria that most commonly affect candidates are:

### QUALIFICATIONS

ST3-level UK medical posts require candidates to have the full MRCP(UK) diploma – or a suitable alternative.

There are three potential ways to meet ST3 entry requirements:

- gaining the MRCP(UK) diploma
- alternative training pathway examinations (where designated on the person specification)
- European Economic Area (EEA) eligibility.

### CORE COMPETENCE

Are you currently in a UK core medical training programme? If not, you need to submit documentation with your application demonstrating that you meet the core competence requirements.

This will either be evidence of having successfully completed core training, or use of the standard *Alternative Certificate of Core Competence*.

### EXPERIENCE

To progress to an ST3 training post, you must have gained a minimum of 24 months' post-foundation level experience, anywhere in the world, by the time the ST3 post is due to start.

In most cases this needs to be in medical specialties, but for some specialties there are different ways that this criterion can be met, so you will need to familiarise yourself with the requirements for your chosen specialty.

### WHAT AND WHERE TO APPLY?

The following information may be useful when planning your application:

- for information on each specialty, data from previous years, interview dates and programme numbers: [www.st3recruitment.org.uk/specialties/overview](http://www.st3recruitment.org.uk/specialties/overview)
- regions: [www.st3recruitment.org.uk/regions/overview](http://www.st3recruitment.org.uk/regions/overview)

The website also contains general information about planning your application, which you may find useful:

[www.st3recruitment.org.uk/recruitment-process/planning-your-application](http://www.st3recruitment.org.uk/recruitment-process/planning-your-application)

## HOW DO I APPLY?

The first stage is to complete and submit an application form via 'Oriel' – the online system used to manage the recruitment process for all specialty training programmes in the UK: [www.oriel.nhs.uk](http://www.oriel.nhs.uk).

A detailed guide to using Oriel is available within the Oriel resource bank: <https://nww.oriel.nhs.uk/Web/ResourceBank>

### REGISTERING AN ACCOUNT

When using the system for the first time, you will need to create an account and register information – eg personal details, employment history, etc. This will be saved and transferred automatically to any applications you begin. You can register an account prior to applications opening, and it's advisable to get a head start – many candidates take 10 hours or more to complete their application.

### APPLICATION FORM

Once a vacancy has opened, you can begin your application by navigating to the **Vacancies** tab. This will bring up a list of all specialty vacancies available in the current recruitment period, and this is where you start your application.

### APPLICATION PAGES

The application form has several sections, each examining a different area of your candidature, (eg personal details, core competence, clinical references etc). Each one must be completed before your application can be submitted.

Key information about completing the form is available at:

[www.st3recruitment.org.uk/recruitment-process/applying/completing-the-application-form](http://www.st3recruitment.org.uk/recruitment-process/applying/completing-the-application-form)

### 'EVIDENCE' PAGE

This page asks for details of your achievements in various areas. Your application is self-scored based on these achievements, following a pre-set scoring system.

It's very important to score yourself accurately as possible. Whilst interviewers appreciate it is not always clear which option to choose, incidents of candidates blatantly or persistently trying to gain an unfair advantage by over-claiming and/or exaggerating their achievements will be taken very seriously.

Please refer to the application scoring system guidance on the website:

[www.st3recruitment.org.uk/recruitment-process/applying/application-scoring](http://www.st3recruitment.org.uk/recruitment-process/applying/application-scoring).

### SUBMITTING YOUR APPLICATION

Remember: the majority of your application cannot be edited once it's submitted, so make sure you have checked your application and are satisfied with it before you submit.

**Applications cannot be submitted after the deadline and will not be accepted in any circumstances.**

## WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

This section outlines what happens after you submit your application, prior to interview.

For more information visit:

[www.st3recruitment.org.uk/recruitment-process/applying/after-submission](http://www.st3recruitment.org.uk/recruitment-process/applying/after-submission).

### LONGLISTING

Once you submit your application, the longlisting process will start to ensure you meet the eligibility criteria for ST3-level posts.

If your application doesn't meet all the criteria or more information is required, you may be asked to supply additional documentation or details. If your eligibility cannot be established, it will be rejected at this point and not progress any further.

### SHORTLISTING

After longlisting you will be notified whether your application has been shortlisted for interview; the process for this varies depending on the specialty:

### CASCADABLE SPECIALTIES

All eligible applications will be ranked nationally based on the shortlist score and will be allocated to regions in this order. Where possible, your application will be allocated to your first regional preference. However, if this region's capacity has been filled with higher-scoring applications, your application will be allocated to your second preference and so on.

The outcome of shortlisting from recent years has been published to the ST3 Recruitment website to provide an indication to candidates and is available within each specialties section of the website.

For cascadable specialties this will be completed by **Monday 9 March 2020**.

### NATIONAL/STS SPECIALTIES

Shortlisting will be completed no later than 7 days before the first date of interviews.

Shortlisting is a straightforward process of looking at the specialty's interview capacity and going down the ranking list in score order to see who can be invited to interview.

It's likely that capacity will be sufficient for all eligible applications to progress to interview in most specialties. However, in the most competitive specialties this cannot be guaranteed.

### NOT SHORTLISTED

If your application cannot be allocated, it will be placed on a reserve list. If a place becomes available due to a higher scoring candidate withdrawing, where possible the next highest scoring candidate will be invited to interview.

### INVITATION TO INTERVIEW

After shortlisting is complete, you will be invited to book an interview via Oriel. You will receive a notification via email. This will be at least 7 days in advance of interviews. Interview booking will be on a first-come-first-served basis.

You will be given a deadline to book your interview slot; typically at least 72 hours. You can change your slot as many times as you wish up until the booking deadline, subject to other slots being available.

## PROGRAMME PREFERENCES

At some point between shortlisting and offers commencing, the region managing your application will confirm you can start choosing your programme preferences.

Information will be added to the Oriel system on the vacancies available within the specialty; for cascable specialties this will only be within the region to which you have been shortlisted.

You will then need to divide your options into two groups – **preferences** and **not wanted**. Any programmes you add to the preferences category are ranked in order of preference. **Please note: if you do not do this, you cannot be offered a post!**

The timeframe for selecting preferences will vary and will be confirmed via email.

More information on preferences is available at:

[www.st3recruitment.org.uk/recruitment-process/offers-and-beyond/post-programme-preferences](http://www.st3recruitment.org.uk/recruitment-process/offers-and-beyond/post-programme-preferences).

## HOW DOES THE INTERVIEW WORK?

It is imperative that you are well prepared for the interview and follow the guidance on the website:

[www.st3recruitment.org.uk/recruitment-process/interview](http://www.st3recruitment.org.uk/recruitment-process/interview).

### DOCUMENTATION REQUIRED AT INTERVIEW

Prior to the interview, you will need to prepare two sets of documentation to be provided on the day. These are:

- **eligibility** – to demonstrate elements of the entry criteria
- **evidence** – to back up the achievements you included on the evidence page of your application form.

This is an important part of the interview day, so be sure to read our detailed guidance on preparing your folder:

[www.st3recruitment.org.uk/recruitment-process/interview/preparing-for-interview](http://www.st3recruitment.org.uk/recruitment-process/interview/preparing-for-interview).

**It is vital that folders are organised in accordance with the guidance.**

### INTERVIEW STRUCTURE AND FORMAT

The interview is divided into a series of short, independent assessments, across three stations. Your scores are then weighted to give a total score used to rank candidates for offers.

### INTERVIEW TIME

Each station lasts for 10 minutes with a 5-minute break between stations, so the whole interview lasts approximately 45 minutes. For allergy/immunology, cardiology and clinical

pharmacology and therapeutics each station will last 15 minutes, making the interview about 60 minutes in total.

### INTERVIEW CONTENT

Information on the content of each specialty's interview assessment can be viewed in the relevant specialty section of the ST3 recruitment website:

[www.st3recruitment.org.uk/specialties/overview](http://www.st3recruitment.org.uk/specialties/overview).

### SCORING AND ASSESSMENT

#### Scoring framework

The table below shows the framework used to award scores, and interpretation of what these scores represent:

Mark	Rating	Level of performance
1	Poor	Not considered appointable.
2	Area for concern	Performed below the level expected during CT2; possibly unappointable.
3	Satisfactory	Performed at the level expected during CT2; suitable for appointment.
4	Good	Above average ability
5	Excellent	Highly performing trainee

## INFORMATION ON:

- how your scores are used to determine whether you can be considered for appointment
- how the total score is calculated

is available in the relevant specialty section of the ST3 Recruitment website:

[www.st3recruitment.org.uk/specialties/overview](http://www.st3recruitment.org.uk/specialties/overview).

## FEEDBACK

Your interview score breakdown will be available through Oriel within 1 week of the first offers deadline.

Interviewers will score and make comments on tablets during the interview and all candidates will be sent these by email after offers have commenced.

## HOW WILL OFFERS BE MADE?

After the interviews, each specialty/region will have a pool of appointable candidates ranked in order of the total score. The next stage is to match candidates to positions and make offers, which will be done on the basis of rank and programme preferences.

Detailed guidance is on the website:

[www.st3recruitment.org.uk/recruitment-process/offers-and-beyond](http://www.st3recruitment.org.uk/recruitment-process/offers-and-beyond).

### RESPONDING TO OFFERS

Please note: you **must** respond to an offer within **48 hours** of it being made – *not* when it was received, or when you first became aware of it. This doesn't include weekends but does include bank holidays.

You can only respond to offers via Oriel. You'll be presented with three options: **accept**, **reject** and **hold**. If you opt to accept or hold, you will be given an additional option – whether to be considered for preference **upgrades**.

First offers will be between close of interviews and by **23 April 2020**.

### HOLDING OFFERS

Holding an offer allows you to delay making a final decision beyond the standard 48-hour deadline; usually because you are awaiting the outcome of an application to another specialty.

**You can only hold one offer at a time, and the deadline for holding is 29 April 2020 (1pm). If you do not accept an offer that is being held by this date it will automatically be withdrawn.**

### UPGRADING OFFERS

When you accept or hold an offer you will be given the opportunity to be considered for upgrades. This will enable you to remain in contention for a higher-ranked preference if a higher ranking candidate declines one of your preferred programmes; you will also have the opportunity to re-order your preferred programmes should your circumstances change and you wish to be considered for an initially lower ranked programme.

The upgrade deadline is **1 May 2020 (4pm)**. After this point, offers will not be upgraded regardless of whether programmes become available.

### AFTER OFFERS

Once you have accepted an offer, the relevant region will contact you about a contract of employment. References will be requested directly from your referees.

## WHAT HAPPENS IF I AM NOT OFFERED A POST IN THE FIRST ROUND?

### CLEARING

Clearing applies to cascadable specialties only. A period of national clearing begins after the offers upgrading deadline. This will allow appointable candidates without an offer to be considered for programmes outside the region in which they were interviewed.

More details are on the website:

[www.st3recruitment.org.uk/recruitment-process/offers-and-beyond/national-clearing](http://www.st3recruitment.org.uk/recruitment-process/offers-and-beyond/national-clearing).

### ROUND 2

There will be a second round of recruitment for programmes unfilled in round 1, or which subsequently arise.

#### Applications

Open Tuesday 28 July 2020

Close Thursday 13 August 2020

#### Interviews held

Tuesday 25 August – Friday 2 October 2020

#### Offers made

First offers will be made by 5 October and will continue until all offers have been exhausted; expected to be by mid-October.

#### Post start date

Start dates will range from 6 October 2020 until 2 April 2021

The timeline section contains a more detailed timeline for the round:

[www.st3recruitment.org.uk/recruitment-process/timeline](http://www.st3recruitment.org.uk/recruitment-process/timeline)

Depending on available posts, some specialties may not participate in round 2; this will be confirmed closer to the time.

The **round 2** section of the website has more information:

[www.st3recruitment.org.uk/recruitment-process/planning-your-application/round-2](http://www.st3recruitment.org.uk/recruitment-process/planning-your-application/round-2)

## FINALLY

We aim to make the process of recruitment to ST3 fair, transparent and streamlined for all parties.

We have consulted widely with: trainees; Royal College of Physicians; Health Education England; the devolved UK nations; the Joint Royal Colleges of Physicians Training Board and specialty advisory committees.

## FURTHER INFORMATION

Full information on ST3 Recruitment is available on our website: [www.st3recruitment.org.uk](http://www.st3recruitment.org.uk).

If you have any queries about the recruitment process, see our frequently asked questions: [www.st3recruitment.org.uk/help/overview](http://www.st3recruitment.org.uk/help/overview).

Or email our recruitment helpdesk with any queries: [st3medrecruitment@hee.nhs.uk](mailto:st3medrecruitment@hee.nhs.uk).

Good luck with your application.

The Physician Specialty Recruitment Office