Applicant Guidance

Round 2
August 2024

Intensive Care Medicine ST3

1. Introduction

The Intensive Care Medicine National Recruitment Office (ICMNRO), part of NHS England (formerly Health Education England) working across the West Midlands, co-ordinates the nationally agreed process for recruitment to Intensive Care Medicine (ST3), working with the Faculty of Intensive Care Medicine (FICM) to ensure it is quality assured and fit for purpose.

Recruitment to Specialty Training (ST3) posts will take place once a year for an August commencement. **This guide covers the recruitment process for August 2024.**

All submitted applications for ST3 ICM Training will be assessed using a standard, national and consistent staged process using modern methodologies that are fair, robust, and fit for purpose. The selection process allows applicants to demonstrate their abilities and suitability for ST3 ICM Training - applications are assessed by the demonstration of competences as outlined in the 2024 Person Specification.

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

Applicants will be considered for appointment across the whole of the UK (based on their performance and rank). This method is known as Single Transferable Score (STS) as applicants are not restricted to being considered for appointment in a single specific region. The STS system is designed to maximise opportunities for successful appointment.

Applicants are advised to refer to both the Oriel Applicant User Guide (For general guidance on how to navigate Oriel and technical help with the on-line application form) and the Medical Specialty Recruitment Applicant Guidance (for general information about the administration of national recruitment processes).

The ICMNRO website contains up to date information relating to dates and post numbers for ST3 Intensive Care Medicine Training recruitment. If applicants have any queries regarding the recruitment process, they should contact the ICMNRO.

1.1 Evaluation of the Recruitment Process

Anonymous data from the recruitment process including scores awarded and feedback collected, will be used to evaluate, and refine the national selection process. Data may be correlated with anonymised scores from outcome measures during future

training such as success in professional examinations.

2. Application Window

Advertisements will appear on the Oriel recruitment system on **Wednesday 15 November 2023 by 5:00pm (UK time).**

Applications will be accepted from **10.00am (UK time)** on **Thursday 16 November 2023** until **4.00pm (UK time)** on **Thursday 7 December 2023**. 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 ICMNRO during normal office hours (i.e., Monday to Friday 9am-5pm) for the duration of the application window.

Applicants should 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 one of ICM's 5 partner specialties, namely Acute Internal Medicine, Anaesthetics, Emergency Medicine, Renal Medicine, or Respiratory Medicine, and are applying to ICM in the hope of securing a Dual Programme will be asked to put this information on their application form.

The ICMNRO expect any Dual Programme applicants to ensure they only rank their current NTN region in their list of preferences as dual training can only be undertaken in the same region. If an applicant lists their preferences incorrectly and they accept an ICM post in a different region to where they currently hold an NTN, then the applicant will be expected to resign their currently held NTN in order to take up their ICM training post. The ICMNRO reserves 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 first online interview window date stated on the timeline. ICMNRO will longlist out applicants who do not meet this criterion.

If an applicant informs the ICMNRO of their wish to dual train on their application form but later retracts their request, they must inform the ICMNRO immediately so any restrictions can be removed.

Applicants are reminded that they can only undertake a Dual Programme if:

1. The offer of an ICM NTN is in the same region as the one where their partner specialty training is being undertaken.

2. *The region is able to accommodate a Dual Training Programme. For any queries relating to this, applicants should speak with the Training Programme Director (TPD) of their training area.*

If an applicant receives an offer for ICM and either of these conditions is not met, the applicant will need to decide whether to accept the ICM offer. Accepting an ICM post, if either of these conditions has not been met, would require the applicant to resign their partner specialty training number.

4. Communications Regarding an Application

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

Oriel will 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. It is recommended that applicants regularly check their Oriel account during the recruitment process to make sure to not miss any information that is sent out via Oriel.

ICMNRO cannot take responsibility for applicants missing messages sent via Oriel. Applicants are advised to add noreply@oriel.nhs.uk to their safe senders list to prevent notification messages being sent to their email junk/spam folder.

Applicants should make sure they are using an email account they can access at any time and will not be blocked by their employer's IT security system. If an applicant is uncertain about this, they should check with their IT department.

Applicants should always check their Oriel account for messages sent throughout the recruitment process.

ICMNRO understand the importance of the selection process for an applicant's future career pathway, however we would like to remind applicants of their responsibility to conduct themselves in a professional manner as outlined in the Good Medical Practice when in correspondence with ICMNRO team members.

5. Region Programme Preferencing

At the time of application, applicants will be asked to preference all regions that they would be prepared to work in, there will be no specific programme information just the region's name. During the recruitment process there will also be further periods where applicants can alter their preferences (see below).

It is important to be aware that if applicants put any of the preference options in the *not wanted* column on Oriel, they will never receive an offer for this region, even if it means that they are bypassed with the offer going to a lower ranked applicant. Applicants can only receive an offer for preferences that have been positively ranked. ICMNRO therefore suggest that applicants only move a preference to the *not wanted* column if they are **certain** they do not want to receive an offer from that region.

If an applicant fails to express their preferences online in Oriel and are made an offer, they should expect that the offer will be from the remaining, unfilled regions. Applicants will also not be eligible for an upgrade as there will be no higher preferenced region that they could be upgraded in to.

A list of the regions available to preference can be found on the ICMNRO website.

The preferencing window will be opened at regular periods. The window will initially be open from **9:00am (UK time) on Thursday 16 November 2023** to **4:00pm (UK time) on Wednesday 17 April 2024**. The ICMNRO 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 **Thursday 18 April 2024,** the preferencing window will be opened in between each offer recycle, to allow applicants to update their preferences should they wish. This process is described in Section 7.2 and will continue up until the upgrading deadline at **4.00pm (UK time)** on **Wednesday 24 April 2024**.

6. 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 an applicant wishes to request a deferment to their start date, they must declare this on their application form. If an applicant accepts an offer they should contact their recruiting NHS England Local Office, NES, NIMDTA or the HEIW as soon as possible regarding the deferment.

7. Flexibility in Deployment of Trainees (UK)

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

7.1 Special Circumstances

A standardised national process is available for all specialty recruitment to ensure that applicants with special circumstances and a requirement to train in a specific region are treated in a fair and consistent way.

Any applicant who falls into one of the following eligibility criteria can apply to have their circumstances taken into consideration, allowing them to be pre allocated into a post, subject to it meeting the requirements of entering ICM training:

- **Criterion 1** – the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010,
- **Criterion 2** – the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an *absolute* requirement.

Applicants wishing to be considered for special circumstances pre allocation should ensure they state this on their Oriel application form and complete the special circumstances application form (available from the Specialty Training website) and forward this, together with the appropriate supporting evidence as a single scanned document by email to MDRS as soon as the application has been submitted.

It is important that applicants review the relevant section in the Medical Specialty Recruitment Applicant Guidance for full details on the eligibility criteria and administrative process.

7.2 Offer Exchanges/Enhanced Preferencing

ICMNRO understands that applicants can have a change in circumstances for any number of reasons in the time between preferences being made and offers being released.

For applicants who have accepted or held a post, they will be able to change their upgrade options to not only include those preferences that were originally ranked higher than the offered post, but also those that were ranked lower or not at all (see section 17.2).

Applicants who have not been made an offer can also make amendments to their expressed preferences. ICMNRO will keep preferencing open throughout most of the recruitment process. They will be closed between offers algorithms and release of offers (see section 17).

Further information on this is available in the [Medical Specialty Recruitment Applicant Guidance](#).

7.3 Adjustments under the Equality Act 2010

All recruiters are aware of the requirements of the Equality Act 2010 and in this regard, recruiters will make reasonable adjustments to accommodate applicants at online interview provided these are made known in advance. Applicants who require adjustments (e.g., extra time) will be required to submit supporting evidence to substantiate the required adjustment. This evidence will need to be uploaded to Oriel via the Document Upload dashboard as "Supporting evidence" and attached to the application form at the point of application.

Adjustments cannot be guaranteed if evidence is provided late. No adjustments can be made on the day of the assessment.

ICMNRO will be unable to review requests if supporting evidence is not provided.

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

8. Right to work in the UK

All applicants will be requested to produce valid right to work documents. Applicants who do not have valid right to work documents will need to apply for Tier 2 / Skilled Worker sponsorship.

From 1 July 2021, EU/EEA citizens will need to either provide confirmation that they have obtained EU settlement or pre-settled status, have another valid right to work visa (e.g. dependent visa) or will need to apply for Skilled Worker sponsorship.

Please note that medical practitioners are now part of the Shortage Occupation List, and the Health and Care visa route is available to medical and dental practitioners. For applicants who require sponsorship, it is important to be aware of the [guidance from the UK Home Office](#).

9. 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 ICMNRO together with further supporting information, if applicable.

Forms are available [here.](#)

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.

10. 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:

10.1 Support for Reapplication to Specialty

If an applicant has previously resigned or been removed from an ICM Training Programme or associated core training programme, they will need to provide full details of the resignation/release/removal. This must be provided on the Support for Reapplication to a Specialty Training Programme form and approved by both the Head of School/Training Programme Director **and** Postgraduate Dean in the NHS England Local Office, NES, NIMDTA or HEIW where training was previously undertaken.

This evidence **must** be uploaded to Oriel via the *Document Upload* dashboard as *supporting evidence* and attached to the application *at the point of application*. A new form 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.

10.2 Support for Reapplication to Specialty Training in a Different Region

Trainees currently working in an ICM Training Programme, applying to continue their training in another NHS England Local Office, NES, NIMDTA or HEIW, without a break in service, will need to provide information relating to this. They must gain support from their current employing region by completing the Support for Reapplication of Specialty Training in a Different Region form. This form exists to ensure that any applicant moving region is currently performing to the required standard (i.e. satisfactory progress at ARCP).

This evidence **must** be uploaded to Oriel via the *Document Upload* dashboard as *supporting evidence* and attached to the application *at the point of application*. A new form 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.

11. Document Upload

As an applicant progresses through their application, it may become apparent that they are required to upload some form of documentation to allow ICMNRO to assess their eligibility.

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

Applicants must:
- ensure that the document is appropriately named
- ensure that the document is uploaded into the correct section
- upload the document as a single upload and not as multiple pages wherever possible
- ensure that all required documentation is uploaded by the set deadlines.

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

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

12. Longlisting

All applications will be assessed against the essential criteria outlined in the national ST3 ICM Person Specification (2024).

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.

It is also important to note by allowing applicants to progress to the shortlisting and/or interview stage, recruitment offices will not yet have accepted or confirmed that the applicant meets all eligibility requirements. This therefore means applicants can still be withdrawn from the recruitment process at any stage, including after interviews have taken place if the evidence pertaining to an eligibility criterion is found to be unsatisfactory by the recruitment office.

13. Assessment of Core Competences

It is an essential eligibility requirement that applicants hold the appropriate level of core competences in their core route to be able to apply.

Please see the Medical Training Recruitment site for the latest version of the Person Specifications, here.

13.1 Applicant from an Anaesthetics training background

- **Currently employed in a UK Anaesthetics Post:** Applicants who are currently in a UK Anaesthetics post and will achieve all required competences of Stage 1 Domains of Learning evidenced by a Stage 1 Certificate / Stage 1 Equivalence Certificate (2021 RCoA curriculum) by intended start date.

- **Already completed UK Anaesthetics training:** Applicants who have already completed a UK approved Anaesthetics training programme and have evidence Stage 1 Certificate / Stage 1 Equivalence Certificate (2021 RCoA curriculum).

- **Anybody who is not covered by the above:** Applicants who do not fall in any of the above categories will be required to demonstrate that their experience to date has enabled them to successfully complete competences equivalent to those of a trainee in a UK approved core anaesthetics training programme. Applicants will need to provide evidence of Confirmation Stage 1 Equivalence Certificate at the time of application.

Single ICM CCT after 2 years of Anaesthesia Core Level Training:

- Applicants are required to demonstrate their completion of CT1 and CT2 of a UK Anaesthetics core training programme PLUS Primary FRCA (all components)

- ARCP outcome 1 for CT1, and ES/College Tutor confirmation of being on track to complete CT2 at time of application. Confirmation of an ARCP outcome 1 for CT2 is mandatory before commencement of ICM higher specialist training post.

- Any other applicant from an anaesthesia background should have evidence of the Full Primary FRCA at the point of application and evidence of stage 1 equivalence at the time of offer if they wish to consider dual training with anaesthetics (or single ICM training). If the applicant has

taken time out/worked OOP/fellowships/research, then a Basic Level Training Certificate (BLTC)/ Core Level Training Certificate (CLTC) for anaesthesia on/dated before August 2021 is acceptable for consideration of entry to single ICM CCT.

13.2 Applicant from a Medicine via IMT or ACCS IM training background

- **Currently in a UK Medicine training post:** Applicants who are currently in a UK approved medicine training programme (NTN holder) and will achieve all required competences expected of completing 2nd year of Internal Medicine Stage 1 Training by intended start date via approved routes set out in the person specification.

- **Already completed UK medicine training:** Applicants who have already completed a UK approved medicine training programme routes listed in the person specification and have evidence of satisfactory completion by ARCP.

- **Anybody who is not covered by the above:** Applicants who do not fall in any of the above categories will be required to demonstrate that their experience to date has enabled them to successfully complete the 2nd year of the Internal Medicine Stage 1 curriculum at the time of application, competences equivalent to those of a trainee in a UK approved medicine training programme. Applicants will need to provide evidence of the Alternative Certificate to Enter Group 2 Higher Physician Specialty Training. Group 1 specialty version is also valid.

  IMPORTANT: Applicants who are submitting an Alternative Certificate to Enter Group 2 Higher Physician Specialty Training must make sure they have 24 months experience in medical specialties (of which at least 12 months must include the care of acute medical in-patients). Experience in certain acute care common stem specialties can be counted towards the 24 months in some circumstances. These posts are all defined by the JRCPTB.

  The alternative certificate MUST be signed by an appropriately qualified consultant – as defined by the Joint Royal Colleges of Physicians Training Board. The signatory must have worked in the NHS within 5 years of the certificate being signed and have a good knowledge of the IMT Stage 1 curriculum. If an applicant has any doubt, then the Regional Advisor in ICM should be consulted.

13.3 Applicant from an ACCS Emergency Medicine training background

- **Currently in a UK ACCS Emergency Medicine training post:** Applicants who are currently in a UK approved emergency medicine training programme

(NTN holder) and will achieve all required competences by intended start date evidenced by satisfactory completion of ST/CT1, ST/CT2 and ST/CT3 ARCPs.

- **Already completed ACCS UK Emergency medicine training:** Applicants who have already completed a UK approved emergency medicine training programme and have achieved all required competences evidenced by satisfactory completion of ST/CT1, ST/CT2 and ST/CT3 ARCPs.

- **Not completed a UK Core Training Programme:** Applicants who have not completed a UK Core Training Programme but have all the required competencies by time of application to be demonstrated by an Emergency Medicine Higher Specialty Training Alternative Certificate.

- **Currently in a UK Emergency Medicine DRE-EM training post:** Applicants who are currently in a UK approved emergency medicine DRE-EM training programme and will achieve all required competences at ST/CT3 level in all of the specialties that make up the ACCS and CT3 Emergency Medicine training programme. Must include a minimum of 9 months in Emergency Medicine and a minimum of 3 months in all specialties other than Emergency Medicine by intended start date evidenced by satisfactory completion of ARCP.

- **Already completed UK Emergency Medicine DRE-EM training post:** Applicants who have already completed a UK approved DRE-EM emergency medicine training programme and have achieved all required competences at ST/CT3 level in all of the specialties that make up the ACCS and CT3 Emergency Medicine training programme. Must include a minimum of 9 months in Emergency Medicine and a minimum of 3 months in all specialties other than Emergency Medicine by intended start date evidenced by satisfactory completion of ARCP.

- **Anybody who is not covered by the above:** Applicants who do not fall in any of the above categories will be required to demonstrate that their experience to date has enabled them to successfully complete competences equivalent to those of a trainee in a UK approved ACCS Emergency Medicine training programme. Applicants will need to provide clear evidence of 36 months experience in ACCS and CT3 specialties, this must include 9 months in Emergency Medicine and a minimum of 3 months in all specialties other than Emergency Medicine. All evidence will be reviewed by the RCEM to confirm the applicant meets the minimum requirements.

14. Self-Assessment

The application form will contain a number of self-assessment questions. It is imperative that applicants answer the self-assessment questions accurately and honestly.

In a situation where the number of eligible applicants exceeds interview capacity, the score generated from verified self-assessment will be used to determine whether an applicant is invited to online interview.

Please note: a minimum verified score of 12 or above is required to be invited to online interview. However, please note that invitations to online interview will be subject to the available interview capacity. Applicants are not guaranteed an interview by scoring 12 or above.

ICMNRO 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 Intensive Care Medicine.

If an applicant feels they could justify giving themselves a certain score, then they are encouraged to put that score on the application form. If an applicant requires further advise ICMNRO would recommend speaking to their Educational Supervisor and/or College Tutor.

Also, there is additional guidance under the downloads section on our ICMNRO website.

14.1 Verified Self-Assessment

All applicants who meet the required longlisting criteria will be required to upload evidence to the self-assessment portal for their portfolio self-assessment score which will be verified by a clinician remotely prior to interview.

The self-assessment document upload window will run from **Thursday 18 January 2024 to 4:00pm (UK time) on Wednesday 31 January 2024**.

Applicants are able to provide additional evidence that has been achieved since the point of application, **but** they must justify in the comments section or in an additional document explaining why their score should be changed and the assessor will look at these comments.

We would strongly advise applicants to ensure they have electronic copies of evidence in an appropriate format (PDF/JPG) well in advance of the need to upload.

Please read the self-assessment guidance that is located in the downloads section on the ICMNRO website.

14.2 Verified Self-Assessment Global Rating Score

The assessors reviewing an applicant's portfolio evidence will also assign a global rating score to the application. This will reflect the overall strength of the portfolio evidence, as well as the organisation and planning that has gone into the application.

If evidence is difficult to find, poorly labelled or unclear to the assessor, this will result in a lower global rating score.

Applicants who upload an overwhelming amount of evidence that is not relevant to the scoring matrix will also be awarded a lower global rating score.

Any evidence should be presented or translated into English, including letters from supervisors. Ensure the same name is used throughout the evidence. If an applicant uses 2 different names, make sure this is clearly explained i.e., birthname, married name etc.

The verified self-assessment global rating scoring framework and applicant guidance can be found on our download page on ICMNRO.

14.3 Verified Self-assessment Review Process

On completion of the verification process, applicants will be sent their verified score, together with the verification panel's feedback explaining any changes to the score.

Applicants will receive their verified self-assessment scoresheet via email on **Tuesday 20 February 2024.**

Applicants are advised to add feedback@qpersoft.com to their safe senders list to prevent scoresheets being sent to their email junk/spam folder.

Applicants are advised to contact ICMNRO if they do not receive their verified scoresheet.

If an applicant's verified self-assessment criteria domains score has a divergence of 3 points (10%) or more from the score they scored themself on their application, they are able to request a review.

IMPORTANT: The divergence does not include the global rating score assigned by the assessor and applicants cannot request a review of the global rating score given.

Applicants must submit the Microsoft Form via the link which will be sent with their verified self-assessment scoresheet confirming which domains they wish to be reviewed with an explanation.

Reviews against scoring must be lodged within 72 hours of the scores being sent to applicants. No additional evidence can be submitted. The review should highlight why the applicant feels that the score should be adjusted, based on the evidence that was initially submitted and verified.

Reviews received after the 72-hour deadline will not be considered.

The outcome of the review is final and there is no further recourse for dissatisfied applicants.

Disagreements over self-assessment scores fall out of scope of the Recruitment to Medical and Dental Specialty Training Complaints Policy and Procedures 2024.

The Review window is between **Tuesday 20 February 2024 and Friday 23 February 2024. The review window closes at 4:00pm (UK time).**

15. Shortlisting

Verified self-assessment will be used as a shortlisting mechanism and those applicants that receive a verified self-assessment score of 12 or above will be eligible for an invitation to online interview. However, please note that invitations to online interview will be subject to the available interview capacity. Applicants are not guaranteed an interview by scoring 12 or above.

Please Note: This score includes the Global Rating Score.

16. Invitation to Online Interviews

Applicants who are successful at both the longlisting and shortlisting (if utilised), will be invited to attend an online interview. Applicants will be invited to attend *one* online interview and will be considered for appointment to programmes in all preferred regions.

Dates can be found on the ICMNRO webpage.

16.1 Booking an Online Interview

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

When booking an online interview slot, it is strongly recommended that applicants avoid booking from a mobile device or with internet browsers that have reached the end of their product support lifecycle, such as Internet Explorer as these are unlikely to be supported.

The Online Interview booking window will be between **Wednesday 13 March 2024** to **4:00pm (UK time) on Friday 15 March 2024** on a first come; first served basis.

Applicants who have any problems booking an online interview slot should email ICMNRO.

16.2 Confirmation of booking

Once an applicant has booked their Online Interview, they will receive an automated confirmation of booking message in Oriel and a secondary automated message will be sent to their registered email address. If they do not receive confirmation, they should log into Oriel to confirm if the booking process was completed in its entirety.

16.3 Online Interview Format

All online interviews will be a three station multi scenario format performed online via Qpercom. Each station will be 10 minutes in length and the whole process should last 45 minutes overall.

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

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

16.3.1 Online Interview Domains

Applicants will be assessed, by two clinicians scoring independently, on the following domains more information on the domains will be emailed to applicants when an interview slot has been booked:

1. A clinical scenario
2. A task prioritisation exercise
3. Commitment to specialty

Station 3 will be confirmed in due course and applicants will be notified accordingly.

16.4 Appointability and VETO

For an applicant to be deemed successful they need to achieve a minimum score at the online interview. This score will be confirmed once the Interview Domains have been finalised.

Applicants can score above the national cut-off and still be vetoed out of the process for particularly poor performance. Vetoed applicants will not be considered for appointment in the recruiting NHS England 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.

16.5 Observers on the online Interview

There may be a Lay Representative or Quality Assurance Assessor present during the online interview. The purpose of this role is to ensure that quality, consistency, and standardisation is present throughout. Furthermore, it allows for areas of best practice to be established and shared.

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

16.6 Online Interview Courses and Websites

It should be noted that ICMNRO and the FICM do **not** recommend that applicants book commercial courses, sign up to websites or purchase advice and guidance books specifically aimed at doctors undertaking the ICM Online Interview. None of the ICM assessors take part in or endorse any preparation courses, websites, or books.

17. Offers

All offers will be made via Oriel by ICMNRO. Offers received in any other way will be deemed invalid. If an applicant is made an offer, they will need to respond to this on Oriel.

Applicants will be ranked in a single national list based on their performance at their online interview. Offers are made in rank order based on their national ranking.

Tied ranks occur when applicants achieve the same total overall score.

If this happens the following order will be used to give applicants a unique rank:

1) Total Interview Score
2) Clinical Scenario
3) Task Prioritisation Exercise
4) Commitment to specialty
5) Self-Assessment

The first wave of offers will be sent out by ICMNRO on **Thursday 18 April 2024.** Please do not contact ICMNRO about offers prior to this date, as it could delay the release.

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

If an applicant fails to respond to an offer within the 48-hour window, the offer will expire, and the applicant will be deemed to have declined the offer.

Please note, if an applicant finds themself in this position, ICMNRO are only able to reinstate the *application status* back to Interview Complete, so the applicant can be included in the upcoming offer recycles. ICMNRO are however, unable to reinstate the original *offer.*

Once an applicant accepts a post, they 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 an applicant is already holding an offer, and try to hold another offer, the original held post will be automatically declined by the system.

Please note, the above situation is irreversible, and we will be unable to reinstate the declined offer.

If an applicant chooses to hold an offer, they can hold this up until **1.00pm (UK time)** on **Tuesday 23 April 2024.**

Before this deadline, applicants 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 the status to offer declined.

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

17.1 Upgrading of Offers

Up to the offers stage, applicants will have the ability to rank preferences for training programmes and geographies within their allocated cluster. If an applicant ranks highly enough to be made an offer, this will be made to the highest ranked preference that is available when their rank is reached. If they are happy with this offer, they can choose to simply accept it.

However, if an applicant would prefer the option of a higher ranked preference, should they become available, they can opt into upgrading. The upgrading option is available to all 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 **Wednesday 24 April 2024.**

If an applicant opts in to upgrading and a higher preference offer becomes available, subject to their ranking, the upgrade will be automatic. They will be placed in the higher preference post *without* ICMNRO making any further contact with them and they *will not* be given 48 hours to decide whether they wish to accept or decline the new post. If an upgrade is made, the previously held or accepted post will be released and will be reoffered to another applicant.

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

Once the upgrading deadline has passed, no further upgrades will be offered, even if one of the higher preferences becomes available at a later date.

Upgrading of offers will not continue beyond the stated upgrade deadline, even if a preferred post becomes available later. Vacant posts will be offered to the next eligible applicant who have preferenced the post and who has yet to receive an offer, not to applicants who have already accepted a post. This can include new or additional posts submitted to ICMNRO after the upgrade deadline.

17.2 Offer Exchanges/Enhanced Preferencing

There is increased applicant flexibility for upgrading of offers as described in Section 7.2. Any applicant that has accepted or held an offer, and opted into upgrades, can amend their preference options as many times as they like up until the upgrade deadline. Applicants will be able to re-rank their preference options so that they can

move lower ranked preferences, or preferences originally not wanted, into a higher ranked preference than their current offer. This will then mean that these newly ranked preferences are considered for an upgrade in subsequent offer iterations.

Please note: *Any changes to preferences made between the offers' algorithm being run and offers being released will **not** be considered until the next offers match is run.*

The above process will continue up until the upgrading deadline at **4.00pm (UK time)** on **Wednesday 24 April 2024.**

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

18. References

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

Obtaining references is an applicant's responsibility.

The deadline for submitting references on Oriel is at **16:00pm** on **Wednesday 1 May 2024.**

After the deadline for submission of references to Oriel closes, the responsibility now moves to the employing organisation when they complete all pre-employment checks. It is not the responsibility of ICMNRO or the region where their post is based to chase up outstanding references that may be requested once the oriel deadline has passed. This responsibility lies solely with the applicant.

18.1 Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to the nominated referees when an applicant accepts or accepts with upgrades an offer of ICM training. To ensure that the requests are not blocked or filtered by a referees' email provider applicants are strongly advised to inform their referees to add noreply@oriel.nhs.uk to their email whitelist.

18.2 Completing a Reference

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

18.3 Changing a Nominated Referee

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

If an applicant changes the email address against a referee, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

19. 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.

If shortlisting is deployed, scores will be disclosed before invitations to interview are sent. Where capacity enables all applicants to be interviewed, shortlisting scores will be disclosed along with Online Interview feedback.

An applicant's overall scores feedback will be published in their Oriel account against their ST3 ICM application up to 5 working days after the initial offer date. This will include Interview Score and the combined score (which is the Interview and Self-Assessment Score this will be labelled Interview Total score)

Detailed guidance on how to locate or view these scores is contained in the Oriel Applicant User Handbook.

All applicants will receive their scoresheets within 20 working days of initial offers. We ask for consideration to be given to ICMNRO staff by applicants in busy periods as their scoresheets could take longer to receive. Applicants are advised to add feedback@qpersoft.com to their safe senders list to prevent scoresheets being sent to their email junk/spam folder.

If an applicant does not receive their scoresheet, please contact ICMNRO to request them.

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

20. 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. The offer of employment will include the name of the 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 ICM specialty registrars is also available from the BMA. Individual NHS England Local Office, NES, NIMDTA or Health Education and Improvement Wales 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 NHS England Local Office, NES, NIMDTA or Health Education and Improvement Wales needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identify, registration and qualifications and right to work for example) may also be undertaken by the NHS England Local Office, NES, NIMDTA or Health Education and Improvement Wales during the recruitment process.

21. Complaints Procedure

All national recruitment offices use a nationally agreed process for handling complaints about recruitment. If an applicant feels their application has not been managed correctly and have evidence of a failure in the process, they should explore this route. The National complaints policy and procedure is located here.

21.1 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.

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.