

Applicant Guidance

Round 2
August 2021

Intensive Care Medicine ST3

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1. Introduction

The Intensive Care Medicine National Recruitment Office (ICMNRO), part of Health Education England, working across West Midlands, co-ordinates the nationally agreed and quality assured process for recruitment to Intensive Care Medicine (ICM) Specialty Training Programmes Year 3 (ST3).

Recruitment to Specialty Training (ST3) posts will take place once a year for August 2021 commencement. **This guide covers the recruitment process for August 2021.**

All submitted applications for ICM training will be assessed using a standard, national and consistent staged process outlined below. This is an established selection process using modern methodologies that are fair, robust and fit for purpose.

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

Applicants should only preference regions they are happy to work in. In making those decisions, researching the HEE Local Office, NES, NIMDTA or HEIW is carefully recommended.

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

You should also refer to both the [Oriol Applicant User Guide](#) (for technical help with the online application form) and the [2021 Medical Specialty Recruitment Applicant Handbook](#) (for general information about the national recruitment processes administered by HEE).

1.1 Assessment and Selection Process for 2021

In response to the COVID-19 pandemic, changes have been required to the Assessment and Selection process for 2021:

Plan A

- Online Portfolio Self-Assessment Verification
- 30-minute online interview with two assessors

Greater detail of each assessment stage is provided in the subsequent sections of this Guidance.

In the event of disruptions due to the COVID-19 pandemic, Plan B will be deployed and offers made using:

Plan B

- Online Portfolio Self-Assessment Verification

1.2 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 your future training such as success in professional examinations.

2. Application Window

Advertisements will appear on NHS Jobs; Find a Job; in the BMJ and on the Oriel recruitment system on **Monday 23rd November 2020**.

Applications will be accepted from **10.00am (UK time) on Thursday 26th November 2020** until **4.00pm (UK time) on Thursday 17th December 2020**. Applications must be made through the Oriel system; applications will not be accepted in any other way. Oriel can be accessed [here](#).

No late applications will be accepted.

Support for applicants experiencing problems with their application will be available from ICMNRO during normal office hours (i.e. Monday to Friday 9am-5pm) for the duration of the application window.

Please be aware that the Oriel system does not support internet browsers that have reached the end of their product support lifecycle.

3. Dual Programmes with Intensive Care Medicine (ICM)

Applicants who currently hold a National Training Number (NTN) in one of ICM's 5 partner specialties, namely Acute 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 reserve the right to withdraw an offer of training if an applicant has listed their preferences incorrectly and they wish to apply for dual training.

Applicants will only be eligible to a dual Certificate of Completion of Training (CCT) if they have not yet completed ST5 in their primary specialty by time of Selection Centre. 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.

Please be reminded that you 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, the applicant 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 your application will be via direct messaging through Oriel.

ICMNRO administrators *should* also send an email as a secondary form of communication. However, as emails are external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should **not** be relied upon.

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

5. Preferencing

At the time of application you will be asked to preference all regions that you would be prepared to work in. 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 you put any of the preference options in the *not wanted* column on Oriel you will never receive an offer for this region, even if it means that you are bypassed with the offer going to a lower ranked applicant. You can only receive an offer for preferences that have been positively ranked. ICMNRO therefore suggest that you only move a preference to the *not wanted* column if you are certain you do not want to receive an offer from that region.

If you fail to express your preferences online in Oriel and are made an offer you should expect that the offer will be from the remaining, unfilled regions. You will also not be eligible for an upgrade as there will be no higher preferred region that you 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 **Thursday 26th November 2020** to **Tuesday 23rd March 2021**. 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 **Wednesday 24th March 2021** 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 8.2 and will continue up until the upgrading deadline at **4.00pm (UK time) on Wednesday 12th May 2021**.

6. Self-Assessment

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

In a situation where the number of eligible applicants exceeds interview capacity, the score generated from verified self-assessment will be used to determine whether you are invited to online interview. 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 you feel you could justify giving yourself a certain score, then you are encouraged to put that score on your application form. If you require further advice ICMNRO would recommend speaking to your Educational Supervisor and/or College Tutor.

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

6.1 Verified Self-Assessment

All applicants who meet the required longlisting criteria will be required to upload evidence 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 **Monday 18th January 2021** to **Wednesday 27th January 2021**

You are able to provide additional evidence that has been achieved since point of application **but** you must justify in the comments section why your 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.

Details and instructions of how to complete, and what to upload, will be confirmed by ICMNRO in due course.

6.2 Verified Self-Assessment Global Rating

Applicants will be given a global rating score for the portfolio by the assessors reviewing your evidence. This will cover organisation and planning and the quality of the evidence provided.

Applicants will be marked down if evidence is difficult to find, not labelled or unclear to the assessor.

Any evidence should be presented or translated into English including letters from supervisors.

Ensure the same name is used throughout your evidence. If you use 2 different names, make sure this is clearly explained i.e birthname, married name etc.

The verified self-assessment global rating scoring framework can be found on our download page on [ICMNRO](#)

6.3 Verified Self-assessment Appeal 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 score.

Applicants will receive their verified self-assessment scoresheet via email on **Monday 15th February 2021**.

Please make sure you check your email junk folder and please contact [ICMNRO](#) if you have not received this.

Where the applicants verified self-assessment, score has a divergence of 5 (10%) from the score you scored yourself on your application, they can lodge an appeal.

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

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 the Recruitment to Medical and Dental Specialty Training Complaints Policy and Procedures 2021.

The Appeal window is between **Monday 15th February 2021 - Thursday 18th February 2021**.

7. Deferment of Start Date

Deferments to start date will only be considered on statutory grounds as stated in the Gold Guide i.e. maternity leave or ill health.

Deferment for any other reason will not be permitted.

If you wish to request a deferment to your start date, you must declare this on your application form. If you accept an offer you should contact your recruiting HEE Local Office, NES, NIMDTA or HEIW as soon as possible regarding your deferment.

8. Flexibility in Deployment of Trainees (UK)

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

8.1 Special Circumstances

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 should complete the special circumstances application form (available from the [Specialty Training Resource Bank](#)) and forward this, together with the appropriate supporting evidence by email to mdrs.nationalrecruitment@hee.nhs.uk as soon as their application has been submitted.

It is important that you review the relevant section in the [2021 Medical Specialty Recruitment Applicant Handbook](#) for full details on the eligibility criteria and administrative process.

8.2 Offer Exchanges/Enhanced Preferencing

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

For applicants who have accepted or held a post, you will be able to change your upgrade options to not only include those sub-preferences that were originally ranked higher than the offered post, but also those that were ranked lower or not at all (see section 19.2).

Applicants who have not been made an offer can also make amendments to their expressed sub-preferences. ICMNRO will keep sub-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 [2021 Medical Specialty Recruitment Applicant Handbook](#) (page 26).

8.3 Adjustments under the Equality Act 2010

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

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

ICMNRO will be unable to review your request 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 regions lead contact.

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

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

It is strongly suggested that you read the [2021 Medical Specialty Recruitment Applicant Handbook](#) to familiarise yourself with the immigration information contained within.

10. 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 status*, have another valid right to work visa (e.g. dependent visa) or will need to apply for Tier 2 / Skilled Worker sponsorship.

11. Assessment of Core Competences

All applicants applying to ST3 ICM posts are required to provide evidence of achievement of all Core Competences relevant to their training route OR that they will have achieved by

commencement of appointment in August 2021. This can be demonstrated as set out in the [ST3 ICM Person Specification](#).

12. 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 from the resource bank on the [specialty training website](#).

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.

13. 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:

13.1 Support for Reapplication to Specialty

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

This evidence **must** be uploaded to your Oriel account via the *Document Upload* dashboard as *supporting evidence* and attached to your application *at the point of application*. A new form has to be completed, with appropriate support for application, each recruitment year. Forms completed in previous recruitment years will not be accepted.

Any applications from excluded trainees without submitted evidence **will not** progress any further in the recruitment process.

13.2 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 HEE Local Office, NES, NIMDTA or HEIW without a break in service, will need to provide information relating to this. You must gain support from your current employing region by completing the [Support for Reapplication of Specialty Training in a Different Region form](#). This form exists to ensure that any applicant moving region is currently performing to the required standard (i.e. satisfactory progress at ARCP).

This evidence **must** be uploaded to your Oriel account via the *Document Upload* dashboard as *supporting evidence* and attached to your application *at the point of application*. A new form has to be completed, with appropriate support for application, each recruitment year. Forms completed in previous recruitment years will not be accepted.

Any applications without submitted evidence **will not** progress any further in the recruitment process.

14. Document Upload

As you progress through your application, it may become apparent that you will be required to upload some form of documentation to allow ICMNRO to assess your eligibility.

If you are required to do this then in order to help ICMNRO you are required to follow some 'house rules':

- Please ensure that the document is uploaded as a whole and not in separate pages
- Please ensure that the document is appropriately named for clarity to allow ICMNRO to understand what it is they will be opening
- Please ensure that the document is uploaded into the correct document section

Please ensure that all required documentation is uploaded by the required deadlines. ICMNRO reserve the right to request re-submission of documentation if the above 'house rules' are not followed.

IMPORTANT: Please do not upload anything other than documents to support the longlisting process.

15. Longlisting

All applications will be assessed against the essential criteria outlined in the national [ST3 ICM Person Specification \(2021\)](#).

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.

16. Shortlisting

Verified self-assessment will be used as a shortlisting mechanism and those applicants that receive a verified self-assessment score of 14 or above will be eligible for an invitation to interview. However, please note that invitations to interview will be subject to the available interview capacity. Applicants are not guaranteed an interview by scoring 14 or above.

17. Online Interviews

The online interview window will run between **Wednesday 10th March 2021 - Thursday 18th March**.

If you are invited to participate in an online interview, instructions regarding access to the online system; proof of ID and participation guidelines will be provided in due course.

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

17.1 Booking an Online Interview

If you are invited to attend Online Interview, you will be required to log into your Oriel account and use the self-service functionality to book on a date and time of your choosing, subject to availability.

When booking your Online Interview slot, it is strongly recommended that you avoid booking from a mobile device or internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported.

The Online Interview booking window will be between **Tuesday 23rd February 2021 to Friday 26th February 2021** on a first come; first served basis.

Applicants who have any problems booking an Online Interview slot you should email icmnro@hee.nhs.uk

17.2 Confirmation of booking

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

17.3 Online Interview Format

All interviews will be performed online on Microsoft Teams and will be 30 minutes in length.

Please ensure that you have a secure and stable internet connection and that your PC device works with video and microphone enabled with the video-conferencing platform, before the scheduled interview date

Two clinicians will interview and score the candidate independently.

You will be assessed and scored on set of domains in relation to your clinical experiences to date and your understanding of issues relevant to working in the NHS. The scoring grid can be found on the [ICMNRO website](#)

17.3 Online Interview Domains

You will be assessed, by two clinicians scoring independently, on the following domains:

1. Clinical Scenario
2. Task Prioritisation

17.4 Global Rating

This relates to an assessor's professional judgement of the overall performance of the applicant at a particular station. Further information on this domain can be found in the appropriate scoring guidance document available from [here](#).

17.5 Appointability and VETO

For an applicant to be deemed successful at interview, they need to score a **minimum of (score will be confirmed at later date)** in the online interview.

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

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 HEE Local Office, NES, NIMDTA or HEIW and will not be eligible for clearing.

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

17.6 Observers on the online Interview

There may be a Lay Representative or External 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.

17.6 Online Interview Courses and Websites

It should be noted that ICMNRO and the FICM do **not** recommend that you 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.

18. Offers

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

Applicants will be ranked in a single national list based on their performance throughout the selection processes. Offers are made in rank order based on this national ranking.

The first wave of offers will be sent out by ICMNRO on **Wednesday 24th March 2021**. Please do not contact ICMNRO about offers prior to this date, as it could delay the release.

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

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

Once you accept a post you will not receive any further offers from any other specialties within the same recruitment round.

Offers that are declined will be recycled and offered in rank order to other applicants.

Only one offer can be held at any one time, across all specialty applications in the same recruitment round. If you are already holding an offer, and try to hold another offer, the original held post will be automatically declined by the system. If you choose to hold an offer, you can hold this up until **1.00pm (UK time) on Tuesday 11th May 2021**.

Before this deadline, you will be required to go back into Oriel and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to have been declined and the system will automatically change your status.

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

20.1 Upgrading of Offers

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

However, if you would like the option of getting one of your higher ranked preferences, should they become available, you can opt into upgrading. The upgrading option is available to all offers that have been held or accepted, but not where an offer has been declined. An applicant who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until **4.00pm (UK time) on Wednesday 12th May 2021**.

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

Once you have been upgraded you will be contacted via an automated email message to inform you of this. Details of the upgrade made will be available in the Oriel System.

Any movement into a different region as the result of an upgrade will be dependent upon how you have ranked your preferences.

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

20.2 Offer Exchanges/Enhanced Preferencing

There is increased applicant flexibility for upgrading of offers as described in Section 8.2. Any applicant that has accepted or held an offer, and opted into upgrades, can amend their 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 12th May 2020.**

21. References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. You are required to give details of your last three clinical or educational supervisors from your current post, your previous post and the post before that.

All offers made will be on the condition of the offered region receiving three satisfactory references. Obtaining references is an applicant's responsibility. The offered region will NOT chase your referees.

21.1 Reference Requests

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

21.2 Completing a Reference

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

In rare cases there may be a need for your reference to be provided on paper. We will instruct you if this is necessary. You can download a Structured National Reference Form from the [Oriel Resource Bank](#) and you will need to ask the affected referee to return the completed form directly to the offered region.

21.3 Changing Your Nominated Referee

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

If you change 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.

22. 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.

Applicants will receive verified self-assessment scores and feedback on Monday 15th February 2021.

Online interview feedback will be released up to seven days after the initial offer date.

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

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

23. Offers of Employment & Pre-Employment Checks

The offer and allocation of a Training Programme referred to above is **not** an offer of employment. An employment contract detailing the terms and conditions of employment will

be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable.

Information regarding pay, hours, sick pay and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available from NHS Employers. A framework for a written contract of employment for Anaesthetic specialty registrars is also available from the BMA. Individual HEE Local Office, NES, NIMDTA or 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 HEE 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 HEE Local Office, NES, NIMDTA or Health Education and Improvement Wales during the recruitment process.

24. Complaints Procedure

All national recruitment offices use a nationally agreed process for handling complaints about recruitment. If you feel your application has not been managed correctly and have evidence of a failure in the process, you should explore this route. A copy of the national complaints policy and procedure document can be located on the ICMNRO website.

24.1 Raising Concerns

Applicants wishing to raise concerns about any part of the recruitment process, where this falls outside the scope of the complaints policy should forward these, in confidence to mdrs.confidential@hee.nhs.uk

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.