

Applicant Guidance

**Round 2
August 2020**

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) on behalf of the Faculty of Intensive Care Medicine (FICM).

Recruitment to Specialty Training (ST3) posts will take place once a year for August 2020 commencement. **This guide covers the recruitment process for August 2020.**

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). An applicant's eligibility is assessed at longlisting and providing they are found eligible and score high enough in the self-assessment criteria they will be invited to attend a centrally run Selection Centre in the West Midlands for consideration of appointment to an ICM ST3 post.

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.

You should also refer to both the [Oriel Applicant User Guide](#) (for technical help with the on-line application form) and the [2020 Medical Specialty Recruitment Applicant Handbook](#) (for general information about the national recruitment processes administered by HEE).

1.1 Evaluation of the Recruitment Process

Anonymous data from the recruitment process including scores awarded and feedback collected on the day of the Selection Centre, 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; Universal Job Match; in the BMJ and on the Oriel recruitment system on **Tuesday 21st January 2020.**

Applications will be accepted from **10.00am (UK time) on Wednesday 29th January 2020** until **4.00pm (UK time) on Wednesday 19th February 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 the ICMNRO, via email, 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 preferenced 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 **Wednesday 29th January 2020** to **Sunday 29th March 2020**. 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 **Monday 30th March 2020** the preferencing window will be opened in between each offers 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 **Friday 1st May 2020**.

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.

The self-assessment will be ratified as part of the Portfolio Station at Selection Centre and you will be required to provide evidence to support your score. Deliberately falsifying or giving dishonest answers is in breach of Good Medical Practice and may result in referral to the General Medical Council on the grounds of probity.

ICMNRO are not at liberty to give advice on 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 at Selection Centre, you are encouraged to put that score on your application form. If you require further advice, ICMNRO suggest contacting to your Educational Supervisor and/or College Tutor.

7. Deferment of Start Date

Deferments to start date will only be considered for statutory reasons as stated in the Gold Guide such as 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 in your application form and contact your recruiting HEE Local Office, NES, NIMDTA or HEIW as soon as possible.

8. Flexibility in Deployment of Trainees (UK)

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

8.1 Special Circumstances

To ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way, those applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this on their application form. Requests for consideration of special circumstances received in any other way will not be accepted.

Applicants wishing to be considered for special circumstances should complete the special circumstances application form (available from <https://www.orient.nhs.uk/Web/ResourceBank>) and forward this, together with the following supporting evidence by email to mdrs.nationalrecruitment@hee.nhs.uk as soon as their application has been submitted electronically

It is important that you review the relevant section in the [2020 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 19.1).

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 16).

Further information on this is available in the [2020 Medical Specialty Recruitment Applicant Handbook](#) (page 25).

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 Selection Centres 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 Oriol 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.

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

From 6 October 2019, 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 [2020 Medical Specialty Recruitment Applicant Handbook](#) to familiarise yourself with the immigration information contained within.

10. 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 oriel website:

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

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.

11. 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:

11.1 Support for Reapplication to Specialty

If you have previously resigned or been removed from an ICM 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.

11.2 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.

12. Longlisting

All applications will be assessed against the essential criteria outlined in the national [ST3 Intensive Care Medicine Person Specification \(2020\)](#).

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.

13. Document Upload

As you progress through your application or during the longlisting window you may be required to upload 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 in to the correct document section

ICMNRO reserve the right to request re-submission of documentation if the above 'house rules' are not followed.

Important: Please ensure that all required/requested documentation is uploaded by the required deadlines or you may be removed from the recruitment process.

14. Shortlisting

Again in 2020 there will be **no** traditional shortlisting during the ICM national recruitment process.

ICMNRO will endeavour to invite all eligible applicants to Selection Centre however it is important to note there are a limited number of Selection Centre slots available; 288 across three days.

If there are more applicants than Selection Centre slots available, all applicants will be ranked in a national list according to their self-assessment score. Applicants will then be invited in rank order until all the Selection Centre slots are filled.

15. Selection Centre

Selection Centre invitations for the available slots will be sent out on **Monday 9th March 2020**. Applicants invited to Selection Centre will be asked to book themselves into a slot on Oriel. Selection Centre slots will be filled on a first come; first served basis.

The Selection Centre will be held centrally in the West Midlands regardless of the region you are applying to. It will be held at the **West Bromwich Albion Football Club**. The address for this venue is: The Hawthorns, Birmingham Rd, West Bromwich, West Midlands, B71 4LF.

The Selection Centre will take place on **Tuesday 17th, Wednesday 18th, Thursday 19th March 2020.**

On the day of the Selection Centre, please ensure that you allow yourself plenty of time to get to the venue and ensure that you take a hard copy of your Portfolio of evidence with you as access to e-portfolio will not be available at the Selection Centre. Guidance on preparing your Portfolio for Selection Centre is available on the [ICMNRO website](#). It is important that your Portfolio contains evidence to support every score you have awarded yourself in self-assessment.

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

Mobile phones and other electronic devices have no place at Selection Centre and should be left at home wherever possible. Mobile phones or electronic devices brought to Selection Centre must be switched off and fully deactivated for the duration of the Selection Centre. Non-compliance to the above may lead to disqualification from the process.

15.1 Briefing, Conflict of Interest and Issues on the Day

Applicants will receive a short briefing/presentation before their assessment starts. This will either be verbally given by the Clinical or Recruitment Lead, or will be shown via a PowerPoint presentation, at the Selection Centre. This brief will cover areas such as: introductions to staff members, housekeeping and what to do if you have a problem during the Selection Centre. If you do not receive this briefing before you are called for assessment then the applicant has an obligation to raise this to a member of the administrative team who will be able to provide you with this information.

If, during the assessment process, you believe there to be a conflict of interest with a panel member, for example you are already well known to each other and you are not comfortable being assessed by them; it is your responsibility to inform a member of the recruitment team at your earliest opportunity so that alternative arrangements, where possible, can be made.

If a problem arises during the Selection Centre, you must raise this on the day with the appropriate member of staff.

15.2 Selection Centre Format

The Selection Centre itself consists of a total of five stations. There will be three standardised 10 minute stations, one 20 minute Portfolio station and one task station performed under exam conditions. At the four panel stations you will be assessed by two consultant assessors who are equality and diversity compliant. Each assessor will score you independently without conferring; this can naturally result in some divergence between the two assessors. You will also be given a period of preparation time for some of the stations.

15.2.1 Clinical Scenario Station (10 minutes station + 20 minutes preparation)

Applicants will be presented with the clinical scenario on the day. You will be given 20 minutes preparation time to read the scenario and write an outline plan. Once you enter the station, 10 minutes is given to allow discussion of the case.

The following areas are likely to be assessed in this station: Problem solving; Diagnosis; Decision making; Situational awareness and judgment; Organisation and Planning; Response to Questioning; Active Listening; Managing others/Team working; Verbal communication.

15.2.2. Presentation Station (10 minute station + 10 minutes preparation)

You will have 5 minutes to deliver a presentation followed by 5 minutes of questions. The presentation question and materials will be provided on the day and no additional resources will be permitted. You will be given 10 minutes to prepare your presentation prior to entering the station.

This station gives applicants an opportunity to demonstrate how they can perform, with an associated time pressure, to prepare and deliver a presentation. Topics are carefully chosen so that this exercise tests the delivery of a presentation in challenging circumstances rather than being a pure test of knowledge.

The following areas are likely to be assessed in this station: Working under pressure/time management; Organisation and Planning; Presentation Content; Written Communication; Specific knowledge of ICM training programme; Verbal communication; Commitment to specialty; Professionalism; Conceptual Thinking.

15.2.3 Task Prioritisation Station (10 minute station + 10 minutes preparation)

Applicants will be presented with the task prioritisation scenario on the day. You are given 10 minutes preparation time in order to review the tasks and make an outline plan. Once you enter the station, 10 minutes is given to allow discussion of the plan.

The following areas are likely to be assessed in this station: Conceptual Thinking; Problem Solving; Communication Skills; Professional Integrity; Time Management; Decision Making; Managing others/Team working; Empathy and Sensitivity; Reflective Practice.

15.2.4 Portfolio Station (20 minute station)

The Portfolio station is designed to assess past achievements, commitment to specialty and career progression to date. Most of the 20 minutes of the station time will be used to ratify your self-assessment score. You are therefore expected to have hard copy evidence to show for each of the self-scoring domains. Failure to supply suitable evidence to fully support the score awarded will result in the score being reduced.

The last few minutes of the Portfolio station will be an opportunity for you to either emphasise and expand upon something in your portfolio or introduce something from your portfolio that you have not had the chance to mention; either of these should demonstrate your suitability for a career in Intensive Care Medicine.

15.2.5 Reflective Practice Station (30 minute station)

This is an Objective Structured Clinical Examination (OSCE) type written station.

The following areas are likely to be assessed in this station: Written Communication; Description of new experiences; Evaluation of the experience in terms of knowledge gained; Recognition of the value of the experience; Identification of own role in the experience; Recognition of gaps in knowledge; Evidence of experiential learning; Appreciation of behavioural skills; Appreciation of the value of reflective practice.

Please note: *This station will be independently double marked so that all stations are equally weighted.*

15.2.6 Global Rating Score

For all national standard stations, assessors will also mark applicants on their overall performance at the station. This is called the 'Global Rating' score. This allows assessors to distinguish applicants who are clearly exceptional from those who underperform and exhibit unprofessional or unappointable characteristics (e.g. due to problems with attitude or severely deficient clinical acumen and knowledge).

15.2.7 Selection Centre Assessment Matrix

The Selection Centre assessment matrix, which details what competences are assessed at each station, is available to download from the [ICMNRO website](#).

15.3 Appointability and VETO

For an applicant to be deemed appointable (i.e. considered for an offer) they must score a **minimum total of 194 points** across the five stations. Any applicant that does not meet the minimum score will not be eligible to be offered a post.

In addition, while an applicant may achieve the cut-off score they can still be vetoed (i.e. made unappointable) for particularly poor performance at a station. Any applicant who receives two '0's (zero) in the Global Rating domain at any station will be automatically deemed unappointable without further discussion. All assessors on the day will be made aware of this.

15.4 Observers at the Selection Centre

There may be times during the Selection Centre where you are observed in one or more stations. This could be by a Senior Trainee, Lay Representative or External Assessor. The purpose of these roles is to ensure that quality, consistency and standardisation is present throughout the Selection Centre.

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

15.5 Selection Centre Courses and Websites

It should be noted that ICMNRO and 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 Selection Centre. None of the ICM assessors take part in or endorse any preparation courses, websites or books.

16. Offers

All offers will be made via Oriel by the 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.

The ICMNRO will make the first wave of offers by close of business on **Monday 30th March 2020**. 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 you will be deemed to have declined the offer.

Once you have accepted 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 **Wednesday 29th April 2020**.

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 to show that you have declined the post.

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

Please note:

- *Applicants who let their offer expire (and are withdrawn from the recruitment process) can be reinstated if they contact the ICMNRO; however, another offer, cannot be guaranteed.*

16.1 Upgrading of Offers

If you rank highly enough to be made an offer, this will be made to the highest ranked preference that is available when your Selection Centre rank is reached. If you are satisfied 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 in to 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 **Friday 1st May 2020**.

If you opt in to upgrading and a higher preference offer becomes available, 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 Oriel.

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.

16.2 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, in to 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 **Friday 1st May 2020**.

17. References

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. You are able to amend referee details on Oriel up until the point the reference has been submitted.

Referees are required to submit references electronically, using an on-line referee portal in Oriel, once offers have been released. You will be advised, via your Oriel portal, when your referee has submitted their reference.

All offers made will be on the condition of the HEE Local Office, NES, NIMDTA or HEIW receiving three satisfactory references. Obtaining references is an applicant's responsibility. The HEE Local Office, NES, NIMDTA or HEIW will **not** chase your referees.

In rare cases there may be a need for your reference to be provided on paper. ICMNRO will instruct you if this is necessary. You can download a Structured National Reference Form from the [Oriol Resource Bank](#).

18. 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. Selection Centre feedback will be released up to seven days after the initial offer date. This will consist of numerical scores that show the applicants score per domain in each station, total score, rank and the total score needed to be considered appointable.

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.

21. Remaining vacancies

Any posts that are left unfilled at the end of this process will be carried forward to the next national recruitment round (i.e. for August 2021 starts).

22. 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 HEIW

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 HEIW 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 HEIW during the recruitment process.

23. Applicant Selection Centre Expenses

Applicants will be able to claim Selection Centre expenses from ICMNRO. Applicants must submit the claim within days of the Selection Centre date. Please read the HEE Candidate Expenses Policy.

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.