

APPLICANTS' GUIDE

ST4 Psychiatry Training

in England, Scotland and Wales

February 2017 intake

Version 1

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1. INTRODUCTION

This guide is for doctors applying for specialty training posts in psychiatry in England, Scotland and Wales at ST4 level commencing in February 2017. All applications will be managed using an online application system, which can be accessed via the following link: <https://www.oriel.nhs.uk>

Please note Northern Ireland operates its own application system for recruitment to psychiatry and you can find out more by visiting the Northern Ireland Medical and Dental Training Agency website at: <http://www.nimdt.a.gov.uk/>.

All participating LETBs and deaneries use the same eligibility requirements, assessment methods and appointability criteria to ensure the process is fair, transparent and equitable. The process involves:

- A standardised application and longlisting process and
- A standardised selection process with interviews for all vacancies held in Greater Manchester.

Please note all eligible applicants will be invited to interview.

This guide provides you with the key information you need in order to apply as well as some guidance as to what the interview panels will be looking for.

Further information including interview dates and anticipated vacancy numbers will be available via the following link: https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment.

You will find additional advice on the Specialty Training website: <http://specialtytraining.hee.nhs.uk/>.

1.1. Changes since the last round of recruitment

Since the last round of recruitment, there have been no specific changes, however, there have been a number of minor changes to the ST4 recruitment process in earlier recruitment rounds that are worth noting. These are as follows.

Certificate C – Core Psychiatry Training Equivalence Form

Please note that the Certificate C was updated for 2016 recruitment. The main change was the addition of time limits for core competences. These time limits for the February 2017 recruitment round are:

- if you completed UK approved core psychiatry training before 1st August 2013 (that is more than forty-two months' prior to the intended start date of the post, February 2017) you are applying for, then you must submit a completed Certificate C with your application.
- if you haven't completed UK approved core psychiatry training or you completed UK approved core psychiatry training before 1st August 2013, then you must be able to demonstrate core competence via your post or post(s) since 1st August 2013. You will need to evidence this by submitting a completed Certificate C with your application.

The other minor change was that it is now mandatory that you demonstrate the 19th Intended Learning Outcome (Reflective Practice Skills). It was previously optional.

The Certificate C is available to download from

https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment under Guidance Documents.

Applying without CASC

Applicants who cannot evidence they have obtained full MRCPsych (only CASC outstanding) at the closing date of applications can apply for this round of ST4 Psychiatry.

You will need to upload evidence that you are registered to sit CASC between 6th and 9th September 2016 to your application form.

Invitations to interview will be sent following the publication of the CASC results (30th September 2016) to those who meet the eligibility criteria and have now passed CASC.

Application Form

We no longer require you to provide details of any of the following when you are completing the application form:

- Undergraduate and Postgraduate Degrees and Qualifications
- Prizes, Awards and Distinctions
- Training courses
- Achievements outside medicine
- Presentations and Publications
- Teaching and Audit

We have made this change because, without shortlisting, there was no point in the recruitment stage at which this information was reviewed. It therefore seems sensible not to ask for this information at the application stage of the process. You can, of course, include evidence of any of the above in the portfolio you bring to interview.

This also means that all eligible applicants will be invited to interview.

Audit and Leadership Station at Interviews

The content of this station has not been changed. However, we would like to clarify that the audit section of this station aims to assess your understanding of audit, not to evaluate audits you have undertaken. Therefore, we do not allow you to take in your portfolio or any other additional materials, paperwork, handouts or notes.

Interview Scoring

We have provided information on the overall scores for all of the interview stations plus scores you need to get in order to be appointable. Please see section 8.6 for more details.

2. TIMELINE

This applicants' guide provides information on the recruitment process for posts commencing in February 2017. The table below provides key dates for the ST4 February 2017 intake.

2.1. Timetable

ST4 Psychiatry Recruitment Timetable – February 2017 intake		
Stage	Key dates	
Advert placed	Wednesday 17 th August 2016	
Application window opens	Wednesday 31 st August 2016 at 10am UK time	
Application window closes	Wednesday 14 th September 2016 at 4pm UK time	
Longlisting	15 th September – 23 rd September 2016	
CASC results published	Friday 30 th September 2016	
Invitations to Interview from	From Monday 3 rd October 2016 onwards	
Sub preferences open on Oriel	Monday 17 th October 2016	
Interview Dates by Specialty Please note these dates are provisional and subject to change	Child & Adolescent Psychiatry	Friday 4 th November
	Dual Child & Adolescent Psychiatry & Forensic Psychiatry	Thursday 13 th October
	Dual Child & Adolescent Psychiatry & Psychiatry of Intellectual Disability	Friday 4 th November
	Forensic Psychiatry	Thursday 13 th October
	General Adult Psychiatry	Wednesday 12 th October and Thursday 3 rd November

All interviews are subject to there being posts available in the respective specialty, this applies particularly to dual specialties	Dual General Adult Psychiatry & Forensic Psychiatry	Thursday 13 th October
	Dual General Adult Psychiatry & Old Age Psychiatry	Thursday 3 rd November
	Dual General Adult Psychiatry & Medical Psychotherapy	Wednesday 12 th October
	Medical Psychotherapy	Wednesday 12 th October
	Dual Medical Psychotherapy & Forensic Psychiatry	Thursday 13 th October
	Old Age Psychiatry	Thursday 13 th October
	Psychiatry of Intellectual Disability	Friday 4 th November
Sub preferences close on Oriel	Friday 4 th November 2016 at 12 noon UK time	
Offers Day	By no later than 5pm UK time on Monday 7 th November 2016	
Hold deadline	Monday 14 th November 2016 at 1pm UK time	
Upgrade deadline	Tuesday 15 th November 2016 at 5pm UK time	
Clearing	TBC	
Anticipated Start Date	Wednesday 1 st February 2017	

3. MAKING AN APPLICATION

You are advised to read the following information BEFORE you begin and keep it to hand whilst completing your application.

3.1. Application Window

You must apply between 10am UK time on Wednesday 31st August 2016 and 4pm UK time on Wednesday 14th September 2016 via <https://www.oriel.nhs.uk>. Late or incomplete applications will not be accepted.

Please start filling in your application as soon as possible after the application system has opened.

You should aim to submit your application well before the closing date. You will NOT receive any reminder emails to complete your application. You will receive an email to confirm your application has been received. Please note if you have a specialist qualification in psychiatry from an EU Member State, that complies with the requirements of EU Directive 2005/36/EC, you must have your result before applying.

3.2. Application Portal and Registration Process

You must apply via <https://www.oriel.nhs.uk>.

If you have not already registered on the system, please go to <https://www.oriel.nhs.uk> and click on 'Account Registration'. You will not be able to access the online application form until the application window opens. You will be asked to provide the following details when you register:

Your name – **this must be entered exactly as it appears on the GMC register**

A valid email address – **Please ensure you register with a secure and individual email address which you check regularly**

A password – **at least 8 characters in length & contains at least one upper case letter and one numeric value**

Once the system has validated these details you will be taken to the selection page where you can choose the specialty you are applying for and the relevant recruitment round and year. You will not see details of specific posts until sub preferencing has opened (see section 9). The indicative number of posts in each specialty/LETB is documented [here](#).

Please note that the majority of communication with you during the recruitment process will be by email and via your account on the application system. Please choose a secure email address that you can access easily and frequently. Failure to check your email regularly may mean that you do not respond to requests in time, and your application may fail to progress or be rejected as a result.

Please note some NHS Trust email filters may block emails from the system. If this is the case, please use an alternative email account. You can only change your email address after you have submitted your application. This can be done on the Dashboard of Oriel under the Account Details section in the registration tab.

Please choose an email account that will not suddenly expire (for example, if you are currently using an internet provider account like AOL and your contract is due to come to an end).

3.3. Choosing a Specialty

At ST4 level, you will be able to apply for up to 2 specialties (including dual specialties) and, if eligible you will be invited to interview in each of these specialties in Manchester. Information on how to claim travel expenses can be found [here](#).

Please think carefully about which specialties you want to apply for. Data from previous rounds suggests applicants who only apply to one specialty are slightly more likely to receive an offer than those who apply to two specialties.

4. EQUALITY AND DIVERSITY

We are committed to ensuring our selection procedures are fair and that, in line with the Equality Act 2010, no-one is disadvantaged on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We are required to monitor equality and diversity; however the sections of the application form capturing this information are not shared with any of the assessors.

All applicants are assessed against the nationally agreed ST4 Psychiatry person specifications which can be accessed via: <http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2016-person-specifications/>.

4.1. Less Than Full Time Training

If you have a valid reason why you are unable to work full time you can select the less than full time (LTFT) training option at the time of applying. Please note that this information will be treated in strict confidence and will not be shared with clinicians involved in interviewing. Please refer to the relevant LETB or Deanery website for more information on policies, procedures and how to apply for LTFT training. You can find LETB or Deanery contact details via <http://specialtytraining.hee.nhs.uk/contacts/>

4.2. Disabled Applicants

You will need to state whether you have a disability that will require special arrangements to be made for interview and whether you wish to be considered for the Guaranteed Interview Scheme (GIS). To be eligible for GIS you must be considered disabled under the Equality Act 2010. Disabled applicants may be given a guaranteed place at an interview, provided their application is eligible and meets the entry criteria.

4.3. Overseas Applicants

Please refer to the 2016 guidance for Overseas Applicants via <http://specialtytraining.hee.nhs.uk/applicant-handbook/> for further details or visit the UK Visas and Immigration (formerly UK Border Agency) website via: <http://www.ukba.homeoffice.gov.uk/>.

5. OVERVIEW OF ELIGIBILITY REQUIREMENTS

You should read the relevant 2016 ST4 Psychiatry Training person specifications (available from <http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2016-person-specifications/>) to determine whether you are eligible and meet the entry and selection criteria listed there.

The minimum entry requirements are as follows:

REQUIREMENT	DESCRIPTION
A recognised primary medical qualification	If you do not hold a recognised primary medical qualification, then you will not be considered.
Eligibility for full registration with the GMC and a current licence to practise	You need to be eligible ¹ for full GMC registration by the application closing date and hold full registration by the time of post start date. All doctors wishing to practise medicine in the UK are required by law to hold both registration and a licence to practise. This applies to full time, part time, locum, private and NHS practitioners.
Eligibility to work in UK	<p>Before you can take up a psychiatry training post, you will need to demonstrate that you are eligible to legally work in the UK.</p> <p>In this round of recruitment applicants who are subject to the Resident Labour Market Test (RLMT) will only be considered if there are no suitable UK or EEA national applicants, or non-UK, non-EEA applicants who can work without restrictions, for the post. This means you will be able to submit your application but any offers may only be made to successful applicants when all other suitable applicants have been considered.</p> <p>For further details on eligibility to work in the UK, please visit the UK Visas and Immigration (formerly UK Border Agency) website: http://www.ukba.homeoffice.gov.uk/ or see the 2016 guidance for Overseas Applicants via http://specialtytraining.hee.nhs.uk/applicant-handbook/.</p>
English language skills	<p>If your undergraduate training was not in English, you will need to provide written evidence of your English language skills, e.g. the following scores in the academic International English Language Testing System (IELTS), in a single sitting, no more than 24 months prior to the date of application: Overall 7.5, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0;</p> <p>OR a letter from a UK medical supervisor/employer attesting to your competence in English at the appropriate level.</p> <p>If the outcome of your IELTS test will not be available by the closing date please select 'other' on your application form and provide details in the text box. Your application will be processed and you will be required to bring the evidence of your results to any interview you attend.</p>
Match to specialty level	Your employment history must show that your career progression is consistent with your personal circumstances and that your present achievement and performance is commensurate with the length of time you have spent in training.

¹ If you have completed an acceptable internship either overseas or in the UK you will be eligible for full registration with a licence to practise. If you have not completed an acceptable internship you will be eligible for provisional registration with a licence to practise.

Evidence of achievement of core competences	Please see section 5.1. for details on demonstrating Core Competences.
Previously relinquished, released or removed from Core Psychiatry training	<p>If you have previously relinquished, been released or removed from a UK core psychiatry training programme, then you are not normally eligible to apply except under exceptional circumstances.</p> <p>Should you be in this position, your application can only be considered if</p> <ul style="list-style-type: none"> • accompanied by a letter of support from the postgraduate dean, or designated deputy, of the LETB or deanery in which you worked OR • accompanied by the Exclusion Policy Support form you can download from the Oriel Resource Bank - https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTAyNg%3d%3d <p>Please ensure you attach this information to your Oriel application before you submit your application.</p>
Previously relinquished, released or removed from Higher Psychiatry training	<p>If you have previously relinquished, been released or removed from a UK higher psychiatry training programme, then you are not normally eligible to apply except under exceptional circumstances.</p> <p>Should you be in this position, your application can only be considered if</p> <ul style="list-style-type: none"> • accompanied by a letter of support from the postgraduate dean, or designated deputy, of the LETB or deanery in which you worked OR • accompanied by the Exclusion Policy Support form you can download from the Oriel Resource Bank - https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTAyNg%3d%3d <p>Please ensure you attach this information to your Oriel application before you submit your application.</p>
Support for Reapplication of Specialty Training in a Different Region	<p>Applicants currently working in a higher Psychiatry training programme, applying to continue their training in another region, without a break in service need the support of their current Head of School/Programme Director in order to reapply.</p> <p>Applicants must ask their Head of School/Programme Director in their current LETB/Deanery to complete a <i>Support for Reapplication of Specialty Training in a Different Region</i>, available to download from the Oriel Resource Bank - https://www.oriel.nhs.uk/Web/ResourceBank</p> <p>Applications will not be considered without a fully completed and signed form, which must be submitted at the time of application. Please ensure you attach this information to your Oriel application before you submit your application.</p> <p>Applicants requiring this support are advised to start the process early.</p>
Fitness to Practise	<p>If you answer “yes” to any of the Fitness to Practise questions, please ensure that you email details to us by no later than the closing date for applications (see Section 2.1 for dates).</p> <p>Please note that answering “yes” to one or more of the Fitness to Practise questions does not necessarily mean your application cannot progress.</p> <p>Emails should be sent to norwest-dean.FTP@nhs.net</p>

5.1. Evidence of core psychiatry competences

Applicants applying for ST4 Psychiatry specialties must be able to evidence core psychiatry competences. The person specifications state that applicants must:

- Have evidence of achievement of CT/ST1 and CT/ST2 competences in psychiatry at time of application *and*
- Have evidence of achievement of CT/ST3 competencies OR confirmation that CT/ST3 competences in psychiatry will be achieved by time of appointment.
- All competences must be as defined by the Royal College of Psychiatrists' 2013 curriculum (available from: <http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curricula.aspx>) relating to core psychiatric training.
- Acceptable evidence includes
 - ARCP, evidence of successful completion of a UK Core Psychiatry Training programme or equivalent certificates dated on or after 1st August 2013;
 - Certificate C (equivalent core competence form), or alternative detailed certification, demonstrating that the applicant has attained and maintained core competences, including psychotherapy, as set out in all 19 Intended Learning Outcomes (ILOs) in the 2013 core psychiatry curriculum.
- Applicants without all the necessary evidence at the time of application must submit a written statement from their educational supervisor or tutor stating that all of these competences will be achieved by the time of appointment. This includes applicants in Core Psychiatry Training who are expecting Outcome 1 from their end of CT3 ARCP.

Certificate C, the equivalent core competence form, is a document designed by the Royal College of Psychiatrists, which lists the necessary core competences required for progression to ST4, as defined in the CT curriculum: <http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curricula.aspx>.

The Certificate C is available to download from https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment under Guidance Documents.

5.2. When is my eligibility checked?

Once you have submitted your application, it will be reviewed by a central longlisting team to ensure that longlisting decisions are applied consistently to all applications.

During longlisting, applications are screened against the entry criteria on the person specifications. If your application does not meet the entry criteria, you will be informed by email, and your application will not progress any further.

Regrettably, it is not always possible to be absolutely certain whether you have met the entry requirements at the longlisting stage. There is a possibility that you might be permitted to progress if it is not possible to determine your eligibility at this time. If it is subsequently established that you do not meet the entry criteria at any stage in the recruitment process it is normal practice that your application will be rejected at that time. This still applies even if you have been interviewed and / or have received an offer.

If you know or become aware that you are not eligible, but have not disclosed relevant information, it is much better to let us know at the earliest opportunity to save both you and the recruiters the time and resources needed to progress your application.

6. CHOOSING YOUR PSYCHIATRY POST

Sub-preferencing is a process of ranking specific posts or sectors within a LETB or Deanery.

Please note post details may be subject to change over the recruitment period. Additionally, some LETBs or Deaneries may not be able to provide details of specific posts or sectors. It is worth considering that, for a particular specialty in a LETB, no posts may be shown initially but this can change throughout the process and some do subsequently arise.

Offers are made on the basis of your interview ranking and your sub-preferencing of available posts. It is therefore a very important step in the process and you should carefully consider which posts you would be willing to take up.

Sub-preferencing will be done via the Oriel recruitment system. We anticipate that you will be able to sub-preference available options between Monday 17th October 2016 and 12 noon UK time on Friday 4th November 2016.

6.1. Sub-preferencing in Oriel

Sub-preferencing in Oriel involves marking each option as being in one of three different states:

Preference - If an option is marked as a “Preference” it means you wish to be considered for posts within this programme. You must rank these options to specify an order of preference. If you come to be made an offer you will be offered your highest ranked preference where posts remain available.

No-Preference - If an option is marked as “No-Preference” it means you wish to be considered for posts within this programme if there are no posts available in your preferred programme(s). If you come to be made an offer and there are no posts available in your “Preference” options you will be offered **any** one of the “No Preference” options as they are considered to have equal preference ranking.

Not Wanted – If an option is marked as “Not Wanted” it means you are not willing to accept an offer for this programme under any circumstances and therefore do not wish to be considered for these posts.

If you want to save the changes you have made click the “Save” button. If you wish to cancel the changes click “Cancel” and your preferences will revert back to the last time you saved.

You can continue to amend and re-save your programme preferences until the preference window closes at 12 noon UK time on Friday 4th November 2016.

If you do not click the Save button then any changes you have made will not be recorded.

The final order in which you save your programme preferences will be the order that will be used when matching applicants to available posts. We suggest you review your saved programme preferences prior to 12 noon UK time on Friday 4th November 2016 as they cannot be amended once the window is closed.

7. PREPARING FOR INTERVIEW

7.1. Prepare your documentation in advance

There are two sets of documents which you will be required to bring to any interviews you attend:

- Documents to demonstrate that you meet the ST4 eligibility criteria and
- a portfolio to evidence the achievements, claims, etc. made within your application form.

7.1.1. Documents to demonstrate eligibility criteria

You will be required to bring all your original documents **and copies of each document** as outlined below. All copies will be retained by administrative staff at your interview. **PLEASE NOTE if you are attending more than one national interview you will only be required to bring your eligibility documents to your first interview for checking. You must bring your portfolio to each of the interviews you attend (see section 7.1.2. below for more information about your portfolio).**

In this guide an 'original' document means 'not a copy'. It does not necessarily mean the first document you were given. In each case you need to bring your current or most recent document.

Documents highlighted in orange will not be applicable to all applicants. If they are applicable to you, please ensure you bring them with you.

Document	Copies Required	Additional Information
Original passport	1 copy of the front cover, inside cover & signature/photograph page	N/A
2 x Original proof of address	1 copy for each proof of address	For example, a Bank / Building Society Statement, Credit Card Statement; utility bill etc. Any of the above must be dated within the last 3 months. Other examples include driving licence; Council Tax bill, HMRC letter
Original current GMC Proof of Registration	1 copy	N/A
Original evidence of right to work in the UK	1 copy	If applicable. For example, evidence of visa status including letter from Home Office accepting you onto relevant scheme and/or the relevant pages of your passport.
Original primary medical qualification certificate	1 copy	With a translated version, if applicable
Original postgraduate qualification / membership exam certificate	1 copy	MRCPsych
Original proof of English Language proficiency	1 copy	If applicable. This could be your IELTS certificate, evidence your primary medical degree was taught in English or a letter/testimonial

		from a consultant/educational or clinical supervisor
Original proof of Core competences	1 copy	Have evidence of achievement of CT/ST3 competencies OR confirmation that CT/ST3 competences in psychiatry will be achieved by time of appointment OR Certificate C.

7.1.2. Portfolio

You will need to put together your portfolio in advance of your interview.

If you are invited to interview, you are required to bring a portfolio with you. If you have an e-portfolio, you should print out relevant sections of it to add to your hard copy portfolio as there won't be projection facilities.

Your portfolio should include the following information. Please note this list is not exhaustive:

- A copy of your CV including previous posts, qualifications and core psychiatry competences
- Your personal development plan
- Any assessments you have undertaken
- Any other supporting information, such as feedback from previous posts, patients, colleagues or references
- Evidence of reflective practice (this could be some short pieces that you have written where you have thought about an interaction with a patient)
- Copies of any audits you have completed
- Copies of any presentations / posters you have done
- Copies of any publications
- Records of any teaching you have undertaken

Please note that if you have applied to more than one specialty, you should think about tailoring your portfolio and the content of your presentation for each portfolio station you attend.

Please note that in addition to the evidence you provide, you will also be assessed on the organisation and presentation of the documentation you have provided.

As noted in section 1.1 above, we no longer require you to provide details of any of the following when you are completing the application form:

- Undergraduate and Postgraduate Degrees and Qualifications
- Prizes, Awards and Distinctions
- Training courses
- Achievements outside medicine
- Presentations and Publications
- Teaching and Audit

We have made this change because, without shortlisting, there was no point in the recruitment stage at which this information was reviewed. It therefore seems sensible not to ask for this information at the application stage of the process. You can, of course, include evidence of any of the above in the portfolio you bring to interview.

Finally, please ensure that your portfolio and any other associated documents do not include any Patient Identifiable Data.

8. INTERVIEW

8.1. Interview Dates

You will find a summary of interview dates under Section 2.1 Provisional Timetable or on our website at the following link: https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment

8.2. Taking time off work

It is recommended that you request leave to attend for interview even if you have not received a formal invitation. Please ensure you consider service and rota issues wherever possible when booking your interview place.

Invitations to interview will be sent from Monday 3rd October 2016 onwards.

8.3. The interview format

The interview is designed to give you an opportunity to demonstrate the skills and competences outlined in the essential and desirable sections of the person specifications, these are available from:

<http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2016-person-specifications/>

Interviews for ST4 posts in psychiatric specialties consist of three stations. Each station lasts 15 minutes.

Full information will be given approximately one week before the first interviews (available to download from https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment) but here is a brief guide to the stations:

- **Portfolio Station** - Use your portfolio to demonstrate your achievements and how you meet the person specification
- **Audit and development of leadership** – Two questions to assess your understanding of audit/quality improvement projects (no additional documents/portfolios are permitted)
- Demonstrating your **communication and clinical skills** in your chosen specialty in a simulated clinical scenario – Interact with a patient, relative or carer; played by an actor

Applicants applying for dual training will perform the specialty-specific interview for both specialties e.g. if applying for general/old age psychiatry the candidate will be interviewed in 4 stations – 1, 2 and then 3 for both general and old age psychiatry.

Please note that interviewers are briefed to maintain neutral responses throughout your assessment, this means they may not provide positive feedback or responses to your answers. You should be assured they are interested and listening, although may not maintain eye contact with you for the whole duration.

Interview questions will be published on our website, normally a week ahead of the first interviews, available here: https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment. The date will be sometime in the week commencing 3rd October 2016.

Please ensure that your portfolio and any other associated documents do not include any Patient Identifiable Data

8.4. Venue

The address is: Mancunian Suite, Manchester City Football Club, Etihad Stadium, Etihad Campus, Manchester, M11 3FF



Visitors should drive into the Etihad Campus via Gate 11 on Ashton New Road (A662), and use Car Park A or B (coloured yellow on the above map) and enter the stadium via Entrance U (Colin Bell Stand) where reception staff will direct you accordingly. Car parking is complimentary for Special Events customers.

If arriving by tram, the nearest stop is Etihad Campus:

http://www.metrolink.co.uk/stationinfo/Documents/Route_Map.pdf

The nearest train station is Manchester Piccadilly; the stadium is approximately 10 minutes away by taxi:

<http://www.nationalrail.co.uk/stations/MAN/details.html>. Please note we do not routinely pay travel expenses for trips by taxi, and any trips by taxi you wish to claim for must be pre-approved by emailing us via nwd.psychiatryrecruitment@nw.hee.nhs.uk with an explanation of why a trip by taxi is necessary.

Plan your train journey here: <http://www.nationalrail.co.uk/default.aspx>

The nearest airport is Manchester airport, more information can be found here:

<http://www.manchesterairport.co.uk/to-and-from-the-airport/>.

Please be aware that new security measures are now in place at the Etihad Stadium and so bags will be searched upon arrival. Bags and cases are limited to a size that could be taken on board an aircraft as hand luggage; these will be searched at the entrance to the stadium and will be kept in the event suite. Any bags larger than this size must be left at the Security Lodge on the Yellow Car Park.

8.5. Refreshments

Water will be provided for applicants in the waiting room. The nearest café can be found outside of the stadium, across the road at the ASDA supermarket. There is also a petrol station and McDonalds restaurant.

8.6. Timing

Applicants are advised to arrive a minimum of 30 minutes early to allow sufficient time for document checking. Please see item 7.1.1 for further details.

Please be prepared for the fact that delays are likely to occur, especially at large scale interviews. When making travel arrangements, applicants should factor in additional time to allow for possible delays during the interviews.

If you arrive late for your scheduled interview, then you should be prepared for the fact that it may not be possible to give you a later interview slot or rearrange another interview for you. Should this happen, this means we will be unable to progress your application any further.

8.7. The Interview panel

On the day of the interview, all panel members will be trained and briefed on the interview process in question and specifically on the importance of maintaining consistent scoring parameters. Applicants can expect their interview panel to probe and challenge their answers and statements if the panel feel they need further information. This allows applicants a fair opportunity to answer the questions.

There will always be a minimum of two assessors on any given interview panel. Interviewers are asked to score independently. Throughout the day, all scores awarded are reviewed by the interview panel, a lay chair and the recruitment lead, and any significant discrepancies in scores between interviewers are highlighted and discussed.

Where discrepancies in scores are deemed to be justified – that is, each interviewer has scored consistently within set scoring parameters – the score stands; where deemed not to be justified, the score is amended. An amendment is a reasonably rare occurrence, given interviewers are trained to score consistently. It is not unusual for candidates to be awarded scores that vary between interviewers.

8.8. Interview Scoring

Each station is scored as follows:

Station 1: the maximum total score for the Portfolio Review station is 20 marks. You must score a minimum of 10 marks in this station in order to be deemed appointable.

Station 2: the maximum total score for the Audit and Leadership station is 20 marks. Each question is scored out of a maximum of 10 marks. There is no minimum pass mark for this station.

Station 3: the maximum total score for the Clinical Scenario station is 20 marks. You must score a minimum of 10 marks in this station in order to be deemed appointable.

If you have applied to a dual specialty, then you will have marks for two clinical scenario stations. You must have scored at least 10 marks in both of these stations in order to be deemed appointable.

In addition to the appointability thresholds outlined above, you must score a minimum of 30 marks out of a maximum total of 60 across all three stations in order to be deemed appointable. If you have applied to a dual specialty, then you must score a minimum of 40 marks across all four stations out of a maximum score of 80.

8.9. Booking an interview slot

You will receive an email, which will contain details of how you can use the online booking facility within your account to book an interview slot.

When you log into the system and have chosen an interview slot you will receive an email confirming this.

You should arrive at your interview centre early to allow time for an initial document check.

Please see Section 7.1.1 above for details of the documentation you should bring with you to interview.

8.10. Concerns on the interview day

If an issue happens on the day of your interview or assessment centre, you should speak to the Lay Representative or the senior manager on duty. These individuals can be identified by approaching any member of staff on the document checking desk.

8.11. Feedback

Feedback on your ST4 Psychiatry interview scores will be made available to you after initial offers have been made and by no later than Thursday 1st December 2016. ST4 Psychiatry Training feedback will be provided for each specialty interview you attend and will consist of your score in each station, plus the maximum possible score for each station as well as your total score. It will also include the minimum threshold you must reach in order to be deemed appointable.

Feedback will be sent to all applicants via Oriel, including those who are appointable, unappointable or on the reserve list.

If you require further feedback, you can request the scoresheets from your interview by emailing nwd.psychiatryrecruitment@nw.hee.nhs.uk.

9. OFFERS

9.1. Receiving offers

Offers will be released by Health Education England (North West) on behalf of all LETBs and Deaneries via the Oriel recruitment system. It is anticipated that the first wave of offers will be released by Monday 7th November 2016 onwards.

The decision whether to make you an offer of a training programme will be based on your interview ranking and score.

If your interview score meets or exceeds the national threshold you will be deemed appointable. Please note that being deemed appointable does not guarantee you a post. Applicants are ranked according to their interview score and offers will depend on your ranking coupled with your sub-preferences of available posts in each LETB or deanery. The higher your interview score, the more likely you are to be offered a training post. Your score is based on your total performance in the three stations attended during your interview and your rank determines where you are placed compared to other applicants who were interviewed.

Any offer and allocation of a training programme you receive is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the employing organisation where you will be based 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 standard pay, hours, sick pay and annual leave entitlements, notice period, study leave etc. are set out in the national terms and conditions available from the NHS Employers website via: <http://www.nhsemployers.org/Pages/home.aspx>.

If you are deemed eligible for appointment but your interview score places you below the number of vacancies available, you could still receive an offer if initial offers are rejected by higher scoring applicants.

If you are not deemed appointable, you will receive an email to let you know this, and feedback on your performance at interview.

9.2. Pre-employment checks

When all posts have been allocated, your new employer will contact you to complete pre-employment checks. These checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients. Checks will include verification of references, fitness to practise updates from the General Medical Council (GMC), occupational health clearance, criminal records checks and immigration status checks.

Once pre-employment checks have been completed successfully, the employer will confirm new starter details with you. You should receive your contract within two months of starting in post, as per NHS Employers' guidance. In the meantime if you do have any queries regarding the post you have accepted, we recommend you contact the LETB or deanery where you will be working for further details.

10. CLEARING

Any unfilled posts available after all successful applicants have accepted their offers will be entered into national clearing. Applicants who were deemed 'appointable' are eligible for clearing. All eligible applicants will be contacted with information on how the process will work once clearing posts have been confirmed.

If you decide to enter clearing you will have the opportunity to re-preference all available posts regardless of your initial sub preferences.

10.1. Deferring your start date

Applicants can make an application for deferred entry as per guidance in The Gold Guide. Deferral can only be considered on statutory grounds such as maternity leave or ill health. No other reason will be considered.

The Gold Guide can be found at: <http://specialtytraining.hee.nhs.uk/the-gold-guide/>.

11. FURTHER INFORMATION

If you have any further questions, please see the information on our website or contact us via the email address below.

Website: https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment

Email: nwd.psychiatryrecruitment@nw.hee.nhs.uk

Follow us on Twitter [@NatPsychRecruit](https://twitter.com/NatPsychRecruit)

12. USEFUL LINKS

Specialist Psychiatry Training Curriculum

- <http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curriculum.aspx>

ST4 Psychiatry Person Specifications

- <http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2016-person-specifications/>

ST4 Psychiatry website

- https://www.nwpgmd.nhs.uk/national_ST4_Psychiatry_Recruitment

Recruitment Portal

- <https://www.oriel.nhs.uk>

Specialty Training website

- <http://specialtytraining.hee.nhs.uk/>

National Applicant Handbook (including guidance for overseas applicants)

- <http://specialtytraining.hee.nhs.uk/applicant-handbook/>