

# North West of England School of Foundation Training and Physician Associates

## Specialised Foundation Programme Recruitment : 2024-26

# Shortlisting and Interview Scoring Criteria

(v1.0)

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*Applicants please note from the outset that all white space questions, SFP score totals and criteria structures in the following document are indicative only and may be subject to further minor changes between the date of publishing and the shortlisting/interviewing process. If this document is re-published this will be marked clearly on the foundation school website. Applicants are recommended to check the version they are referring from prior to submitting their SFP application.*

## North West of England School of Foundation Training

### Specialised Foundation Programme Recruitment - Shortlisting and Interview Scoring Criteria

This document details the white-space questions, shortlisting and interview criteria that we will be using here at the North West of England School of Foundation Training for the 2024-26 recruitment process. **We advise applicants to read this document thoroughly and all UKFPO website content and FAQ's before contacting the foundation school.**

The North West of England School of Foundation Training wants to ensure that applicants have access to the most up to date and accurate information.

As we are a small project team and the recruitment period is a very busy time here at the school administratively, we will not be able to prioritize any queries that are directed to us:

- where the answer can be found in this document or accompanying NW SFP FAQ's.
- asking whether an educational achievement will qualify and how many points will be given regarding specific presentations and publications. All scores will be determined by the shortlisting panel and not by the foundation school team. *Unfortunately, due to the high volume of applications we are not able to give individualised feedback on shortlisting scores.*

This is due to email traffic otherwise becoming overwhelming and unmanageable, preventing us from prioritizing applicants with technical queries such as registration issues that have a direct impact on their ability to complete their submission.

If the application deadline is approaching and we do not respond to you in time, please still submit your application and flag any anomalies or features you are trying to raise using the text comment fields.

We wish everyone the very best of luck with their SFP applications.

## **Section 1:**

### **SFP – North West of England Application Form – Local Instructions (2024 Process)**

#### **\*VERY IMPORTANT – PLEASE READ\***

Applicants applying to the North West of England are advised that the school will only be scoring at shortlisting the relevant fields on the application form **that are detailed below in this document**.

Please see Section 2 of this document for the correct white space questions to complete for our school.

In the North West of England we will shortlist and interview based on overall suitability and score for an SFP programme and will not run separate shortlisting and interview processes for each individual SFP pathway.

Applicants are shortlisted for an SFP interview using a set of scoring guidelines which cover each of the following areas highlighted in Section 2 and 3.

#### **Disability Confident Scheme**

Applicants under the Disability Confident Scheme are required to meet the minimum essential criteria to be guaranteed an interview. The minimum criteria means that applicants:

- fulfil the remainder of the [UKFP 2024 Person Specification](#)

We are committed to the employment and career development of disabled people. If you tell us that you are disabled, we can make reasonable adjustments at each stage of the recruitment and selection process and, if you later progress to employment, to where and how you work. If you wish to apply under the scheme, please indicate this in the Disability and special arrangements question in the Personal section of the application form. We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms, regardless of disability.

## Section 2

### SFP Shortlisting - White Space Questions

#### White Space Questions

White-space questions are nationally agreed by the UKFPO and for the North West of England we will be using the two questions highlighted below to shortlist applicants, scored on the quality of the example and depth of the response given.

**CAREER GOALS** - *What are your specific reasons for applying for a special experience programme? Please highlight how the programme will contribute to your clinical or research career plans and briefly outline these. (max 200 words)*

#### 4 Career goals

\* What are your specific reasons for applying for a SFP? Please highlight how the programme will contribute to your clinical or research career plans and briefly outline these.

Words allowed 200, words entered 0

**TEAM WORKING** - *Academic medicine requires an individual to work successfully in a team. Describe a time that is relevant to your foundation training when you have worked as a successful member of a team and identify your role and contribution to this success. Explain the significance of this experience to your application. (max 200 words)*

#### 7 Team Working

\* Academic medicine requires an individual to work successfully in a team. Describe a time that is relevant to your foundation training when you have worked as a successful member of a team and identify your role and contribution to this success. Explain the significance of this experience to your application.

Words allowed 200, words entered 0

If you are applying to **only** the North West of England SUoA we recommend that you type 'N/A' in the text body responses for the following white space questions:

- Achievements and Experience (both questions)
- Programme Interests – please follow these instructions:
  1. Select 'One' SUoA on the dropdown list.
  2. In First SUoA, type 'North West of England'
  3. Select the blue 'Research' tick-box regardless to the SFP pathway you ultimately want to do, this is merely a system workaround at this stage as we are not scoring this mandatory field.
  4. Type 'N/A' in the box where you are asked to explain your rationale for your choice of programme.
- General (both questions)

However, if you are applying to two SUoA's we recommend you view the other foundation schools shortlisting criteria carefully as we cannot be held responsible for entry fields that are incorrectly completed.

The maximum scores available for the two white space questions are as follows:

**CAREER GOALS: 10 points**

**TEAMWORK: 10 points**

This maximum score applies to one short-lister scoring your application. We expect there to be a minimum of two people scoring your application so your score in this section may appear larger than 20 points when/if you request feedback later in the recruitment process.

### **Section 3:**

#### **SFP Shortlisting – Additional Educational Achievements**

Applicants can record additional educational achievements on their application, aside to their Primary Medical Qualification.

- In line with changes for FP-2024, we will no longer be scoring additional/intercalated degrees.
- In addition, we will no longer score any denomination of prize, from letters of commendation, bursaries to national or international prizes.

Points will **not** be awarded for achievements that remain un-accepted or un-published by the SFP application deadline on 4<sup>th</sup> October 2023.

In addition, any achievements where their nature is not explicitly stated by the applicant (national, international level etc) or key details are missing and not otherwise recognisable will be scored at the lowest points level.

CVs and portfolios will not be accepted as part of this process.

***Physical evidence (e.g scans, screenshots) supporting additional educational achievements cannot be uploaded to the SFP application form and the school will not require copies to be sent through other channels. Each achievement entered within a text entry field will be scored on face value, supported by your Oriel probity declaration.***



As we are a small project team and the recruitment period is a very busy time administratively, **we will not be able to prioritize queries that ask whether an educational achievement will qualify and how many points will be given regarding specific presentations and publications.** All scores will be determined by the shortlisting panel and not by the foundation school team. *Unfortunately, due to the high volume of applications we are not able to give individualised feedback on shortlisting scores.*

## Presentations

Presentations should be medical in focus. The oral or poster presentation must be given at a national or international conference organised by a recognised medical, professional or educational body. Conferences organised by the BMA, students and/or trainees and their organisations will not count.

### Oral Presentations on Clinical, Healthcare, QI, Education, Leadership or Research

**0 points** – Local presentations, non-academic extracurricular. Local = only students at their university could deliver a presentation.

**2 points** - Oral Presentation on research, medical education or leadership work delivered at a national level / 'developer of national teaching' (first, second or last author). National = Students from a university within the UK could deliver a presentation.

**5 points** - Oral Presentation on research, medical education or leadership work delivered at an international level (first, second or last author). International = Students from a university from outside the UK could deliver a presentation.

*Please note: Where an applicant has more than one presentation, points are only awarded for the presentation which attracts the highest score. To score at national or international level the presentation should be at an organised meeting either by personal invitation or by selection through competitive abstract screening. When entering authors, please list all authors in the same order as on the evidence, with your name in CAPITALS. Authors who are not able to present will still receive points.*

### Poster Presentations – Clinical, Healthcare, QI, Education, Leadership or Research

For posters presented at organised meetings with competitive abstract screening. The scoring is as follows:

**0 points** – Not first, second or last author activity.

**2 points** - National posters (first, second or last author). National = Students from a university within the UK could submit an entry.

**4 points** - International posters (first, second or last author). International = Students from a university from outside the UK could submit an entry.

Please note: Where an applicant has more than one poster, points are only awarded for the presentation which attracts the highest score. When entering authors, please list all authors in the same order as on the evidence, with your name in CAPITALS.

## **Publications – Clinical, Healthcare, QI, Education, Leadership or Research**

Articles must have been accepted and published not just submitted at the point of application. Publications should be medical (scientific, clinical, education or leadership) in focus.

Applicants should enter the PubMedID on the application. This can be a PMID, PMCID, DOI or in press ID. Publications which are 'in press' will count if the journal has an NLM unique ID number provided.

Scoring as follows:

**0 points** – Abstract in supplement of journal.

**2 points** – Middle authorship (i.e not first, second or last) on researched publication.

**2 points** – First, second or last authorship of one non-researched publication e.g. letter, case study, audit.

**5 points** – First, second or last authorship of a fully researched paper (on scientific, clinical leadership or education topic), a review article, QIP that has been published in an indexed journal or a book chapter.

Please note: Where an applicant has more than one publication, points are only awarded for the publication which attracts the highest score. When entering authors, please list all authors in the same order as on the evidence, with your name in CAPITALS.

**The maximum totalised score available for all Educational Achievements is 14 points.**

**Oral Presentations: 5 points (max)**

**Poster Presentations: 4 points (max)**

**Publications: 5 points (max)**



## **Section 4:**

### **SFP Interviews**

Shortlisted applicants will be invited to attend an interview a minimum of 7 days prior to the interview date and will have 48 hours to accept or decline the invitation.

Interviews this year will be held online via Microsoft Teams on **Wednesday 6<sup>th</sup> December and Thursday 7<sup>th</sup> December** with links emailed out to shortlisted applicants a few days beforehand.

Applicants are reminded that this is still a formal interview and will be expected to ensure they are in an appropriate private room for the duration, with a functioning PC/laptop camera and screen large enough to be able to read a clinical scenario.

Due to the complexity of organising such an event, The North West of England School of Foundation Training will not be able to offer any alternative interview date(s). If applicants are unable to attend, their applications will not be progressed any further in the recruitment process.

Applicants invited to interview will be assessed and scored on the day. Interview slots are pre-booked via Oriel and applicants will be interviewed by the same two panellists for the entire interview, rather than be moved virtually between different interview stations.

Each interview will be 30 minutes in length and scored as follows for SFP 2024:

Section 1 – Clinical Scenario: (5 minutes prep / 10 minutes Q&A tbc)

Section 2 – Journal Review: (10 minutes tbc)

Section 3 – Career Aspirations: (5 minutes Q&A tbc)

Please note this information is subject to potential change as it is still in development. The Foundation School will not be responding to queries regarding the contents of the clinical scenario and potential journal review or regarding the final arrangement of the interview structure.

*For information, late arrival at an SFP interview after the pre-arranged time, including any unforeseen sound, video or local wi-fi connection difficulties that could have been avoided through preparation and/or foresight may also lead to the applicant being declined an interview and their SFP application being rejected. Therefore, we advise all invited candidates to take care when considering these factors.*

Following the interview, applicants will be awarded a final score. This will consist of the total score obtained from the individual interview sections. This final match ranking score will be used in conjunction with an applicant's preferences to determine allocation. **Applicants will not be advised of their final score until SFP primary offers day on Wednesday 10<sup>th</sup> January 2024.**

## **Section 5:**

### **After Your Result**

#### **Feedback**

##### **Applicants not invited to interview**

Unfortunately, due to the high volume of applications we are not able to give individualised feedback on shortlisting scores.

##### **Applicants invited to interview**

Applicants who want feedback following an interview can e-mail this request to [england.foundation.nw@nhs.net](mailto:england.foundation.nw@nhs.net)

E-mail requests must be received within the following timeframe to receive a response:

**Monday 12<sup>th</sup> February – Tuesday 20<sup>th</sup> February 2024.**

The applicant will receive an e-mail response within 30 days.

#### **SFP Appeals Process**

Applicants who wish to register an appeal should refer to the [SFP 2024 appeals guidance](#) and complete Form SUoA1 (Appeal against the SUoA recruitment process) and submit it by email to the Foundation school and include “Appeal” in the subject line of the e-mail between (DATE TBC). Appeals will not be accepted at any other time.

Can we help you with anything else?

Further SFP related FAQ's are available on the webpage you downloaded this document from, as well as the [UK Foundation Programme Office website](#).

For any other queries relating to the national or local SFP process that are not covered on this document, our website or the UKFPO page, please send an email to [england.foundation.nw@nhs.net](mailto:england.foundation.nw@nhs.net)

The North West of England School of Foundation Training wants to ensure that applicants have access to the most up to date and accurate information. As the recruitment period is a very busy time here at the school, any queries that are directed to us for which the answer can be found here, in the FP/SFP Applicants Handbook or the UKFPO website may not be prioritised.

We wish everyone the very best of luck with their SFP applications.

Document Control	
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