APPLICANTS’ GUIDE

ST4 Psychiatry Training in England, Scotland and Wales

August 2020 intake
Appendix 2

Appendix 1

Contents

1. Introduction ........................................................................................................................................... 1
  1.1 Recent changes in Psychiatry Recruitment ................................................................................. 3

2. Timeline .................................................................................................................................................. 4
  2.1. Timetable ......................................................................................................................................... 4

3. Making an application ......................................................................................................................... 5
  3.1. Application Window ..................................................................................................................... 5
  3.2. Application Portal and Registration Process ............................................................................. 5
  3.3. Choosing a Specialty ................................................................................................................... 5
  3.4. Self Assessment .......................................................................................................................... 6

4. Equality and Diversity ....................................................................................................................... 6
  4.1. Less than Full Time Training .................................................................................................... 6
  4.2. Disabled Applicants .................................................................................................................. 6
  4.3. Overseas Applicants .................................................................................................................. 6

5. Overview of Eligibility Requirements ............................................................................................... 7
  5.1. Evidence of Core Psychiatry Competences ............................................................................. 8
  5.2. When is my eligibility checked? ............................................................................................... 9
  5.3. Document Upload ..................................................................................................................... 9
  5.4 Special Circumstances ................................................................................................................. 9
  5.5. Accreditation of Transferable Competences Framework (ATCF) .....................................10

6. Choosing Your Psychiatry Post ........................................................................................................ 10
  6.1. Preferencing in Oriel ................................................................................................................ 10

7. Preparing for Interview ...................................................................................................................... 12
  7.1. Prepare your documentation in advance.................................................................................. 12
  7.1.1. Documents checked on arrival at your interview .......................................................... 12
  7.1.2. Portfolio ................................................................................................................................... 12
  8.1. Interview Dates ........................................................................................................................ 13
  8.2. Taking time off work ................................................................................................................. 13
  8.3. The Interview Format ................................................................................................................ 13
  8.4. Booking an Interview Slot ....................................................................................................... 14
  8.5. Venue Information and Travel ............................................................................................... 14
  8.6. Interview Expenses ................................................................................................................ 15
  8.7. Refreshments ............................................................................................................................ 15
  8.8. Timing .......................................................................................................................................... 16
  8.9. The Interview Panel ................................................................................................................ 16
  8.10. Interview Scoring & Weighting ............................................................................................. 16
  8.11. Concerns on the Day .............................................................................................................. 17
  8.12. Feedback & Scores .................................................................................................................. 17

9. Offers .................................................................................................................................................... 17
  9.1. Receiving Offers ........................................................................................................................ 17
  9.2. Responding to an Offer ........................................................................................................... 17
  9.3. Offer Exchanges and Enhanced Preferences ........................................................................ 18
  9.4. Pre-Employment Checks ....................................................................................................... 18
  9.5. Deferring your start date ......................................................................................................... 18

11. Further Information ........................................................................................................................ 19

12. Useful Links ........................................................................................................................................ 19

Appendix 1 – Self Assessment Criteria ................................................................................................. 20

Appendix 2 – Self Assessment & Portfolio Station Guidance ............................................................ 23

Frequently Asked Questions ............................................................................................................ 26
1. Introduction

This guide is for doctors applying for specialty training posts in psychiatry in England, Scotland and Wales at ST4 level commencing in August 2020. 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.nimdta.gov.uk/

All participating area-regions 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, longlisting and self-assessment 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/st4_psy_train_rec.oview

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

1.1 Recent changes in Psychiatry Recruitment

Since the August 2019/February 2020 rounds of recruitment, there have been the following changes to the ST4 Recruitment process. This is as follows:

**MRCPsych**

All applicants, including those with EEA equivalent qualifications, must hold MRCPsych in order to be eligible to apply for any ST4 Psychiatry specialties, there is no equivalent to MRCPsych.

**Expansion of the Shortage Occupation List**

As of 6th October 2019, all medical practitioners (occupation code 2211) were added to the shortage occupation list in the UK. This means that all ST4 Psychiatry applicants will be exempt from the Resident Labour Market Test (RLMT) and so offers will be made in rank order according to applicant preference and available posts.

**Transferable Competences**

Many core competences are common across some, but not all, specialty curricula. When moving from one approved training programme to another, competences gained in core, specialty or general practice training should not have to be repeated if already achieved.

The Academy of Medical Royal Colleges has developed the Accreditation of Transferable Competences Framework (ATCF) to assist trainee doctors in transferring competences achieved in one core, specialty or general practice training programme, where appropriate and valid, to another training programme. Applicants wishing to be considered under the ATCF route will need to upload supporting evidence when applying. Details of appropriate and valid programmes for ST4 Psychiatry plus further information can be found in Section 5.5
2. Timeline

2.1. Timetable

<table>
<thead>
<tr>
<th>Stage</th>
<th>Key dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advert placed</td>
<td>Tuesday 21 January 2020</td>
</tr>
<tr>
<td>Application window opens</td>
<td>Wednesday 29 January 2020 (10am UK Time)</td>
</tr>
<tr>
<td>Application window closes</td>
<td>Wednesday 19 February 2020 (4pm UK Time)</td>
</tr>
<tr>
<td>Longlisting</td>
<td>Thursday 20 February – Friday 28 February 2020</td>
</tr>
<tr>
<td>Invitations to Interview</td>
<td>No later than Friday 13 March 2020</td>
</tr>
<tr>
<td>Date Stem Interview Questions will be published on web site</td>
<td>Friday 06 March 2020</td>
</tr>
<tr>
<td>Preferences open on Oriel</td>
<td>Wednesday 18 March 2020 at 10am UK time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interview Dates (All interviews are subject to there being posts available in the respective specialty, this applies particularly to dual specialties)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Adult Psychiatry</td>
</tr>
<tr>
<td>Dual General Adult/Old Age Psychiatry</td>
</tr>
<tr>
<td>Old Age Psychiatry</td>
</tr>
<tr>
<td>CAMHS</td>
</tr>
<tr>
<td>Dual CAMHS/Medical Psychotherapy</td>
</tr>
<tr>
<td>Forensic Psychiatry</td>
</tr>
<tr>
<td>Dual Forensic/CAMHS</td>
</tr>
<tr>
<td>Dual General Adult/Forensic</td>
</tr>
<tr>
<td>Dual Forensic/Medical Psychotherapy</td>
</tr>
<tr>
<td>Learning Disability</td>
</tr>
<tr>
<td>Dual Learning Disability/CAMHS</td>
</tr>
<tr>
<td>Medical Psychotherapy</td>
</tr>
<tr>
<td>Dual General Adult/Medical Psychotherapy</td>
</tr>
</tbody>
</table>

| Preferences close on Oriel | Monday 13th April 2020 |
| Offers Day | Tuesday 14th April 2020 - TBC |
| Hold deadline | 1pm on Wednesday 29 April 2020 |
| Upgrade deadline | 4pm on Friday 01 May 2020 |
| Anticipated Start Date | Wednesday 05 August 2020 |
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 29 January 2020, and 4pm UK time on Wednesday 19 February 2020 via https://www.oriel.nhs.uk Late or incomplete applications will not be accepted.

You can register your details on Oriel before the application window, but you will not be able to submit your application until the application window opens. If you submit an application before entering all your details, you will need to enter these for each application you submit. If you fill in your details before submitting an application, you will be able to use these for applying to multiple specialties. Please refer to the Oriel Applicant Guide for further information on how to use the Oriel system. https://nww.oriel.nhs.uk/Web/ResourceBank/Edit/MTEyMQ%3d%3d

It is likely that you will need several sessions to complete your application. 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.

Late or incomplete applications will not be accepted.

3.2. Application Portal and Registration Process

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

To register, 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 & contain 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 preferencing has opened (see section 9). The indicative number of posts in each specialty/HEE area or region is documented here.

Please note that the majority of communication sent regarding your application will be via direct messaging to your Oriel account. Applicants are therefore advised to regularly login to their Oriel accounts through the recruitment process.

Psychiatry National Recruitment Office (PSYNRO) 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. Please choose a secure email address that you can access easily and frequently. You should also make sure that you are using an email account that 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. To ensure messages from PSYNRO are not filtered by your email provider’s junk/spam filters, you are strongly advised to add psychiatryrecruitment.nw@hee.nhs.uk and noreply@oriel.nhs.uk to your email whitelist.

Failure to check your direct messages on your Oriel account as well as 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.

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 on the following website: https://specialtytraining.hee.nhs.uk/Resources-Bank
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.

3.4. Self Assessment

Since 2018, the National Recruitment application form has contained a number of self-assessment questions where applicants need to select the most accurate statement. Completion is mandatory for all applicants. The resulting scores will impact on a candidate’s overall score. Candidates are advised to give themselves the scores that they could later justify in the Extended Portfolio station.

Applicants self-assessment scores will be available for Panel Members during the Extended Portfolio Station where assessors will be looking for supporting evidence. Self-assessment scores may then be adjusted by Panel Members in accordance with evidence provided, e.g. candidates declaring to have ‘Undergraduate Training – Additional Degrees’ would be expected to present evidence of the respective degree (certificate) and would therefore have any marks self-awarded deducted by the Panel if the required evidence is not presented.

This part of the recruitment process is intended to be a reflection of where an applicant feels they are with regards to certain criteria considered important for a career in Psychiatry. See Appendices for further information.

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:
https://specialtytraining.hee.nhs.uk/Recruitment/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 HEE area/region website for more information on policies, procedures and how to apply for LTFT training. You can find HEE area/region contact details via:
https://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 2020 Guidance for Overseas Applicants via:
https://specialtytraining.hee.nhs.uk/Resources-Bank
for further details, or visit the UK Visas and Immigration website via:
5. Overview of Eligibility Requirements

You should read the relevant 2020 ST4 Psychiatry Training person specifications (available from [https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications](https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications)) to determine whether you are eligible and meet the entry and selection criteria listed there.

The minimum entry requirements are as follows:

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A recognised primary medical qualification</td>
<td>If you do not hold a recognised primary medical qualification, then you will not be considered.</td>
</tr>
<tr>
<td>Eligibility for full registration with the GMC and a current licence to practise</td>
<td>You need to be eligible 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.</td>
</tr>
<tr>
<td>Eligibility to work in UK</td>
<td>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.</td>
</tr>
<tr>
<td>English Language skills</td>
<td>Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Medical Council. Applicants are advised to visit the GMC website which gives details of evidence accepted for registration: <a href="http://www.gmc-uk.org">www.gmc-uk.org</a></td>
</tr>
<tr>
<td>Match to specialty level</td>
<td>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.</td>
</tr>
<tr>
<td>MRPpsych</td>
<td>All applicants must possess full MRCPsych in order to apply for ST4 Psychiatry for August 2020. There are no equivalents.</td>
</tr>
<tr>
<td>Evidence of achievement of core competences</td>
<td>Please see section 5.1. for details on demonstrating Core Competences.</td>
</tr>
</tbody>
</table>
| Previously relinquished, released or removed from Core Psychiatry Training | 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. Should you be in this position, your application can only be considered if
  - accompanied by a letter of support from the postgraduate dean, or designated deputy, of the HEE area/region 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](https://www.oriel.nhs.uk/Web/ResourceBank/Edit/MTAyNg%3d%3d)
Please ensure you attach this information to your Oriel application before you submit your application. |

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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.
### Previously relinquished, released or removed from Higher Psychiatry Training

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.

Should you be in this position, your application can only be considered if

- accompanied by a letter of support from the postgraduate dean, or designated deputy, of the HEE area/region 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

Please ensure you attach this information to your Oriel application before you submit your application.

### Support for Reapplication of Specialty Training in a Different Region

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.

Applicants must ask their Head of School/Programme Director in their current HEE area/region to complete a Support for Reapplication of Specialty Training in a Different Region, available to download from the Oriel Resource Bank - https://www.oriel.nhs.uk/Web/ResourceBank

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.

Applicants requiring this support are advised to start the process early.

### Fitness to Practise

If you answer “yes” to any of the Fitness to Practise questions, please complete the ‘Fitness to Practise’ (FTP) Declaration Form which is available to download from the Oriel Resource Bank - https://www.oriel.nhs.uk/Web/ResourceBank

Please ensure that you email this form to us by no later than the closing date for applications.

Please note that answering “yes” to one or more of the Fitness to Practise questions does not necessarily mean your application cannot progress.

Emails should be sent to fitnessstopractise.nw@hee.nhs.uk

### 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 competences *OR* confirmation 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 psychiatry training.
- If you have completed a UK approved core Psychiatry training programme, please submit your CT3 ARCP/evidence of successful completion.
- If you haven't completed UK approved core psychiatry training, then you must be able to demonstrate core competence via your post or post(s). Please submit the Certificate C (equivalent core competence form) or alternative detailed certification demonstrating that you have 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](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](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.

### 5.3. Document Upload

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

If you are required to do this then in order to help PSYNRO you are required to follow some ‘house rules’:

- Ensure that the document is uploaded as a whole and not in separate pages
- Ensure that the document is appropriately named for clarity to allow PSYNRO to understand what it is they will be opening
- Ensure that the document is uploaded into the correct document section
- Provide a password if the document is password-protected

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

### 5.4 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. You will be required to provide evidence, e.g. care plan, letter from current medical specialist treating your condition or Occupational Health physician.

Further information can be found on the Specialty Training website ([https://specialtytraining.hee.nhs.uk/Recruitment](https://specialtytraining.hee.nhs.uk/Recruitment))

The respective Special Circumstances Form for completion can be found via [https://specialtytraining.hee.nhs.uk/Resources-Bank](https://specialtytraining.hee.nhs.uk/Resources-Bank)

The Special Circumstances Form must be returned by email to psychiatryrecruitment.nw@hee.nhs.uk by no later than the deadline date advised by the MDRS team.
5.5. Accreditation of Transferable Competences Framework (ATCF)
Many core competences are common across some, but not all, specialty curricula. When moving from one approved training programme to another, competences gained in core, specialty or general practice training should not have to be repeated if already achieved.

The Academy of Medical Royal Colleges has developed the Accreditation of Transferable Competences Framework (ATCF) to assist trainee doctors in transferring competences achieved in one core, specialty or general practice training programme, where appropriate and valid, to another training programme. In the case of ST4 Psychiatry, the appropriate and valid programmes are core medical training, paediatrics or general practice. This is also identified in the ST4 Psychiatry Person Specification – ‘24 months’ experience in psychiatry (not including foundation modules) plus competence gained from up to 12 months’ training in core medical training, paediatrics or general practice. You must be able to demonstrate that this competence has been transferred, under the Accreditation of Transferable Competences Framework’.

Trainees who decided to change career path could transfer competences achieved in another training programme and reduce the length of their new training programme.

The ATCF applies only to those moving between periods of GMC approved training and is aimed at the early years of training. The time to be recognised within the ATCF will need to be reviewed at the trainee’s first Annual Review of Competence Progression (ARCP), if appointed.

Applicants wishing to be considered for accreditation of transferable competences should indicate this on their application form. You must then upload supporting evidence with your application. ARCP outcomes or a letter of support from the relevant training programme(s) will be accepted as evidence.

Further information can be found here: http://www.aomrc.org.uk/publications/reports-guidance/accreditation-of-transferable-competences-0914/.

6. Choosing Your Psychiatry Post

Referencing is a process of ranking specific posts or sectors within a region/area

Please note post details may be subject to change over the recruitment period. Additionally, some HEE area/region may not be able to provide details of specific posts or sectors. It is worth considering that, for a particular specialty in an area/region, 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 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.

Referencing will be done via the Oriel recruitment system. We anticipate that you will be able to preference available options from Wednesday 18 March 2020.

6.1. Preferencing in Oriel
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 preferreded 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.
When you select the option (e.g. ‘HETV1’) a pop up box will appear with a brief description of the area/trusts/hospitals involved, the number of posts available and the post start date. If you are having difficulty accessing the website, we would recommend using a laptop/desktop computer and the Chrome browser.

Please note that if an option has ‘0 posts’ it refers to an area where a vacancy is a possibility but has not yet been confirmed. If interested, you should include this option so that if the number of posts increases to 1 or more in the system you will be considered for the post. If you rank the option as your first preference but the number of posts remains as ‘0’ then the Oriel system will bypass your first preference to your second and allocate offers according. It will not put you at a disadvantage.

You can continue to amend and re-save your programme preferences until the preference window closes. The final order in which you save your programme preferences will be the order that will be used when initially matching applicants to available posts.

Following the initial matching process, once the offers process has begun, preferences will re-open to allow you the opportunity to amend them, should you so wish. Preferences will then remain open until the next matching process, at which point it will close again, to re-open once Offers have been made. This process will repeat until the Offers recycling process is complete. See Section 9 for further details regarding the Offers process.

Example of Oriel's preferencing screen:
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 required to check in on arrival at your interview**
  - A portfolio to evidence the achievements, claims, etc. made within your application form including the self-assessment domains.

7.1.1. Documents checked on arrival at your interview
You will be required to bring your original documents and copies of each document as outlined below. All copies will be retained by administrative staff at your interview. 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.

<table>
<thead>
<tr>
<th>Document</th>
<th>Copies Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original passport</td>
<td>1 copy of the front cover, inside cover &amp; signature/photograph page</td>
</tr>
<tr>
<td>Original current GMC Proof of Registration</td>
<td>1 copy, or you can show us electronic online evidence (via your phone/tablet) that you are on the GMC register</td>
</tr>
</tbody>
</table>

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:

- Evidence for each of the domains where you have scored yourself more than zero in the self-assessment section of the application form
- 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

It is recommended that you lay out your portfolio in the order of the domains to make things as simple as possible to locate and ensure that you get through all domains in the time limit. You should use a lever arch file that is clearly labelled with dividers.
Please ensure that you include all evidence required to support your self-assessment scores, as failure to do so will result in marks being deducted in respect of any criteria you are unable to evidence.

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.

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

Further guidance for the portfolio and self-assessment station can be found in appendix 2.

## 8. Interview

### 8.1. Interview Dates

You will find a summary of interview dates under Section 2.1 Timetable or on our website at the following link: https://www.nwpgmd.nhs.uk/st4_psy_train_current_record

### 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 out no later than Friday 13 March 2020.

### 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/Recruitment/Person-specifications

For 2020, Interviews for ST4 posts in psychiatric specialties consist of **two** stations.

Full information will be given approximately one week before the first interviews (available to download from https://www.nwpgmd.nhs.uk/st4_psy_train_current_record) but here is a brief guide to the stations:

- **Portfolio Station** (20 mins) - Use your portfolio to demonstrate and validate your self-assessment scores for up to 10 minutes and then use the remainder of your time to demonstrate how you meet the person specification and your commitment to the chosen specialty/specialties. There is further information about the station in appendix 2.

- **Communication and Clinical Skills Station** (20 mins) - Demonstrate these skills in your chosen specialty, in a simulated clinical scenario, interacting with a patient, relative or carer; played by an actor, followed by 5 minutes of questions relating to the clinical scenario.

Applicants applying for dual training will perform the specialty-specific interview for both specialties e.g. if applying for Dual General Adult & Old Age Psychiatry the candidate will be interviewed in 3 stations – Station 1, Portfolio (20 mins) and then Station 2, Communication and clinical skills, for each of General Adult and Old Age Psychiatry (20 mins each).

Please note there is no longer a Station for 'Audit & Leadership', but you can provide evidence of your audit/quality improvement and leadership skills during the portfolio station.

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 from Friday 13 March 2020, available here: https://www.nwpgmd.nhs.uk/st4_psy_train_current_record.

8.4. Booking an Interview Slot
Interviews are to be held on specified dates in March 2020 at the Etihad Stadium, Manchester (see Section 2.1 Timetable). There will be no other interview venues and no alternatives (i.e. skype, video or telephone conferencing). It is recommended that you request leave to attend the interview, if applicable, even if you have not received a formal invitation. Please ensure you consider any applicable service and rota issues whenever possible when booking your interview place.

You will receive an email which will contain details of how you can use the online booking facility, to book an interview slot, within your Oriel account. Once you have logged into the system and have booked an interview slot, you will receive a confirmation email.

Interview slots are booked on a first-come, first-served basis. Interview invitations will be released to candidates no later than Friday 13 March 2020.

Candidates will be able to pre-allocate interview time slots for the following reasons only:

1. Travelling to/from overseas on the dates of the interview
2. Attending an interview elsewhere on the same date
3. Ill health

Requests for a pre-allocated interview slot should be sent, along with evidence, to the following email address as soon as you become aware of the requirement: psychiatryrecruitment.nw@hee.nhs.uk

NB. Requests received after the general release of interview slots cannot be guaranteed and all requests are subject to availability.

Please see Section 7.1 above for details of the documentation you should bring with you to interview.

8.5. Venue Information and Travel
Interviews will take place at the following venue:

Mancunian Suite
Etihad Stadium
Etihad Campus
Ashton New Road
Manchester
M11 3FF
Luggage
Please be aware that there are security measures 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.

Driving to the Etihad
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.

Arriving by tram
If arriving by tram, get off at the Etihad Campus stop: http://www.metrolink.co.uk/stationinfo/documents/route_map.pdf
To reach the Etihad Campus please take the tram towards Ashton-Under-Lyne. The Etihad Campus stop is seven stops away from Victoria and three stops away from Piccadilly.

You can board the tram to Ashton-under-Lyne and/or Etihad Campus at Piccadilly Gardens or Piccadilly station and the journey to the Etihad Campus will take approximately 10 minutes but you should factor in around 30 minutes to allow time to buy yourself a ticket and wait for the tram to arrive.

You can either tap in and out using your contactless bank card, smartphone or smartwatch, or buy a ticket. You will need to tap in at the start of your journey and out at the end of your journey with the same device – you do not need to tap in and out if you’re changing trams as part of a single journey. You will then need to upload evidence of the transaction on your bank statement in order to make your expenses claim.

Tickets can be purchased on the Metrolink platform before boarding the tram, or through the Get Me There app. The Etihad Campus is in Zone 2.

You can plan your journey on the Transport from Greater Manchester website, here: https://my.tfgm.com/#/planner/

Arriving into Manchester by train
The nearest train station is Manchester Piccadilly; the stadium is approximately 10 minutes away by taxi or tram: 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 psychiatryrecruitment.nw@hee.nhs.uk with an explanation of why a trip by taxi is necessary.

Plan your 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/

8.6. Interview Expenses
Information regarding travel expense reimbursement can be found in the ‘Expenses Section’ of the Specialty Training website Resource Bank (https://specialtytraining.hee.nhs.uk/Resources-Bank). Applicants are advised to read the expenses policy and guidance. All claims must be submitted within 28 days of the interview.

8.7. Refreshments
Water will be provided for applicants in the waiting room and is available in each Interview Station.

There is a fish and chip shop, an ASDA supermarket, a petrol station and a McDonalds restaurant all located just outside the Etihad campus (between 5-15mins walking distance).
8.8. Timing
Applicants are advised to arrive a minimum of 30 minutes early to allow sufficient time for document checking. Please see section 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.

8.9. 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 they 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.

8.10. Interview Scoring & Weighting
Each station is scored independently and you must pass every station in order to be found appointable. The different elements of the portfolio station are weighted, and the portfolio station carries more weight overall than the clinical scenario station. Details are shown below:

### Portfolio scoring & weighting

<table>
<thead>
<tr>
<th>Area</th>
<th>Initial Mark</th>
<th>Overall Total</th>
<th>Weighting</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised self-assessment score</td>
<td>45</td>
<td>45</td>
<td>35%</td>
<td>None</td>
</tr>
<tr>
<td>Commitment to Specialty</td>
<td>10</td>
<td>20</td>
<td>45%</td>
<td>50% (of weighted score)</td>
</tr>
<tr>
<td>Structure and content of portfolio</td>
<td>5</td>
<td>10</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Presentation, preparedness, enthusiasm</td>
<td>5</td>
<td>10</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>

### Communication and Clinical Skills Station scoring and weighting

<table>
<thead>
<tr>
<th>Area</th>
<th>Initial Mark</th>
<th>Overall Total</th>
<th>Weighting</th>
<th>Pass Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication and Clinical Skills</td>
<td>15</td>
<td>30</td>
<td>N/A</td>
<td>50%</td>
</tr>
</tbody>
</table>

### Overall weighting

<table>
<thead>
<tr>
<th>Station</th>
<th>Single Specialty Weighting</th>
<th>Dual Specialty Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>66%</td>
<td>50%</td>
</tr>
<tr>
<td>Clinical Scenario</td>
<td>33%</td>
<td>25%</td>
</tr>
<tr>
<td>Clinical Scenario</td>
<td></td>
<td>25%</td>
</tr>
</tbody>
</table>

You must score at least 50% of the available marks in each station in order to pass each station.
8.1. Concerns on the Day
If an issue happens on the day of your interview or assessment centre, you should speak to the Lay Representative or the Recruitment Lead. These individuals can be identified by approaching any member of staff on the document checking desk.

8.1.2. Feedback & Scores
ST4 Psychiatry Training scores will be made available to you via Oriel, for each specialty interview you attend, after initial offers have been made. This will consist of your weighted score in each station, plus the maximum possible score for each station, as well as your total score and rank. It will also include the minimum threshold you must reach in order to be deemed appointable.

All applicants who attend interview will also receive a separate copy of their raw interview scores plus assessor feedback generated from the digital scoring system after initial offers have been made. This feedback will be issued to all applicants, including those who are appointable (whether they receive an offer or not) or, are unappointable.

9. Offers

9.1. Receiving Offers
Offers will be released by Health Education England (North West) on behalf of all areas/regions via the Oriel recruitment system. 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 preferencing of available posts in each local area/region. 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. Responding to an Offer
You will be given 48 hours (exclusive of weekends and bank holidays) to respond to an offer and have the option to accept, decline or hold.

When you receive an offer, you have three options – to accept (or accept with upgrades), to hold (or hold with upgrades) or to reject. Please note that if you reject an offer you will not be considered for any further ST4 Psychiatry posts for that specialty in this recruitment round. If you fail to respond to an offer within the 48 hour window, you will be deemed to have declined the offer.

All offers will be received via Oriel and must be accepted/held/rejected via the Oriel system.

Example One – You are ranked 1st overall and therefore will be offered your first preference.

Example Two – You are ranked 21st overall, and have preferenced Post A as your first choice, with Post B as your second choice. Unfortunately, Post A has already been accepted by someone who ranks above you – therefore you will be offered Post B. You can accept this post, or you can accept with upgrades – guaranteeing you Post B, but also meaning you could be upgraded to Post A should it become available.
Example Three – You ranked 150th overall, and have ONLY preferred Post C and Post D. These posts have, however, been already accepted by applicants that rank above you, so you will not receive any offers.

The examples above are not, of course, exhaustive – there are other possible combinations of events. Offers will be recycled until either all posts are filled, or all candidates have been exhausted.

When the offers process has been completed, the information will be passed on to the staff in the various geographical offices around the UK. They will then be in touch with applicants that have accepted a post in those locations to finalise details, carry out pre-employment checks, etc.

Please note that if you are holding an offer and try to hold another, the original held post will be automatically declined by the system.

Once you have accepted a post, you will not receive any further offers from any other specialty.

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

If you choose to hold an offer, you can hold this until the deadline (1pm 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 be 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.

9.3. Offer Exchanges and Enhanced Preferences

During the Offers process all appointable candidates will have the option to amend their preferences should they wish to.

In the case of appointable candidates who do not receive an Offer in the initial matching process this may assist them in achieving an Offer in the subsequent matching processes.

When an Offer is accepted with upgrades, or, held with upgrades, you will also have the opportunity to amend your preferences. This will allow you to remove preferences that you originally ranked above your current offer and alter the order of your preferred programmes.

An Example:

→ As an applicant I receive an offer for programme B that I assigned a rank of 2
→ Due to changes in my circumstances, I do not wish to opt in for upgrades to programme A. Instead I would like to opt in to upgrades for programmes G - J, that I had ranked between 7 and 10.
→ I amend my preferences so that the offer I received is now my 5th ranked preference, so I can opt into upgrades for programmes J – H.

<table>
<thead>
<tr>
<th></th>
<th>Before Rank</th>
<th>Programme</th>
<th>After Rank</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>A</td>
<td>1</td>
<td>J</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>B</td>
<td>2</td>
<td>H</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>C</td>
<td>3</td>
<td>I</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>D</td>
<td>4</td>
<td>G</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>E</td>
<td>5</td>
<td>B</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>F</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>G</td>
<td>7</td>
<td>D</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>H</td>
<td>8</td>
<td>E</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>I</td>
<td>9</td>
<td>F</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>J</td>
<td>10</td>
<td>A</td>
</tr>
</tbody>
</table>

9.4. 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 record 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 area/region where you will be working for further details.

9.5. 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: https://www.nwpgmd.nhs.uk/resources/gold-guide-6th-edition
10. References

Applicants must provide the contact details for three references on their application form; ideally they will be consultants who have supervised the applicants’ work or the current/most recent supervisor.

Once offers have been accepted, the referees will be invited to submit a reference using the Oriel system. Instructions will be sent to the email address provided on the application form.

The Oriel system will send automatic, regular reminders to referees asking them to complete the reference form online. Applicants must take responsibility to ensure that all references have been submitted. Applicants can monitor their references by selecting the ‘References’ tab on the Oriel dashboard.

All offers made will be on the condition of the HEE area/region receiving three satisfactory references. Obtaining references is an applicant’s responsibility. The HEE area/region will not chase your referees.

If the referee is unable to access the Oriel system, or if their contact details have changed since the time you completed the form, a paper based reference form can be downloaded from the Oriel Resource Bank as an alternative to the online system.

The form must be returned to either of the following addresses:
By Post: National Recruitment Team
Health Education North West
3rd Floor
3 Piccadilly Place
Manchester
M1 3BN
By Email: Psychiatryrecruitment.nw@hee.nhs.uk

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/st4_psy_train_rec_overview
Email: Psychiatryrecruitment.nw@hee.nhs.uk

Follow us on Twitter @NatPsychRecruit

12. Useful Links

Psychiatry Training Curriculum: http://www.rcpsych.ac.uk/traininginpsychiatry/corespecialtytraining/curriculum.aspx

ST4 Psychiatry Person Specifications: https://specialtytraining.hee.nhs.uk/Recruitment/Person Specifications

ST4 Psychiatry Website: https://www.nwpgmd.nhs.uk/st4_psy_train_rec_overview

Recruitment Portal https://www.oriel.nhs.uk

Specialty Training website http://specialtytraining.hee.nhs.uk/

National Applicant Handbook (including guidance for overseas applicants) https://specialtytraining.hee.nhs.uk/Resources-Bank
# Appendix 1 – Self Assessment Criteria

*Please note: Unless stated otherwise, all domains are measured as at the time of application. Please do not award yourself points for the same example in more than one domain.*

<table>
<thead>
<tr>
<th>Domain</th>
<th>Descriptors</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 - Undergraduate Training - Additional Degrees</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>First-class intercalated BSc (or BA or similar/higher degree) OR First-class BSc (or similar/higher) prior to starting medicine and relevant to medicine/ Psychiatry</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>First-class BSc / BA (or similar/higher) prior to starting medicine and not relevant to medicine/ Psychiatry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2.1 intercalated BSc (or BA or similar/higher degree) OR 2.1 BSc (or similar/higher) prior to starting medicine and relevant to medicine/ Psychiatry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2.1 BSc / BA (or similar/higher) prior to starting medicine and not relevant to medicine/ Psychiatry</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2.2 or third class intercalated BSc (or BA or similar/higher) OR 2.2/third class BSc (or similar/higher) prior to starting medicine and relevant to medicine/ Psychiatry</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MD linked to Primary Medical qualification</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>None of the above</td>
<td>0</td>
</tr>
</tbody>
</table>

| **2 - Undergraduate Training - Prizes and Awards** | Distinction (or equivalent) for my Primary Undergraduate Medical Degree (i.e. exceptional standard/performance for overall degree) | 4 |
| | Prize, Merit or Distinction during my undergraduate medical training (i.e. award for high performance in module or part of degree course OR the award of Merit for overall degree) | 2 |
| | I was not awarded a Prize, Merit or Distinction during my undergraduate medical training | 0 |

| **3 - Postgraduate Medical Qualifications (Do not score the same qualifications in more than one domain)** | Masters qualification in relevant field e.g. Quality Improvement, Patient Safety, Leadership, Management | 5 |
| | Postgraduate diploma in relevant field e.g Quality Improvement, Patient Safety, Leadership, Management | 4 |
| | UK primary postgraduate qualification e.g. MRCP Part 1, MCEM A (excluding MRCPsych) OR Postgraduate certificate in relevant field e.g. Quality Improvement, Patient Safety, Leadership, Management. | 3 |
| | None of the above | 0 |

| **4 - Postgraduate Training - Prizes and Awards** | Personal award or recognition from national body, such as RCPsych, GMC or British Medical Association, e.g. trainee of the year | 2 |
| | None of the above | 0 |

| **5 - Postgraduate Training in other specialties in the past 7 working years (including research posts but excluding Foundation, or Psychiatry)** | 13 to 36 months experience in another specialty by the time of appointment, with achievement of expected outcomes, anywhere in the world | 3 |
| | More than 36 months in another specialty by the time of appointment, with achievement of expected outcomes, anywhere in the world | 2 |
| | 5 to 12 months experience in another specialty by the time of appointment, with achievement of expected outcomes, anywhere in the world | 1 |
| | No experience in another specialty by the time of appointment | 0 |
### 6 - Clinical Governance, Audit and Quality Improvement as a postgraduate in the last three working years

- Have led postgraduate audit projects or Quality Improvement work (e.g. managed an audit OR quality improvement project OR made recommendations for changes to practice based on audit findings OR closed the audit loop OR led a trainee collaborative multicentre audit regionally) - more than one project a year and at least 1 presented at a regional, national or international meeting: 5 points
- Have made a significant contribution to designing & managing postgraduate projects or Quality Improvement work (e.g. managed an audit OR quality improvement project OR made recommendations for changes to practice based on audit findings OR closed the audit loop) OR led a trainee collaborative multicentre audit at my hospital - one a year or less and at least 1 presented at a regional, national or international meeting: 4 points
- Have made a significant contribution to designing & managing postgraduate audit projects or Quality Improvement work (e.g. managed an audit OR quality improvement project OR made recommendations for changes to practice based on audit findings OR closed the audit loop OR led a trainee collaborative multicentre audit at my hospital) - one a year or less and these presented at a local meeting: 3 points
- Have taken part in other people’s postgraduate audits or Quality Improvement projects, (i.e. data collection or made other minor contributions, but not led or designed the project): 2 points
- I have not participated in an audit or Quality Improvement project: 0 points

### 7 - Research

- Completion of a PhD with original research: 6 points
- Significant involvement in research (e.g. two-year MD with original research) OR Chief Investigator of a peer review grant funded multicentre research project: 5 points
- I have had personal and direct involvement of leading a postgraduate research project: 4 points
- I have had ongoing commitment to research as a co-investigator or recruited a significant amount of patients during the period of study: 3 points
- I have been involved with recruitment of participants to research projects or assisted with data collection: 1 point
- I have not participated in research: 0 points

### 8 - Teaching (Do not score the same qualifications in more than one domain)

- I have undertaken a major dissertation and been awarded a Masters in Medical / Clinical Education: 5 points
- I have made a major contribution to a regional or national teaching programme including organising a programme OR I have obtained a Postgraduate Diploma in education / teaching: 4 points
- I have made a major contribution to a local teaching programme including organising a programme OR I have obtained a Postgraduate Certificate in education / teaching: 3 points
- I have some experience in formal teaching Health Professionals (e.g. lectures) OR I have some experience of formal teaching Health-related topics to a non-medical audience (e.g. lectures) OR I have attended a Teaching the Teachers course, Generic Instructors course or similar: 2 points
- I have carried out informal teaching of colleagues (including nurses and medical students): 1 point
- I have not contributed to teaching: 0 points
<table>
<thead>
<tr>
<th>9 - Academic Publications (undergraduate or postgraduate including publications written on behalf of a trainee led collaborative)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I am first author in more than one peer-reviewed publication as a postgraduate, or sole author of several book chapters</td>
<td>5</td>
</tr>
<tr>
<td>I am first author on one peer-reviewed publication as a postgraduate, or sole author of a book chapter</td>
<td>4</td>
</tr>
<tr>
<td>I am co-author in more than one peer-reviewed publication as a postgraduate, or co-author of a book chapter</td>
<td>3</td>
</tr>
<tr>
<td>I am co-author in one peer-reviewed publication as a postgraduate or I am an author of an undergraduate publication</td>
<td>2</td>
</tr>
<tr>
<td>I have published one or more abstracts or articles (including e-publications) or I have published a letter</td>
<td>1</td>
</tr>
<tr>
<td>I have not published anything</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10 - Presentations and Poster Presentations (excluding audit / quality improvement presentations) in last six working years</th>
<th></th>
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<td>I have made a local/departmental presentation</td>
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<tr>
<td>I have made no presentations nor shown any posters</td>
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</table>
Appendix 2 – Self Assessment & Portfolio

Station Guidance

The purpose of this 20-minute station is to allow you to demonstrate what you have achieved during core training (or equivalent) using your portfolio to demonstrate how you meet the person specification for higher training.

How the station works

- The station will last 20 minutes and is split into two sections.
- The self-assessment part of the station is about checking WHAT you have done; the second part of the station is about WHY you have done it. For example, if you have a PhD, then the panel want to see your certificate in the first part of the station. In the second part of the station, the panel would be interested to hear about how your PhD relates to your commitment to psychiatry.
- You will be asked to show evidence for each self-score, domain by domain.
- The interviewers are responsible for reviewing your score against the evidence provided. If the interviewer believes that the evidence does not match your score this will be discussed with you and a different score submitted. Any change of score should be explained to you during the 10 minutes.
- Once 10 minutes are over, or all the domains have been reviewed and scored, the interviewer should move onto the second part of the station.
- In the second part of the station you will be asked to demonstrate your commitment to the specialty and how you meet the person specification.

General Self Assessment Guidance

- You must print out your portfolio and present this at the interview. Any claims made on your self-assessment form must be supported by a piece of evidence that can be verified by panel members at interview. It is recommended that you use a lever arch folder. This should be labelled clearly, with dividers so that each item can be located quickly and easily. We recommend sorting it by the domains as detailed in the self-assessment form. You risk missing out on points if you cannot find the correct evidence in time.
- Scores will be measured against the self-assessment criteria. This can be found on our website under the current round.
- The evidence needs to be brought on the day of the interview in paper form, online portfolios will not be considered. The interviewer will use this to verify your score.
- All domains are measured at time of application and you should not award yourself points for the same example in more than one domain. If you use the same example for two domains, the one that would award the highest marks will be counted unless otherwise stated.
- Points should not be awarded for activities that form part of the standard curriculum (as they would be assessed as part of the ARCP).
Assessment Criteria - Guidance (full self-assessment criteria can be found in appendix 1)

**Domain 1 – Undergraduate Training – Additional Degrees**
- Any intercalated degree will count if you have been awarded a degree, which is additional to the award that you would have normally received for your medical school.
- No extra points are given for primary medical degrees consisting of 3 years’ pre-clinical and 3 years’ clinical training.

**Domain 2 – Undergraduate Training – Prizes and Awards**
- Degree certificate must clearly state distinction (or equivalent) if marking yourself at that level.

**Domain 3 – Postgraduate Medical Qualifications**
- Only fully completed qualifications with certificate or official letter of proof of outcome will be counted.
- You cannot use the same example in this domain as other domains, teaching for example. It is recommended that you chose the domain that will award you the higher marks.

**Domain 4 - Postgraduate Training – Prizes and Awards**
- This should be for awards from national bodies, such as the RCPsych, BMA, GMC etc.
- Some national awards may be organised by a Trust or a Deanery, but the evidence that this has been a national competition should be clear.

**Domain 5 – Postgraduate Training in other specialties (incl. research posts but not Foundation or Psychiatry)**
- This can include non-training posts in the UK or overseas obtained in your last 6 working years, e.g. since August 2012 if you have been working full time.

**Domain 6 – Clinical Governance, Audit and Quality Improvement as a postgraduate**
- Applicants who claim to have completed an audit loop should be able to demonstrate involvement in initial audit and re-audit with evidence (e.g. the presentation slides showing the data).
- Involvement in large Regional / National audit projects can be credited if you have written certificate / letter describing significant involvement in your hospital / region.

**Domain 7 – Research**
- PhD/MD and other higher degrees: must be awarded to get full marks (i.e. completed, examined and results awarded).
- MDs will not count if they are a standard part of higher training e.g. an MD is standard in some overseas training programmes. You will be asked to verify this by a letter of confirmation or screen shot from the university website.

**Domain 8 – Teaching**
- Postgraduate Certificates, Diplomas or Masters in Education must have been completed by the time of interview, with evidence of credits awarded by Higher Education Institute.
- Designing an electronic teaching package scores 3 if substantial (e.g. multiple sections).
- Formal lecture based presentation as part of curriculum teaching scores 2.
- Informal teaching of medical students scores 1 (however many students were present).
- Do not include presenting an audit project as teaching, nor presenting own research etc. at a meeting.
Domain 9 – Academic Publications

- Publication of a poster abstract (only) doesn’t score here but marks can be awarded for poster presentations in Section 10 (Presentation and Poster presentations).
- Publications that involve audit / QI projects which have been awarded points for regional / national presentations in section 6 can be awarded additional points here if the work has been published.
- Open access electronic full publications should count as peer reviewed publications if the journal undertakes a recognised peer review process. Evidence should be submitted that a paper has been peer reviewed, e.g. screenshot from journal website. However, case reports in an electronic publication such as e-BMJ Case Reports should count for a total of one point only, even if multiple case reports have been published.
- Chapter(s) in commissioned books score 4 (first author) or 3 (Co-author). Evidence of the publication should be provided (e.g. photocopy of the title page, printout of a literature search showing the reference).
- ‘in-press’, with evidence, can be scored. Un-submitted, or submitted but not yet accepted, doesn’t score.

Domain 10 – Presentation and Poster Presentations

- Case presentations and journal club presentations are not included as they are part of the curricula requirements.
- For Regional/National/International presentations, evidence needs to be presented of where the presentation occurred (not just the PowerPoint slides) e.g. printout of the meeting, programme which identifies the speaker, letter of acceptance, conference abstract etc. For local presentations, the PowerPoint slides are sufficient.
- Presentations of original research which lead to PhD/MD etc. already credited in section 6 can also be credited here. Teaching presentations are excluded here (credit in section 7).
- ‘I have presented at a regional, national or international meeting’: it doesn’t matter where the meeting was held - it’s the body which counts. A national meeting would be organised by a national body e.g. RCPsych, RCP, BMA. ‘Regional’ implies a meeting of a regional organization e.g. NW Division RCPsych (even if held in the hospital where the trainee was working at the time).
- Presentations as part of deanery/HEE teaching for regional trainees, teaching for foundation trainees or medical students are not counted in this section, but can be counted in Section 7 (Teaching).
- Presentations of audit can be scored here, however the same audit project cannot be used for credit in both this section and Domain 6 – Clinical Governance, Audit and Quality Improvement as a postgraduate.
- Presentation of a piece of research which has led to MD/PhD credited in Domain 7 – Research can be credited here as well.
Frequently Asked Questions

Should I print out my portfolio evidence and bring it with me?
Yes.

How should I organise my portfolio?
Candidates should ensure that their portfolio is organised and structured. You should use a lever arch folder with clear labels so that you can locate items quickly and easily.

Can I bring in my laptop and use an online portfolio?
No, we only accept paper portfolios.

Can I use one piece of evidence for more than one domain?
No, unless otherwise stated in the guidance, you can only use one piece of evidence per domain.

How long does the station last?
20 minutes, which consists of up to 10 minutes for self-assessment, then the remaining time for demonstrating commitment to specialty.

Do prizes and awards count if they are not from my undergraduate degree and/or training programme?
We are interested in anything that demonstrates excellence, but if they do not relate directly to domains 2 or 4 (Undergraduate Training – Prizes and Awards or Postgraduate Training – Prizes and Awards), then please mention them in the commitment to specialty section.

Do awards from national body include an award received from a deanery/HEE office?
No – national means national (2 points).

Can I change / add information to my self-assessment form after I've submitted my application?
The panel will look at this on the day and amend your score if it seems reasonable.

I completed postgraduate training in another specialty but because I have had maternity leave and worked less than full time it was over 6 years ago, can this be counted?
Yes – this can be counted as it is over 6 years only due to maternity leave and working less than full time. The 6 years is indicative of 6 years full time equivalent.

I won a postgraduate prize; however the competition took place in a local NHS Foundation Trust, would this prize count or not?
If the competition was national, this would count. If it was a regional or local competition, it would not.

Can you tell me if I can give myself marks for being a co-author of poster presentation at the International Congress of Psychiatry, if I did not give an oral presentation?
Poster presentations or oral presentations should be scored the same. This is about doing work to a standard that deserves exposure beyond the local training scheme.
I have an additional masters, which involved completing a research project. Should this be scored under the Postgraduate Medical Qualifications domain or the Research domain, as it would seem to apply to both?

Where an item can be scored in more than one way, it should be marked once, in the domain that gives you the most marks.

For domain 6, is it necessary to have led more than one audit per year to obtain 5 points?

5 points is associated with the importance, impact and leadership of the activity, rather than doing more than one a year.

For higher marks in domain 6, must I be the sole lead, or can I be a member of a working group leading the audit?

Higher marks are very much about demonstrably leading the activity – being a member of a group (within or across organisations) is very unlikely to achieve marks at the higher end of the spectrum. To evidence involvement it is recommended to include a letter describing contribution.

Routine participation in audit is part of the curriculum and unlikely to attract marks.

At time of application I will be part way through an additional degree with original research and will have almost finished a one year full-time clinical research post. I am unclear how many points this would accrue. Although I am working on my research project, I assume my supervisor has to be considered the lead for this?

If there is evidence of significant progress (data collection, or analysis, or completed literature review) this might get 4 points. Fledgling ideas, drafts, or research that does not yet have ethics approval or funding (if required) may not get any marks.

At time of application I will be first author on one peer-reviewed publication as well as sole author on one book chapter – does this merit 5 points?

Yes

Do presentations at local meetings include case presentation and journal club presentations?

Marks are only awarded for activities over and above core curriculum requirements. Case presentation and journal club are mandatory, and so would not be awarded any marks.

Is there a role for any extra-curricular work that is not audit or quality improvement project, any special interests or other campaigns?

Leadership is not scored in the self-assessment. The self-scoring domains are mainly in areas where clear evidence can be reliably demonstrated. Other special interests and achievement should be presented in the remainder of the station.