

2021 Clinical Radiology ST1 Supplementary Applicant Handbook



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Introduction

The National Recruitment Office for Clinical Radiology ST1 is Health Education England – London and Kent, Surrey and Sussex (London and KSS).

London and KSS are recruiting to posts on behalf of England, Scotland and Wales. Interviews will be held at a single interview centre in London.

This guide aims to provide applicants with information regarding all aspects of the 2021 Clinical Radiology recruitment process.

Working alongside the [Royal College of Clinical Radiologists](#), we manage a centralised process aimed at delivering a fair and consistent process for all applicants. For more information about Clinical Radiology training, please visit the college's website.

For careers advice please visit the [Health Careers Website](#).

Detailed information including person specifications, competition ratios and the national medical specialty recruitment applicant handbook are available on the national [specialty training website](#)

General information regarding recruitment to all specialty training posts is available on the national Specialty Training website and in the 2021 Applicant Handbook. These can be accessed via the links below:

<https://specialtytraining.hee.nhs.uk/>

<https://new.orient.nhs.uk/Web/ResourceBank>

Please note that all communication with applicants will be via Oriel, or via the contact details you provide as part of your Oriel application. You must ensure that your contact details are correct and kept up to date throughout the recruitment process.

Summary of changes for 2021 recruitment

Due to the COVID-19 outbreak there will be some changes to the way the recruitment process will run in 2021. Details of these changes are provided throughout this handbook in conjunction with central guidance issued by the national recruitment team that applies across specialties. You can find the central guidance in the resource bank of the HEE specialty training website <https://specialtytraining.hee.nhs.uk/Resources-Bank>. **You must read both this Supplementary Handbook and the Medical Specialty Applicant Guide before beginning your application.**

Clinical Radiology recruitment has 2 models for assessing applications in 2021: plan A and plan B. We are planning to assess all applications using plan A throughout 2021 recruitment, however, in the event that the COVID-19 pandemic worsens to the point where plan A cannot be completed (for example if interviews need to be cancelled due to clinician or administrative team availability) then we will switch to plan B. All applicants will be notified via Oriel if a switch to plan B is required.

Plan A for recruitment will involve the following stages (which are outlined in more detail in the relevant sections of this handbook):

1. As part of the Oriel application form you will be asked to provide a self-assessment score depending on your personal achievements.

2. Your self-assessment score, as submitted on your application form will be verified and contribute towards your overall score. Applicants will be invited to upload evidence of their achievements to the Evidence Upload Portal.
3. Applicants will be invited to sit an MSRA exam.
4. The top 55 Applicants scoring the highest in their MSRA exam will bypass the interview and for the purposes of offers. The score and ranking for applicants who bypass the interview will be made up of a combination of the MSRA and Verified Evidence Scores. These applicants will be ranked 1 – 55 for the purposes of offers.
5. Applicants who ranked 56 and below in the MSRA exam will be invited to interview (subject to capacity).
6. All applicants will be asked to upload evidence to a portal to support their self-assessment scores which will be reviewed by Radiology consultants. They will verify that you have claimed the correct number of points and can change your score if they feel your evidence merits a different score from your self-assessment. This produces your verified evidence score.
7. For applicants who attend interview, their final total score and ranking will be based on a combination of the MSRA, verified evidence score and scores at interview.

Plan B

Plan B will follow the same stages as plan A except that there will be no remote interviews. An applicant's verified evidence score will be added to their MSRA score, to become their total score and this is used to determine rankings. Please note that we will only switch to plan B in the event that plan A cannot be completed due to COVID-19.

Timeline and key dates

Activity	Date(s)
Advert (NHS jobs)	Monday 2 November 2020
Applications open	At 10am on Thursday 5 November 2020
Application close	At 4pm on Tuesday 1 December 2020
Evidence verification upload	From 23 December 2020 to 7 January 2021
Invitations to MSRA	No later than 5 January 2021
MSRA Window	28 January – 12 February 2021
MSRA Result to Applicants	No later than 26 February 2021
Invite to interview	19 February 2021
Interview	Remote interview via Microsoft Teams Tuesday 9 March – Friday 12 March 2021
Verified score appeal	TBC
Programme preferencing window	From week commencing 1 March to 9am Wednesday 17 March 2021
Initial offers released all regions	by 5pm on Monday 12 April 2021
Hold deadline	At 1pm on Friday 16 April 2021
Upgrading deadline	At 4pm on Monday 19 April 2021
Hierarchal deadline	At 4pm on Wednesday 21 April 2021
Training start date	August 2021 (TBC by employing Trust)

Please note these dates are subject to change but applicants will be notified in advance if it is necessary to make any amendments to the timeline.

Interview dates and centres

Applicants will need to book an interview slot using their Oriel account. Slots are offered on a first come first served basis subject to availability and will need to be booked by the deadline stated in the invitation to interview. Further information on how to book an interview slot can be found in [Oriel Applicant User Guide](#). Applicants can attend only one interview regardless of where they wish to train in England, Wales and Scotland. Interviews will be held remotely via Microsoft Teams.

Please note there is a separate application process for posts in Northern Ireland. Please visit Oriel to search for the specific Northern Ireland vacancy.

Interview dates: Tuesday 9 March – Friday 12 March 2021

A list of the **documents you are required** to provide at the interview if invited, can be found via <https://london.hee.nhs.uk/>

Longlisting

Longlisting is the process of checking that applicants meet the minimum requirements to be eligible for a Clinical Radiology post. You can find the eligibility criteria on the person specification here: <https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications> More information about longlisting can be found in the Medical Specialty Recruitment Applicant Handbook in the resource bank: <https://specialtytraining.hee.nhs.uk/Resources-Bank>

Shortlisting

In the event that the volume of eligible applicants exceeds the interview capacity, applications will be shortlisted for the purpose of reducing the number of applicants invited to interview to a number which we can accommodate.

As part of the selection process for 2021 recruitment all longlisted applicants will be required to take a Multi-Specialty Recruitment Assessment (MSRA). This will form the basis of your shortlisting score.

The top 55 scoring candidates at the MSRA will not be required to attend interview and will be ranked 1-55 for the Clinical Radiology Offers. Their final score and ranking will be comprised of the combined MSRA and validated self-assessment score and will be ranked 1-55 when offers are due to be made.

The remaining applicants with the highest scores thereafter (from rank 56 onwards) will be invited to interview up to the interview capacity.

All applicants that score higher than the cut-off score but are not initially invited to interview will be put on a reserve list.

MSRA

As part of the selection process for 2021 recruitment all longlisted applicants will be required to take a Multi-Specialty Recruitment Assessment (MSRA). This will form the basis of your shortlisting score.

The MSRA is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the Person Specification and is based around clinical scenarios.

Important: The MSRA will be delivered at Pearson VUE test centres and remote testing provisions will in place, as a reasonable adjustment, for those who are isolating/shielding in line with

government or public health guidance due to COVID-19 or, depending on their geographical location, where local or national COVID-19 lockdown measures prevent access to a testing centre due to site closures or travel restrictions.

You can find further information on the MSRA via the MSRA applicant guide.

Verification process

The self-assessment will be completed online as part of the Oriel application. The self-assessments will then be verified by a panel after the MSRA results are released and candidates have been shortlisted for interview.

Applicants will be provided with further instructions about how to upload evidence to the evidence portal in due course. Applicants should ensure that they present the evidence in the requested format. Failure to do so could result in your evidence being rejected and/or the self-assessment score being revised downwards.

Failure to submit all evidence by the stated deadline will result in your application form being withdrawn by the recruitment team. The upload window is from 23 December 2020 to 7 January 2021.

Recruitment administrators **will not** be able to upload evidence on behalf of applicants and once the deadline for submission has passed, applicant access will be withdrawn.

Submitted evidence will be verified against the self-assessment criteria for all applicants. Where the evidence submitted does not match the score awarded, the score will be adjusted accordingly.

On completion of the verification process, applicants will be sent their verified score, together with the verification panel's feedback explaining any changes to score. Where the applicant disagrees with the score awarded, they can lodge an appeal. Please note that the appeals process will take place after the interviews.

Appeals received after the 72-hour deadline will not be considered. The outcome of the appeal is final and there is no further recourse for dissatisfied applicants. Disagreements over self-assessment scores fall out of scope of the MDRS Complaints Policy.

Online interview process

Applicants will need to book an interview slot using their Oriel account. Slots are offered on a first come first served basis subject to availability and will need to be booked by the deadline stated in the invitation to interview. Further information on how to book an interview slot can be found in [Oriel Applicant User Guide](#).

There is an Applicant Declaration which all applicants must agree with and adhere to in order to sit an online interview. **The Declaration also contains a list of steps you must undertake before the day of interview.** You can find a copy of the Applicant Declaration here:

<https://specialtytraining.hee.nhs.uk/portals/1/Content/Resource%20Bank/Recruitment%20Documents/2021%20Recruitment%20Applicant%20Declaration.pdf>

All interviews will be undertaken online using Microsoft Teams. Applicants should ensure that they install the MS Teams app prior to their interview taking place. As soon as the link to join the interview has been received, applicants should ensure that they test this from the device they plan to use for their interviews as they may need to source an alternative device to ensure connectivity. Any applicants unable to connect should contact the recruitment team at the earliest opportunity. When

testing the link, applicants should reach a screen that states that the host will commence the meeting shortly or similar wording.

If you are unable to connect directly from the link, try pasting the URL link into the browser, or try using an incognito browser.

On the day of the interview, each applicant should click on the link and join the call 5 minutes prior to their allocated time. Applicants will be kept in the lobby area until the interview panel are ready for them at which time they will be admitted into the interview.

Applicants should ensure that their camera and microphone are turned on and working correctly prior to joining the call. Interviews will be terminated where the panel cannot see the applicant.

Before the interview commences, applicants will be briefed on the interview process and will be required to confirm their identity with the interview administrator. It is therefore important that applicants have suitable photographic ID available (passport or UK photo driving license). In addition, applicants will be required to move their camera to show the entire room where they are undertaking the interview, to confirm that nobody else is present.

Once identity has been confirmed, the administrator will advise the interview panel that the interview process can commence.

The interview **must not** be recorded by either the applicant, the administrator or the panel members.

On completion of the interview, the applicant should terminate their connection to the call and the interview process is complete.

The interview station will cover different criteria from the person specification and last approximately 15 minutes. It will assess your commitment to the specialty and communication skills.

Please note that if you are applying for both Nuclear Medicine and Clinical Radiology you will only need to attend one interview. However, if you are one of the candidates within the top 55 MSRA scores who are bypassing the Clinical Radiology interview, then you will still need to attend the Nuclear Medicine interview.

Reasonable adjustments and Guaranteed interview scheme

London and KSS recruitment will ensure, where possible, that reasonable adjustments are made at interview to meet the needs of applicants with disabilities. Applicants must ensure that they include this on the application form and enter an early dialogue with the recruiting organisation. Failure to provide the requested information and documentation by the stated deadline will result in adjustments and/or Guaranteed Interview Scheme status not being met. For more information regarding reasonable adjustments and the guaranteed interview scheme, visit the support page via: <https://lasepgmdsupport.hee.nhs.uk/support/home>

Ranking, outcomes and preferencing

In addition to being used for shortlisting, the MSRA score will contribute to the final selection centre score in order to determine appointability and interview ranking for the available Clinical Radiology ST1 posts. The remainder of the score will consist of the verified self-assessment score and the interview score.

Following interview and ranking, applicants will either be deemed as successful or unsuccessful and will be informed of this via Oriel.

You will be able to preference posts between week commencing 1 March 2021 and Wednesday 17 March 2021. After the first iteration of offers are made by Monday 12 April 2021, preferencing will reopen between offer iterations, in light of enhanced preferencing.

For full guidance on enhanced preferencing, please refer to 'Offer Exchanges/Enhanced Preferencing (page 26) in the [2021 Medical Specialty Applicant Handbook](#).

Offers, references and scoresheet

Offers will be made to those successful applicants that have 'matched' to a post and will be based on the applicant's ranking and preferences. Offers will be made via Oriel by Monday 12 April 2021.

Candidates who scored in the top 55 in their MSRA, will have their verified self-assessment score added, to form a final score. These applicants will form the top 55 ranked in the offers process.

Following this, offers will be ranked by consolidating the interview scores, MSRA scores and verified self-assessment scores for the remaining top scoring candidates, to create the final rank for offers thereafter.

Following initial offers being released, further offers will be made in subsequent iterations.

Applicants have 48 hours from the time of offer (excluding weekends) to confirm via Oriel whether they wish to accept, reject or hold their offer. Offers made after the hold deadline will only have the option to accept or reject.

References will only be requested when an offer has been accepted.

Scoresheets will be released to ALL applicants on a specified date and so you do not need to request your scoresheets after interview.

Allocation

Once an applicant has accepted a Clinical Radiology post, their information will be passed to their relevant region who will contact them directly to complete the allocation process.

Further information on how to request a **deferred start date** or **training less than full time (LTFT)** can be found in the 2021 Applicant Handbook.

Next steps/roles and responsibilities

Your details will be passed on to the local training programme director around 14 weeks prior to your start date and to the first trust you have been appointed to 12 weeks prior to your start date. Therefore, you should not expect to receive any communication prior to this time.

Contingency Plan

In the event that we are unable to run the interviews the contingency plan is that we will rank candidates based on their MSRA scores and the verified self-assessment score.

Enquiries and FAQs

Should you have any queries relating to the recruitment process for Clinical Radiology you can contact the London and Kent, Surrey and Sussex recruitment team via our online enquiries portal - <https://lasepgmdesupport.hee.nhs.uk/support/home>

Useful websites

Health Education England - London and KSS	https://london.hee.nhs.uk/recruitment/london-and-kent-surrey-and-sussex-lakss-recruitment
The Royal College of Radiologists	https://www.rcr.ac.uk/
Specialty Training	https://specialtytraining.hee.nhs.uk/