National Recruitment into ST3 Clinical Oncology Applicant Guide 2016
## Change Log/Version Control

<table>
<thead>
<tr>
<th>Date of change</th>
<th>Version</th>
<th>Page Ref.</th>
<th>Item Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/12/2015</td>
<td>2016</td>
<td></td>
<td>Updated for 2016 with minor changes</td>
</tr>
</tbody>
</table>
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Who do we recruit for?</td>
<td>1</td>
</tr>
<tr>
<td>ST3 Round 1 Clinical Oncology recruitment process &amp; timetable</td>
<td>3</td>
</tr>
<tr>
<td>Making an application</td>
<td>4</td>
</tr>
<tr>
<td>Self-assessment questions</td>
<td>4</td>
</tr>
<tr>
<td>Longlisting</td>
<td>5</td>
</tr>
<tr>
<td>Essential criteria</td>
<td>5</td>
</tr>
<tr>
<td>MRCP</td>
<td>5</td>
</tr>
<tr>
<td>GMC registration</td>
<td>6</td>
</tr>
<tr>
<td>Guaranteed Interview Scheme (GIS)</td>
<td>6</td>
</tr>
<tr>
<td>English language skills</td>
<td>6</td>
</tr>
<tr>
<td>Fitness to practise</td>
<td>7</td>
</tr>
<tr>
<td>Removed from/relinquished posts</td>
<td>8</td>
</tr>
<tr>
<td>Career progression</td>
<td>8</td>
</tr>
<tr>
<td>Right to work in the UK</td>
<td>8</td>
</tr>
<tr>
<td>Less Than Full Time Training (LTFT)</td>
<td>8</td>
</tr>
<tr>
<td>Sub-preferencing</td>
<td>9</td>
</tr>
<tr>
<td>Booking an interview slot</td>
<td>9</td>
</tr>
<tr>
<td>Interview documentation requirements</td>
<td>9</td>
</tr>
<tr>
<td>References</td>
<td>10</td>
</tr>
<tr>
<td>The interview process</td>
<td>12</td>
</tr>
<tr>
<td>Portfolio guidance</td>
<td>12</td>
</tr>
<tr>
<td>Portfolio advice</td>
<td>13</td>
</tr>
<tr>
<td>Portfolio Summary Form</td>
<td>14</td>
</tr>
<tr>
<td>Application status</td>
<td>17</td>
</tr>
<tr>
<td>Offers</td>
<td>17</td>
</tr>
<tr>
<td>The offers process</td>
<td>18</td>
</tr>
<tr>
<td>How it works</td>
<td>18</td>
</tr>
<tr>
<td>LAT recruitment</td>
<td>18</td>
</tr>
<tr>
<td>How to respond to offers</td>
<td>19</td>
</tr>
<tr>
<td>Accepting an offer</td>
<td>19</td>
</tr>
<tr>
<td>Holding an offer</td>
<td>19</td>
</tr>
<tr>
<td>Withdrawing your application</td>
<td>19</td>
</tr>
<tr>
<td>Declining an offer</td>
<td>19</td>
</tr>
<tr>
<td>Offers upgrade</td>
<td>19</td>
</tr>
<tr>
<td>Withdrawing from an offer</td>
<td>19</td>
</tr>
<tr>
<td>Expired offers</td>
<td>20</td>
</tr>
<tr>
<td>Interview feedback</td>
<td>20</td>
</tr>
<tr>
<td>What happens next</td>
<td>20</td>
</tr>
<tr>
<td>Deferring your start date</td>
<td>21</td>
</tr>
<tr>
<td>Useful links</td>
<td>22</td>
</tr>
<tr>
<td>Glossary of terms</td>
<td>23</td>
</tr>
<tr>
<td>National Recruitment Office (NRO) contact details</td>
<td>24</td>
</tr>
<tr>
<td>Notes</td>
<td>25</td>
</tr>
</tbody>
</table>
**Introduction**

The Health Education Kent, Surrey and Sussex (HEKSS) National Recruitment Office (NRO), manages recruitment to Clinical Oncology (ST3) in partnership with the Royal College of Radiologists (RCR) across the United Kingdom of Great Britain and Northern Ireland.

This applicant guide is designed to give applicants the necessary information to make an application to National ST3 Clinical Oncology in 2016. Our aim at the NRO is to make sure that the recruitment process is fair and equitable for all applicants. This guide clearly defines each step in the national recruitment process and offers specific guidance on how to optimise your application. We hope that you find this guide useful and a helpful addition to the process. The oncology recruitment website is regularly updated with the latest application information so if you have any queries please visit: [KSS Recruitment Website](#)

If your query cannot be answered by the information found on the website or through this applicant guide, please email: [kssrecruitment@kss.hee.nhs.uk](mailto:kssrecruitment@kss.hee.nhs.uk)

We wish you the best of luck in your application.
Who do we recruit for?

The HEKSS NRO was formed in 2010 as a partnership with the RCR to manage the recruitment for Clinical Oncology (ST3) in England and Wales. 2012 saw the addition of Northern Ireland, and we welcome Scotland in 2014 to make it a truly National Recruitment drive for the whole of the United Kingdom.

Approximately 150 applications for 85 posts are made over two rounds of recruitment each year.

The NRO manages all aspects of the application process including the interviews which take place at a single selection centre in London.

Applicants will have the option of preferencing posts through Oriel available at the following LETBs/Deaneries subject to available vacancies.

<table>
<thead>
<tr>
<th>LETBs/deaneries/regions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>East Midlands</strong> (inc. North &amp; South)</td>
</tr>
<tr>
<td><strong>East of England</strong></td>
</tr>
<tr>
<td><strong>London/KSS</strong> – comprising:</td>
</tr>
<tr>
<td>• North Central &amp; East London</td>
</tr>
<tr>
<td>• North West London</td>
</tr>
<tr>
<td>• South London</td>
</tr>
<tr>
<td><strong>North East</strong> (inc. Northern)</td>
</tr>
<tr>
<td><strong>Northern Ireland</strong></td>
</tr>
<tr>
<td>(inc. North Western &amp; Mersey)</td>
</tr>
<tr>
<td><strong>Scotland</strong></td>
</tr>
<tr>
<td><strong>South West</strong> (inc. Severn &amp; SWP)</td>
</tr>
<tr>
<td><strong>Thames Valley</strong> (inc. Oxford)</td>
</tr>
<tr>
<td><strong>Wales</strong></td>
</tr>
<tr>
<td><strong>Wessex</strong></td>
</tr>
<tr>
<td><strong>West Midlands</strong></td>
</tr>
<tr>
<td><strong>Yorkshire and the Humber</strong></td>
</tr>
</tbody>
</table>
2016 ST3 Round 2 Clinical Oncology recruitment process & timetable

**Advertisement Released**
Wednesday 10 February 2016
Advertisements appear on NHS Jobs

**Applications**
Applications open: At 10am, Tuesday 16 February 2016
Applications close: At 4pm, Wednesday 9 March 2016

**Shortlisting**
In conjunction with longlisting, shortlisting may take place using the blank space questions if applicants have tied scores, or if applications exceed interview capacity.

**Longlisting**
Throughout the recruitment process
All successfully longlisted applicants will be invited to interview.

**Interviews**
Date: 12 and 13 April 2016
Venue: The Amba Charing Cross Hotel, London

**Offers**
Offers – By Thursday 12 May 2016
Holding deadline: At 1pm 18 May 2016
Offer upgrade deadline: At 4pm, 20 May 2015

**Post start**
From 5 August 2016

Together with the information provided on the oncology website, important information will be provided to applicants via email and text message throughout the application process.

All dates, including application times, interview dates and post numbers are subject to change and we recommend applicants check the Oncology Recruitment website for any updates via: KSS Recruitment Website
Making an application

How well you do in your application to ST3 Round 2 Clinical Oncology depends on how closely you meet the requirements set out in the Person Specification. Therefore, when completing an application, we recommend applicants pay careful attention to the Person Specification and ensure they answer the questions in relation to how they fit the criteria. 2016 Person Specifications can be downloaded from: http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2016-person-specifications/

2016 Round 2 application window:

- Applications open: At 10am, Tuesday 16th February 2016
- Applications close: At 4pm, Wednesday 9th March 2016

All applications for Clinical Oncology Round 2 (ST3) are made via Oriel. If you have not applied for any other specialties, you will first need to complete the registration pages starting your application and this generic information can then be duplicated for future applications.

To register and apply, please visit: www.oriel.nhs.uk/Web/

Please refer to Oriel’s ‘Applicant User Guide’ for full details on how to use the portal. This can be downloaded from the homepage. Once logged into the homepage, you can search for the specialty you wish to apply for by going to the ‘Vacancies’ tab and clicking to begin your search and application process. For Clinical Oncology you will need to make your application to the Kent, Surrey and Sussex region.

Submit in good time!

The application form has different sections that must be completed prior to submission. The main sections are:

1. Personal Details
2. Eligibility
3. Clinical Oncology specific section covering preferences & self-assessment questions
4. Equality & Diversity (E&D)

We recommend you read and complete each question carefully, paying particular attention to the mandatory fields. It is also important to regularly save your application as the system will time out should the page remain inactive for 60 minutes. Depending on your answers, you may need to upload documentation to your application (e.g. confirmation of completion of your core training).

Do not open more than one browser as you could lose important information.

It is important that you have all your required documents at hand including the Person Specification. **Do upload any documentation requested at the time you apply.** Ensure that you meet both the eligibility and selection criteria on the personal specification. This will help speed up the longlisting process and reduce any unnecessary time delays, which could result in your application being longlisted out.

Give yourself plenty of time to complete your application and do not leave it to the last minute to submit as applications close automatically. Late submissions cannot be accepted, regardless of technical difficulties.

**Should Clinical Oncology applications exceed the maximum interview capacity, then the shortlisting tool will be implemented**
The outcome of the shortlisting process will be notified via the recruitment system. It is the applicant's responsibility to refer to their online systems and check their registered emails regularly in order to assess their status.

Please note that specialty trainees may request their rank and score following the shortlisting and/or interview stage of the recruitment process via email. Please do not contact the LTB/deanery/region personally to ask for the results as these cannot be given over the telephone.

**Longlisting**

Longlisting is where an application is assessed to ensure that it meets the essential eligibility criteria of the Person Specification, which can be downloaded via: [http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2016-person-specifications/](http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/2016-person-specifications/)

Certain parts of the application form that relate to the essential criteria have 'flags' that may be raised if an applicant answers in a particular way. All flags are investigated by a trained member of staff and applications are progressed according to whether or not an applicant meets the criteria. The essential criteria are listed below. When longlisting is complete, invitations to interview will be sent to all longlisted applicants.

Applications are continually monitored throughout the process and an applicant may be longlisted out at any stage of the process if they are found to be ineligible.

---

**Important Information**

**Applicant 72 hour response time limit to NRO requests for information**

**Please note** that correct eligibility verification documents should be uploaded at time of application. There is a 72 hour time limit for response to requests for further information. Applicants who do not respond/supply evidence within this timeframe will be longlisted out of the process.

**Essential criteria**

Refer to the Person Specification for the entry criteria which your application form will be compared to. This includes:

- MBBS or equivalent medical qualification
- MRCP (UK) Part I or equivalent at time of application and full diploma by the date noted on the person specification.
- **If you have NOT completed full membership of MRCP**, please bring proof of future exam dates booked. Failure to bring proof of dates booked could mean you may not be interviewed on the day.
- Original current GMC Proof of Registration or GMC retention notice
- Original primary qualification certificate
- Original postgraduate qualification certificate (where applicable)
- One copy of ‘other’ qualifications (where applicable - see person specification)
- Original and copy of your IELTS Exam results (including date taken), if applicable.
- Original Certificate C or Core Medical Training competences (where applicable)
- Confirmation of completion of CT1 year (where you are currently completing CT2)
- ARCP/RITA for CT/ST 1 & 2
- Original MRCP Full Membership certificate or of completed parts

**MRCP**

All applicants to Clinical Oncology (ST3) must have full MRCP membership or equivalent by the date of offers. Applicants must have passed MRCP (UK) Part I or equivalent by the time of application. If you do not have full MRCP membership, you are still eligible to apply but must show evidence at interview that you booked your final examination and could pass prior to the start date of the post advertised.

Any offer made is subject to an applicant having full membership by the start date of the post. If you do not pass your exam, you are expected to notify the NRO and appointing LTB/Deanery/Region as
soon as possible and the offer will unfortunately need to be withdrawn. Applicants must seek confirmation of receipt by the NRO via: kssrecruitment@kss.hee.nhs.uk

GMC registration
Any doctor wishing to practise medicine in the UK must be registered with the GMC and, in addition, the GMC must have provided them with an up-to-date licence to practise medicine.

Please note that it is only necessary for you to have gained full GMC registration and licensing by the time of appointment to a post, (post start dates are from August 2016). However, any applicant without GMC registration and licensing must be able to at least state that they will be eligible for both GMC registration and to obtain a licence to practise.

For more information on registering, licensing and establishing GMC eligibility, please visit the GMC website at www.gmc-uk.org

Guaranteed Interview Scheme (GIS)
KSS encourages applications from people with disabilities. If disabled, an applicant is guaranteed an interview, subject to meeting essential criteria on the person specification.

To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Equality Act 2010. This means you must have, or have had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or the rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

English language skills
As stated in the person specification: ‘all applicants must have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues’.

If your undergraduate medical training was taken in English and you have noted this on your application form, no further evidence will be required. If your undergraduate training was carried out in a different language, you will need to provide some alternative evidence of your language skills.

The following is acceptable:

- International English Language Testing System (IELTS)
- To meet the minimum standard via IELTS, you must have achieved the following scores in one single sitting, within the 24 months prior to the application closing date: Overall 7, speaking 7, listening 7, reading 7, and writing 7.
- Alternative English language test results

If you have not sat IELTS - or if your IELTS scores were gained more than 24 months prior to the opening date – you must state how you can demonstrate your English language skills. Generally, a letter from a UK consultant attesting to your English skills in reading, writing, speaking and listening will be adequate evidence.

Fitness to practise
Before you can be considered for appointment as a trainee, we need to be satisfied about your character and suitability. As part of the application form, an applicant must complete a series of ‘Fitness to Practise’ questions to determine whether an applicant has a criminal record in the UK or in any other country.

Applicants to training posts are exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered ‘spent’, under this Act. You must advise if you have any speeding tickets but do not need to declare parking fines.

Answering ‘yes’ to any of the fitness to practise questions will not necessarily affect your application. This will depend on the nature of the position for which you are applying and the particular circumstances.

If you have answered ‘yes’ to any of the Fitness to Practise questions, you must email details of your response to declaration@kss.hee.nhs.uk before the closing date of applications. Failure to do so may
affect your application.

Please pay attention to the documentation requirements outlined in the applicant invitation to the interview email:

- Portfolio (including current curriculum vitae) (see also the Portfolio section lower down the page)
- One passport photographs taken within the last 6 months (name and GMC number on back) - front cover copies & inside
- Original current GMC Proof of Registration or GMC retention notice
- Original primary qualification certificate
- Original postgraduate qualification certificate plus one copy (where applicable)
- One copy of ‘other’ qualifications (where applicable - see person spec)
- Original passport and one copy of the front cover, inside cover and signature / photograph page.
- Original and copy of your IELTS Exam results (including date taken), if applicable.
- Original Certificate C or Core Medical Training competences (where applicable)
- Confirmation of completion of CT1 year (where you are currently completing CT2)
- ** ARCP/RITA for CT1/CT2
- *** Original MRCP Full Membership certificate or of completed parts
- If you have NOT completed Full Membership of MRCP please bring proof of future exam dates booked. Failure to bring proof of dates booked could mean you may not be interviewed on the day.
- A reference from the each of the three referees named in your application form (3 x reference reports in total) (see References section further down for guidance).

* If you do not have a passport, you must provide photographic proof of identification OR your birth certificate plus 2 forms of address.

** If you are a current CT2, you will need to provide your latest ARCP showing you are on track to complete your core training. NB: If offered a post, it is under the condition that you will have successfully completed your core training by the time of appointment.

*** If you do not have an MRCP certificate you must provide the letters confirming you have passed all 3 parts. If you do not have full MRCP membership you are required to provide proof of your PACES exam booking. NB: If offered a post, it is under the condition that you will have full MRCP membership by time of appointment.

If you did not bring all documentation to your interview, you will be issued with an Outstanding Documents form. You have 5 working days after your interview to provide the outstanding documentation to the NRO, otherwise your application may be withdrawn.

If you have any issues in providing the above documentation, please contact the NRO as soon as possible for guidance.
 Removed from/relinquished posts
If you answered ‘yes’ to ‘Have you previously relinquished or been released or removed from a training programme in this specialty?’ you must ensure that you provide the details of your response to: declaration@lks.hee.nhs.uk before the closing date of applications. Failure to do so may affect your application.

Answering ‘yes’ to this question will not necessarily mean you are ineligible to apply. Refer to the person specification for further information. Each response is looked at on an individual basis so it is important that the NRO has all the information at hand when reviewing your application.

**Documentation on Fitness to Practice,** Removed from/Relinquished post must be received by the lose of applications or your application will be longlisted out

Career progression
All applicants must complete the employment history section of the application form, showing that your career progression is consistent with personal circumstances and that your present achievement and performance is commensurate with the length of time you have spent in training. Any future posts must also be included in your employment history. The information provided may then be reviewed by NRO where necessary.

- Ability to provide complete details of employment history
- Evidence that career progression is consistent with personal circumstances
- Evidence that present achievement and performance is commensurate with totality of period of training
- At least 24 months experience in medicine or an ACCS programme or equivalent (not including Foundation modules) by the time of commencement of ST3 training

Right to work in the UK
All applicants must prove that they are eligible to work in the UK. The proof required depends on your immigration/visa status. For more detailed information, please refer to UKBA (www.ukba.homeoffice.gov.uk) and the Specialty Recruitment website: http://specialtytraining.hee.nhs.uk

- Generally, UK/EEA Nationals will only need to show their passport to prove their right to work. The exceptions are Croatian Nationals who must provide additional information as their immigration status is different to that of other EEA nationals. Please visit the UKBA website for more information via: www.ukba.homeoffice.gov.uk

- Non-UK/EEA applicants may be eligible to apply depending on whether or not they have any work restrictions on their immigration status.

Less Than Full Time Training (LTFT)
Less Than Full Time (LTFT) Training is the means by which doctors and dentists undertake their training when they are unable to work and train full time for “well-founded” reasons. It is part of the ‘NHS Improving working lives in the NHS - a framework developed by the NHS Staff Council’ (see www.rhsemployers.org for further information).

Applicants who express a wish to undertake less than full time training and who submit application forms through the online process should note that this information will be treated in strict confidence and will not be shared with clinicians who score those application forms.

However, prior communication may assist with meeting trainee needs and facilitating timely support, advice and an appropriate LTFT training placement.

Applicants should be aware that the application process for LTFT Training is separate to the recruitment process. Please review the relevant LETB/deanery/region website for access information.
Sub-preferencing
The ranking of your sub-preferences, along with your overall interview ranking, determine how offers are made and is therefore a very important step in the process.

If you do not wish to be considered for a programme, move that preference to the ‘Not Wanted’ section.

See the LAT recruitment section if you only wish to be considered for LATs. Please note there will not be any LAT posts on offer in England.

Generic preferences have been created for each LETB/region in order to accommodate potential vacancies that may enter late in the recruitment process. Applicants are advised to rank these preferences as though there are posts available. Post information detail will be provided at offer stage should vacancies arise.

You must decide which programme you would be willing to take up at the respective region as you may receive an offer for any sub-preference that you move to the ‘Preferred’ section.

If you accept an offer of employment you will be expected to start in post or serve the required notice period (see Withdrawing from an offer further on for more information).

Programme details are subject to change over the recruitment period. When changes occur to post information, the NRO will update the website and inform all applicants via email.

Booking an interview slot
Once longlisting is complete, an email is sent inviting all longlisted applicants to interview. From this point, if longlisted, you will now have access to book an interview slot online via Oriel on a first come, first served basis. You must book an interview slot by the specified date.

Greyed out time slots indicate that the times have been picked by other interviewees and cannot be allocated to you. All other slots shown can be booked.

You can change your interview time online up until the closing time for interview slot bookings (shown when you book a slot). To change your time slot, log in to your Oriel account and cancel your current booking. You will then be able to book another time slot. Please note, other available slots cannot be guaranteed.

Unfortunately your interviews cannot be conducted outside the stated dates.

Please note longlisting may still continue throughout the lead up to interviews, so applications are subject to meeting eligibility criteria throughout the recruitment process and may need to be withdrawn if this is not the case.

Interview documentation requirements
Your interview slot includes a document check period of 30 minutes prior to the start of your actual interviews. We recommend you arrive early to give enough time for document verification and also to allow yourself time to relax and prepare for your interview.

Applicants invited to interview will receive an email with detailed information on the venue location and the documentation that they are required to bring on the day. It is important that you pay particular attention to the correct documentation required as you may not be able to proceed with an interview if you do not bring everything.
References

References are requested electronically via Oriel only if you are successful at the interviews.

- Applicants are required to list three referees on their application form.
- The three referees must have supervised your Medical training during the last two years of your employment or undergraduate training.
- One referee must be your current or most recent consultant or educational supervisor familiar with your medical development.
- Please ensure these details are correct as you will be unable to start your post until references are supplied and checked, if you accept an offer.
- References do not have to be provided in individual sealed envelopes as references are sent out to referees via Oriel (No paper version required)
- Referees will be contacted electronically with a link to complete your reference online.

The interview process

The interview will comprise three stations with each station lasting 10 minutes, usually with a 3 minute break between each station. Overall, interviews will last for approximately 40 minutes (not including 30 minute document checking time). Applicants will be given a briefing on the process upon arrival.

<table>
<thead>
<tr>
<th>Clinical Scenario Station</th>
<th>Ethics, Communication and Clinical Governance Station</th>
<th>Portfolio Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 2 clinical scenario questions</td>
<td>• Scenario questions on Ethics &amp; Clinical Governance.</td>
<td>• Panellists have up to 10 minutes prior to interview to review portfolios</td>
</tr>
<tr>
<td>The first will be given to the candidate outside of the interview room. They will have 3 minutes to read the question and once inside the interview room the candidate will have 5 minutes to answer that question.</td>
<td>• Both questions are read to the candidate once in the room</td>
<td>• The Portfolio station will have questions based on the candidate’s portfolio</td>
</tr>
<tr>
<td>A second question will be asked after 5 minutes</td>
<td>• 5 minutes allowed to answer each question</td>
<td>• Candidates will need to provide proof from their portfolio to justify their answers to the self-assessment questions on the summary sheet and to evidence the key skills listed on the score sheet.</td>
</tr>
<tr>
<td>This question is to encourage the candidate to think on their feet.</td>
<td>• Questions are to encourage the candidate to think on their feet.</td>
<td></td>
</tr>
</tbody>
</table>
Portfolio guidance

Panellists will be reviewing your portfolio prior to your interview so make sure your portfolio is clearly labelled and easy to navigate and you must use the Portfolio Summary Form which must be downloaded from the oncology website. Please see the Portfolio Summary Form (2015 example) section of this guide. Although many trainees are now using e-Portfolio, you will not be able to access this at your interview. So you will need to bring hard copies of sections of your e-Portfolio that you feel are relevant to your application. If you do not bring a portfolio to the interview, in the correct format, you will not be interviewed.

The list below highlights some important and recommended approaches to portfolio management and presentation:

• Use one lever arch file for all your documents.
• Use the portfolio cover sheet downloaded from oncology website
• Place an index in the front of the folder.
• Include a printed copy of your application form (you may wish to exclude the sections relating to equal opportunities).
• Use marker tabs so that sections can be found quickly.
• If you use plastic wallets make sure documents can be easily removed and examined as panel members will want to review them.
• Do not put in things that are not yours (e.g. someone else’s work, patient names or hospital guidelines). This is an opportunity to display your presentation and organisational skills.
• Medical / Procedural Experience.
• Audit / Research / Medical Studies.
• Presentations / Abstracts / Publications (Full papers only).
• Demonstrates leadership.
• Commitment to specialty.

Also bring:

• Documents on any audits (print outs of PowerPoint).
• Reprints/photocopies of any published research.
• Checklist of competences achieved, countersigned by trainer.
• Any other documents that provide evidence of competences.
• Assessments by trainer/educational supervisor.
• Print outs from e-portfolio of workplace assessments, e.g. min-PAT, mini-CEX, CbD, DOPS and MSF.
• MSF summary overview (including full details of MSF outcome).
• Evidence that you are on track to complete or have completed your core training.

Key skills

• Panellists will be looking for at the portfolio stage:
• Academic qualification - BSc Hons/MSc/MPhil/BDS/PhD.
• Undergraduate / Core competences or equivalent.
• CPD courses.

Portfolio advice

Your portfolio should contain documentation of any achievements and qualifications you have quoted on the application form and also evidence of how you meet the criteria set out in the Person Specification.

All applicants must complete a Portfolio Checklist form (available overleaf and also downloadable from the website) and place in the front of their folder so interviewers can easily see what evidence you have to support your application.

No other form of contents page will be accepted.

You are strongly advised to ensure that your portfolio contains relevant evidence of academic achievement, attainment of core competences and of key activities which you have undertaken in the workplace or within the community which will demonstrate your strengths as a doctor and manager of people.
Do not include Patient Identifiable Data: applicants who do so may be subject to GMC referral.

In your interview, you will be asked to refer to items in your portfolio such as audits and research examples, so make sure you are able to quickly access these for discussion.

Although many trainees are now using e-Portfolio, you will not be able to access this at your interview. So you will need to bring hard copies of sections of your e-Portfolio that you feel will benefit to your application.
Portfolio Summary Form

Clinical Oncology ST3 Recruitment

Required for portfolio station

At your Clinical Oncology interview, you are required to bring with you evidence of all items you have included in support of your candidature on your corresponding application form. There are two types of such evidence:

Eligibility documentation

Firstly, you are required to show proof of your eligibility status (including proof of name, address, medical qualification, eligibility to work in the UK, etc.)

Please follow LTB/deanery/region instructions regarding the documentation you are required to bring to interview here, including the number of copies of each document you will need.

This information will be checked at the interview. Please keep all such documentation relating to your eligibility for ST3 in a single folder, to aid checking; this will be titled your ‘Eligibility Folder’.

Portfolio documentation

Secondly, you are required to provide evidence for all the achievements you have included in your application form. Interviewers at the portfolio interview station will wish to see all the evidence for all such items quoted on your application. This evidence will mainly focus on the achievements in the ‘qualifications’ and ‘supporting information’ pages of the form.

So as to be fair to all applicants, we are asking you NOT to just print out your personal training e-portfolio; firstly, the e-portfolio was not designed for use in recruitment and not all applicants applying will have such a resource. You may, however, bring evidence of satisfactory appraisal, training and assessments that were not included in your application form but you feel support your application. Instead, we are asking you to bring to interview a folder containing all such evidence documentation.

Portfolio checklist form

All items added to your evidence folder should be included in the same order in which they appear in your application form. Any additional evidence included in your portfolio must also be listed in the portfolio checklist form and filed in the evidence folder in the relevant section.

Then, the first page of the folder should be the portfolio checklist form’ (see next page).

This will act as both a contents page for your folder, allowing documents inside to be located easily, and also a checklist so that interviewers can confirm that the necessary documentation is present. To help further, you should use dividers, or other markers, to help identify the relevant sections of your folder. This will help to ensure that interviewers can give you appropriate credit for all of your achievements.

Please try to use any original documents where possible, but copies may be acceptable. It is not necessary to bring duplicate copies for your portfolio folder, unless this has been specifically requested.

Portfolio folders and personal training portfolios which do not follow the structure and layout as defined here may not be looked at.

You must take the evidence folder into the relevant interview station. It will be returned to you after the interview – please do not leave the interview centre without it, as it may not be possible to post it back to you. The interviewers will retain the portfolio checklist as proof that your evidence folder was complete and satisfactory.
# PORFOLIO CHECKLIST FORM

<table>
<thead>
<tr>
<th>Description of evidence</th>
<th>Tick if evidence is in your application form</th>
<th>Tick if appears in folder</th>
<th>Page in folder</th>
<th>Confirmed by interview panel &amp; comments (For interviewer use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of your application form</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional undergraduate degrees and qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postgraduate degrees and qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional achievements e.g. prizes, honours etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training courses attended</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print outs from e-portfolio of most recent workplace assessments, e.g. min-PAT, mini-CEX, CbD, DOPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Most recent MSF summary overview / outcomes / including comments.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCP outcomes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achievements outside medicine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical audit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to specialty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other evidence – please list below (add rows if necessary)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(For completion by interviewer)

**Evidence folder complete? Yes / No**

**Interviewer name:**        **Signature:**

**LETB: HEKSS National Recruitment**        **Date:**

This form to be retained by the interviewer and passed to the Lead Recruiter
Forename: 
Surname: 
Applicant ID: 

**Medical qualification details; postgraduate examination; experience**

In order for interviewers to see at a glance your medical qualification, relevant postgraduate qualifications, and previous medical experience, please complete the details below.

- When adding posts, **please start with your first post after qualification**.
- For part-time work, calculate the whole-time equivalent (WTE). Include any posts you are due to rotate to.
- For each post, tick whether the **main focus** of the post was to gain **foundation** or **core** or **specialty** (ST3) competences.

You do not need to list non-medical appointments. Add more rows if required.

<table>
<thead>
<tr>
<th>Name of institution awarding your <strong>primary medical qualification</strong></th>
<th>Date of qualification (mm / yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of <strong>postgraduate examination you have passed</strong> relevant to your core training or equivalent (eg MRCP(UK), MRCPCH)</td>
<td>date full exam passed (mm / yy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>post start date (mm/yy)</th>
<th>post end date (mm/yy)</th>
<th>time in post (in months, WTE)</th>
<th>post grade (eg foundation, CMT, LAT)</th>
<th>specialty</th>
<th>hospital name and locality (full address not required)</th>
<th>Foundation competence gained?</th>
<th>CMT Competences gained</th>
<th>ST3 level competences gained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form to be retained by interviewing panel and NRO
After your interview

All applicants will be notified of their interview result via email – Date to be confirmed by NRO

**Applicants who score below the cut-off or less than 50% on one or more stations may be deemed unsuccessful and will not be eligible to receive an NTN or LAT offer.**

**Application status**

When interviews are completed, all scores are uploaded and an applicant’s application status will be changed depending on whether they were successful at interview or not, and an email will be sent to confirm application status. Below is a list of statuses and what it means for your application:

- **Interviewed unsuccessful**: The applicant did not score high enough at interview to be offered a post and will not be eligible for National Clearing.
- **Interviewed successful**: This applicant has scored high enough to be eligible to be offered a post should one be available that matches their rank and sub-preferences. **NB: This status does not automatically mean you will receive an offer.**

For more information on application status, please refer to the glossary at the end of this guide

**Offers**

Offers will then be released to all applicants with a status of 'Interviewed Successful'. It is important to note that although you were successful at interview you may not receive an offer in the first or subsequent iterations, as there are usually more successful applicants than there are posts.
The offers process

Offers across all specialties in 2016 will be coordinated through Oriel.

Once interviews are complete all scores are uploaded and an applicant’s application status will be changed depending on whether they were successful at interview or not. Please do not contact the NRO for information regarding your offers status as this alters constantly and the NRO will not be able to offer advice.

Offers will be made by the NRO according to your rank from your interview and the order with which you ranked the sub-preferences.

**How it works:**
If you ranked 1st you will be offered your first sub-preference followed by the person who ranked second being offered their first sub-preference, unless it had already been offered to you in which instance they would get their second sub-preference and so on.

Applicants will have 48 hours to respond to an offer.

After the 48 hour period expires, any declined and expired offers will be released to the next eligible applicants. There will be no exception to this rule. It is important to remember that even if you don’t receive an offer in the first iteration, you may still receive an offer in further iterations. However this is not guaranteed and you should look at your rank and the number of posts available to determine whether this may happen.

**The NRO uses the text messaging service to alert applicants when an offer is made.**

If you do receive an offer you will be notified by text message and email. Offers can only be accepted through Oriel. If you wish to view details of the post, please visit the Oncology Recruitment website.

All applicants can see how the offers are progressing through the ‘real-time’ offers table via Oriel. Applicants can view the number of offers that have been accepted, held and declined and can calculate how likely it is they will receive an offer. If you are awaiting an offer, please do not ask for information regarding your offers status as this alters constantly depending on other applicant responses and the NRO will not be able to offer advice.

LAT recruitment

The national recruitment process in England will have no LAT posts. We only assist Deaneries/region’s based outside of England wishing to recruit to LATs when we have recruited to all NTNs for the Deaneries/Region’s taking part in the national process.

If you would only like to receive an offer for a LAT post and do not wish to be considered for NTN posts, you have the choice to select ‘Do Not Want’ whilst preferring via Oriel. You can still apply through the national process and be deemed appointable. However, you will need to wait until the end of the NTN offers process to see if you are eligible for a LAT offer based in England. This is likely to take place after the upgrading deadline.

Any remaining appointable applicants, including those who have declined an offer, will be contacted at the end of the NTN recruitment process to preference the available LAT posts.

Please refer to the Oncology Recruitment website via [KSS recruitment website](#) for further information.
How to respond to offers

Accepting an offer
Once you have accepted a post you will automatically be withdrawn from the offers process of any other specialties. You will receive an email acknowledging your response. If you do not receive this email you should contact the NRO as a matter of urgency. Your details will be forwarded to the LETB/deanery/region to contact you with further information once recruitment is complete. NB: all offers are subject to pre-employments checks.

Holding an offer
The hold function exists so applicants that have applied to more than one specialty can hold an offer whilst waiting to hear from other specialties. Applicants can only hold one offer at any one time across all specialties until the nationally agreed date of Wednesday 18 May (13:00hrs) You will receive an email acknowledging your response. If you do not receive this email you should contact the NRO as a matter of urgency. After the deadline, all held offers will be automatically rejected.

Withdrawing your application
If you accept an offer in another specialty, you will be removed from the process and will not receive an offer. If you wish to withdraw your application after you have attended an interview but before you receive an offer, you must email: kssrecruitment@kss.hee.nhs.uk. You will need to provide the following:
- full name
- your Application ID
- date of birth
- reason for withdrawal.

The NRO will then withdraw the application on your behalf. All applicants should seek confirmation via email from the NRO that their application has been withdrawn.

Declining an offer
If you decline an NTN offer, you will not receive any further offers in Clinical Oncology (ST3) in this round. It is important that you choose your sub-preferences carefully to avoid being offered a post you do not want. NB: Interview expenses will not be paid to any applicants who decline an offer.

Offers upgrade
Applicants can elect to opt in to upgrades when they accept an offer. This means that if you have accepted an offer and a higher ranked sub-preference becomes available, you will be automatically upgraded to this offer, if eligible.

Upgrade deadline: Friday 20 May (16:00hrs)
If you opt in to upgrades, they will take place automatically and you will not have the option to decline the upgrade as your previous accepted post will have already been offered to another applicant. If you do receive an upgrade, you will be notified by text message. If you are happy with your current offer and no longer wish to be considered for upgrades, you can opt out at any time but you cannot opt back in.

Withdrawing from an offer
Applicants wishing to withdraw from their post following acceptance of an offer will not be eligible to receive any other offers.

The applicant must contact the NRO and the appointing LETB/deanery/region to resign ensuring they have given appropriate notice to ensure the gap in service can be filled. Applicants should confirm receipt by the NRO and the LETB/deanery/region. Please note that until acknowledgement of applicant withdrawal is received, their withdrawal/resignation notice will not be confirmed and referral to the GMC may occur on patient safety grounds due to a potential gap in service.
Clinical Oncology ST3 National Recruitment Applicant

Applicants are reminded of the GMC guidance on accepting appointments outlined in 'Good Medical Practice': "Patient safety may be affected if there is not enough medical cover. So you must take up any post you have formally accepted, and work your contractual notice period before leaving a job, unless the employer has reasonable time to make other arrangements." (Section 38, Good Medical Practice). For further details see the full document via:
http://www.gmc-uk.org/static/documents/content/Good_medical_practice_-_English_1015.pdf

Expired offers
If you do not respond to your offer within 48 hours, or do not accept your held offer prior to the hold deadline, your offer will automatically expire. You will not be eligible to receive any further offers in this round for Clinical Oncology (ST3). However, you may still be considered for LAT posts. NB: Interview expenses will not be paid to any applicants with an expired offer.

Good luck with your application!

Interview feedback
You 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.

Due to our strict Data Protection Act policy we are unable to give individual feedback to each applicant. You can, however, request to see your scoresheets, via a Data Access Request to oncologyrecruitment@kss.hee.nhs.uk

Any requests for additional information will have to be made via your registered email address by contacting the Data Protection Officer and following the procedures described in attachment located on the page below.

http://kss.hee.nhs.uk/recruitment/afterinterview/feedback/

If you would like career advice please go to http://specialtytraining.hee.nhs.uk for more information.

Or alternatively please contact a member of the HEKSS Careers team:
http://kssdeanery.org/education/about-careers

What happens next
Depending on when you accepted your post, you may now have to wait some time for the LETB/deanery/region to contact you to confirm details of your allocation.

Once all posts at that LETB/deanery/region have been allocated, the NRO will send all interview documentation to the LETB/deanery/region to which you were appointed. The LETB/deanery/region or trust will then contact all appointed trainees to complete pre- employment checks. Unfortunately it is not possible to advise exactly when you can expect to hear from them.

Pre-employment checks are designed to ensure that every doctor working in the NHS is fit and safe to work with patients.

Checks will include verification of references, Fitness to Practise updates from the General Medical Council (GMC), occupational health clearance, criminal records checks and immigration status checks. You may also need to again produce some of the documentation you were required to bring to interview, such as proof of English language proficiency.

Once pre-employment checks have been completed successfully, the employer will confirm new starter details with you. You should receive your contract within two months of starting in post, as per NHS Employers’ guidance. In the meantime if you do have any queries regarding the post you have accepted, we recommend you contact the LETB/deanery/region directly for further details.
Once all posts have been allocated, the LEB/Deanery/regional lead will contact all appointed trainees to complete pre-employment checks

Deferring your start date

Applicants can make an application for deferred entry as per guidance in The Gold Guide (May 2014) via: http://specialtytraining.hee.nhs.uk/the-gold-guide

The start of training may only be deferred on statutory grounds (e.g. maternity leave, ill health). See Appendix 1 paragraph 19 for arrangements for the Defence Medical Services.

Deferment will not be considered for any other reason.
### Glossary of terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted Withdrawn</td>
<td>An applicant withdrew their application after having accepted an offer.</td>
</tr>
<tr>
<td>Applied</td>
<td>An application has been submitted.</td>
</tr>
<tr>
<td>Applied Withdrawn</td>
<td>An applicant withdrew their application after applying but before attending an interview.</td>
</tr>
<tr>
<td>HEE</td>
<td>Health Education England.</td>
</tr>
<tr>
<td>Interview</td>
<td>An invite to interview has been issued.</td>
</tr>
<tr>
<td>Interview DNA</td>
<td>An applicant did not attend their booked interview.</td>
</tr>
<tr>
<td>Interview Reserve</td>
<td>An applicant was successful at interview but a preferred post is not yet able to be offered.</td>
</tr>
<tr>
<td>Interview Successful</td>
<td>An applicant was successful at your interview but no offer has been received.</td>
</tr>
<tr>
<td>Interview Unsuccessful</td>
<td>An applicant were not successful at interview and will not be eligible to receive any offers.</td>
</tr>
<tr>
<td>Interview Withdrawn</td>
<td>An applicant withdrew their application after having attended an interview.</td>
</tr>
<tr>
<td>LETB</td>
<td>Local Education and Training Board.</td>
</tr>
<tr>
<td>Longlist unsuccessful</td>
<td>An application did not meet the essential criteria of the person specification and cannot proceed to the next stage.</td>
</tr>
<tr>
<td>Longlisted</td>
<td>An application meets the essential criteria of the person specification and will proceed to the next stage of the recruitment process.</td>
</tr>
<tr>
<td>Offer Accepted</td>
<td>An applicant has accepted an offer.</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>An applicant received an offer that they rejected. No further offers will be made to the applicant.</td>
</tr>
<tr>
<td>Offer Expired</td>
<td>An applicant received an offer but did not respond in the 48 hours. No further offers will be made to the applicant.</td>
</tr>
<tr>
<td>Offer made</td>
<td>An offer has been made to applicant but no response has been made.</td>
</tr>
<tr>
<td>Sub-preference</td>
<td>The posts or programmes available at a region.</td>
</tr>
</tbody>
</table>
National Recruitment Office (NRO) contact details

Website:  KSS Recruitment Website       Email:  kssrecruitment@kss.hee.nhs.uk

Telephone number: 0207 125 7300

Follow us or find our tweets by searching for the tag: #SpecialtyJobs

Specialty Workforce Recruitment Team
Health Education Kent, Surrey & Sussex
Stewart House | 32 Russell Square | London | WC1B 5DN