Candidate Guide – Applying for Specialty Training as Academic Clinical Fellow in O&G – 2019

Tip: Please read the whole application process before starting an application.

Recruitment Timetable

The full recruitment timetable is as follows:

- **Applications open**: 21 January 2019 at 10:00am (UK time)
- **Applications close**: 18 February 2019 at 10:00am (UK time)
- **Interview date**: 12 March 2019

Training Post and Locations

IMPORTANT: **Although this is a locally funded post NIHR recognition is being sought and our expectation is this will be granted prior to the interview date**

Please see the relevant job description on the vacancy website homepage for further details of the academic post.

Further details of the School, post and rotations can be found on the relevant [School website](#).

The vacancies are correct at point of advertisement but may be subject to change. Any alterations to the vacancies published will be notified to candidates that register an interest by starting an application via Oriel.

**Please note ACF applicants without a NTN in Obstetrics and Gynaecology are advised to also submit an application for standard clinical training Obstetrics and Gynaecology ST3, as you will be required to attend a national clinical assessment/interview.**

Eligibility

There are rules regarding eligibility to apply for specialty training in the United Kingdom. If you are submitting an application, you will need to make sure that you meet all the eligibility criteria by the closing date of applications unless an alternative date is specified.

These requirements are outlined in the [ST3 Person Specification](#) and the [Academic Person Specification](#).

Tip: It is important that you demonstrate the essential criteria in the person specification to ensure your application proceeds through the process. Refer to the person specification when completing your application.

Evidence of Achievement of Core Obstetrics and Gynaecology (O&G) Competence or Equivalent

For entry to ST3 specialty training applicants are required to provide evidence of achievement of core O&G competences in line with GMC standards/Good Medical Practice

This can be demonstrated by an ACRP outcome 1 at ST1 and ST2 level as appropriate, or by submission of an O&G Alternative Certificate form.

This is essential to the progression of your application and evidence should be uploaded as part of your on-line application form prior to the closing date of applications.
Online Application Form

One application form is to be completed and submitted through Oriel per specialty.

To access Oriel to register and apply, please go to [https://www.oriel.nhs.uk/](https://www.oriel.nhs.uk/)

This link can be accessed through the "Apply Now" button on the main page of the advert on the Health Education England – Severn’s website.

Core details can be saved and revisited at any point prior to the submission of an application. Complete instructions on how to register and use the application system are available on the home page of Oriel.

Applications for the Academic Clinical Fellow post opens at 10:00am (UK time) on the 21 January 2019 and can be completed and submitted from this date. The deadline for submission is 18 February 2019 at 4:00pm (UK time).

Tip: Refer to the shortlisting scoring framework on the NIHR website when completing the application form.

Completing an Application

Sections of the application have specific "word counts" assigned to them. This is a character count and the number of words allowed may vary depending on the length of words used in the answer.

Tip: Use the most relevant information if the word count prevents you from including all the information you would like.

Only one application will be accepted per specialty. If multiple applications are submitted, only the first application submitted will be included in the process.

Note: Alterations cannot be made to an application once it has been submitted.

Tip: Remember to save and check your application and only press the submit button when you have carried out this process. This will ensure you are submitting the correct version of your application.

Submitting an Application

Applications can be submitted at any point until the 18 February 2019 at 4:00pm (UK time). Late applications will not be accepted.

Tip: Submit your application at least 30 minutes before the closing time of the vacancy to ensure it safely meets the cut off deadline.

Please note ACF applicants without a NTN in Obstetrics and Gynaecology are advised to also submit an application for standard clinical training Obstetrics and Gynaecology ST3, as you will be required to attend a national clinical assessment/interview.
**Fitness to Practice**

Applicants with fitness to practice declarations will need to submit additional documentation clearly defining the declaration, including dates and outcome to Confidential.SW@hee.nhs.uk by the closing date of applications.

**Re-application to Specialty**

Applicants reapplying for training in a specialty that they have previously resigned or been removed should attach a ‘Support for Reapplication to a Specialty Training Programme’ form to their application. This form is available to download from the Oriel Resource Bank.

Link: [Re-application to Specialty Training Form](#)

Applications will not be considered without a fully completed and signed form, which must be submitted at the time of application.

**Longlisting**

All applications will be checked for evidence of the essential criteria outlined in the person specification. Applications that do not demonstrate the criteria will not continue through the process. Applicants will be notified of this decision via email and text message.

Tip: Candidates are advised to check their junk mail inbox on a regular basis in case any messages regarding your application have been filtered into there.

**Shortlisting**

Where appropriate, Academic Clinical Fellow applications will be subjected to the shortlisting process.

Applications will be scored against a predefined NIHR shortlisting scoring framework by a panel of consultants from clinical and academic backgrounds involved in the recruitment process. The scoring framework has been supplied to candidates by the NIHR and no further information can be provided.

Each application will be reviewed by a minimum of two shortlisters.

**Invitation to Interview**

Applicants will be notified of an invitation to interview via an email from the Oriel Recruitment Portal.

Interview slots will be available to book through Oriel.

Unless you have opted out of SMS contact, you may also receive updates by text message.

Tip: Book an interview slot early to maximise choice and remember to keep checking your junk/spam inboxes.

Applicants will be provided with a link to additional information regarding the interview schedule and the additional documentation required when invited to attend the interviews.

**References**

You will need to provide details, including up to date email addresses, of three referees who have supervised your training within the past three years. One of these referees should be an academic referee who is able to advise as to your academic strengths and weaknesses.
If you are applying to more than one specialty, you may opt to nominate different referees for each specialty. If you have recently had a career break and cannot nominate referees from the past three years, then your referees must include your two most recent supervisors.

It is important that you confirm with your referees the email address that they would like you to provide on your application form. Referees will be contacted by email with details of their referee accounts, so it is important that the contact details provided are correct.

References will only be requested once applicants have accepted a training offer.

Tip: Contact your referees at the earliest opportunity to check that they will be happy to support your application, and they will be available to do so within the application timeframe.

**Interview**

The interview panel’s main aim is to find out whether you meet the requirements of the person specification for the post for which you are applying, and to make sure that only the best candidates are selected in this highly competitive process.

The interviews date will be confirmed closer to the time, unless published on the main website home page.

The process for each candidate may take up to 2 hours.

The invitation to interview will explain what will be required from you at the interview.

Panel members will complete a score sheet for each candidate and the aggregate score given by all the panel members will be the final score of the interview. From the final score candidates will be ranked.

ACF applicants without a NTN/DRN (National Training Number/Deanery Reference Number) in the applied specialty, deemed appointable at the ACF interview, will be required to reach the threshold of ‘appointability’ at a national clinical assessment/interview.

Tip: It is more than likely the interview venue will not provide you with any food or refreshments other than water during your time with us. Therefore, if you are likely to get hungry please ensure you bring something with you that can stave off any hunger pangs.

**Offers**

Initial ACF offers for ACF posts will be made as soon as possible after interviews via Oriel.

Tip: Once again it is worthwhile keeping an eye on Junk/Spam inboxes as the emails can end up in here.

**Feedback**

Candidates can request feedback following completion of longlisting if not progressed onto shortlisting or interview, after shortlisting if not invited to interview or after interview.

**Travel Expenses**

Candidates attending interviews may be reimbursed for travel expenses and overnight accommodation in line with the national recruiter’s guidance (see Resources tab).

Tip: Refer to guidance prior to attending interview to avoid incurring unexpected costs.

**Question not answered?**
If after reading this guide your question is not answered, please contact us.

- Candidate Support Line: 01454 252610
- Email Support: SEVRecruitment.SW@hee.nhs.uk