Advanced Training in Oncoplastic Breast Surgery

Applicant Guide

Health Education South West (Severn) co-ordinates recruitment to advanced training posts on behalf of the Joint Committee for Surgical Training. All details are posted on this website. Details of the advanced training available can also be found on the JCST’s website.

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

Training Posts and Locations

Further details of the training centres available including a description of each unit, sample timetable and details of the lead trainer are available on the resources section of the recruitment website under the link entitled “Unit Descriptors”.

As part of the recruitment process candidates will be asked to preference the training centres in rank order. See further details under ‘expressing a preference’.

Eligibility

There are rules about eligibility to apply for advanced 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 or the commencing date of the post where stated.

These requirements are outlined in the person specification.

To be eligible for the advanced training posts candidates must be pre-certification at time of taking up the position. Where a CCT date falls within the fellowship it is a requirement to extend the CCT date to complete the whole fellowship. A period of grace cannot be included within this period.

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

Applying Online through the Oriel Recruitment System

A single application form is to be completed and submitted through the Oriel Recruitment System.

To access Oriel to apply, please visit: https://www.oriel.nhs.uk/

You will need to create an account (account registration) before you can apply to a vacancy. After registration, you will be able to apply and track the progress of your application.
Account Registration is available from the home page of Oriel. An applicant user guide is also available from the link below that will assist you in using the system at each stage of the recruitment process.

**Link:** Oriel Applicant User Guide

### Completing an Application

Applications open at 10:00 am on the 2nd of November 2018 and can be completed and submitted from this date until 4:00 pm on the 30th November 2018.

The specialty of “Breast Surgery” can be selected from the vacancy list within Oriel. The vacancy contains information which will assist you with your application, including the person specification.

To access the application form, select the “apply here” button within the vacancy.

The application form has been reduced to cover the criteria assessed during the longlisting process.

Candidates that progress through the longlisting stage will be asked to bring further evidence of competence/achievement to the interviews. See full list under the heading of Paper Portfolio below.

Only one application can be accepted and where 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 between 10:00 am on the 2nd of November and 4:00 pm on the 30th November 2018. Late applications will not be accepted.

**Tip:** Submit your application at least 30 minutes before the closing time of the application process.

### Expressing a preference - ‘where do you want to train?’

As part of the application process applicants will have the opportunity to preference the training location they would like to train within.

Prior to the interviews candidates will be given a list of the training centres and asked to rank them in order of preference. Following the interviews, a matching process will take place and successful candidates will be matched to their highest preference available depending on their score/rank achieved at the interviews.
**Fitness to Practise**

Applicants with fitness to practise declarations will need to submit additional documentation clearly defining the declaration, including dates and outcome to Confidential.SW@hee.nhs.uk

**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.

**Invitation to Interview**

Applicants will be notified of an invitation to interview via a text message and email on the 10th of December 2018. Interview slots will be available to book through Oriel

Tip: Book an interview slot early to maximise choice.

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.

Applicants are required to bring two references to the interview. Full details are available under the reference guidance.

Tip: Approach your referees at point of application.

**Statement of Support**

Each candidate will be required to provide a statement of support from their Training Programme Director. This evidence will only be accepted on the standard structured form. The form is available on the “resources” tab of the recruitment website.

This form should be downloaded and completed by your Training Programme Director. The completed form should be included within your portfolio of evidence. Please note this is not a reference.

[Link: Statement of Support]

**References**

As part of the national process candidates are asked to bring to interview two references on the national structured form.

Please refer to the full reference guidance on the website.

Tip for applying: The national application form requests the names of three referees. Candidates need to provide two but one must be the current educational supervisor and the other from your Training Programme Director.

[Link: Reference Guidance]

[Link: Structured Reference Form]
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 will be held at Health Education South West (Severn), Park House on the 11th of January 2018.

The process for each candidate may take up 2 ½ hours and will include five interview stations, each ten minutes in length.

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.

Paper Portfolio

Candidates will be asked to bring a paper portfolio to the interviews. The portfolio will form part of the interview process and will be reviewed by members of the panel.

A sample list of the documents to be included within the paper portfolio is outlined below. Please note a finalised list will be provided to candidates who are invited to attend the interviews.

Sample List of Contents

Please ensure there is no patient identifiable documentation included within the portfolio of evidence.

Please file the information under the headings and strictly in the order listed.

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<th>List of Contents for your paper portfolio (Please make an index and mark the sections clearly)</th>
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<td><strong>Statement of Support</strong></td>
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<td><strong>Intercollegiate Exam in either General or Plastic Surgery</strong></td>
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**Offers**

Candidates will be offered an advanced training post in the rank order of interview score.

A matching process will take place and successful candidates will receive their highest ranked preference available.
All offers will be made through the Oriel recruitment system. An email will be sent containing the offer and a text message will be sent to alert candidates of an offer.

Successful candidates with limited preferences that have been exhausted will not receive an offer and will be notified of this.

**Tip:** Rank as many training locations that you would consider training within to maximise your potential of receiving an offer.

Candidates will have 5 days (including weekends) to accept or decline an offer.

If candidates do not accept or decline an offer within 5 days, the offer will automatically default to decline.

Candidates that do not receive an offer during the initial process will be notified but advised that if further posts do become available a second offer process will commence from the 1st of April 2019.

### Offers - Second Round

As it is an essential requirement for candidates to hold Part 2 of the Intercollegiate Specialty Exam by the 31st of March 2019, candidates failing to obtain the examination by this date will be unable to take up a fellowship.

Any posts that become available, later in the process, due to the above, will be offered to remaining candidates in rank order until all posts are filled or all eligible candidates have been exhausted.

When all the posts are filled candidates not receiving an offer will be informed.

### Feedback

Feedback will be provided on request.

### Travel Expenses

Candidates attending interviews will be re-imbursed for travel expenses and overnight accommodation in line with the national recruiter’s guidance.

**Link:** Travel Expense Guidance

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

### Question not answered

After reading the guide and referring to the FAQ’s your question is not answered. For questions regarding the recruitment process contact the national recruiter:

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