

## Nationally Coordinated Recruitment APPLICATION HANDBOOK

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## INTRODUCTION

The National Recruitment Office for Occupational Medicine ST3 is Health Education England – London and Kent, Surrey & Sussex (**LaKSS**). LaKSS recruits to posts on behalf of England and Scotland and there is one interview process for all posts.

This guide aims to provide applicants with information regarding all aspects of the 2022 Occupational Medicine recruitment process.

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

Detailed information including person specifications, competition ratios and the national medical specialty recruitment applicant guidance are available on the [National Specialty Training](#) website.

General information regarding recruitment to all specialty training posts is available on the [Specialty Training](#) website and in the 2022 [Medical Specialty Applicant Guidance](#).

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

## SUMMARY OF CHANGES FOR 2022 RECRUITMENT

Due to the COVID-19 outbreak there will be some changes to the way the recruitment process will run in 2022. Details of these changes are provided throughout this handbook in conjunction with central guidance issued by the national Medical and Dental Recruitment and Selection (**MDRS**) team that applies across specialties.

You can find the central guidance in the [resource bank](#) of the HEE specialty training website.

You must read both this **Application Handbook** and the **Medical Specialty Applicant Guide** before beginning your application.

Recruitment for occupational medicine 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 and to **complete a prioritisation task**.
2. Your self-assessment score and completed prioritisation task, as submitted on your application form may be used to **shortlist**.
3. The **evidence** you upload will be reviewed by 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**. Your **prioritisation task** will also be scored by consultants during this period. Please note this score will not be released until after the interviews along with your interview scores.

4. A combination of your **verified evidence score**, **prioritisation task score** and **scores at interview** will be used to determine your **final total score** and **ranking**.
5. An **online interview** will be held.

## TIMELINE AND KEY DATES

Activity	Deadline
Advertisement	
Applications open	
Applications close	
Evidence upload portal opens	
Evidence upload portal closes	
Results of evidence verification released to applicants and appeals window opens	
Appeal Window Closes	
Interview date	
Preferencing window	
Initial offers released	
Hold deadline	
Upgrade deadline	

## VACANCY, ADVERTISEMENT AND APPLICATION

Vacancy information is provided in the 2022 Occupational Medicine ST3 advertisement. Further information will be available at point of preferencing later in the process.

Applications will only be accepted through the Oriel recruitment system between {time} on {day} {month} {year} until {time} on {day} {month} {year}.

Please be aware that applications received after this time will not be accepted and there will be no exceptions to this.

## REASONABLE ADJUSTMENTS AND DISABILITY CONFIDENT SCHEME

LaKSS recruitment will ensure, where possible, that reasonable adjustments are made at interview to meet the needs of applicants with disabilities. For more information on reasonable adjustment and the Disability Confident scheme please refer to the MDRS applicant guide.

## SPECIAL CIRCUMSTANCES AND FITNESS TO PRACTISE

Please refer to the guidance and relevant forms which can be found in the 2022 [Medical Specialty Applicant Guidance](#).

## ELIGIBILITY AND LONGLISTING

The eligibility criteria for occupational medicine ST3 are listed on the [OMST 2022 Person Specification](#) and all applications submitted will be assessed against these. Any applications not meeting the [eligibility criteria](#) will be removed from the process at the point of longlisting and will not progress to the next stage.

During longlisting LaKSS will review all applicants' GMC status, level and documentation, immigration status, career progression, English language skills and fitness to practise declarations, along with all other eligibility criteria stated on the OMST 2022 Person Specification.

Please be aware that by allowing applicants to progress to the next stage, LaKSS does not accept or confirm that applicants meet all eligibility requirements and applicants may still be withdrawn from the application process at any stage.

## INTERVIEWS

Applicants will need to book an [interview slot](#) using their Oriel account. Slots are offered on a first come first served basis 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](#).

Interviews will take place on {day} {month} {year} and will be completed online.

Please ensure that you have access to a [computer](#) with a [microphone](#) and [camera](#). Further instructions will be supplied should you be invited to interview.

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 that you must undertake before the day of interview. You can find a copy of the Applicant Declaration [here](#).

## INTERVIEW FORMAT

Interview panels will usually consist of two panellists and the interview will focus on exploring aspects of the responses that you provided to the questions contained in the application form as well as exploring commitment to specialty.

The online interview will last for approximately 35 minutes; consisting of one station and will be split into 2 subsections.

- Portfolio
- Scenario

We advise that you schedule, as a minimum, an additional 30 minutes' additional time for your interview in case there are any delays.

We will endeavour to keep to your allocated interview time but there may be delays on the day. Should there be a significant delay the HEE team will contact you.

A lay representative may also be part of the interview panel but will not usually assess applicants. The role of the lay representative is to assist in the quality assurance of the interview process.

## ONLINE INTERVIEW

All interviews will be undertaken 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 applicant 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

licence). 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.

## RANKING, OUTCOMES AND PREFERENCING

Your ranking will be based upon your overall interview score and your individual subsection scores. Following interview and ranking, applicants will either be deemed as successful or unsuccessful and will be informed of this via Oriel.

If you have applied for industry or military benchmarking, you will be notified of the outcome of your interview on the same day as medical specialty candidates are informed.

Preferencing of posts will be available prior to offers being made.

For guidance on how to submit your preferences please refer to the Oriel Applicant User Guide.

During the preferencing window you will need to make a firm decision regarding which posts you would be willing to accept.

Please note, industry and military applicants are NOT required to preference.

## OFFERS, REFERENCES AND SCORESHEET RELEASE

**Offers** (this does NOT apply to Military and Industry applicants):

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. 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, via Oriel.

**Score sheets** will be released to ALL applicants on a specified date. The recruitment office will communicate this date to all applicants, therefore you do not need to request your

scoresheets after interview.

**ALLOCATIONS** (this does NOT apply to Military or Industry applicants)

We envisage offers being to post. However, if the offer is to region, the HEE Region where the offer has been accepted will contact applicants to complete the allocation to placement process.

Further information on how to request a **deferred start date** or **training less than full time** (LTFT) can be found in the 2022 National Applicant Handbook.

**NEXT STEPS ROLES/RESPONSIBILITIES** (this does NOT apply to Military or Industry applicants)

In line with national guidance, your details will be passed on to the local HEE office/deanery at around 14 weeks prior to your start date and those teams will provide information to the first trust you have been appointed to by 12 weeks prior to your start date. Therefore, you should not expect to receive any communication prior to this time.

**ENQUIRIES/FREQUENTLY ASKED QUESTIONS**

Should you have any queries relating to the recruitment process for occupational medicine you can contact LaKSS via our online [enquiries portal](#)

**USEFUL LINKS**

Health Education England - London and KSS	<a href="https://london.hee.nhs.uk/recruitment/london-and-kent-surrey-and-sussex-lakss-recruitment">https://london.hee.nhs.uk/recruitment/london-and-kent-surrey-and-sussex-lakss-recruitment</a>
Oriel 2 Resource bank	<a href="https://new.oriel.nhs.uk/Web/ResourceBank">https://new.oriel.nhs.uk/Web/ResourceBank</a>
Oriel 2 home page	<a href="https://new.oriel.nhs.uk/Web">https://new.oriel.nhs.uk/Web</a>
HEE Specialty Training Website	<a href="https://specialtytraining.hee.nhs.uk/">https://specialtytraining.hee.nhs.uk/</a>
Faculty of Occupational Medicine	<a href="http://www.fom.ac.uk/education/speciality-training">http://www.fom.ac.uk/education/speciality-training</a>