

## Nationally Coordinated Recruitment

### SELF-ASSESSMENT GUIDANCE FOR APPLICANTS

You are required to complete a **self-assessment** as part of your **Oriel** Occupational Medicine application, and to load **supporting evidence** to justify the self-assessment achievements you claim on your application form.

You should have your documents ready to upload at the point of application. **Guidance** will be available on how to upload documents and it will be very important that applicants adhere to this to enable their evidence to be verified.

When completing the self-assessment, please note the following:

<b>Completed achievements only</b>	You can only claim on the basis of achievements completed at point of submission of your application.
<b>Scores not adjustable after submission</b>	You cannot amend this section after application should you have made a mistake on your application form, or gained an achievement after the submission of your application.
<b>Overclaiming</b>	Instances of candidates blatantly or persistently trying to gain an unfair advantage by over-claiming scores for and/or exaggerating their achievements will be taken extremely seriously. This could lead to an application being deemed not appointable, or, in very serious cases, could be reported as a probity matter to the GMC; however, this is a very rare outcome and only in cases of overt cheating.
<b>Word limitations</b>	There will be a text box for each domain where you will be required to add text to demonstrate why you chose that option. Each section will have a maximum word count, detailed in the table below, however, we advise that you keep your explanations as short as possible to justify the selection.

The Panel will have limited time to check application forms and the more succinct you can be about your achievements, the more straightforward it will be for them to review your folder.

## MAXIMUM WORD COUNT BY DOMAIN

Scoring domain	Word count
Postgraduate qualifications	250
Prizes and awards	100
Evidence of a portfolio of audit/quality improvement projects, including where the audit loop has been closed and there is evidence of learning of the principles of change management.	250
Evidence of relevant academic and research achievements, and involvement in a formal research project.	250
Teaching	250
Academic Publications (undergraduate or postgraduate)	250
Presentations (excluding audit presentations)	250
Posters	250
Self-reflective practice	300

## SUBMITTING EVIDENCE

Interviewers will need to verify your evidence in a short time so poorly organised/presented documents may mean achievements cannot be verified. Please keep in mind:

- **Only evidence supporting each of the claimed achievements should be uploaded.** There is no **requirement** to upload any additional documents or achievements if they are not directly related to the scoring domain where points are being claimed.
- **Only sufficient evidence should be provided to justify the scores awarded.** Only include enough evidence to demonstrate achievements which justify your selection. For example:
  - If you have completed a national presentation, there is no requirement to include evidence for other presentations.
  - If you have written a book, you do not need to upload the whole book, just sufficient pages so interviewers can verify your achievement.
- **Evidence of training courses or areas noted in your Commitment to Specialty section should not be included unless they specifically relate to a scored option.**
- **Applicants must ensure patient-identifiable data is redacted** as this may result in the employer being notified for failing to do this.

- **Any documentation not in English must be translated**, otherwise credit may not be received for this.
- **You will not be able to submit further evidence once the Evidence Upload window closes** and only uploaded evidence will be taken into account as part of your application.
- **File types and naming:** the following steps should be taken to make it as straightforward as possible for reviewers to check your evidence:
  - Clearly name files with the scoring domain name appearing first, followed by a description of the document.  
e.g. Undergraduate – Degree classification evidence – certificate.
  - Aim to use standardised file types which can be opened by any user regardless of the software they have available. i.e. PDF, JPEG or PNG format.
  - Ensure each document is contained within a single file.  
e.g. do not take a photo of each page of a publication and load them as separate files.

## APPLICATION FORM

You are required to download and attach a copy of relevant sections of your application form, including: **Prioritisation Task** and **Self-Assessment**. There is no need to upload any other parts of the form. This will be reviewed by the assessors as part of the scoring for the Self-Assessment and Prioritisation Task.

The user guide details how to download this from Oriel, and can be found at:

<https://specialtytraining.hee.nhs.uk/Resources-Bank> .

If you have any issues with the format of the form once downloaded, please try another browser; latest versions of Chrome, Microsoft Edge and Firefox are recommended.

## SUGGESTED EVIDENCE

It is important that you provide evidence to support each of the scores that you awarded yourself in the self-assessment part of the application form. Whilst it is not possible to provide an exhaustive list of acceptable evidence, the table below will give you an idea of acceptable examples.

Domain	Examples of acceptable evidence
Prizes and awards	<ul style="list-style-type: none"> <li>• Original letter from Medical School</li> <li>• Original certificate</li> </ul>
Additional postgraduate qualifications	<ul style="list-style-type: none"> <li>• Original qualification certificate</li> <li>• Original Royal College/Faculty letters confirming examination pass</li> </ul>
Postgraduate training in other specialties	<ul style="list-style-type: none"> <li>• Copy of ARCP outcome</li> <li>• Letter from Educational Supervisor confirming experience</li> <li>• Letter from medical staffing confirming length of appointment and specialty undertaken</li> <li>• Letter of appointment (providing this states the length of the post)</li> </ul>
Clinical governance and audit	<ul style="list-style-type: none"> <li>• Copy of audit project</li> <li>• Presentation handouts for project</li> <li>• Audit plan/synopsis</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Original MD or other qualification certificate that requires a dissertation or thesis</li> <li>• Letter from Research Supervisor confirming your role</li> <li>• Copy of research project and <b>clear explanation of your role</b></li> </ul>
Teaching	<ul style="list-style-type: none"> <li>• Original certificate for teaching qualification</li> <li>• Letter confirming attainment of teaching qualification</li> <li>• Letter confirming involvement in a teaching programme</li> <li>• Copy/copies of teaching completed and feedback received</li> </ul>
Academic publications	<ul style="list-style-type: none"> <li>• Copy of publication/s underlining your name. Do not include abstracts, as these will not be counted.</li> </ul>
Presentations (excluding audit presentations)	<ul style="list-style-type: none"> <li>• Copy of presentation (hard copy) and copy of event programme</li> </ul>
Posters	<ul style="list-style-type: none"> <li>• Copy of posters (hard copy)</li> </ul>
Self-reflective practice	<ul style="list-style-type: none"> <li>• Evidence of attendance at occupational health meetings/reflection on visiting an occupational health service/evidence of reflection on CPD events within and outside occupational health. Please note you must submit evidence of reflection on anything you submit under this section, evidence of attendance will not be sufficient on its own</li> </ul>

## SELF-ASSESSMENT DOMAINS

<b>Q1 Postgraduate medical qualifications</b>
1. Full membership exam of Royal College/Faculty as per essential criteria on person specification (score: 1)
2. DOccMed (score: 1)
3. None of the above (score: 0)
<b>Q2 Prizes and awards</b>
1. I was awarded a Distinction during my undergraduate medical training (score: 2)
2. I was awarded a Prize or Merit during my undergraduate medical training (score: 1)
3. I was not awarded one (score: 0)
<b>Q3 Evidence of a portfolio of audit/quality improvement projects, including where the audit loop has been closed and there is evidence of learning of the principles of change management</b>
1. I have made a significant contribution to postgraduate audit projects (e.g. managed an audit project, made recommendations for changes to practice based on audit findings, closed the audit loop) – one or more project/s a year and at least 1 presented at a regional, national or international meeting (score: 4)
2. I have made a significant contribution to postgraduate audit projects (e.g. managed an audit project, made recommendations for changes to practice based on audit findings, closed the audit loop) - one a year or less and these presented at a local meeting (score: 3)
3. I have made a significant contribution to postgraduate audit projects e.g. managed an audit project, made recommendations for changes to practice based on audit findings, but have not closed the audit loop (score: 2)
4. I have taken part in other people's postgraduate audits, (i.e. data collection) or made other minor contributions, not led or designed the audit (score: 1)
5. I have not participated in an audit project (score: 0)

**SELF-ASSESSMENT DOMAINS (continued)**

**Q4 Evidence of relevant academic and research achievements, and involvement in a formal research project.**

1. Completion of a PhD with original research (score: 4)
2. Significant involvement in research e.g. two-year MD with original research (score: 3)
3. I have had some personal and direct involvement with planning or running a postgraduate research project (score: 2)
4. I have had no involvement in any aspect of research (score: 0)

**Q5 Teaching**

1. I have made a major contribution to a local/national teaching programme including organising a programme OR have a recognised qualification in teaching e.g. Diploma in Medical Education, Masters in Medical Education (score: 4)
2. I have some experience in formal teaching of health professionals (e.g. lectures) and/or I have some experience of formal teaching of health-related topics to a non-medical audience (e.g. lectures) (score: 3)
3. I have attended a Teaching the Teachers course, generic Instructor's course or similar (score: 2)
4. I have carried out informal teaching of colleagues (including nurses and medical students) (score: 1)
5. I have not contributed to teaching (score: 0)

**Q6 Academic publications (undergraduate or postgraduate)**

1. I am first author in more than one peer-reviewed publication as a postgraduate (score: 4)
2. I am first author on one peer-reviewed publication as a postgraduate (score: 3)
3. I am co-author in more than one peer-reviewed publication as a postgraduate (score: 2)
4. I am co-author in one peer-reviewed publication as a postgraduate or I am an author of an undergraduate publication (score: 1)
5. I have not published anything (score: 0)

### SELF-ASSESSMENT DOMAINS (continued)

<b>Q7 Presentations (excluding audit presentations)</b>
1. I have presented at a regional, national or international meeting (score: 4)
2. I have presented at a local meeting. (score: 2)
3. I have made a departmental presentation (score: 1)
4. I have made no presentations (score: 0)
<b>Q8 Posters</b>
1. I have achieved a poster at a regional, national or international meeting (score: 2)
2. I have achieved a poster at a local or departmental meeting (score: 1)
3. I have achieved no posters (score: 0)
<b>Q9 Self-reflective practice</b>
1. Description of feedback and reflection – able to relate a relevant episode of reflection. Articulate and confident description. Used the experience to reflect on an aspect of occupational medicine practice in the context of them preparing to work in the specialty. (score: 4)
2. Description of feedback and reflection – able to relate a relevant episode of reflection, merely reflecting on an aspect of occupational medicine practice, demonstrating how they made a change to their current practice (score: 2)
3. Little evidence of feedback or reflection - limited awareness of the relationship between health and work (score: 1)
4. No evidence of reflection (score: 0)

## Common Capabilities

Following approval and implementation of the Occupational Medicine Speciality Training (OMST) 2022 Curriculum, doctors may apply from any other specialty after a minimum of 24 months in specialty training, as long as the core requirements outlined below are met. These core requirements are called Common Capabilities.

Assessment of Common Capabilities is embedded within the recruitment process as indicated in the table below.

Common professional capabilities	Application Portfolio	Interview & Portfolio	Interview & Scenario
a) Demonstrates the knowledge, skills, attitudes and behaviours to be able to take a history and examine workers, and keep an accurate and relevant medical record.			✓
b) Demonstrates appropriate time management, organisation and decision-making.			✓
c) Understands and applies the basis of maintaining good quality care, ensuring and promoting worker safety.	✓	✓	✓
d) Understands the principles of clinical governance i.e. the processes that safeguard higher standard of care and facilitate the development of improved clinical services.	✓		
e) Demonstrates the knowledge, skills, attitudes and behaviours to be able to educate workers effectively.	✓	✓	✓
f) Demonstrates effective health promotion.	✓		
g) Demonstrates knowledge, skills, attitudes and behaviours needed to continue self-directed lifelong learning.	✓	✓	
h) Demonstrates the knowledge, skills, attitudes and behaviours to be able to communicate effectively with workers, employers and colleagues.		✓	✓
i) Demonstrates effective team working skills within the clinical team.	✓		

Table 2: Mapping of the common capabilities required for entry to occupational medicine specialty training to the recruitment assessment process.