

# TPD Development Sessions: National Recruitment

**4 November 2021**

A large, stylized orange bracket that spans across the width of the slide, positioned below the date.

Developing people  
for health and  
healthcare

[www.hee.nhs.uk](http://www.hee.nhs.uk)

A solid orange horizontal bar at the bottom of the slide, with a decorative downward-pointing shape on the right side.

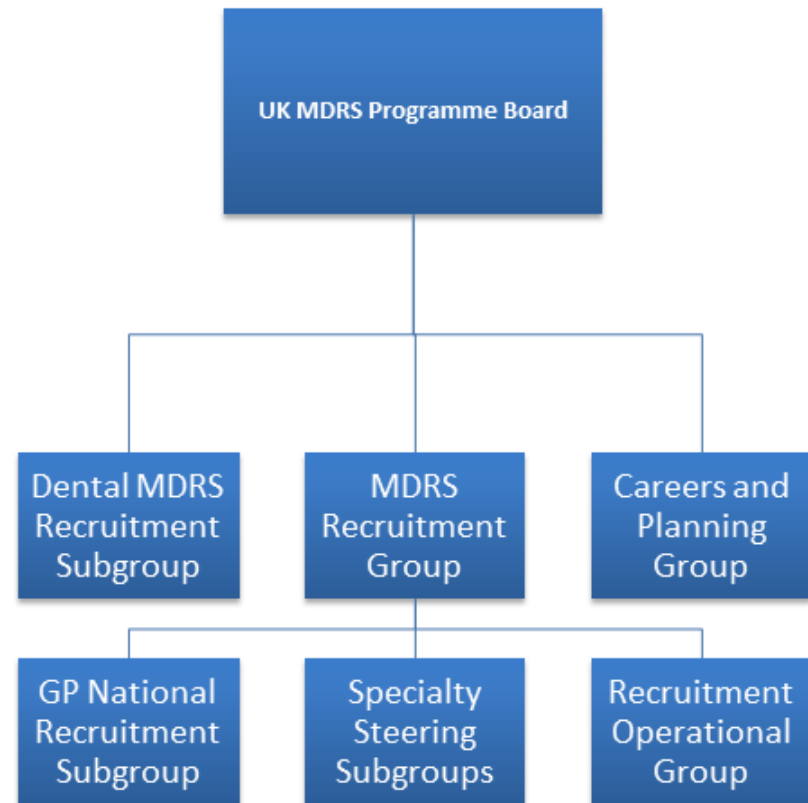
# Agenda

- National recruitment overview
- Declaring post numbers
- Supporting the assessment process
- Confirming new trainees



# National recruitment governance

- Four nation
- Recruitment Group sign off person specs, major changes to process
- Steering groups propose changes for their specialty



# National recruitment overview

- Single national vacancy
- National timelines
  - ACF – main round only
  - Round 1 – primarily CT1/ST1 level
  - Round 2 – primarily higher training
  - Round 1 re-advert – posts not filled in R1
  - Round 3 – re-advert for round 2 and additional CT1/ST1 for specialties requiring it
- Lead recruiter model
- Online assessment since Covid

# National recruitment - timeline

Round	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
ACF				Blue	Orange	Orange	Orange	Pink				
R1					Blue		Orange	Orange	Orange	Pink	Pink	
R2					Blue	Blue	Orange	Orange	Orange	Orange	Pink	Pink
R1R										Blue	Orange	Pink
R3		Blue	Orange	Pink								

- Blue = application period
- Orange = interview window
- Pink – offers/completion of offers

## Post numbers - indicative

- Declared in few weeks just before applications open
- Range accepted/encouraged
- Balance between not being wrong and helpfulness to candidate
- Often the balance is too much on the first
- Examples from 2021:
  - 100-140
  - 0-17
  - 10-20
  - 0-1

# Post numbers - final

- 'Programme preferences' supplied via 'Oriel Import Spreadsheet' (OIS)
- Comprises the offer to applicants
- One row per programme option
- Multiple posts per row where no difference
- Give as much detail as possible

# Programme preferences on Oriel

[Click here](#) to download the preferences in an Excel compatible file (.csv).

The screenshot displays the Oriel system interface for managing preferences. It is divided into two main sections: 'Preference (8)' and 'Not Wanted (11)'. Both sections include a search bar and a list of preferences. A modal window titled 'PREFERENCE DETAIL' is open, showing the following information:

Preference:	London - North Central and East London - ST3 - Feb - 2
Start date:	02/02/2022
Duration:	48
Grade:	ST3
Region:	LR
Dual Trng. Prog.:	
Places Available:	5
Description:	Might be appointed to one of the hospitals - NORTH MIDDLESEX, Archway Sexual Health Clinic, MORTIMER MARKET CENTRE, UCLH

The background interface shows a list of preferences with columns for rank, region, and start date. The 'Preference (8)' section has a search bar and radio buttons for 'Select All' and 'Select None'. The 'Not Wanted (11)' section also has a search bar and radio buttons for 'Select All' and 'Select None'.



# Post numbers – how formulated

- **Indicative numbers**
  - Specialty Officer will email out in advance of exercise advising of numbers needed.
  - How many current posts vacant
  - How many due to CCT
  - Best estimated range to give candidates an idea
- **Final numbers**
  - Incoming / outgoing parental leave
  - Incoming / outgoing OOP (once they have been approved)
  - Extensions to training
  - IDT – Incoming / Outgoing should not be included until they have been confirmed and accepted

# Assessment methods

## **Varies by specialty, methods include:**

- Multi-Specialty Recruitment Assessment – MSRA
- Evidence verification
- Assessor shortlisting
- Interview/assessment centre

## **Methods used in variety of ways:**

- Shortlist
- Determine appointability
- Contribute to final score

# Assessment methods

Specialty	MSRA			Self-assessment			Assessor shortlisting			Interview/ assessment centre		
	Shortlist	Determine appoint.	Final score	Shortlist	Determine appoint.	Final score	Shortlist	Determine appoint.	Final score	Shortlist	Determine appoint.	Final score
GP	Red	Green	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red
IMT	Red	Red	Red	Green	Red	Red	Red	Red	Red	Red	Green	Green
Clinical radiology	Green	Green	Green	Red	Green	Green	Red	Red	Red	Red	Green	Green
ACFs	Red	Red	Red	Red	Red	Red	Green	Red	Red	Red	Green	Green
Higher medicine	Red	Red	Red	Green	Red	Green	Yellow	Yellow	Red	Red	Green	Green
General surgery	Red	Red	Red	Green	Green	Green	Red	Red	Red	Red	Green	Green

# Supporting assessment

- National clinical lead – usually SAC appointed
- Local centre leads (e.g. IMT/anaes)
- Lead's responsibility:
  - Agreeing assessment methods (usually with a steering group)
  - Signing off on guidance
  - Helping to set assessment dates
  - Drum up interviewers
  - Oversight on event days – delivering briefing, managing issues, advising assessors

# Supporting assessment

- How to sign up to help
- Quotas
  - By region
  - By trust
- Assessor declaration

# Supporting assessment

## Pre-assessment/interviews

- Read any guidance and information provided by the lead recruiter
- Undertake any training, as required by the lead recruiter
- Has undertaken equality and diversity training in the 3 years prior to the interview date
- Confirm attendance at assessment/interview
- If subsequently unable to be an assessor, ensure that the recruitment team are made aware as soon as possible
- Ensure that they are able to access all systems required for delivery of the process using the login details provided e.g. self assessment portal, MS Teams, Qpercom

# Supporting assessment

## **During Assessment/Interviews**

- Follow all scoring guidance
- Ensure that scoring criteria and interview questions remain confidential and are not shared with anyone outside of the recruitment process
- Where guidance is unclear, check interpretation with the clinical lead
- Where guidance does not exist about scoring of certain aspects e.g. a particular training course, assessors **must not** create their own guidance

# Supporting assessment

## Post Assessment/Interviews

- If an assessor has concerns about an applicant based on their performance in the interview/assessment, this should be shared with the Clinical Lead and/or the Recruitment Lead to allow formal processes to be followed. Assessors **must not** make direct contact with anyone involved in the applicant's current training/employment
- Assessors **must not** engage in conversation about scoring mechanisms used
- Where applicants, unhappy with the outcome, contact assessors, assessors **must** advise applicants that they are unable to assist and should advise the applicants to contact the lead recruiter with any concerns
- Assessors **must not** engage in social media posts regarding discontent about scoring processes or selection outcomes
- Assessors **must not** contact the lead recruiter or Clinical Lead on behalf of an applicant; applicants should be advised that it is their responsibility to contact the recruitment team themselves



# Confirming new trainees - offers

- Nationally agreed timeline and process
- First offers deadline
- Holding
- Upgrading
- Can't confirm new trainees until after upgrading deadline

# Confirming new trainees – post offer

- Transfer of information (TOI)
- Deferrals/LTFT requests
- References
- Late-arising posts

# Confirming new trainees – post offer

- Dependant on how posts were advertised (Down to specific site, or down to region)
- Once we receive TOI we send this out to TPD within 24 hours
- If vacancies advertised to region – agree in advance how sub preferencing is going to take place
- Is any additional info needed
- Role of officer in sub preferencing
- Timeline to turnaround data

# Re-advert rounds

- Specialties will decide whether a re-advert round is necessary
- Can be unfilled or newly arising posts
- Generally the same process but smaller numbers



# Future sessions

Date & Time	Topic	Summary
Wednesday 1st December 2021 (12:00 - 13:30)	Rotations	The Code of Practice, timings, formulating grids and using the Trainee Information System (TIS)
Tuesday 11th January 2022 (11:00 - 12:30)	Programme Management	Covering a range of areas that make this challenging, includes: OOPs, LTFT, events (regional training days, STCs, school boards), finance
Tuesday 1st February 2022 (15:00 - 16:30)	ARCPs	How the process works and HET/TPD responsibilities (who does what)
Tuesday 1st March 2022 (14:00 - 15:30)	Trainees in difficulty	The process and support available when a trainee is not progressing satisfactorily with their programme