



2024 Core Surgical Training CT1/ST1

Supplementary Applicant Handbook

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Introduction

The National Recruitment Office for Core Surgical Training is London and Kent, Surrey and Sussex.

London and Kent, Surrey and Sussex are recruiting to posts on behalf of England, Scotland, and Wales.

Working alongside the [Royal College of Surgeons](#) we manage a centralised process aimed at delivering a fair and consistent experience for all applicants.

For more information about Core Surgical Training please refer to the Royal College of Surgeons' website.

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

Detailed information including person specifications, competition ratios and the national medical specialty recruitment applicant handbook are available on the [National Specialty Training website](https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training): <https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training>

This handbook aims to provide applicants with information regarding the 2024 Core Surgical Training CT1 recruitment process.

General information regarding recruitment to all specialty training posts is available on the National Specialty Training website and in the 2024 Applicant Handbook. These can be accessed via the links below:

<https://www.oriel.nhs.uk/Web/PermaLink/ResourceBank>

<https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training>

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

Summary of 2024 recruitment

Details of the 2024 recruitment process are provided throughout this handbook in conjunction with central guidance issued by the national recruitment team that applies across specialties. You can find the central guidance in the resource bank of the Medical Specialty Training website <https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training>

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

CST recruitment will involve the following stages (which are outlined in more detail in the relevant sections of this handbook):

As part of the Oriel application form you will be asked to provide a self-assessment score depending on your personal achievements

Applicants will be invited to sit an MSRA exam.

All applicant sitting the MSRA exam will be invited to upload evidence of their achievements to the Evidence Upload Portal.

Only the top scoring 1200 applicants at MSRA will be invited to interview and have their self-assessment evidence and score reviewed by Surgical consultants for the Portfolio section. 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.

A combination of your MSRA score, verified evidence score and scores at interview will be used to determine your final total score and ranking.

Timeline and Key Dates

Core Surgical Training CT1 recruitment will follow the below timeline:

Activity	Date(s)* (All times GMT)
Advert appears	By 5pm Wednesday 25 October 2023
Applications open	At 10am Thursday 26 October 2023
Applications close	At 4pm Thursday 23 November 2023
Invitations to MSRA	No later than Tuesday 19 December 2023
MSRA Window	Thursday 4 January to Tuesday 16 January 2024
Evidence upload portal opens	Thursday 8 February 2024
Evidence upload portal closes	Wednesday 14 February 2024
MSRA scores released to applicants	Thursday 8 February 2024
Invites to Interview sent on	Thursday 8 February 2024

Interview Dates	Monday 19 February to Wednesday 28 February 2024
Preferences open date	By 5pm on Tuesday 13 February 2024
Preferences close date	Tuesday 5 March 2024
Initial offers released by London & Kent, Surrey and Sussex (on behalf of all regions)	By 5pm on Tuesday 26 March 2024
Hold deadline	At 1pm on Thursday 4 April 2024
Upgrade deadline	At 4pm on Tuesday 9 April 2024
Interview scoresheet release date	TBC

*Please note that all dates are subject to change and applicants will be communicated with via oriel if changes occur.

Disability Confidence Scheme

We are committed to supporting applicants who require additional support due to disability or health conditions, you can apply for adjustments via Oriel, please note the Disability Confidence Scheme (henceforth referred to as DCS) has replaced the previous Guaranteed Interview Scheme. Please refer to the [Medical Specialty training website](#)

Reasonable adjustments

The process for 2024 is to request all Reasonable adjustments requests at the time of your application and on Oriel. All evidence will be uploaded at the time you are submitting your application. For further guidance on the details of evidence required please refer to the [Medical Specialty training website](#)

Applications for any adjustments at interview will be made via Oriel. Please follow the guidance in Oriel and the Medical Recruitment Applicant 2024 Guide for this process. All evidence must be uploaded with your Oriel application. You will be notified of the outcome of your application prior to interview.

If you have a situation that has occurred post the application window closing, please contact us via the Applicant Support Portal to receive further guidance:

https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_15=true

Booking an interview with approved Reasonable Adjustments

For any candidates with approved adjustments, you will receive an email from the recruitment team by the Wednesday 7th February with a link to the Event Management System (EMS) to book your preferred interview slot. Please note that Oriel will send you reminders to book your interview, as you are using a different system to book your interview,

please ignore Oriel's reminders. Once the booking window has closed your interview time will be booked on Oriel by an administrator and you will be able to see this.

Submitting an application

All applications must be submitted on Oriel before the national deadline of 16:00 (GMT) on Thursday 23rd November 2023. Under no circumstances will late applications be accepted. Please ensure you submit your application in advance of the closing date and re-check on the closing date that your application form has been submitted.

Providing a self-assessment score is a mandatory part of your application form. Please see advert-linked document '**2024 CST Self-Assessment Guidance for Candidates**' for full guidance on how to complete your self-assessment scoring.

Please note that it is the applicant's sole discretion as to which response they select in the self-assessment. Under no circumstances will the London and Kent, Surrey and Sussex Recruitment Office will be able to advise you which option to choose.

It is crucial that you complete your self-assessment honestly and accurately at the time of application. It is not possible to change your self-assessment score after you have submitted your application under any circumstances.

Please note that the NRO team will not be able to make changes to your self-assessment score after you have submitted your application and therefore any additional evidence gained after the self-assessment upload period cannot be counted.

Any instances where applicants are found to have deliberately over-scored their self-assessment may be treated as probity concerns. This may lead to you being removed from the recruitment process or a referral to the GMC.

If you are a dual qualified (medical and dental) applicant, please note the following when completing your employment history on the Oriel application form:

- If you are a dentistry first applicant, call your pre-medical jobs 'Dental' and avoid the term SHO. Completing your MRCS does not preclude you from applying to CST.
- If you are a medicine first applicant and you have worked in surgical specialities before dentistry, doing your second degree 'resets the clock' on the 18-month limit of surgical experience. You may have to provide evidence of maintaining your foundation training competencies whilst studying for your dental degree.

Longlisting

Longlisting is the process of checking that applicants meet the minimum requirements to be eligible for a Core Surgical Training post. You can find the eligibility criteria on the person specification here: <https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications>
More information about longlisting can be found on the [Medical Specialty training website](#)

Round Deadline for submitting a CREST

As a result of changes to the application process, **only the 2024 version of the CREST form will be accepted.** It is anticipated that applicants will be able to provide a CREST at time of application. If you are not able to provide a CREST at this time, you will be presented with a window to submit a CREST within 72 hours of the application window closing (The CREST upload window will close at 16:00 on Thursday 23rd November 2023).

IMPORTANT: applicants who are required to submit a CREST must do so before the deadline, failure to submit or you submit a CREST but have answered the questions incorrectly will result in your application being withdrawn and your application will not progress in this round of recruitment.

Special circumstances and Fitness to Practise

Please refer to the [Medical Specialty training website](#) for guidance on special circumstances.

Any candidate who answers 'yes' to one or more of the questions in the Fitness to Practise section of the application form, must complete the [London & KSS Recruitment Office Fitness to Practise \(FTP\) declaration form](#) providing further details regarding their affirmative/positive answer.

Shortlisting

As part of the selection process for 2024 recruitment, all longlisted applicants will be required to take a Multi-Specialty Recruitment Assessment (MSRA). This will form the basis of your shortlisting score.

Only the top 1200 applicants at MSRA will be invited to interview. All applicants that score higher than the cut-off score but are not initially invited to interview will be put on a reserve list.

MSRA

As part of the selection process for 2024 recruitment all longlisted applicants will be required to take a Multi-Specialty Recruitment Assessment (MSRA). This will form the basis of your shortlisting score.

The MSRA is a computer-based assessment, delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the Person Specification and is based around clinical scenarios.

The MSRA will be delivered at Pearson VUE test centres. Applicants will be invited to register an account for MSRA, and a separate invite to sit the exam at a Pearson Vue test centre no later than Tuesday 19th December 2023. For more information and to find your nearest test centre can be found via the following link <https://home.pearsonvue.com/nro>.

You can find further information on the MSRA via the [MSRA applicant guide](#). Any queries related to the MSRA exam or Pearson Vue test centres are handled by the MSRA team at: england.msra@nhs.net; and the Pearson Vue team at <https://home.pearsonvue.com/Contact-Us.aspx>

Submitting Supporting Evidence

Applicants who are invited to upload evidence will be provided with further instructions by the deadline about how to upload evidence to the portal. Please check your Oriel messages for updates during all stages of the recruitment process. Applicants should ensure that they present the evidence in the requested format. Failure to do so will result in your evidence being rejected and/or the self-assessment score being revised downwards.

Failure to submit all evidence by the stated deadline will result in your application form being withdrawn by the recruitment team.

Recruitment administrators **cannot** upload evidence on behalf of applicants at any stage, and once the deadline for submission has passed, applicant access to the portal will be withdrawn.

Recruitment administrators **cannot** update scores at all throughout the recruitment process. This means that competencies/evidence gained after the application window has closed cannot be accepted.

If you have problems with uploading evidence, you must inform the London and Kent, Surrey and Sussex Recruitment team before 5pm on the 9th February

Verification process (Portfolio Review)

The self-assessment will be completed online as part of the Oriel application. Applicants will be provided with further instructions about how to upload evidence to the evidence portal in due course. Applicants should ensure that they present the evidence in the requested format. Failure to do so could result in your evidence being rejected and/or the self-assessment score being revised downwards.

Failure to submit all evidence by the stated deadline will result in your application form being withdrawn by the recruitment team. The evidence upload window is from **Thursday 8th February to Wednesday 14th February 2024**.

Recruitment administrators **will not** be able to upload evidence on behalf of applicants and once the deadline for submission has passed, applicant access will be withdrawn.

Submitted evidence will be verified against the self-assessment criteria. Where the evidence submitted does not match the score awarded, the score will be adjusted accordingly.

On completion of the verification process, applicants will be sent their MSRA result.

Only the top 1200 applicants who have been verified will be sent their verified score, together with the verification panel's feedback explaining any changes to their score. Where the verified applicant disagrees with the score awarded, they can lodge an appeal.

Appeals

Appeals against verified scores must be lodged within 72 hours of the scores being sent to applicants. Please check your Oriel messages for updates during all stages of the recruitment process. Applicants can **only** request a review of the evidence already submitted; **you will not be able to submit any further documentation as part of the appeals process**. Your appeal request should clearly explain why you feel that the score should be adjusted, based on the evidence that was initially submitted and verified. Appeal requests received after the 72-hour deadline will not be considered.

Appeals will be reviewed by consultant surgeons who will decide whether verified scores should be changed or not and you will be informed of the outcome following the same process as above. **Please read the feedback provided carefully and consider that if your upload has not followed the guidance document, an appeal is unlikely to be upheld.** The outcome of the appeal is final and there is no further recourse for dissatisfied applicants. Disagreements over self-assessment scores fall out of scope of the [MDRS Complaints Policy](#).

Interview Booking and Interview Process

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: <https://www.oriel.nhs.uk/Web/ResourceBank>

All interviews will be undertaken online using **Qpercom video platform** between **Monday 19th February to Wednesday 28th February 2024**. The time indicated to you via Oriel is the time you attend the document checking process, please do not try to access the link earlier. You may need to wait in a virtual lobby until the administrator admits you.

At the time of application submission, you will have agreed to comply with the [2024 Applicant declaration](#). The Declaration also contains a list of vital steps you must undertake before the day of the interview.

Interviews will be undertaken through Qpercom video platform using in-built interview stations with integrated scoring, a new system being piloted by London and Kent, Surrey and Sussex Recruitment Team to provide a positive interview experience for applicants. Applicants will need to register on the system when prompted by the London and Kent, Surrey and Sussex Recruitment Team. They can register by clicking on the initial

login/forgotten password. As soon as the interview has been made available by the recruiter, applicants should see Core Surgical Training Interviews appear on their main page and click the green button. Applicants will be taken to a diagnostics tool to ensure they meet the connectivity and other requirements. Applicants should ensure 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 applicants unable to connect should contact the recruitment team at the earliest opportunity. Once they have passed the diagnostics tool, it will take them back into their waiting area, where they will be met by a member of the admin team on the day of interviews.

On the day of the interview, each applicant should login and click 'choose' 10 minutes prior to their allocated time. Applicants will be kept in the waiting area where a member of the recruitment team will meet them to perform ID checks, once this is completed, you will be advised of your interview stations.

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 a suitable photographic ID available (passport or UK photo driving license). 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.

Interview format

The interview will consist of two stations lasting 10 minutes each. Applicants will rotate between each station in any order:

Management Station: Duration 10 minutes
<ul style="list-style-type: none"> • 1 pre-prepared 3-minute presentation. • 2 minutes of questioning on presentation • 1 management scenario question. The question is provided during the interview and encourages the applicant to think on their feet. • 5 minutes allowed to answer question
Clinical Station: Duration 10 minutes
<ul style="list-style-type: none"> • 2 x Clinical scenario questions 5 minutes each. These questions are provided during the interview to encourage applicants to think on their feet.

The remote panel will be comprised of two consultants on each station and there may also be a lay representative on the panel whose role is to check for fairness and consistency.

You will be contacted on additional Information regarding the process nearer to your interviews.

Interview scoring criteria

The different sections of the interview will be scored according to the following points system:

Management Section:

Presentation	
Content	0 – No Evidence 1 – Very Poor 2 – Weak
Presentation skills	3 – Satisfactory 4 – Good
Questioning	5 – Excellent 6 – Outstanding

Management Question

Probity & Professional integrity and awareness of safety & ethics	0 – No Evidence 1 – Very Poor 2 – Weak
Judgement under pressure & prioritisation	3 – Satisfactory

Communication	4 – Good 5 – Excellent 6 – Outstanding
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Clinical Scenarios (each clinical question is scored separately according to the same points framework):

Clinical skills & knowledge	0 – No Evidence 1 – Very Poor
Judgement under pressure & prioritisation	2 – Weak 3 – Satisfactory 4 – Good
Communication	5 – Excellent 6 – Outstanding

Benchmarking Candidates

If you have been invited to interview for the purposes of Clinical Benchmarking only i.e., Academic only candidates who do not wish to take up a non-academic training post or Defence Deanery, you will not be made an offer. At the time of offers you will have a score uploaded to Oriel, but will not receive a rank, and your interview status will change to interview unsuccessful. Your lead deanery will be notified about your score and whether you were found appointable for benchmarking purposes.

Preferencing

Preferencing of posts will be available prior to offers being made. You will be able to preference posts by 5pm on Tuesday 13th February to Tuesday 5th March 2024. After the first iteration of offers are made by 5pm on Tuesday 26th March 2024, preferencing will reopen between offer iterations.

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

For full guidance on enhanced preferencing, please refer to 'Offer Exchanges/Enhanced Preferencing on the Medical Specialty Training website: <https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/overview-of-specialty-training/preferencing>

Training Posts

Changes to training for IST

England

There have been some changes to training posts for 2024. Applicants may preference 2-year Core Surgical Training posts in England, HEE have agreed to pause the recruitment to **ALL** IST posts in England for 2024. **The number of surgical training places will be maintained as posts will be added back into core surgical recruitment.**

Wales and Scotland will continue to recruit to run-through IST.

Scotland

Applicants can still preference uncoupled Improving Surgical Training Pilot Posts, run-through IST posts (in General Surgery, Vascular Surgery, Urology or Trauma and Orthopaedics), or a combination of any of these.

Offers, references and scoresheet

All applicants interviewed will receive a total score, a unique ranking and will be deemed successful or unsuccessful and will be informed of this via Oriel.

Applicants' final score will be a combination of MSRA (10%), verified evidence score (30%) and overall interview score (60%). All scores are combined and appropriately weighted. The MSRA is weighted at 10% of the overall selection score and scaled onto a 0–10-point scale. The MSRA score is combined with the Management Score, Clinical Score and Verified evidence Score, which are equally weighted to account for 30% of the overall selection score and each scaled onto a 0–30-point scale. The scores are combined to produce an overall selection score out of 100 points.

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. Initial offers will be made via Oriel by 5pm on Tuesday 26th March 2024.

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.

Scoresheets will be released to ALL applicants on TBC To be confirmed; therefore, you do not need to request your scoresheets after interview as we will be unable to provide them until the date above.

Allocation

Once an applicant has accepted a Core Surgical Training CT1/ST1 post, their information will be passed to their relevant region who will contact them directly to complete the allocation process.

Further information on how to request a **deferred start date** or **training less than full time (LTFT)** can be found on the [Medical Specialty training website](#)

Next steps/roles and responsibilities

If you accept an offer of a training programme your details will be passed on to the local training programme director around 14 weeks prior to your start date, and to the first trust you have been appointed to 12 weeks prior to your start date. Therefore, you should not expect to receive any communication from them prior to this time.

Enquiries and FAQs

Should you have any queries relating to the recruitment process for Core Surgical Training you can contact the London and Kent, Surrey and Sussex recruitment team via our online enquiries portal - <https://lasepgmdsupport.hee.nhs.uk/support/home>

Useful Links

NHS England - East Midlands	https://www.eastmidlandsdeanery.nhs.uk/
NHS England - East of England	https://heeo.e.hee.nhs.uk/surgery/core-surgical-training-east-england
NHS England - London and KSS	https://london.hee.nhs.uk/
NHS England - North East	https://madeinheene.hee.nhs.uk/
NHS England - North West	https://www.nwpgmd.nhs.uk/Specialty_Schools/Surgery
NHS England – Peninsula	https://peninsuladeanery.nhs.uk/
NHS England - Severn	https://www.severndeanery.nhs.uk/
NHS England - Thames Valley	https://thamesvalley.hee.nhs.uk/
NHS England - Wessex	https://wessex.hee.nhs.uk/
NHS England - West Midlands	https://www.westmidlandsdeanery.nhs.uk/
NHS England - Yorkshire and Humber	www.yorksandhumberdeanery.nhs.uk/recruitment/
Scotland Deanery	http://www.scotmt.scot.nhs.uk/
Wales Deanery	https://heiw.nhs.wales/
Oriel 2 Resource bank	https://new.oriel.nhs.uk/Web/ResourceBank
Oriel 2 home page	https://new.oriel.nhs.uk/Web



Specialty Training website	https://medical.hee.nhs.uk/medical-training-recruitment
Royal College of Surgeons website	https://www.rcseng.ac.uk/careers-in-surgery/trainees/