

2012 Person Specification
Application to enter Specialty Training at ST3: Otolaryngology

Entry Criteria		
	Essential Criteria	When Evaluated¹
Qualifications	<ul style="list-style-type: none"> • MBBS or equivalent medical qualification at time of application • Successful completion of MRCS(ENT) at time of interview ²or equivalent (<i>see below</i>) • Diploma of otolaryngology, head and neck surgery (DOHNS) + MRCS is equivalent at time of interview² <i>or</i> • Diploma of the European Board of Otorhinolaryngology (DipEBORL)+ MRCS is equivalent at time of interview² 	Application form
Eligibility	<ul style="list-style-type: none"> • Eligible for full registration with the GMC at time of appointment³ and hold a current licence to practice.⁴ • Evidence of achievement of Foundation competences from a UKFPO affiliated Foundation Programme or equivalent by time of appointment³ in line with GMC standards/ Good Medical Practice including: <ul style="list-style-type: none"> ○ <i>Make the care of your patient your first concern</i> ○ <i>Protect and promote the health of patients and of the public</i> ○ <i>Provide a good standard of practice and care</i> ○ <i>Treat patients as individuals and respect their dignity</i> ○ <i>Work in partnership with patients</i> ○ <i>Be honest and open and act with integrity</i> • Evidence of completion of CT/ST1 competences in surgery at time of application, & CT/ST2 competences in surgery by time of appointment³, supported by evidence from work-based assessments of clinical performance (DOPS, Mini-CEX, CBD, ACAT) and Multisource Feedback or equivalent • Eligibility to work in the UK • Not previously relinquished, released or removed from a training programme in this specialty except under exceptional circumstances⁵ 	Application form Application form Interview / Selection centre ⁶ Application form/ Interview / Selection centre Application form
Fitness To Practise	Is up to date and fit to practise safely	Application form References
Language Skills	<p>All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:</p> <ul style="list-style-type: none"> ○ <i>that applicants have undertaken undergraduate medical training in English;</i> <i>or</i> ○ <i>have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7.</i> <p>If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence</p>	Application form Interview / Selection centre

¹ 'when evaluated' is indicative, but may be carried out at any time throughout the selection process

² For candidates being interviewed in April / May 2012 it is acceptable to complete the qualification requirements by the 31st May 2012

³ Time of appointment refers to the date at which the post commences

⁴ The GMC introduced a licence to practice in 2009. Any doctor wishing to practice in the UK after this date must be both registered and hold a licence to practice at time of appointment.

⁵ Examples might include ARCP outcome 4 or failure to progress after two or more failed RITA Es. Applications will only be considered if there is a letter of support from the Postgraduate Dean or designated Deputy of the deanery in which they worked. Should the Postgraduate Dean not support the application, appeal may be made to the Recruitment Lead whose decision will be final. The Recruitment lead may be the recruitment team at the office managing recruitment or at the deanery to whom you are making your application.

⁶ A selection centre is a process not a place. It involves a number of selection activities that may be delivered within the Unit of Application.

Health	Meets professional health requirements (in line with GMC standards/ Good Medical Practice)	Application form Pre-employment health screening
Career Progression⁷	<ul style="list-style-type: none"> • Ability to provide a complete employment history • Evidence that career progression is consistent with personal circumstances • Evidence that present achievement and performance is commensurate with totality of period of training • At least 24 months experience⁸ in surgery (not including Foundation modules), of which at least 6 months has been in otolaryngology by time of appointment³. • Acquisition of basic ENT examination skills 	Application form Interview / Selection centre
Application Completion	ALL sections of application form completed FULLY according to written guidelines	Application form

Selection Criteria			
	Essential	Desirable	When Evaluated
Clinical Experience	As above	<ul style="list-style-type: none"> • 12 months experience in otolaryngology • 6 months experience in two specialties complimentary to otolaryngology, for example: Neurosurgery, Plastic and Reconstructive Surgery, Oral and Maxillofacial Surgery, Paediatrics, Intensive Care, Thoracic Surgery ,Upper Gastrointestinal Surgery, Paediatric Surgery, A & E medicine and General Practice 	Application form Interview / Selection centre
Clinical Skills	Technical Knowledge & Clinical Expertise: <ul style="list-style-type: none"> • Demonstrates appropriate technical and clinical competence and evidence of the development of diagnostic skills and clinical judgement • Capacity to apply sound clinical knowledge and judgement and to prioritise clinical need. • Validated logbook with summary documentation of surgical exposure to date 	<ul style="list-style-type: none"> • Shows aptitude for practical skills, e.g. hand-eye co-ordination, dexterity, visuo-spatial awareness • Attendance at relevant courses, e.g. ATLS, Basic Surgical Skills or equivalent, CCrISP or equivalent, ALERT or equivalent ALS and two ENT courses 	Application form Interview / Selection centre References

⁷ All experience in posts at any level count irrespective of the country the experience is gained in

⁸ Any time periods specified in this person specification refer to full time equivalent

<p>Academic / Research Skills</p>	<p>Research Skills:</p> <ul style="list-style-type: none"> • Demonstrates understanding of the basic principles of audit, clinical risk management & evidence-based practice • Has understanding of basic research principles, methodology & ethics, with potential to contribute to research <p>Audit:</p> <ul style="list-style-type: none"> • Evidence of active participation in audit <p>Teaching:</p> <ul style="list-style-type: none"> • Evidence of contributing to teaching & learning of others 	<ul style="list-style-type: none"> • Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements • Evidence of participation in risk management and/or clinical/laboratory research • Completing audit projects including audit of personal practice • Involvement in courses 	<p>Application form Interview / Selection centre</p> <p>Application form Interview / Selection centre</p>
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<p>Personal Skills</p>	<p>Judgement Under Pressure:</p> <ul style="list-style-type: none"> • Capacity to operate effectively under pressure & remain objective In highly emotive/pressurised situations • Awareness of own limitations & when to ask for help <p>Communication Skills:</p> <ul style="list-style-type: none"> • Capacity to communicate effectively & sensitively with others • Able to discuss treatment options with patients in a way they can understand <p>Problem Solving:</p> <ul style="list-style-type: none"> • Capacity to think beyond the obvious, with analytical and flexible mind • Capacity to bring a range of approaches to problem solving <p>Situation Awareness:</p> <ul style="list-style-type: none"> • Capacity to monitor and anticipate situations that may change rapidly <p>Decision Making:</p> <ul style="list-style-type: none"> • Demonstrates effective judgement and decision-making skills <p>Leadership & Team Involvement:</p> <ul style="list-style-type: none"> • Capacity to work effectively in a Multi-Disciplinary Team • Demonstrate leadership when appropriate • Capacity to establish good working relations with others <p>Organisation & Planning:</p> <ul style="list-style-type: none"> • Capacity to manage time and prioritise workload, balance urgent & important demands, follow instructions • Understands importance & impact of information systems 		<p>Application form Interview / Selection centre References</p>
<p>Probity</p>	<p>Professional Integrity:</p> <ul style="list-style-type: none"> • Takes responsibility for own actions • Demonstrates respect for the rights of all • Demonstrates awareness of ethical principles, safety, confidentiality & consent • Awareness of importance of being the patients' Advocate, clinical governance & responsibilities of an NHS Employee 		<p>Application form Interview / Selection centre References</p>

Commitment To Specialty	Learning & Development: <ul style="list-style-type: none"> • Shows realistic insight into otolaryngology and the personal demands of a commitment to surgery • Demonstrates knowledge of the surgical training programme & commitment to own development • Shows critical & enquiring approach to knowledge acquisition, commitment to self-directed learning and a reflective/analytical approach to practice 	Extracurricular activities: <ul style="list-style-type: none"> • Achievements relevant to otolaryngology, including elective or other experience • Participation in, national and international meetings relevant to otolaryngology • Evidence of representing ENT or National or International representation medical or otherwise 	Application form Interview / Selection centre References Interview / Selection centre
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