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The NTN Grid Scheme

Applicants Guide

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Introduction

At Level 3 of training (ST6-8)/ (SpR year 3-5), Paediatric trainees have the opportunity to subspecialise in a specific area of Paediatrics or continue in general training. Those who complete an approved programme of subspecialist training will be eligible to enter on to the GMC Specialist Register as a Paediatrician (subspecialist).

The College runs the NTN Grid Scheme which allows trainees who wish to complete their training in a subspecialty to apply in competition for the programmes available nationally. If successful through shortlisting and interview, candidates are matched to the programmes offered within the subspecialty, based on the maximum appointments to be made and the candidates programme preferences. Maximum appointments are designed to attempt to reflect the demand for specialist Consultants. The Grid enables the subspecialty to train appropriate numbers (in constant review with changes in workforce planning arrangements) without allowing trainees to be in the situation of being highly specialised with little chance of obtaining a consultant post in that subspecialty after reaching CCT.

The Grid scheme was devised as a joint College and Deanery initiative and is supported by PMETB. It was devised with the following aims:

- 1) to provide equity of access to approved subspecialist training programmes
- 2) to provide a way of assuring the quality of the training programmes
- 3) to foster fair, criterion-referenced and competitive entry to the programmes
- 4) to provide an approved route to subspecialist accreditation
- 5) to attempt to guide workforce planning in subspecialties

Currently the following subspecialties are potentially available within the Grid:
(Depending on submissions made)

- Clinical Pharmacology
- Child Mental Health
- Diabetes and Endocrinology
- Emergency Medicine
- Gastroenterology, Hepatology and Nutrition
- Immunology, Infectious Disease and Allergy
- Intensive Care Medicine
- Metabolic Medicine
- Neonatal Medicine
- Nephrology
- Neurodisability
- Neurology
- Oncology
- Palliative Medicine
- Respiratory Medicine
- Rheumatology

Who can apply?

Trainees applying to the Grid must have a current NTN issued by their training deanery. Trainees who are not in a training post are not eligible to apply, with the exception of those who are on deanery approved out of programme time from training posts e.g. on maternity leave / research.

It is possible for those training in equivalent training posts in the EU, without an NTN to apply, providing they can prove equivalent competences for level 1 and 2 paediatric training, including passing the MRCPCH examination. It is encouraged that trainees in this position contact the College as soon as possible to discuss their eligibility (see [special circumstances](#) p4)

Can you apply?

To be eligible for the Grid you must fulfil the following essential criteria:

- You will have completed Level 2 training in the run through scheme or 24 months of HST core training if an SpR by the time of starting the grid programme of training in the September following application. The curriculum for Paediatric training is available on the RCPCH website. <http://www.rcpch.ac.uk/Training/Competency-Frameworks>
- If you have completed Level 2 training you must be able to complete the required paediatric subspecialty training by your currently agreed CCT date (with a maximum of 6 months extension for those whose entry date to specialty training is not September). CCT dates cannot be changed to accommodate subspecialist training; it is very important that you have enough time before your CCT date to complete the subspecialist training you have chosen.
- All candidates must meet all the additional essential criteria of the person specification

The Person Specification for the grid (please see RCPCH website) outlines the essential and desirable attributes for grid eligibility. Trainees should ensure that they can fulfil all the essential areas outlined in the person specification as they will be assessed by application form and interview (if shortlisted).

Please refer to the 'Can you apply?' flowchart on p5

Grid programmes are 2-3 year programmes of training. Programme descriptions will be available on the RCPCH website during the application period, detailing rotation information and length of training programmes. Applications can only be made to a maximum of 2 different subspecialties within the same Grid recruitment period. It is not thought that applying for more than 2 would be justifiable as one criterion on which applications are judged is commitment to train in that specialty.

It is important that applicants to the Grid have enough time before their CCT date to complete their subspecialty training. For trainees applying in this round of grid matching CCT dates will generally be July/Aug 2012 or 2013, to allow 2 or 3 years of subspecialty training, although this will differ for some (see [special circumstances](#) p4).

In exceptional circumstances candidates may be able to apply from a higher year of training e.g. ST7 or SpR year 4, providing that sufficient subspecialty training can be completed without an extension of the current CCT date. Such potential candidates are advised to discuss their circumstances carefully with their local Deanery and the CSAC Chair.

Trainees can only apply to the grid a maximum of two times.

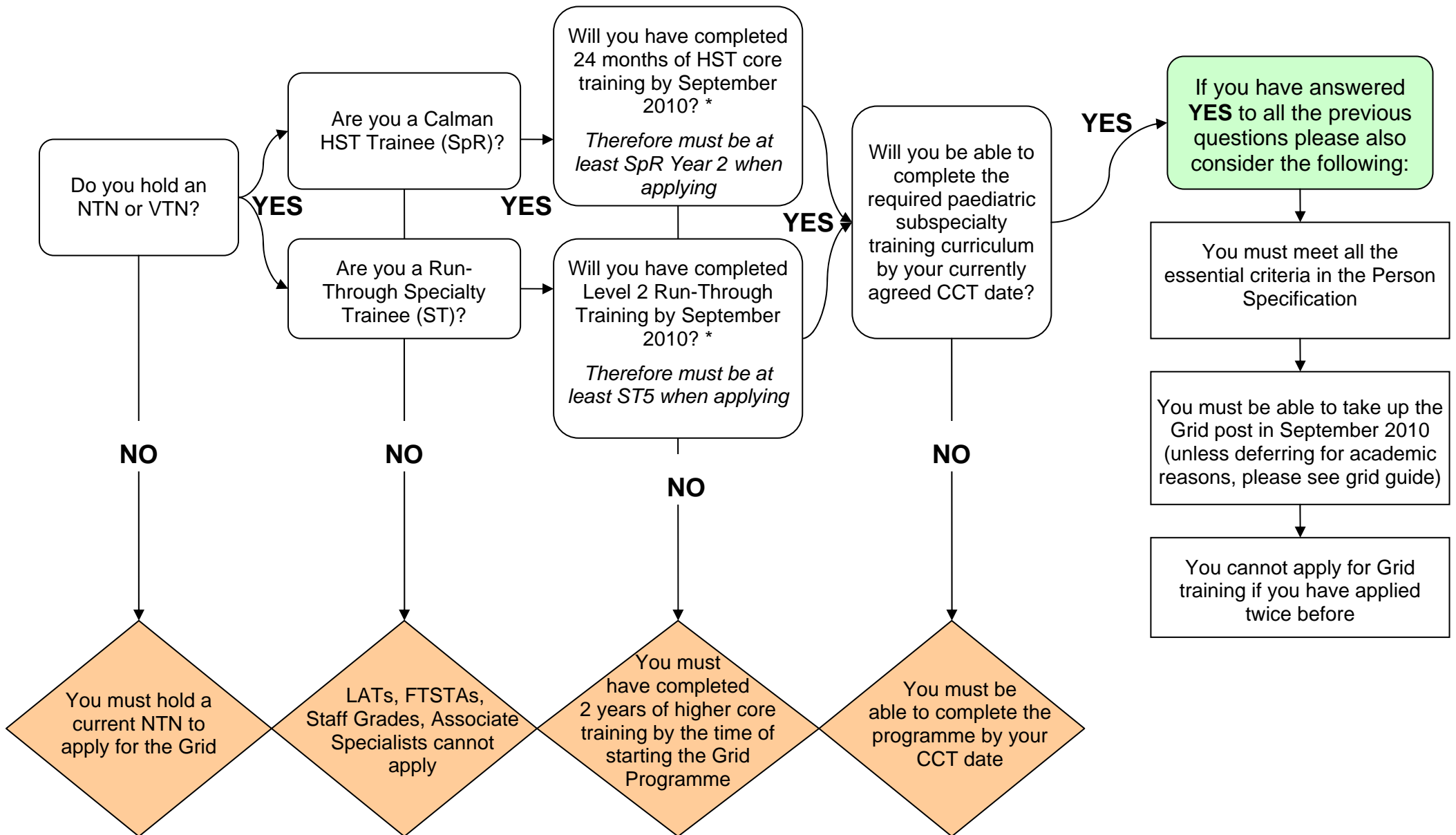
If a candidate has completed some approved subspecialty training outside of the grid they must be able to provide evidence that the subspecialty training has been previously approved by the CSAC. Candidates will be asked to provide written confirmation of this at the time of interview.

Trainees wishing to gain a CCT in General Paediatrics or Community Child Health do not need to apply via the grid; deaneries can provide this training directly. For trainees who have competitively entered academic training programmes they do not need to apply for the grid (please see p16 for more information on [academic training guidance](#)).

Special Circumstances:

<p><u>Trainees who have applied for the Grid before</u></p>	<p>Trainees who are not successful at entering the Grid on their first attempt may re-apply the following year. It is expected that the local school will advise these trainees carefully and only support re-application if it is thought to be appropriate. If any subspecialty training has been done through their own regional training programme and not in the grid they must be able to provide confirmation of approval for the post by the CSAC at interview.</p> <p>Trainees who are still eligible can apply a maximum of two times for the National Grid.</p>
<p><u>EEA Trainees</u></p>	<p>Trainees from the EEA may be eligible to apply from equivalent training programmes in the EEA if at a similar stage of training. Any applicant entering UK specialty training at Level 3 would have to provide evidence of assessment and satisfactory attainment of Level 1 and 2 competences in paediatrics. This must include passing the MRCPCH examination. For further information regarding Level 1 and 2 competences and assessment, the grid person specification and grid entry guidance trainees are referred to the college website www.rcpch.ac.uk</p> <p>- Applications from EEA candidates should be submitted in the normal way, a suitably qualified officer of the RCPCH will confirm the experience is relevant and equivalent to the Grid entry requirements in the longlisting stage. It is also encouraged that EEA applicants contact the RCPCH as early as possible to discuss eligibility to the Grid.</p>
<p><u>Paediatric Intensive Care Programmes</u></p>	<p>Anaesthetists at the appropriate level of training as advised by the Royal College of Anaesthetists may apply for Intensive Care programmes.</p>
<p><u>LTFT</u></p>	<p>Less than full time trainees are eligible for grid training, candidates must clearly state in their application form that they wish to be considered for less than full time training. Please see p16 for further guidance.</p>
<p><u>Deferment</u></p>	<p>Grid trainees will only be considered for those registered to study a full time higher medical degree or for those with statutory reasons (e.g. maternity leave). Please see p15 for further guidance.</p>

Can you apply?



Regional Advisor, Head of School or Programme Director will be asked to confirm this

* Level 2 Training/24 months of core training must be completed by the time of starting the Grid Programme NOT application/interview.

Grid 2009 – 2010 Timetable

	Responsibility	
	RCPCH	Candidates
16th September	Subspecialty programmes for the Grid are submitted by Deaneries to the College	
w/c 21st September	Alert for upcoming Grid Scheme recruitment round published on RCPCH website	
Friday 2nd October	Grid Advert Published in BMJ	Applications open on RCPCH website

Application Period



12noon Friday 23rd October 2009	Applications Close (any applications submitted after this time will not be considered)	
w/c 26th October	Shortlisting commences	
w/c 16th November	Invitations to interview will be sent to all successfully shortlisted candidates - Any candidates not shortlisted for interview will also be contacted.	Confirm invitation to interview (Invites will be made no later than end of day 17 th November providing two weeks notice for interview. Where possible invites may be sent earlier)
1st – 11th December	Grid Interview Period (specific Interview Dates to be confirmed)	
w/c 14th December	Matching Process	
16th – 18th December	Offers will be made	Candidates have 48hours to accept or decline offers (not including weekends and public holidays)

1. Grid Programme submission – completed by RCPCH

Programme Directors are requested to submit programmes that are approved for subspecialty training and have start dates of August/ September 2010; a programme submission form and job description is sent in for each subspecialty training programme. All programmes submitted must have prior approval by the subspecialty College Specialty Advisory Committee (CSAC).

The design, but not the quality of programmes may vary between subspecialty and region. The RCPCH encourages rotations as these often offer added educational value and experience. However in areas where rotations would involve an unreasonable amount of travel, relocation or expense and a single centre can deliver the complete training programme then training in one centre is permitted.

Some programmes involve more than one Deanery. In such cases, Programme Directors involved may nominate one person to act as a lead for the whole Programme.

Details of programmes submitted will be made available to trainees during the time of application on the RCPCH website; all candidates interviewed will be asked to fill in a preference form for their preferred training programmes.

2. Advert Published

The advert will be published in the BMJ careers journal under Paediatrics (with an additional notification under anaesthetics for those wishing to enter paediatric intensive care medicine from anaesthetics). The advert is also published on the RCPCH website and NHS jobs website.

The advert contains the following information

- The subspecialties with programmes of training available
- Dates of application period and closing date
- Details on how to apply
- Contact details for the College and the subspecialty training advisors

All Heads of Schools, Programme Directors, Regional Advisors and CSAC chairs will be emailed the advert, so will be fully aware of the Grid processes commencement.

3. Applications (see Filling in the Application form guidance)

- Application forms will be available from Friday 2nd October 2009; applicants should refer to the website for the application form.
- The closing date for applications is 12 noon 23rd October 2009. This is a strict deadline and applications received after this time will not be considered.

4. Longlisting

Once applications have closed RCPCH staff will check applications for eligibility based on the person specification. Any queries that the RCPCH staff have with an application will be escalated to a College officer for further clarification.

Any candidates not longlisted will be able to receive feedback (please see [feedback guidance](#)).

Deaneries will be contacted regarding candidates who are currently training within their deanery. Regional Advisors, Heads of Schools or Programme Directors will be asked to confirm by the time of interview eligibility for the grid by confirming Level 2 training, CCT dates and recent ARCP/RITA outcomes.

5. Shortlisting – selecting candidates for interview

All applications who have been successfully longlisted will go forward for shortlisting. All applications are sent to the shortlisting panel anonymously, without the personal details or monitoring information attached; this information is always kept at RCPCH.

Shortlisting is completed by CSAC members. All shortlisters will check for eligibility of the application and will use a standard scoring system which is based on the person specification and covers all of the application form. There is no obligation for the selection panel to shortlist for interview every applicant who is deemed to meet the basic eligibility requirements. Candidates will be ranked based on their overall shortlisting score; the maximum number of appointments and the timescale for interviews will determine how many candidates are seen at interview.

Any candidates not shortlisted for interview will be able to receive feedback (please see [feedback guidance](#))

The College will receive all shortlisting scores and decisions from the shortlisting panel. All successfully shortlisted candidates will receive an email inviting them for an interview. Any candidates who have been unsuccessful at receiving an interview at shortlisting will also be contacted by email.

In addition to the confirmation of eligibility that will have been requested by the College from deaneries, references will also be requested from the two clinical referees nominated on the applicant's application form for all those successfully shortlisted. References will not be used for selection decisions.

6. Interviews

All interviews will be held at RCPCH, London. Interviews by telephone or video link are not acceptable for this process.

Interview dates for each subspecialty will be confirmed and published on the RCPCH website in October. These dates are final, and candidates will not be able to be interviewed on other dates for their chosen subspecialty.

Invitations to interviews will be sent by email, the email will contain all details needed for the interview:

- Date, time and location of interview, map of RCPCH
- Contact details for all relevant stakeholders.

- Final information on the programmes of training available in the interviewing subspecialty e.g. maximum number of W.T.E appointments to be made, job descriptions for each programme.
- **Preference Form (relevant to interviewing subspecialty)** – the preference form lists all of the programmes of training available in the subspecialty. Candidates **MUST** complete this form, indicating which programmes of training they wish to be considered for and bring it to their interview. The programmes must be ranked in preference order and candidates must be willing to accept any of the programmes they rank; however candidates do not have to rank all programmes. The Preference form will be used for the matching process after interviews; the forms are confidential and at no stage does the interview panel see the preference forms.

The interview

When candidates arrive at RCPCH they will have their documentation checked by a member of staff.

All candidates will be asked to bring the following paperwork to their interviews:

- Preference Form (candidates are asked to keep a copy for themselves)
- A signed copy of application form
- Passport sized photos with name and GMC number on the back (x2)
- Original and photocopy (x2) of identity e.g. passport or other photo ID
- Original and photocopy (x2) of evidence of immigration status if not UK/EEA citizen e.g. visa date stamped within passport and letter from the Home Office detailing visa granted.
- Original and photocopy (x2) of current GMC Certificate
- Original and photocopy (x2) of all qualifications listed on application form
- Original and photocopy (x2) of verified evidence of competencies cited on application form
- Original and photocopy(x2) if applicable of approval for previous subspecialty training completed

This paperwork will be used to verify eligibility for interview and will be sent on to Deaneries/ Trusts if successful in the Grid for pre-employment checks.

- Candidates must also bring their portfolios to interview; portfolios will be formally reviewed at interview.

The majority of interviews will comprise of 2 interview panel and will last between 25-45 minutes. There will be a panel based structured interview and a portfolio review station. Further details on timings and structure of interview will be sent with the interview invitation.

The panel will ask a number of questions based on the person specification.

The interview panel is comprised of:

- Chair of the panel, who is an external Paediatrician from another subspecialty (this may be a Regional Advisor or another CSAC chair)
- The relevant subspecialty CSAC chair,
- Further consultants/CSAC members from the subspecialty.

A Lay Advisor will also be involved with the interviews being held on the day.

Travel Expenses: Grid candidates should apply to their current training Deaneries for reimbursement of travel expenses associated with Grid interviews. RCPCH has no budget or responsibility for travel expenses for Grid candidates. Please contact your Deanery in advance of attending interview to confirm the policy on interview expenses. Expenses must be agreed in advance and candidates should not assume that all costs will be reimbursed. Candidates are reminded that failure to get expenses approved ahead of interview may result in them being refused.

After interview

All candidates who have been interviewed will be contacted by RCPCH by email to be told if they have been successful or not by 18th December 2009 after the matching process has been completed

7. Matching Process

After the interviews have been completed the panel will compile their scores for each candidate. Appointable candidates will be ranked in order of merit, with the candidate scoring the highest score at the top and so on. For those candidates deemed unappointable by the panel, they will not be ranked. Notes detailing the reason why the candidate has been removed from the Grid matching process should be made by the interview panel.

Once the final ranking has been confirmed RCPCH staff will complete the matching process using the candidate's preference forms submitted at interview.

For all appointable candidates; offers will be based on firstly where the candidate is ranked and then the candidates preferences. E.g. the top ranked individual is matched to their first choice programme, the 2nd ranked candidate if possible will receive their first choice, unless it has already been filled etc etc.

It is not guaranteed that appointable and ranked candidates will receive a grid training programme.

Successful candidates are matched to programmes as far as is possible in line with the preferences given on the candidates preference form. It is possible that a candidate's preferences could not be accommodated due to them already being filled by higher ranking candidates. A candidate will not be offered a programme they have not expressed a preference for on their preference form, however if candidates are not willing to move to a particular region then they should not enter this as a preference.

The maximum number of appointments for each subspecialty will be published on the preference form. This number of appointments is decided by the CSAC prior to

interviews, and is designed to attempt to reflect the demand for specialist Consultants. Once the maximum number of appointments has been filled, no further offers will be made even if there are still appointable and ranked candidates available.

Relocation

Candidates need to be realistic; around half of successful candidates will need to move to another Deanery to complete their chosen subspecialty. The process for trainees moving to another region for the Grid is identical to any other inter-deanery transfer (although a formal IDT application to the Deanery is not needed); the trainee will receive a new NTN from their new Deanery. In the 2009 round of Grid recruitment 46% of candidates transferred to a new Deanery.

Successful candidates are offered programmes according to their submitted preference forms. If candidates are not willing to move to a particular region then they should not enter this as a preference. In the 2009 round of Grid recruitment 89.8% of candidates received either their 1st or 2nd choice preference.

8. Offers

All candidates who have been interviewed will be contacted by RCPCH to be told if they have been successful or not by 18th December 2009. Those who have been successful at interview will be told which programme within their chosen subspecialty they have been matched to.

All candidates have 48hours to accept or decline the offer. If the candidate does not reply within the 48hour period it will be assumed that the candidate is not accepting the post; the post then may be offered to another candidate if possible.

If the candidate has applied for two subspecialties in the current Grid recruitment episode they must confirm in the response email that they have not already accepted another Grid offer.

The offer of the Grid post does not constitute an offer of employment. The offer is subject to satisfactory references and acceptable pre-employment checks. An employment contract detailing terms and conditions of employment will be issued by the new employing Trust prior to start date.

Those interviewed who have been unsuccessful and will not be offered a Grid post will be contacted by email. Feedback may be requested by the candidate (please see [feedback guidance](#)).

9. After offers have been made

Notifying Programme Directors/Heads of School/Regional Advisors and Deaneries of results

All stakeholders will be notified of the Grid results for their region after all offers have been made and accepted. This is so the necessary arrangements can be made if transferring Deaneries and rotations can be considered.

If successful, it is the Grid trainee's responsibility to resign from their current employment if necessary, to allow the required period of notice to be worked before commencing Grid training.

Documents to Deaneries/Trusts

RCPCH will send all the successful candidates documentation, including the references received within an appropriate timescale, to the Medical Staffing Officer detailed in the programme submission form. It is then the Medical Staffing Officers responsibility to send on the documentation to the employing organisation.

Feedback Guidance

Candidates can request feedback on their application, irrespective of which stage in the process it reached.

Feedback must be requested by email:

The email MUST contain:

- Full name
- GMC number
- Sub-specialty applied to
- What stage you are requesting feedback for i.e. Shortlisting feedback.

Although candidates can email for feedback at any time in the process, requests will not be dealt with until the end of the process in January.

If candidates wish to appeal a decision about their application before this stage they should email gridappeals@rcpch.ac.uk. Applicants should read the complaints policy carefully before submitting an appeal.

Candidates can expect to receive the following feedback at each stage:

Stage	Feedback that will be received
Longlisting Feedback	- Eligibility criteria the application failed on
Shortlisting Feedback	- Ranking in shortlisting - Total number of applications in subspecialty
Interview Feedback	- Whether candidate was deemed appointable or not - Ranking - Total number of candidates interviewed - Number of offers made

Interview scores and handwritten score sheets will not be provided but will be retained by the college.

Further Considerations

Deferment of Grid post

Deferred entry to the Grid will only be considered for those registered to study a full time higher medical degree or for those with statutory reasons (e.g. maternity leave); the only acceptable reason for a deferred entry into the National Grid is that the applicant is registered to undertake a higher medical degree as OOPR or OOPE, and that **the offer of this academic post precedes the offer of the Grid post** or for statutory reasons e.g. maternity leave. If an applicant wishes to be considered for deferment they must clearly indicate this in the correct section of the application form.

Deferment will be allowed for a maximum of 3 years. The Deanery the candidate is matched to will be notified that the candidate wishes to defer entry; it will be the responsibility of the Deanery accepting the deferred candidate to arrange the candidate's placement for subspecialty training. If you wish to defer the Grid post, you are expected to provide a provisional date of entry on the application form (starting March or September). It would be hoped that the deanery in which the trainee was placed would be able to accept the trainee on this date or a revised date. If the deanery could not accommodate entry of the trainee to clinical training within 6-12 months of a requested date, then an alternative would be for that trainee to be placed in another deanery which had made a grid post available that year. This would be agreed prior to the grid recruitment process that year. The substitute post should preferably be located in a neighbouring deanery to the one originally accepting the trainee.

- If any grid applicant is offered research leading to a higher degree prior to publication of the results of the grid process, then they would be eligible for deferred entry.
- If an offer of research is made after the grid process, when a successful applicant had already accepted a post in a deanery, then deferment would not be allowed.

It is recognised that the timing of offering of funding for research is very variable and that some trainees may have applied for the Grid and research funding at a similar time but not know the outcome of the research application at the time of the NTN grid offer. In these circumstances it will be at the discretion of the receiving deanery whether deferment is allowed, the deanery making that decision based on the impact of this on the overall training programme.

Any applications that wish to apply for deferment will be considered in an identical way to all other applications, at all stages of the grid process, including matching if successful at interview. Candidates applying for deferred entry will still need to be eligible in all other areas of the person specification e.g. having enough time left before CCT to complete subspecialty training.

Academic and research posts – Out of Programme Experience for Research

Trainees who have secured a higher medical degree preceding a grid post offer can apply for deferred entry (see above).

Entering the Grid however, should not disadvantage trainees who wish to complete further academic/research posts. The College recognises that, whilst most trainees would require only one period of research, those who are destined for academic

positions leading research programmes may need a second period of research later in their training to develop this experience.

The guidance for Out of Programme Experience remains the same for Grid trainees. They must seek permission from the Deanery where they are completing their Grid training for the out of programme time; it can only be granted by the Deanery and there must be a formal application.

Academic Training Posts

Academic posts are advertised and recruited to locally and not by RCPCH, however an RCPCH representative should be on the appointments panel. If the academic post is specialty specific the RCPCH representative should be a member of the relevant CSAC and be able to confirm that the candidate is suitable for clinical training in the specialty. If no specialty is specified the RCPCH should be represented by a Regional Academic Advisor who should confer before the interview with the appropriate CSAC Chair if there is serious doubt about the suitability of a candidate for clinical training in his chosen specialty. If an RCPCH CSAC representative was not present at the academic interview then the trainee should attend the grid interviews for confirmation of grid equivalence. Please contact the NTN Grid Administrator if you are in this position.

Less than Full Time (LTFT) Training

- Candidates are asked in the Grid application form if they wish to be considered for LTFT training. This information is confidential and will not be available to the panel at interview. The application also asks if they have written confirmation of eligibility for LTFT training in their current Deanery i.e. already training LTFT.
- Some grid training programmes are submitted by Programme Directors as LTFT programmes. If a programme is LTFT it will be clearly marked on the candidates preference form. If a successful applicant preferences a LTFT programme, and is subsequently matched to this programme, then LTFT training is guaranteed.
- If a successful applicant wishes to train LTFT in a Full Time position, it is expected that the receiving Deanery offering the Full Time programme would try to accommodate this. This might involve a wait for the LTFT training to become available within the Deanery. If a successful applicant wishes to train LTFT but LTFT training is not easily available from the programmes offered, then the CSAC might agree to placement in an approved LTFT training programme in the applicant's local deanery, provided all arrangements for funding, including on call, had been agreed.
- If appointed, trainees wishing to train LTFT should contact the relevant deaneries to check that deaneries LTFT training procedures.

The Royal College of Paediatrics & Child Health Complaints Policy for the Paediatric NTN Grid Matching process

1. The Grid matching process to 2010 training opportunities aims to be fair, transparent and free from discrimination. Final decisions will be made in accordance with relevant College and national policies, employment legislation and statutory procedures.
2. It is inevitable that some applicants, having been unsuccessful in their application for matching, will naturally feel disappointed with the outcome of the recruitment and selection process.
3. In a process with tight deadlines and high volume, sometimes errors or failings can occur in process or procedure or in the way decisions are made. This complaints procedure provides a mechanism through which complaints can be investigated, responded to and where necessary provided with a remedy.
4. Your privacy and confidentiality will be respected, balanced with the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. Your complaint will need to be shared with others who have been involved with the recruitment and selection process, e.g. College staff and interview panel members. The intention is both to protect your privacy and to protect those involved with the complaints.
5. We recognise that an effective complaints process needs to encompass provision for a timely remedy, where errors or failings have occurred. For this reason we need you to
 - a) Provide full and detailed evidence when making your complaint;
 - b) Make your complaint in a timely manner. (Please note that the closing date for applications is 12 noon Friday 23rd October 2009).

What can I complain about?

6. There are two grounds for complaint:
 - a) You have evidence that your application for matching or other documents required to meet deadlines within the recruitment and selection process were submitted in time and dispute that you did not meet deadlines or other published requirements;
 - or
 - b) You have evidence that processes or procedures have not been followed fairly, or the objectivity of decisions is called into question resulting in a major adverse effect.

Your responsibilities

7. You must follow the College rules about Grid matching. We cannot register and investigate a complaint if you have not followed these rules which are published on the College website: <http://www.rcpch.ac.uk/Training/NTN-Grid>

Therefore you need to:-

- a) Provide a reliable email address;
- b) Check the College website and your emails at least every 24 hours for updated information;
- c) Submit your fully completed application form before the deadline. Late applications can not be accepted;
- d) Fulfil all eligibility criteria;
- e) Provide any appropriate documentation for required eligibility checks promptly and in full;
- f) Provide promptly any requested documentation, such as allocation preferences within College deadlines;
- g) Respond to matching offers within 48 hours, otherwise you will be deemed not to have accepted the job.

What is excluded from the complaints process?

8. Grid matching is highly competitive and operates within tight time constraints and national legislation. Therefore you cannot register a complaint because you
 - a) Have not followed the rules in paragraph 7;
 - b) Disagree with the principle of the process, its outcomes or judgements that have been made by the short listing or interview panels;
 - c) Allege unfairness of practice and process but do not supply evidence to substantiate your allegation;
 - d) Were judged insufficiently strong to merit competitive appointment to a training post: making a direct inference of bias on the basis of your ranking in shortlisting or interview;
 - e) Wish to appeal against any decisions the College is obliged to take to remain within appropriate employment law.

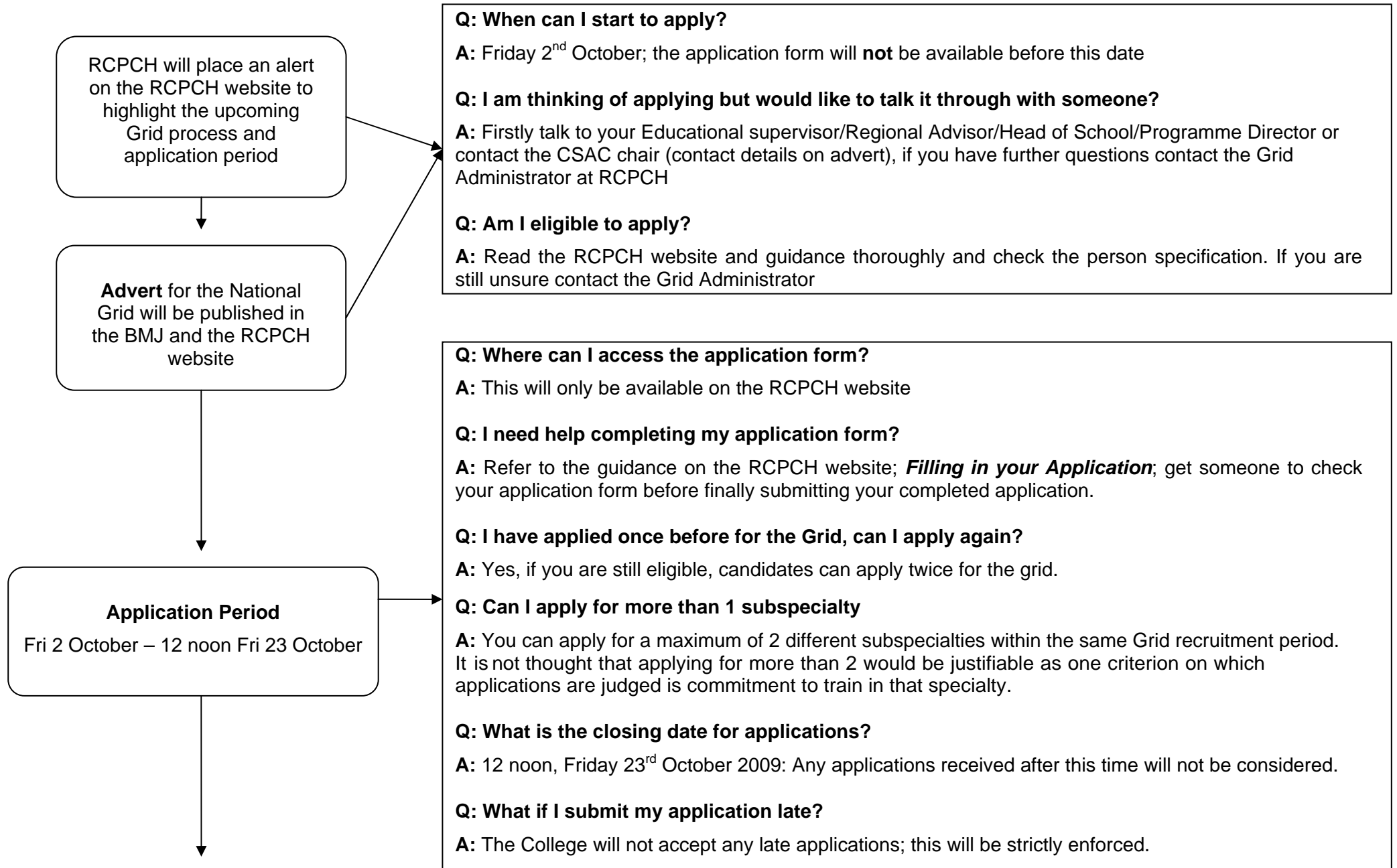
Complaint process

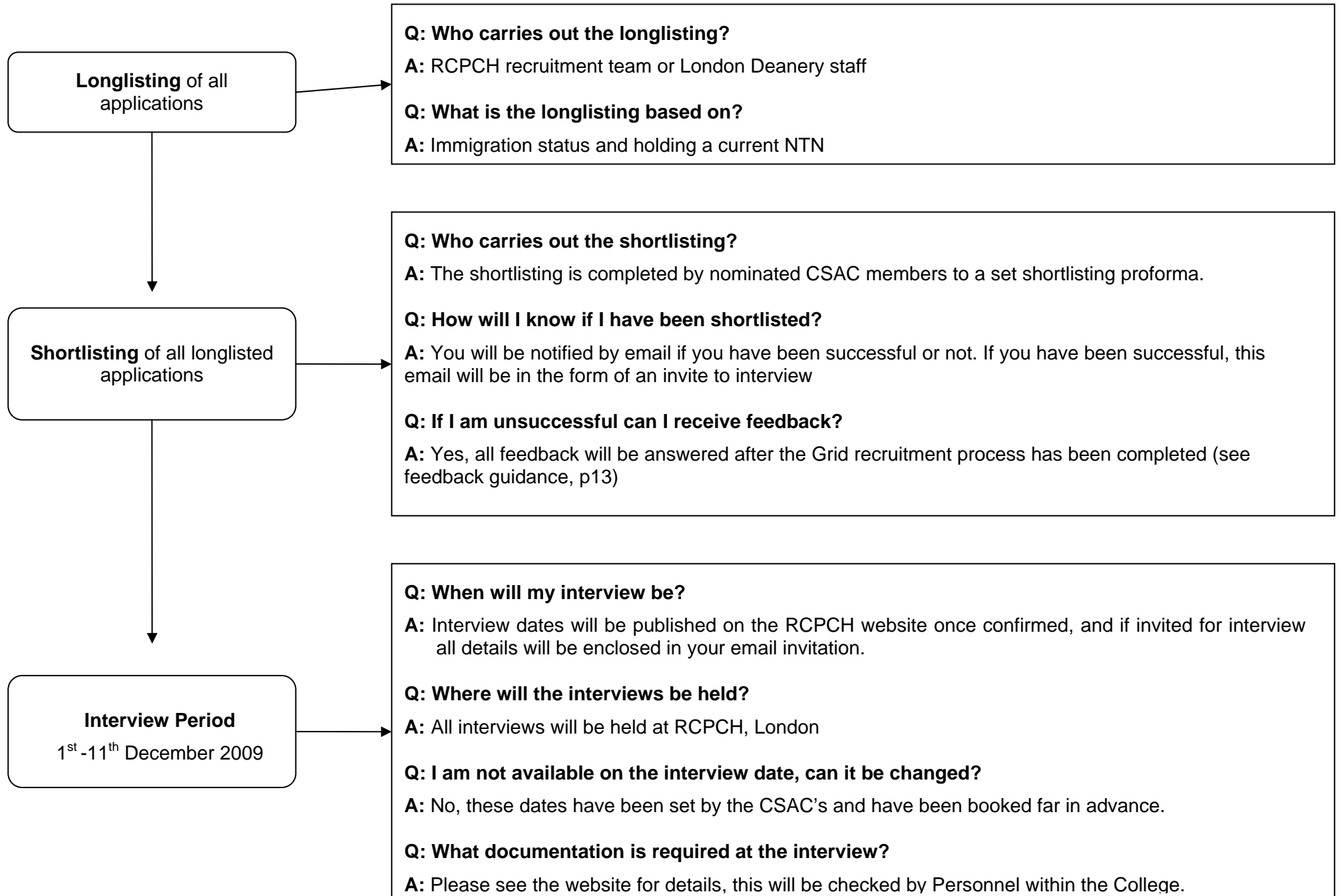
9. The College aims to resolve issues expeditiously, to minimise the impact on all parties involved. Therefore you should raise issues as early as possible. Paragraphs 10, 11 and 12 explain this.
10. When making a complaint, you need to provide details of the post(s) you applied for in the Grid matching scheme, and full evidence and detail of the complaint to be investigated. If you do not provide this information, your complaint can not be investigated.

11. If you have a complaint about the recruitment and selection process after being shortlisted, but before your interview,
 - a) Use the contact details described in paragraph 12 and provide telephone contact details together with your availability throughout the 72 hours before your interview. In these circumstances, the College will endeavour to make contact with you.
 - b) If you are unable to raise the issue 72 hours beforehand, you need to arrive at your interview 1 hour beforehand and raise your issue with the senior manager on duty at the venue. S/he will note your issues and where possible will respond to you on the day. In any event, you will receive a response as outlined in paragraphs 14 & 15.
12. If you have a complaint about issues which arise on the day of your interview for e.g. If you are concerned that your interview was not conducted fairly.
 - a) You should raise this issue with the senior manager who is on duty at the interview venue and explain the evidence for your allegation. You should note his or her name at the time.
 - b) The senior manager will note your issues and you will receive a response as outlined in paragraphs 14 & 15.
13. You should submit your complaint to gridappeals@rcpch.ac.uk. The final date for submission of complaints is 1st February 2010. This date requires you to complain within three weeks of the closing of the recruitment window. Delaying submission of your complaint is likely to compromise a thorough investigation and the possibility of a timely remedy.
14. You need to provide details of the post(s) you applied for in the Grid matching scheme, together with the complaint heading in the subject line and provide full evidence to substantiate your complaint either within your email or as an attachment. If your complaint is about a late application or submission of documentation, you need to provide evidence about electronic or postal failure.
15. The College will acknowledge your complaint within five working days or explain why it can not be investigated as it falls within the criteria of paragraph 8.
16. The College will appoint the College Officer for Assessment, who has had no prior involvement in the Grid matching episode which forms the basis of your complaint, to investigate and determine whether your complaint is upheld or not. We aim to investigate and respond to your complaint within 20 working days of our acknowledgement and will write and explain the reasons to you if this is not possible.
17. Where the College has upheld your complaint and proposes a remedy, the Vice President of Training and Assessment, pending recruitment to the post of College Officer for Assessment, or a Senior Manager will contact you about this remedy.

18. If your complaint is not upheld, you may submit an Appeal to gridappeals@rcpch.ac.uk within twenty working days of being sent the response to your complaint. You cannot appeal simply because you disagree with the earlier decision, restate your complaint in a similar way or provide evidence which was previously available but not disclosed.
19. The only grounds on which you can appeal are:
 - a) New evidence has come to light, which was previously unavailable;
 - b) There is evidence that the College misunderstood, or did not consider your complaint fairly and fully.
20. You must provide evidence to substantiate the basis for your Appeal.
21. The College will acknowledge your appeal and the Vice President of Training and Assessment will review the documentation provided and will confirm whether you have provided sufficient grounds for the appeals process within ten working days of its receipt.
22. If your evidence is sufficient to meet the appeals process, the Vice President of Training and Assessment will review all the evidence provided together with two advisers, one of whom will normally be a Human Resources professional. Neither adviser will have had any involvement with the Grid matching episode which forms the basis of your complaint or the first stage of your complaint. The Vice President of Training and Assessment will then advise you of the outcome of your appeal within twenty working days of confirming that your Appeal can proceed.
23. Where the College has upheld your Appeal and proposes a remedy, the Vice President of Training and Assessment or a senior manager, will contact you about this remedy.
24. You can withdraw your complaint at any stage in the process, by writing to gridappeals@rcpch.ac.uk stating the reference number you have been given, specialty and level of training. Your complaint will then be closed permanently and therefore will not be re-opened.

Frequently asked Questions





Interview Period contd.
1st-11th December 2009

Q: Who will be sitting on the interview panel?

A: The Chair of the panel is an external paediatrician from another subspecialty, the CSAC chair, and further consultants from the subspecialty. A Lay Advisor will also be involved with the interviews.

Q: How will the interview be conducted?

A: Interviews will comprise of a structured question interview and a portfolio review station. Interviews will last between 25 – 45 minutes. Confirmation of the structure and timing of interviews will be sent with the interview invites for successful applicants.

Q: Can I claim travel expenses?

A: Yes, Grid candidates should apply to their current training Deaneries for reimbursement of travel expenses associated with Grid interviews. (See guidance within guide p10)

Q: Can I receive feedback on my interview?

A: Yes, all feedback will be answered after the Grid recruitment process has been completed. See feedback guidance (see p13)

Q: How will I know if I have been successful at interview?

A: All successful and unsuccessful candidates will be contacted by email between 16th-18th December 2009.

Matching Process
14th-16th December 2009

Q: How is the matching process decided?

A: Preference forms for programmes are completed at the interview stage by all candidates. These are confidential and are not seen by the interview panel at any stage. For all appointable candidates; offers will be based on firstly where the candidate is ranked and then the candidates preferences. E.g. the top ranked individual is matched to their first choice programme, the 2nd ranked candidate if possible will receive their first choice, unless it has already been taken. This process continues until the published maximum number of appointments to each subspecialty has been made. In the 2009 round of Grid recruitment 89.8% of candidates received either their 1st or 2nd choice Deanery.

Q: If I am deemed appointable and ranked, will I automatically receive a post?

A: No, you are not guaranteed a post; if it is not possible to accommodate a candidate's preferences due to them already being taken by higher ranking candidates or if there are too many appointable candidates and not enough programmes available, then candidates may not be appointed.

Offers Period

16th-18th December

Q: How long do I have to decide whether I will accept the post or not?

A: You must respond to the offer within 48hours. If you do not respond in this time frame then it will be assumed that you are not taking the post.

Q: Can I defer the post

A: Yes, but this can only be for academic reasons and it must have been stated on your application form. Deferment will be allowed for a maximum of 3 years. (Please refer to the deferment guidance, p14).