Guidance for ST4 self-assessment evidence submission

The following is a guide to preparing your ST4 application with an approximate timeline. Applications typically open around 8 months prior to anticipated start date.

6 months before applications open:

- Familiarise yourself with the Anaesthetics National Recruitment Office (ANRO) website (https://anro.wm.hee.nhs.uk)
- Read "ST4 applicant guidance" – this comprises all information needed to aid application process from initial advertisement to appointment
- Review self-assessment criteria
  - There may be an opportunity to improve your score at this point prior to application
- Review dates on the recruitment timeline for application and evidence submission at https://anro.wm.hee.nhs.uk/st4
  - Note specifically closing date for applications
  - Note Self-Assessment Document Upload Window
  - Guidance document for self-assessment is updated on a 6 monthly basis and should be available on the ANRO webpage when the SA Document is uploaded

3 months before applications open:

- Check person specifications and eligibility criteria at https://medical.hee.nhs.uk/medical-training-recruitment/person-specifications/anaesthetics-st4
- Review ST4 Self-assessment criteria and make a note of your anticipated score
  - Check which criteria you could further evidence
  - Locate "Letter of evidence – ST4 application to anaesthesia" on the ANRO website (downloads section). Letters of evidence are a concise way to confirm your evidence
  - If consultants need to be contacted to provide letters of evidence, ensure this is done in an appropriate timeframe
- Read "ST4 self-assessment guidance" document CAREFULLY
  - This offers detailed explanations of how to score yourself in each domain including examples
  - Many FAQs can be answered by reading this document
- For any areas of uncertainty where the scoring guidance is not explicit, identify a consultant in your department who has been involved in recruitment in the past (your college tutor should be your first point of contact) to seek their advice

Prior to Self-Assessment Document Upload Window

- Review "ST4 Portfolio Organisation Score (POS) Self-Assessment Guidance". Candidates may lose points if:
  - evidence is difficult to find, not labelled or unclear to the assessor.
  - number of documents exceed the recommended 4 documents/items (unless domain explanation document)
  - uploads are of poor quality (difficult to read, upside down etc)
- Produce a concise CV or timeline which includes details of all postgraduate training (4 pages or less)
- Organise evidence. Consider the following:

- o Title page for each domain indicating which score has been assigned and listing relevant evidence included.
- o Single pdf for each domain which includes the title page and all relevant evidence.
- o Avoid repetition of evidence in multiple domains
- o Do include: Concise, clearly labelled evidence.
- o Don't include: Extensive PowerPoint slideshows, unlabelled images of documents without specific relevance.

During Self-assessment document upload window
- Upload evidence using the software as directed.
  - o It may be advisable to do this early in the window to allow time to address any technical issues.
- Double check that all evidence is uploaded as intended before the closure of the window.

At release of Self-Assessment Verification Scores
- Review score assigned, verified scoresheet and feedback provided.
- Please contact ANRO if you do not receive your verified scoresheet on the specific date detailed on the ANRO website.
- Candidates may request a review of their scoring if they feel a mistake has been made in the verification process. Request for a review must be made to ANRO within 72 hours of the verification being released.
- Please refer to the ANRO website for when the reviewed scores are to be published.
- Reviewed scores cannot be appealed.
- Applicants to note that scores may be decreased upon review.
- Applicants are not penalised for appealing a score, and that only domains which are appealed are reviewed.
- The Portfolio Organisation Score (POS) can now also be appealed