

## Q&A from ST4 self-assessment Webinar 25 November 2024

At the end of the webinar attendees had the opportunity to ask questions. The following is a summary of the questions and answers to some of the questions.

Questions relating to very specific individual evidence were not answered. Please contact your educational supervisor, College Tutor or TPD if you need help in deciding what to upload or how your evidence scores.

You must refer to the self-assessment criteria, the self-assessment guidance and portfolio organisation score guidance on the ANRO website when you upload your evidence.

Information regarding submitting your application and the portfolio upload is available on the ANRO website. If you have questions relating to this then you should contact them directly ([england.anro@nhs.net](mailto:england.anro@nhs.net)).

All applicants should read the "ST4 Applicant Guidance Round 2 2025" document; this gives detailed information on the whole application process including eligibility to apply.

Please note – all questions have been taken directly from the webinar chat "as is".

- 1. Do we get points if we have anaesthetics qualification from another country? Anaesthetic qualifications e.g. anaesthetic and ICM exams such as EDAIC do not score points (the same as UK exams). No specific mention in the guidance documents related to Dentistry degree as undergrad. How would this be scored? In addition, any RCS exam related to dentistry? Thank you in advance**

Answer: This would score 2 points.

- 2. In domain 4, the guidance states that you should avoid using projects that are over 5 (calendar) years old. QI projects can take 1 year to complete especially if re-auditing. Is this time restrictions for including projects referring to 5 years from the start or end of the project?**

Answer: The end of the project.

- 3. In domain 4, do you need to list of all QI/audit work undertaken as a postgraduate?**

Answer: You are advised to list all your QI/Audit work and then give evidence for those projects that will score you the most points. You should not exceed the maximum uploads for the domain.

- 4. Regional and national are well defined in the guidance document however, the ins and outs of “major contribution” isn’t really touched on. Is teaching regularly on a regional course enough for it to be a major contribution or is more involvement required?**

Answer: Please read the guidance document relating to the teaching domain. More information is available there.

- 5. In domain 8, is the cut off for delivering the poster presentation the application deadline (5th Dec) or the submitting evidence deadline (end of Jan 2025)**

Answer: It is the end of the document upload window i.e. 20<sup>th</sup> Jan 2025.

- 6. In the teaching domain, is there a time limit for the piece of work -e.g does designing local teaching programme in foundation training count?**

Answer: Designing teaching in foundation training does gain points – see Guidance document.

- 7. Domain 10 - I have a part time job in my trust as a clinical lead of informatics in anaesthetics and ICU. Where shall I score myself?**

Answer: Refer to the guidance document and if you are not sure how to score then discuss with your ES or College Tutor.

- 8. On the slide for QIP - Was the max score shown as 6? I have only seen a maximum of 5 on the self-assessment grid?**

Answer: on the QIP slide, the scale ran from 1-6 (it should have run 0-5); this was also on the slide for GRS/POS.

- 9. Where do we upload the documents for each domain on Oriel?**

Answer: Please refer to the Self-Assessment Portal Applicant Guide on the ANRO website.

- 10. When you say that “undergraduate” presentations don’t count, does this mean anything that was presented as an undergraduate? e.g. if you presented and won a prize at a post graduate conference, but it was done as undergraduate, is that still exempted?**

Answer: Undergraduate presentations are excluded in Domain 8; this also applies to any prizes awarded.

- 11. I am yet to finish 1 of my HALO forms. In the application form, Part-2, Page 4 [competencies and eligibility section], I have answered YES to the question: - Are you able to attach the appropriate specialty specific alternative competency documentation by the deadline date of 05/12/2024? However, my Stage-1 Equivalence application is under review. If I’m unable to submit**

**before 5th December but I can still provide in January 2025], will my application get rejected for this reason? If so, what should I do? Can I edit my answer? Or can I withdraw current application and reapply, answering NO to the above-mentioned question and explain my situation?**

Answer: Please refer to the applicant guidance document on the ANRO website. It gives the dates for when stage 1 equivalence is required by. If you have any further queries relating to the application process, then you should contact ANRO directly.

**12. For evidence a journal is peer-reviewed - is a screenshot of the journal website stating it is peer-reviewed sufficient?**

Answer: Yes.

**13. Do you need to get 100% on all trust mandatory training for domain 9?**

Answer: Refer to the guidance document- mandatory training in your most recent post should be evidenced. Examples of mandatory training are given in the guidance document. There is no requirement to achieve 100% (as there will be different requirements in different Trusts).

**14. If we applied last year, can we still use the same letters of evidence this year?**

Answer: Yes - provided they are still relevant to the domain and the points you are requesting.

**15. If we have helped with data collection for research and it has been published, can we count it in two domains**

Answer: This would only count in the publication domain if your name is listed as an author on the publication (If you were one of a long list of participants involved in the research project then it would not count)

**16. Can QIPs scored in domain 4, also count in domain 8 if presented at a meeting as either a poster or oral presentation?**

Answer: Yes- refer to the guidance document.

**17. If you take a year out of medical school undertake a masters at a different university with other people who are not intercalating, and do the same degree, do you get any points for this? the degree itself is not intercalated**

Answer: Intercalated or any degrees done during the medical school time period do not gain any points.

**18. Does the diploma in immediate medical care (DIP IMC) count as 3 points in domain 1?**

Answer: Submit your evidence with a description of the diploma and the time component/assessment process and the assessor will review this; however, it is likely this would be considered the equivalent of a Part 1 postgrad examination (scoring a maximum of one point).

- 19. Additional qualifications section talks about: Undergraduate BSc (3 years) and grade granted, Postgraduate MSc (another year)  
What about undergraduate MSci degrees? (4-year degree awarding MSci) - where would this rank in terms of points?**

Answer: This would be considered as an undergraduate degree. The master's component does not gain any additional points.

- 20. Domain 9 - talks about mandatory training being completed. Is that expected to be 100% - my trust has added training modules in the last few weeks, with no opportunities to complete this face-to-face training in the next 2 months.**

Answer: Provided you can demonstrate evidence of some mandatory training in your most recent post then you should be able to obtain the points

- 21. For portfolio organisation score, if the assessor is not satisfied with the evidence provided and wants more evidence, does candidate still lose points?**

Answer: Refer to the separate "2025 ST4 Portfolio Organisation Score (POS) Self-Assessment Guidance"

- 22. For prizes, I have a prize that I think should score 4 points. However, it's also possible the assessor won't count it. I have a different prize that I think would score 2 points. Is it possible to submit both of these, in case I am scored 0 for the first prize (in which case I would rather take the 2 points for the other prize)?**

Answer: You can submit both provided you don't exceed the maximum number of uploads.

- 23. What is a letter 'confirming expected outcomes? For something like a non-training fellow job, is a letter from an ES with those exact words enough?**

Answer: Refer to the guidance document- it lists examples of expected outcomes.

- 24. If you're currently working in a 12 month fellow post (Aug-Aug) can you count all 12 months as postgrad clinical experience? Or just the time you have done up to submission of self-assessment score?**

Answer: All the time up to the start of the ST4 post counts.

- 25. Does Domain 9 CPD only cover course attended during core anaesthetics training or any in last 5 years? The guidance states courses must be in last 5 years but the domain title is 'during stage 1 or equivalent'**

Answer: Continuing professional development courses that are still valid and haven't expired in stage 1 training or equivalent OR that have taken place following the completion of stage 1 training may gain points

**26. For QIP do you have to upload power point slides? or will a poster presentation be ok?**

Answer: The PowerPoint should be uploaded- refer to the guidance document.

**27. If your self-assessment is marked down across 3 or 4 domains, does that mark down your overall POS?**

Answer: Please refer to the POS guidance document. If you have points deducted in the domains then your POS may not be affected.

**28. Should you upload "back up evidence" for example, you mark yourself as 3 for prizes, but have a Greatix you could upload for 2 points if assessor did not agree with 3-point prize**

Answer: Provided you don't exceed the maximum number of uploads then you can add in more than one piece of evidence that could score points.

**29. Is it correct that PG Cert in Medical education no longer gains any points?**

Answer: A PG certificate in medical education gains 3 points in domain 6 provided that appropriate evidence is uploaded.

**30. For Domain 3 it states in non-training posts evidence that a copy of your appraisal and a letter from a supervisor detailing your progress. Do you need both of these to get the evidence, or would just a copy of your appraisal be sufficient?**

Answer: Either would be acceptable provided they show progress.

**31. Teaching program delivered to trainees working across 4 NHS trusts. Is this regional? (Trainees may belong to same school of anaesthesia)**

Answer: Yes, that would count as regional as they are different Trusts in one region.

**32. Would I be able to use the supervisor letter of evidence used for the previous round in recruitment even though I know I will be changing my point as I have done another project with another letter for the new project?**

Answer: You should get an updated letter as your evidence has changed.

**33. Will you still count national prizes if there is no online evidence of winning the prize in the organisation site as long as we have prize certificate?**

Answer: If you have the certificate and the prize fulfils the criteria in domain 2 then that should be sufficient.

**34. Would it be acceptable to submit both a piece of evidence and an evidence letter for the same activity? Or should it be one or another?**

Answer: You can submit both provided the maximum number of uploads and subunits are not exceeded.

**35. For gaps in employment, does it have a time limit? As in gaps >4 weeks similar to the oriel guidance?**

Answer: Any gap should be accounted for in your timeline.

**36. Does ATLS/APLS count as learning event related to anaesthesia?**

Answer: Yes- refer to the guidance for domain 9.

**37. Can we include any evidence which is signed by other country consultant/professor for clinical experience?**

Answer: Yes, you can.

**38. When filling in the oriel application, there's no option for CT4 (i am an ACCS trainee), and I am also confused whether my ACCS EM placement should be listed as specialty 'ACCS Emergency Medicine' or as 'ACCS anaesthetics' but filled as an emergency medicine placement. Do you know who it would be best to ask about this?**

Answer: If anaesthesia is your parent speciality, then you should list it as ACCS anaesthetics year 1. For any other queries relating to the application then please contact ANRO.

**39. Is an appraisal for an F3 appropriate for evidence for domain 3?**

Answer: Provided it shows progress then it should count.

**40. Can I ask how you define first and co-author for the purposes of the publication domain**

Answer: The first author listed on the publication is usually the first author and the others co-authors unless the publication states "joint first author).

**41. If the second regional training session is planned after 20th January with one session already successfully organised. Will that still count for 5 points?**

Answer: No- it can't be planned – it has to have taken place by the end of the document upload window.

**42. Would a systematic review count as original research or a narrative review?**

Answer: It would count as a narrative review.

- 43. If I am currently a ST3 in ICM, do I count all experience to August 2025 or till Jan 2025 upload?**

Answer: All experience up until start of Aug 25 should be counted.

- 44. In the self-scoring guidance, it says must have completed the API scheme for 3 points but in the guidance, it says 'Resident Doctors providing evidence they are an associate PI for an NIHR project may score 3 points. Evidence should be provided of their involvement in the role ie they should not just have been appointed. Evidence of outcomes should be provided'. Does this mean if we have been enrolled in the scheme for a few months but not yet completed we could score 3 points?**

Answer: Submit your evidence and the assessor will review. There should be some evidence of outcomes.

- 45. If a trainee is working internationally and therefore not a 'part' of a region, and therefore with no access to a CT / RA. Who it would be best to direct specific questions to?**

Answer: Ideally speak to a consultant who has trained in the UK; if you have previously worked in the UK, contact the College Tutor from your most recent hospital, or the TPD for your region.

- 46. If we applied last year, can we still use the same letters of evidence this year?**

Answer: Yes

- 47. If we have helped with data collection for research and it has been published, can we count it in two domains**

Answer: Yes – in the same way that applicants will gain points in Domain 8 for a QIP poster, even if the QIP has also gained points in Domain 4

- 48. If you did a poster presentation in foundation training - will this be able to include as evidence?**

Answer: Yes – the guidance specifically states "...at any time during postgraduate training"

- 49. Over 6 months passed since joining national committee working group, and meetings beginning (but not attended 6 months' work of meetings). Does this count for National Leadership?**

Answer: Unfortunately, it's not possible to answer this without seeing your evidence

- 50. Does a presentation of QI project in a conference count or do we have to upload a presentation?**

Answer: If you are asking for points related to a presentation, you must upload the presentation

- 51. In domain 10, if our leadership is not medical, can we ask a colleague or partner working with us for a statement of our involvement? Or do you want our ES etc to provide a statement?**

Answer: Someone involved in the project should be able to write a summary of your role (ideally someone else with a leadership role).

- 52. When is the last time allowed for submitting stage 1 equivalence?**

Answer: Please check the ANRO website

- 53. What about QIs where two are the lead investigators?**

Answer: Evidence should be provided (ideally supported by a Letter of Evidence from an Ed Sup or College Tutor)

- 54. Will there be any changes to this for Feb 2026 entry?**

Answer: No

- 55. Is previous experience as an army officer, and leading your men, as regimental medical officer, or adjutant, admissible as points in leadership domain?**

Answer: Please submit your evidence and it will be reviewed

- 56. Just to clarify, can one apply to ST4 prior to completion of primary FRCA and then upload evidence later? (Eg. Primary exam in January 25 is after the window to upload evidence). Thanks.**

Answer: Please see Person Specification on ANRO website

- 57. Thank you for your talks. If your evidence doesn't quite fit the criteria for a score in a domain, should you upload evidence to support next best score in case the assessor disagrees? Apologies if this has been asked / answered already.**

Answer: See Q. 23

- 58. In India most people don't have surnames and have initials; here in the evidence the initials are expanded eg John D & John DOW. Will they need any conformation?**

Answer: An explanation should be given in the Domains affected

- 59. Does a thesis do during MD training outside UK count as original research in Research domain?**



Answer: Evidenced needs to be provided for the research and then the assessor will review to see if it qualifies for points

**60. Was the graph of the overall points scored including the POS score or not?**

Answer: It did not include the POS

**61. I'm sorry if this has been answered already - my internet connection has been cutting out and I cannot see any of the Q&As! Would it be appropriate to upload both a piece of evidence and an evidence letter for the same activity? Or should it be one or the other?**

Answer: See Q. 34

**62. For the slide in the presentation showing the range of applicant score vs verified scores did that include the portfolio organisation score?**

Answer: See Q. 61

**63. For FRCA primary and MRCS (full), I only have emails confirming my pass, rather than certificates. Will these emails suffice as evidence of having passed the exams?**

Answer: Evidence of passing the Primary FRCA will be required for your application on Oriel. See the applicant guide for the dates when this is required by. You should check with ANRO to confirm the format of the evidence. An email from the RCS stating a pass in the MRCS is acceptable if it has your name on it

**64. If it is anonymised, should the CV have all personal information removed?**

Answer: The self-assessment process isn't anonymised

**65. Do current training post such as ICM count as other relevant experience?**

Answer: Only if beyond the normal 6 months of ICM in Stage 1 training – see Guidance

**66. Post-graduates at the time of starting medicine and therefore have potentially significant experience in different domains that they can provide evidence for - would this be considered?**

Answer: Evidence should be submitted and will be reviewed. You should also refer to the guidance document

**67. Domain 3 - all post count by time of appointment to ST4 in August 2025. But if the post starts Feb (normal changeover)- how do I show expected outcomes are achieved?**

Answer: For a post which hasn't commenced, this should only count towards the time component; please submit your evidence and the assessor will review.

**68. Does second/third place in a prize count as a prize or does it have to be first?**

Answer: Yes

**69. Can I submit evidence for a non-academic award?**

Answer: Domain 2 relates to prizes within medicine; however, a non-academic award may be considered in Domain 10

**70. What's the average number of points applicants tend to get? Are there really people who max out all the domains?**

Answer: The spread of points was shown during the presentation.

**71. Does teaching at APLS as an Instructor candidate count as a teaching event?**

Answer: Yes

**72. APLS certificate that states 2-days, must we also attach program?**

Answer: No

**73. If ATLS is out of date, can we still count it if we plan to re-sit but later in the year?**

Answer: No

**74. Local site lead for national research how much they score**

Answer: We cannot state scores without seeing appropriate evidence

**75. For domain 4, would a copy of presentations and a letter of evidence from supervisor be sufficient**

Answer: Yes

**76. Regarding online application on oriel, we have to provide evidence we have passed primary FRCA. (Not portfolio related but part of the initial application). There is no certificate for primary FRCA. Will a screenshot of email with OSCE and SOE result suffice?**

Answer: Please contact ANRO about the evidence they require.

**77. Do ATLS/APLS count as courses if the certificates have now expired?**

Answer: No

**78. Is a reference letter from a placement abroad acceptable as evidence of meeting educational outcomes?**

Answer: We cannot say without seeing evidence

**79. Oriol is currently asking us for training courses, additional achievements etc within the supporting information tab - do we have the same constraints here as in self-assessment, or do we just upload everything?**

Answer: The guidance and criteria are related to self-assessment – not Oriol

**80. Do you recognise leadership qualifications run by NHS Leadership award? Do you have a target number of hours to equate to a PG Cert?**

Answer: Please submit your evidence and it will be assessed

**81. If I have 3 paper presentations which was presented in national conferences, can I upload all of that? What would be my score then? Would I be scored only for 1 presentation, or all the three?**

Answer: If these are poster presentations, one will score 4 points; no further points will be awarded for others. You should therefore submit your best evidence

**82. Will we be sent/have access to these PowerPoint presentations after this evening?**

Answer: The recording is available.

**83. Does the letter of evidence from an ES count as one of the 'four' from upload?**

Answer: Please see the guidance, including the examples given

**84. For Trainee Research Networks, can evidence be provided by TRN chair even if that person is also a trainee or should be signed by ES?**

Answer: Yes, although a Letter of Evidence from an ES demonstrating role would also assist

**85. I have presented at a national conference in my anaesthetic training overseas. I have certificate as evidence for it. Will it count in domain 8?**

Answer: You should include the programme of the event, to show you are named as a presenter

**86. If you are joint 1st author, is this ok for a case report?**

Answer: If you are not the named first author, there must be evidence from the journal stating you are joint first author.

**87. Do exam preparation courses count towards a 2-day course?**

Answer: No, exam preparation courses do not count

**88. If I have done MD in anaesthetics with a thesis, will that count?**

Answer: Please see the Guidance document

**89. Scholarship from WFSA Do they count as prizes?**

Answer: No

**90. Leading on from that domain 10 question, would a company website with role and photo as well as companies house letter count as evidence for leadership role outside medicine?**

Answer: You would need to submit evidence for this to be assessed

**91. Will acting as examiner in FRCA courses serve as teaching evidence**

Answer: Your evidence would need to be reviewed

**92. Sorry if this is not relevant, but is there a document somewhere on the ST4 application website showing the final distribution of scores of applicants after interview?**

Answer: No

**93. Does mandatory training from a university employer count if you're in a non-clinical job (e.g. research)?**

Answer: Yes

**94. Can one upload several oral paper presentations done? Would the score be cumulative or just be counted as single?**

Answer: Please read the guidance document – and scores are not cumulative.

**95. Please can you clarify the difference between a piece of evidence and a 'subunit'?**

Answer: Please see the examples given in the Portfolio Organisation Guidance document

**96. If we attached the ES letter with a presentation does this count as two pieces? If the letter is confirming it was presented**

Answer: No, this would be considered as two "subunits" for one piece of evidence.

**97. Can you clarify - do letters need to be from your own current ES or for a QIP for example can it be from a consultant in your hospital who supervised you doing the specific project, who is a CS or ES for other trainees.**

Answer: Letters of evidence do not need to be from your current Ed Sup

**98. Does organisation of a nationally attended course score 0 points if it wasn't repeated?**

Answer: See Guidance document

**99. Why are intercalated degrees/undergraduate prizes not credited? Seems a bit more effort than getting a Greatix (which lots of trusts don't do?)**

Answer: This is a decision by MDRS

**100. Does an audit and then a re-audit count as 2 different audits or just one audit?**

Answer: That would count as a single audit

**101. Audits/QIPs - how does one provide evidence that recommended changes have been implemented?**

Answer: This could be part of a presentation, or a Letter of Evidence from an Ed Sup

**102. Does SOP count as QIP?**

Answer: You would need to submit the evidence, but it is possible

**103. For Domain 6- Teaching - Does Organizing the departmental teaching sessions or organizing teaching/induction programmes for new colleagues rotating through the department get you 2 points?**

Answer: We cannot answer such specific questions – please submit evidence for assessment

**104. For domain 3, in the guidance it says you need "a letter from the clinical/educational supervisor outlining the core clinical learning outcomes and time spent in post OR demonstration of a logbook or suitable WPBAs OR an ESSR if done on E-portfolio/LLP and a reflection on their experience" - does this mean that just the letter on its own outlining the outcomes and time spent in post sufficient?**

Answer: No; we would normally expect to see more evidence eg SLEs

**105. If we are undertaking a trust grade post for a year (i.e. Aug 24 - Aug 25), how would we best show "achievement of expected outcomes" if we haven't yet finished that post or undergone an ESSR/12-month appraisal?**

Answer: You should present evidence showing that you are working on the educational outcomes (eg SLEs) and a Letter of Evidence from your clinical supervisor stating that you are on target to achieve your outcomes relating to your PDP

**106. Is designing a course module for a university undergraduate course counting as regional or local?**

Answer: Local

**107. Please can you give some examples of what is required to be counted as a major contribution to a teaching program?**

Answer: Please see Guidance document and speak to an Ed Sup/College Tutor

**108. In domain 1: if I pass MRCP part 1 any time before applying, will that be counted?**

Answer: Yes

**109. Regarding teaching domain: would teaching for primary FRCA count?**

Answer: Please submit evidence for assessment