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Standard Operating Procedure – Eligibility enquiries for HST

1. Purpose

Eligibility for entry into Higher training in EM is increasingly complex due to the now multiple routes of entry which have been developed, all of which have differing entry criteria and which remain dynamic entities with further future changes possible. It is essential that there is clarity around these and attendant decisions re: approval of competences to ensure fairness in the assessment of applications and to avoid any confusion and appeals.

For the majority of such queries the initial point of contact in the process (Recruitment Services, Health Education Yorkshire & Humber) will be able to issue a response with reference to the current relevant Person Specification for the post applied for. On occasions there may however be a need to escalate the query to CEM for further consideration. This may be in instances of challenge to an initial response or ambiguity in information supplied.

To this end a clear pathway for RCEM response to any queries so escalated regarding eligibility is required. This should involve only specified individuals as authorized respondents.

This should also ensure an auditable pathway of communication to be available in the event of any appeals.

2. Scope


The scope of this SOP is to clarify for applicants, Heads of School and TPDs what pathway should be followed for queries re: eligibility for entry into EM HST training to ensure an authorized and valid response.

3. Prerequisites

The advice given will follow the requirements detailed in the Person Specifications for the queried route of entry and RCEM levels of evidence and approved transferable competences.

4. Responsibilities

The individuals involved in this SOP will comprise:

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Recruitment Officer for EM, Health Education Yorkshire and Humber – responsible for referring queries identified as requiring RCEM response to RCEM Training Manager and for corresponding with the originator of the query the final RCEM decision.

RCEM Training Manager – responsible for corresponding with Y&H recruitment re: queries and escalating as required to RCEM HST Lead. It would be anticipated that most queries should be resolved at this level.

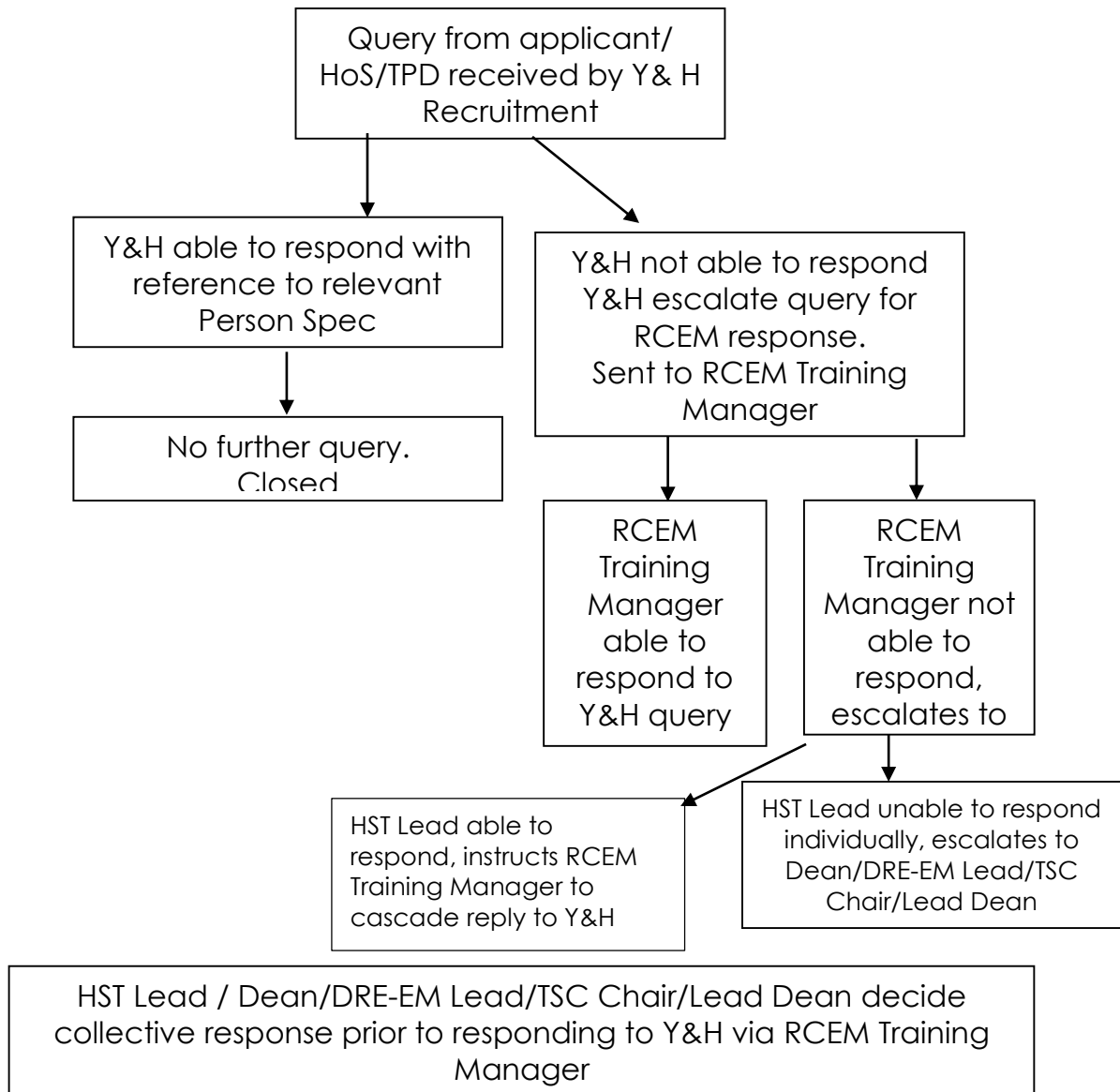
HST Lead – responsible for addressing queries escalated from RCEM Training Manager and where required involving other responsible officers of RCEM in the decision making process for complex queries.


The other RCEM responsible officers to be involved in such escalated decisions comprise; RCEM Dean, DRE-EM Lead and TSC Chair. The Lead Dean for EM may also be consulted at the discretion of the responsible officers where deemed necessary.

HST Lead is responsible for coordinating the response from the responsible officers and Lead Dean when required.

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5. Procedure



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6. References

2014 HST Person Specifications
2014 DRE-EM Person Specifications
Available at:
<http://specialtytraining.hee.nhs.uk/specialty-recruitment/person-specifications-2013/>

7. Definitions

DRE-EM Defined Routes of Entry for Emergency Medicine
HST Higher Speciality Training
RCEM Royal College of Emergency Medicine
Y&H Health Education Yorkshire & Humber