



Oxford University Hospitals  
NHS Foundation Trust

# **Oxford International Neonatal & Paediatric Fellowship Scheme Guidance for Applicants 2019**

**This guide is for applicants applying for the OINPFS 2019. We hope that this guide will answer your questions and help you through the application process**

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# Introduction to OINPFS

The Oxford International Neonatal and Paediatric Fellowship scheme is for non-UK/EEA paediatricians, with MRCPCH or other such post-graduate qualifications, to undertake high quality postgraduate training in paediatrics for a maximum of 24 months, before returning to work in their home countries.

## Training Overview

If successfully appointed, Fellows will undertake a range of clinical work, with the possibility of completing their placement in OUH and gaining sub-specialty experience if their application is approved for such during assessment.

As well as gaining clinical skills OINP Fellows will be expected to engage with courses in child protection, safe prescribing and medico-legal practice. Fellows will also be given the opportunity to develop a range of transferable skills such as leadership, management, developing guidelines, conducting audit and research, and understanding clinical governance. Fellows will be supported throughout their training by an allocated Educational Supervisor based within OUH and other colleagues. Fellows will be given access to the essential ePortfolio and ASSET (online assessment) tools to enable a full account of their activity to be recorded as training progresses. Fellows are actively encouraged to engage with these tools as much as possible throughout their time in the UK.

## What type of posts will be offered?

For 2019, posts will be offered at a 'senior level', equivalent in standard to Level 2/3 of the WK ST training curricula. After a period of 3-6 months induction it is expected that appointed applicants will progress sufficiently to spend the remaining 18-21 months working at a more senior level. During the induction period Fellows will be exposed to a range of aspects and course in Paediatrics including Child Protection and Advance Paediatric Life Support. These courses will be undertaken irrespective of the clinical content of the overall post. All posts will contain on-call duties.

Further information on the content of induction will be provided to successful applicants as appropriate. Progress in post will be supported by a structured assessment package, similar to that used by UK ST trainees.

Successful applicants will be allocated posts following a competitive selection process, during which applicants are required to demonstrate that their clinical knowledge, skills and experience are sufficient to meet both the entry criteria set OINPF scheme and those set for GMC registration.

OINPFS posts will be offered for a minimum of 12 months and a maximum of 24. OINPF scheme will not lead to a Certificate of Completion of Training (CCT) or Certificate of Eligibility to the Specialist Register (CESR).

# The OINPFS Process

The process of applying to the OINPF scheme, from the point before making your formal application to the allocation of your post and your arrival in the UK, has been broken down into 4 key areas (see below). The rest of the guide will address these key areas in detail giving you as much information as possible as you make your decision about applying to the OINPF scheme.

## (1) Pre-Application

Before deciding to make an application to the OINPF scheme it is important that you read through the information in this section carefully. You should consider the timeframe for your application as the OINPFS process can last between three to over six months from point of application to start date. Once you make your application you will be required to pay a non-refundable fee of £75 (£78 with 4% credit/debit card surcharge). If you have any questions or require clarification on any point please email

[NeonatalPaedFellowship@ouh.nhs.uk](mailto:NeonatalPaedFellowship@ouh.nhs.uk).

### Eligibility to apply

Before beginning your application it is important for you to determine whether you are eligible to apply. Applicants must meet certain eligibility criteria in order to be considered for the OINPF scheme. These criteria are in place to meet legal and other requirements and will be assessed using your application form, references and other submitted documentation.

You are advised to check the eligibility below **before** beginning an application to ensure you meet these criteria. You are advised to consult the person specification in addition to this document.

In order to be eligible for the scheme candidates **must**:

- Be resident overseas at the time of the application to the scheme and have no rights of residence in the UK/EU/EEA/Switzerland.
- Hold a primary medical qualification recognized by the General Medical Council (must appear on the Avicenna Directory).
- Have completed an acceptable internship (or equivalent) of not less than twelve months following undergraduate training (in accordance with the General Medical Council requirements).
- Hold an appropriate postgraduate paediatric qualification (preferably gained within the last 3 years) OR full MRCPCH.
- Have been engaged in medical practice for a minimum of 36 out of the last 60 months including the most recent 12 months.
- Hold a record of satisfactory training of at least 36 months' clinical training in paediatrics (including general paediatrics, neonatology, paediatric sub-specialties and no more than 6 months of a non-paediatric specialty during this 36 month period).
- Have achieved the required Academic IELTS ('UKVI Academic IELTS' is not a requirement) score a minimum 7.5 overall and at least 7.0 in each section (speaking, reading, writing and listening). The test is valid for 2 years from the date it was taken. No other English language examination will be accepted nor exceptions be granted. Candidates must hold a valid IELTS certificate at the point of the application and any subsequent registration with the GMC. In the 2019 round we will not accept any applicant without a valid IELTS score.

You must fulfil the eligibility criteria as detailed in the person specification at the time of the application. If it comes to light at a later date (even after interview) that you do not meet any of the eligibility criteria your application will not progress any further and, in the event of being successful may result in the withdrawal of an offer on the OINPF scheme. **Is you are in any doubt as to whether you will any of these criteria please contact [NeonatalPaedFellowship@ouh.nhs.uk](mailto:NeonatalPaedFellowship@ouh.nhs.uk) before making an application.**

### Visa regulations

The OINPFS operates as a sponsorship scheme under the Government Authorised Exchange (GAE) route of entry into the UK under the Point Based System. Successful candidates enter the UK on a Tier 5 visa. This visa is granted for a maximum of 24 months. Upon expiration of the visa, candidates will be required to

leave the UK.

The following principles apply to Tier 5 visas:

- The visa is for a fixed period of a maximum of 24 months
- Switching to other tiers is not permitted
- There will be no extension beyond 24 months
- Those on a Tier 5 visa are not permitted to seek alternative employment whilst under the scheme
- Applicants must be outside of the UK when the application is made

Please note: If you have a partner/spouse who also wishes to undertake the OINPF scheme you will need to make separate applications, and if successful, will be granted separate visas.

We also strongly advise you ensure you have read through all of the necessary information on the UKVI website on the eligibility requirements for a Tier 5 visa. This includes information on applying for a spousal visa and for the maintenance fund requirements.

Upon completion of your OINPFS placement you will be required to leave the UK and will not be able to return on a Tier 5 visa for 5 years. Further information on other types of visa can be found at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**The OINPFS is not regulated to provide immigration information, as such all candidates are advised to contact UKVI should you require additional advice.**

**Please bear in mind that the number of Tier 5 CoSs that the Academy of Medical Royal Colleges (the national sponsor for the OINPFS scheme) can issue per year is limited to 1000 across all UK Royal Colleges so the OINPFS is unable to guarantee that this process will be completed without any due delays, however we do our very best in order to ensure that the application is processed as quickly as possible so we can secure the CoS.**

# Preparing Documents

As part of the application process you will be required to produce attested<sup>1</sup> copies of the following documents:

1. Attested copy of your passport
2. Attested copy of your Primary Medical Qualification Certificate in the original language (and translated if necessary)
3. Letter from the Dean/Principal of your Medical School confirming completion of primary medical qualification and satisfactory conduct. (This must provide the dates between which you attended the medical school and confirm that your conduct was satisfactory. The spelling of your name in this letter must be identical to that on your primary medical qualification certificate)
4. Attested copy of your certificate of completion of internship OR letter from your Medical School/University confirming completion of an internship (this must detail dates and specialties for each post and confirm that your conduct was satisfactory)
5. Attested copy of your Post-Graduate Medical Qualification in the original language (and translated if necessary)
6. Letter<sup>2</sup> from the Dean/Principal of your postgraduate institution confirming completion of the post-graduate qualification and satisfactory conduct. (This must provide the dates between which you attended the post-graduate institution and confirm that your conduct was satisfactory. The spelling of your name in this letter must be identical to that on your post-graduate qualification certificate)
7. Original or attested copies of your syllabus/curriculum signed by the relevant authorities (translated if necessary). Please ensure that the curriculum includes information listed in our Postgraduate Degree Assessment Criteria available upon request to [NeonatalPaedFellowship@ouh.nhs.uk](mailto:NeonatalPaedFellowship@ouh.nhs.uk). This only applies to applicants who do not hold MRCOCH.
8. Letter from the relevant medical regulatory authority confirming that your post-graduate qualification and institution was recognized by them at the time of completion. This only applies to applicants who do not hold MRCPCH.
9. Attested copies of documentary evidence from the hospital(s) to confirm that your training was undertaken in that/those hospital(s) and that training was undertaken in approved posts
10. Certificate of Good Standing from each country where training has been undertaken. This must include one from your current country of work, granted within the last 3 months.
11. Attested copy of valid British Council IELTS certificate<sup>3</sup>
12. Attested copy of a current police check (granted within last 6 months)
13. Copy of marriage certificate (if applicable)

As some of this documentation may take time to prepare, you are advised to start collating in as soon as possible.

We will not consider an application until we have received the above documentation. Once OINPFS has confirmed your eligibility you will be contacted and requested to send hard copies of the above attested documentation for further checking.

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<sup>1</sup> The copies must be attested by one of the following options: a solicitor, in a notary, the British Embassy, the ministry of foreign affairs or the British council. Other kind of attestation won't be accepted.

<sup>2</sup> For candidates with MRCPCH please provide a copy of your letter for your part 2 clinical examination.

<sup>3</sup> This must be **academic** IELTS with a minimum score of 7.5 overall and 7.0 in each section (speaking, reading, writing and listening). The test is valid for 2 years from the date it was taken. **No** other English language examination will be accepted **nor** exceptions be granted. Candidates must hold a valid IELTS certificate at the point of application and any subsequent registration with the GMC.

For successful applicants, copies of all paperwork submitted, including the application form and references will be made available to OUH.

## Additional information required

- If you have had a change of name we require documentary evidence to provide an explanation for this (e.g. marriage certificate etc).
- If you are coming to the OINPF scheme on scholarship/with funding please also provide a letter from the appropriate body to confirm this arrangement and detail in the amount of funding.

If either of these situations applies to you and you are unsure as to what to provide, please contact OINPF team on [NeonatalPaedFellowship@ouh.nhs.uk](mailto:NeonatalPaedFellowship@ouh.nhs.uk)

## (2) The Application Process

The application window for the OINPF scheme will run from **9 am BST on ?** All applicants will be required to complete and submit their applications using our application form. Applications provided in any other format will not be accepted. Applications and supporting documents must be provided by the deadline to [NeonatalPaedFellowship@ouh.nhs.uk](mailto:NeonatalPaedFellowship@ouh.nhs.uk)

### Accessing the application form

You must complete the OINPFS application form.

### Completing and submitting your form

Please allow yourself plenty of time to complete your application: we would recommend you start your application as soon as possible, but no later than ??? to ensure you have more than enough time to resolve any queries you may have before the closing date.

Be clear in your form: you need to ensure that the information you present in your form is relevant and demonstrates your suitability for the OINPF scheme as you will not be able to amend it after submission.

### Fees

If you are successful in gaining an OINP Fellow post you will be required to pay a training fee of £200 pounds sterling per annum which provides access to the assessment package (ASSET & e-Portfolio) provided by RCPCH. This is separate to fees required by the GMC for registration, and by the relevant embassy for your Tier 5 visa.

### References

You must provide contact details, including valid e-mail addresses, of **three referees** who have supervised your clinical training during the **last three years** of your employment or postgraduate training. One referee must be your current or most recent consultant or educational supervisor familiar with your clinical development. **In the event that you have been in the same post for the past 3 years or longer please provide references from your current and 2 most recent posts.**

Reference reports are not used during the interview but will be reviewed during the selection process and again prior to confirmation of appointment for successful applicants. The reference process is designed to check the accuracy of your previous employment and training history and to provide assurance of your qualifications, integrity and track record.

Your clinical referees should be contacted by you in advance of the application period where possible to confirm that they are willing to provide a reference and are available and able to do so in the time period required. For successful applicants, completed references will be shared with OUH.

We will require your referees to provide electronic and hard copies of the reference forms.

**Please ensure the details you provide for referees are correct. Your application will not progress if we are unable to secure all of your references, in hard copy.**

## **Fitness to Practice**

Before you can be considered for appointment in a position of trust as an OINP Fellow we need to be satisfied about your character and suitability. The posts to which you will be applying are exempt from the Rehabilitation of Offenders Act 1974 and so you **must** declare all criminal convictions, including those that would otherwise be considered “spent” (you do not need to declare parking offences however you **must include speeding offences**).

Answering ‘yes’ to any of the questions on the application form will not necessarily bar you from appointment; this will depend on the particular circumstances surrounding your disclosure. The information you provide will be treated confidentially and will be forwarded to the designated HR contact at OUH in event of making a successful application.

Additional information regarding fitness to practice is provided on the application form itself so please read through the guidance notes before completing that section of your form.

If you have any queries regarding your fitness to practice please email [NeonatalPaedFellowship@ouh.nhs.uk](mailto:NeonatalPaedFellowship@ouh.nhs.uk)

## **After applications close**

Assessing your suitability to progress to interview will commence after applications close. In order to progress to interview you must meet all of the eligibility requirements and the criteria on personal specification. This stage is conducted by the OINPFS team.

Applications will also be assessed against a scoring framework to determine whether applicants are suitable for the OINPFS. In addition it is at this stage your post-graduate qualification (if not MRCPCH) will be assessed. If you are deemed not to meet the eligibility and suitability criteria for the scheme you will be notified, by email, with appropriate feedback given. Your application will not progress any further.

If you are deemed suitable for the OINPF scheme you will be contacted, by email, with information about an interview.



## **(3) Interviews**

The OINPFS team will arrange for interviews to be conducted either face to face at Nefcon or via video conference.

The interview will last approximately 30 minutes and is designed to assess applicants across a range of areas including:

- clinical ability and judgement
- communication skills
- motivation to undertake the OINPF scheme

Further information on the interview process will be provided to applicants when invited to interview.

### **Interview Panels**

The full interview panel will consist of at least 2 suitably qualified Consultant Paediatricians (one of whom will act as chair of the interview panel) and an OINPFS team member will be available for applicants questions but will not score applicants. The panel is designed to not only assess your clinical ability but also your suitability for the scheme.

### **After the interview**

All interviewed applicants will be notified by email within 48 working hours as to whether they have been found suitable for the OINPF scheme. Please note, being found suitable for the scheme does not guarantee you will be offered a post.

If you have been found to be unsuitable for the scheme, you will be provided with feedback on your application. Your application will not progress any further.

### **Following successful interview**

OINPFS will contact the applicant, via email with the details of the post being offered. You will have 72 hours (excluding weekends) to respond to this offer. If you have not responded by this deadline the offer will be withdrawn and the post offered to another candidate.

Once you have accepted an offer of a post. The OINPFS team will contact you regarding the next steps in the application process.

We hope that you have found this Guidance of Applicants useful.

If after reading these documents you have any queries please contact the OINPFS Team at [NeonatalPaedFellowship@ouh.nhs.uk](mailto:NeonatalPaedFellowship@ouh.nhs.uk)

**Good Luck with your application!**