

# Public Health Specialty Recruitment 2023

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### ELIGIBILITY AND APPLICATION

#### 1 When will applications open?

Advertisements will be published ([Oriol](#)) on Wednesday 2<sup>nd</sup> November 2022. Applications will open at 10:00 on Thursday 3<sup>rd</sup> November and close at 16:00 on Thursday 1<sup>st</sup> December 2022.

#### 2 Do I need to put in more than one application if I am willing to train in more than one location?

No. Only one application is required. You will have the opportunity to select your programme preference choices through the Oriol system during the recruitment process. It is important that careful consideration is given to your choices as this will determine the order in which offers are made. You should be aware that restricting your choices might result in no offer being made even if your final ranking is sufficient to have been offered a training place somewhere (in the event that all your choices are offered to candidates with a higher ranking). Some programmes offer geographically zoned training. These should be selected as separate choices as if they were standalone programmes. You should refer to programme web pages for further details.

#### 3 I have previously applied to the training programme. Do I need to re-enter any information previously submitted?

Yes. We DO NOT refer back to previous applications, so it is important you list your employment and experience correctly in your current application.

#### 4 Where can I find the entry and eligibility requirements?

The 2023 person specification can be found on the Health Education England Specialty Training website. Applicants should be aware that eligibility is checked through a standard process and all ineligible applications are rejected at this stage. Eligibility criteria (including degree grades) are strictly applied. If you are uncertain whether you comply with requirements you may wish to seek early advice.

#### 5 Where could I get more public health experience?

Doctors currently in training may be able to arrange some taster experience in a local programme. Advice should be sought from your own foundation programme director. Applicants from other backgrounds might approach a [local public health organisation](#). Alternatively, either group should contact the relevant statutory education body i.e.

- Health Education England
- NHS Education for Scotland
- Health Education and Improvement Wales
- Northern Ireland Medical & Dental Training Agency

#### 6 Am I able to apply to a training programme of my choice?

You apply to the programme of your choice and express preferences for alternative choices at a later stage of the process. If you limit your choice, you may not be offered a training slot if your final ranking is not high enough to secure your preferences. You should read the websites of your chosen programme(s) for local details. You should

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ensure you understand local expectations for relocation/local work travel if you preference programmes at a distance from your current home.

**7 I have previously held a specialty training number in public health but relinquished/ was removed from my post. I wish to return to specialty training. Is this possible?**

Your application will need to be supported by the Training Programme Director and the Postgraduate Dean of your previous programme. You need to declare on your application form that you have been removed from training /relinquished your post and also provide full details of the resignation/ release/ removal from the training programme to the recruiting organisation by email at the point of application. This should be provided on the *Support for Reapplication to a Specialty Training Programme* form – Exclusion Policy Support Form (available for download from the Oriol resource bank) and approved by both the Head of School/Training Programme Director and Postgraduate Dean in the region where your training was previously undertaken. Please submit the form to [publichealthrecruitment.em@hee.nhs.uk](mailto:publichealthrecruitment.em@hee.nhs.uk) at the time of application submission.

**8 I currently hold a specialty training number in public health. I wish to transfer programmes; do I need to apply through this recruitment process?**

You may be eligible for an inter-deanery transfer (IDT). You should discuss this with your programme director. If you are not eligible for transfer, or the deanery you wish to transfer to has no IDT vacancies, you will need to apply through this national recruitment process and will need to complete the *Support for Reapplication of Specialty Training in a Different Region* form (available for download from the Oriol Resource Bank). Your application through recruitment will be considered through the same competitive process used for applicants not already on a Public Health training programme. Further information on the IDT process can be found on the HEE Specialty Training website.

**9 Who can I contact if I am experiencing problems with the application form?**

All queries regarding the recruitment process including the online Oriol process must be directed to: [publichealthrecruitment.em@hee.nhs.uk](mailto:publichealthrecruitment.em@hee.nhs.uk)

**10 What is the level of competition for public health training placements?**

Application into public health specialty training is competitive with application numbers increasing significantly in recent years. In 2021/22 we received 1081 applications for 95 posts. There is no quota defining the proportion of places offered to each of the two groups of medical and non-medical applicants. It should be noted that direct comparison with other clinical specialties is limited as unlike other training programmes, posts are open to both medical and non-medical applicants.

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- 11 I do not fulfil the required 24 months Foundation training for medics until the day before specialty training starts in August 2023. If I am offered a training post after selection centre, can I resign early from my current post and take a long holiday before starting training?**

No. Your eligibility assumes you will complete the full period of foundation training as stated in the person specification. Only contracted periods of leave are allowed. If you finish early, your enrolment with the Faculty of Public Health will be challenged as you will have made yourself ineligible to commence training. You are required to provide evidence at enrolment of fulfilment of eligibility.

- 12 I may not have all my information gathered by the closing date for applications. Can I send in additional information after the closing date?**

No. You are advised to start completing your application early and ensure you have access to any documents need to be uploaded. Late submission of any material will not be accepted. No application or supporting evidence submitted/ uploaded after the closing date/ time will be accepted. All documentation must be included in the original application, so it is essential that you read the person specification and submit all the evidence you need to prove eligibility to the panel of checkers. We will not come back to you and ask for missing information such as grades of degrees, up to date Foundation Programme Certificate of Competence (FPCC) forms etc. We only judge eligibility on the evidence provided at the time of submission. Please check your application very carefully before submitting.

- 13 I am a doctor. I have not been in clinical practice for the past three and a half years. Can I apply and then complete my foundation competence equivalent experience after application and before August 2023?**

No. Foundation competence through submission of a Certificate of Readiness to Enter Specialty Training (formerly Alternative Certificate of Foundation Competence) must be evidenced by the date of submission of your application.

- 14 I am a doctor. I am in specialty training. Will this count as evidence of foundation competence?**

Yes, if you are currently in active clinical or clinical/academic practice in a UK educationally approved training post and hold a National Training Number (NTN) or Deanery Reference Number (DRN), you will be considered as having had your foundation competences assessed on entry to your current post. If this applies to you, please ensure you enter your NTN or DRN on your application form at the appropriate section

- 15 I am a doctor. I applied for specialty training last year, but I was unsuccessful. Will my Alternative Certificate/CREST still be valid?**

We will only accept the 2021 Certificate of Readiness to Enter Specialty Training (CREST) document; we will not be able to accept earlier versions. See Oriel resource bank for further details on this requirement.



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### 16 I am a doctor, but I have not practiced clinically for the past three and a half years. Could I apply through the non-medical route?

Yes, provided you fulfil the requirements for eligibility for the non-medical route. You are required to demonstrate 48 months' work experience with 24 months at a minimum Band 6 level (or equivalent) with work relevant to public health in line with other non-medical applicants. A minimum of three months of this must be within the three and a half years up to August 2023. If you have not worked at an equivalent level to Agenda for Change Band 6 or higher during the past three and a half years, you will not be eligible to apply.

You will also need to complete the section on the application form relating to public health experience fully. Stating you are a doctor is insufficient evidence. You **must** explain how the work you have done makes you eligible to apply. If successful, you will then train through the non-medical route and will be entered on to the United Kingdom Public Health Register at CCT rather than the GMC specialist register. You cannot change your registration status part way through training nor at CCT. As a consultant on the UK PHR, you may not be employed under the medical consultant terms and conditions of service.

### 17 I am a doctor. I have not worked at all for the past three and a half years. Can I apply through the non-medical route?

Yes, but if you are applying through the non-medical route, you must comply with the eligibility criteria for that route which includes 48 months' work experience with a minimum of 24 months at Agenda for Change Band 6 (or equivalent) in public health relevant work of which at least 3 months WTE must be within the three and a half years up to August 2023.

### 18 I am a doctor. I have practiced as a consultant/ GP for several years. Am I eligible to apply?

Yes, if you have been awarded a CCT in another specialty and have evidence of current or recent practice (minimum 3 months within the 3.5 years preceding the advertised post start date) you will not be required to submit a Certificate of Readiness to Enter Specialty Training (CREST) to evidence foundation competence. The application form may prompt you to submit a CREST form but please just indicate in the appropriate place on the form why you cannot provide this. This information will be checked and assuming no other eligibility issues you would progress to the next stage of the process.

### 19 I have applied for an academic clinical fellowship post (ACF). Do I still need to apply to the national recruitment process?

Yes. If you do not already hold an NTN in Public Health, then you must do this. If you do not, even if you are offered an academic training post, you will not be eligible to take it up. You must pass both the selection and assessment centres.

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### 20 I am not a doctor. What information do I need to provide about my work experience for my application through the non-medical route?

You will need to list the jobs that you wish to claim toward the 24 months general work experience and also the 24 months' work experience at NHS Agenda for Change Band 6, or equivalent, and relevant to public health. You can use the same post (s), but you cannot claim the same periods of work for the two different categories e.g. a post that you have undertaken for 4 years could be split into two separate periods of 24 months – one covering general experience and the other covering experience relevant to public health. Three months of the 24 months Band 6 or equivalent must be since January 2020. Only the jobs you list for each section will be considered.

Applicants often complete this section of the application form incorrectly and disqualify themselves. Please ensure you have understood fully what is required. Please refer to the example application for an example of expected format. The 48 months work must have been completed by the closing date for the application i.e. 1st December 2022. You must declare any gaps in employment, this includes statutory leave such as parental leave which cannot be counted towards work experience.

### 21 What can be considered as relevant public health experience for the 24 months experience required and how is it demonstrated?

Specific advice cannot be given but all applicants applying via the non-medical route MUST provide a detailed paragraph of between 100 and 200 words that describes why you believe the employment you wish to count as the required criteria of 24 months at AfC Band 6 or above is relevant. Applicants should show how their experience links with requirements detailed in the person specification, job description and with the aims of public health as a specialty. Information should be provided so that an assessment can be made as to the level the applicant worked at as well as its appropriateness for public health. 'Relevant' should not be considered as linked to a job title per se but rather as experience and perspective of population health. If you do not provide all information needed, you will be considered ineligible. We will only consider information provided on the application form and cannot consider any other information given after closing date for applications.

### 22 I am not a doctor. I am registered by a professional organisation such as the Nursing and Midwifery Council or the General Dental Council. Do I still need to provide a statement for my 24 months experience?

Yes. ALL applicants applying via the non-medical route need to complete this section of the application form.

### 23 I am not a doctor. Can I count voluntary work or unpaid work as work experience to count towards my 48 months?

To count towards your 48 months' work experience, work does not have to be salaried but must be contracted. For example, work with a charity such as Voluntary Service Overseas would count if you were contracted to the organisation. Work on a purely voluntary basis without a formal appointment and contract would not count. Volunteering

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paid for by the applicant through a 'gap year' company or equivalent without a formal appointment process does not count. You must be able to evidence this work as contracted if needed. If you cannot, it should not be submitted as appropriate evidence.

**24 I am not a doctor, and I don't work in the NHS. How do I work out if my current post is equivalent to the Agenda for Change Band 6 referred to in the Applicant Guidance?**

The following website: [Job Evaluation Group - NHS Employers](#) explains the *Agenda for Change* job evaluation process and contains explanations of job content at the different bands. You should compare your post with the descriptors against Band 6 and use this information to explain why you believe your post to be relevant in the application form. It is your responsibility to make this assessment. The following sources of information may also be useful

- NHS employers - national job profiles
- NHS careers - pay for managers
- NHS careers - pay for health informatics
- NHS careers - pay for wider healthcare staff

**25 I am not a doctor and have had a number of part-time jobs at the same time. Can they all count toward my totals for work experience?**

Yes but no applicant can work more than 1 WTE (40 hours week) at any stage of their employment history. Any work beyond this level will not be counted. It is your responsibility to make it clear on your application form.

**26 I am not a doctor. I have not worked for the past three and a half years but worked at a senior level (at or above NHS Agenda for Change Band 6) for several years before that. Am I eligible to apply?**

No. The GMC requires doctors to be able to demonstrate and evidence competence at the equivalent level within the three and a half years preceding the start date of their intended post to protect the public and to assure safety. We believe we should apply the same standards to all applicants.

**27 I am not a doctor. I have worked in an academic post for many years. Will my research work count as relevant experience?**

It is not possible to give definitive advice on this. You will be required to show how your academic work is relevant to your public health application. Just working in a Public Health department is not necessarily appropriate experience. It is your responsibility to demonstrate this clearly.

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### 28 I am applying via the non-medical route what is an eligible degree?

To be deemed eligible to apply you must have at least one of the eligible qualifications listed below at the time of application.

Degree	Eligible qualification	Notes
Medical degree e.g. MBBS	Yes	Must be completed and certified at time of application
Undergraduate degree (including undergraduate or integrated Masters degree) classified 1 <sup>st</sup> or 2.1	Yes	Must be completed and certified at time of application
Masters degree	Yes	Must be completed and certified at time of application
PhD/ taught Doctorate	Yes	Must be completed and certified at time of application

### 29 I am not a doctor. My primary degree was 2.2 but I am taking a Masters degree. Am I eligible?

No. You are not eligible if the only degree you have is 2.2, 3 or unclassified. You can only count a Masters degree as your qualifying primary degree if you have completed and certified the Masters degree by the time you apply.

### 30 I am not a doctor. My primary degree was 2.2 but I have a Masters degree. Am I eligible?

Yes. A Masters degree certified by the time of application can count as your qualifying degree.

### 31 My qualifying degree was completed overseas. I have a Grade Point Average (GPA) score. What should I do?

You should convert your degree using an online calculator and provide evidence to this effect. You must take the cumulative, i.e. all years, GPA, calculate the equivalent degree level and enter it on your application form. If the scale is not a 4 or 5-point scale, or is provided as a percentage, or a grade, then the score must be officially calculated using a company such as NARIC. Other companies are available, and it is the responsibility of each applicant to locate a suitable company who will provide the necessary evidence. As evidence, applicants will need to upload their degree certificate and transcript, plus the official document showing its UK classification equivalent.

### 32 I completed my higher degree(s) on a part-time basis. What information do I need to provide?

For all higher degrees where you were not registered as a full-time student, you must provide the whole-time equivalent percentage of your study and the time period over which you undertook your degree. If this higher degree was undertaken as a designated distance learning degree you will also be asked to confirm what proportion of this was undertaken outside of work time.

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**33 Can my qualifying degree count toward my 24 months general work experience or 24 months Band 6 work?**

No. Time spent as a student does not qualify for either. If you registered as a full-time student, you cannot claim for employment you had at the time you were studying. If you registered as a part-time student, you can claim employment for either the 24 months general work experience or 24 months Band 6 work as appropriate.

**34 I have a 2:1 as my primary degree and also a higher degree. Can I count the higher degree towards my 48 months experience?**

No, you cannot claim time spent as a student as work experience. See Q32 above for the detail you need to provide with regard to the time spent completing your higher degree.

**35 I have a qualifying degree. I am currently studying part-time for another degree. I also have a part-time job. What can I claim towards my 24 months general or 24 months Agenda for Change grade 6 population health experience?**

You can claim your part-time job for either the 24 months general experience or the 24 months Agenda for Change grade 6 experience, depending on their respective appropriateness. You cannot claim the time you spent studying on your degree course for either. The time spent as a student and as an employee must not add up to more than 40 hours a week.

**36 I am not a doctor. I fall short of the 48 months by a short margin but believe my experience to be highly relevant and that I have all the skills required to enter public health training. Will I be eligible?**

No. Meeting the 48 months requirement by the application closing date is mandatory, as is meeting the minimum 24 months at Agenda for Change Band 6.

**37 I am a qualified dentist. Am I eligible to apply and if so, which training route do I apply through?**

As a dentist you must apply through the non-medical route. The eligibility criteria for non-medics are applicable i.e. a minimum of 48 months total work experience of which a minimum of 24 months must be at NHS Agenda for Change Band 6, or equivalent, and relevant to public health. You must describe how your work is relevant to Public Health in the relevant part of the application form. Without this, you will not be eligible. It is insufficient to only state that you are a dentist. If you apply through the medical route, your application will be automatically rejected unless you are dually qualified and also registered with the GMC.

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**38 I am a doctor and I have completed Foundation (or equivalent) but finished before 1 January 2020. I wish to apply through the non-medical route. Does my Foundation competence automatically make me eligible?**

No. Everyone applying through the non-medical route must demonstrate equivalent work experience. Relevance of posts must be demonstrated. Simply stating you worked as a doctor is insufficient. You cannot change your registration status part way through training nor at CCT and if you were recruited as a non-medic, you will be recommended to the UK PHR on successful completion of training.

**39 I am a doctor but am not currently on the GMC register. Am I eligible to apply? Could I apply through the non-medical route?**

You can apply through the non-medical route, BUT you must understand that you cannot change your registration status part way through the application process, through the training programme nor at CCT and will be recommended to the UK PHR on successful completion of training. You must be able to demonstrate equivalent work experience.

**40 I already work for the NHS. Am I entitled to pay protection?**

As each individual's terms and conditions of pay/ employment vary and this is a complex subject, it is impossible to give an answer to this question in these pages. Candidates should investigate what the impact of accepting a training place would mean to them before applying. Please speak to the Human Resources (HR) team for the area you wish to work in for further advice on this matter. HR contacts can be found in individual programme descriptions or from the Training Programme Director (TPD). TPD contact information is available on the FPH website pages.

**41 The application form does not ask me to list my publications and presentations. Other specialty applications require this. Why do I not list them in my application for public health?**

The application process for public health does not currently include scored shortlisting. All eligible applicants proceed to the first stage of selection (the written on-line assessment centre). Other specialties use information from an application form to support shortlist scoring and occasionally to drive interview questions – Public Health does not.

**42 Why do I need to demonstrate English language proficiency?**

It is a requirement of the GMC that all doctors are proficient in spoken and written English. Public Health applies rules of equivalence and so we require all applicants to training in public health to meet the same standards.

**43 How do I demonstrate English Language proficiency?**

If your undergraduate training was not taught in English, you may submit one of the following pieces of evidence:

- Evidence that your primary qualification was taught in English
- Evidence of employment in an English-speaking country

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- Evidence of IELTSs with overall score of 7.5 (and each domain at least 7.0)
- Evidence of professional registration in another English-speaking country
- Evidence that language skills have been tested through the Occupational English Test (OET)
- Evidence that you have worked in the UK NHS for 2 years or more
- Testimony from a UK consultant or supervisor relating to your English language proficiency

If using an IELTS certificate then this must show a score of at least 7 in each domain (speaking, listening, reading, and writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application. Further information on the acceptable forms of evidence can be found on the General Medical Council's website (<https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/evidence-of-your-knowledge-of-english>)

#### 44 My IELTS certificate is just over 24m old. Can I use this?

No. It is a requirement that, if using IELTS as evidence of English language proficiency, certificates are no more than 24 months old at time of application.

#### 45 My IELTS score is higher than 7.5 overall but one of the domains scored less than 7. Am I eligible?

No. The rules for average and individual minimum scores for IELTS cannot be waived.

#### 46 I am not a UK national. Can I still apply?

Yes. Applicants who are not UK nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK nationals.

#### 47 Can I alter my submitted application form after the closing date if I would like to add or change some information?

No. The information given by you on the application form is considered to be final. There is absolutely no other opportunity to change/ modify/ clarify information following the closing date for applications. It is your responsibility to ensure that all information is clear, accurate and of sufficient detail to allow eligibility for specialty training to be assessed. The eligibility will be made solely on what you submit, and no other information will be accepted.



# Public Health Specialty Recruitment 2023

## Essential Guidance - Frequently Asked Questions

### THE ASSESSMENT CENTRE PROCESS

#### 48 What is tested in the assessment centre?

Elements of the person specification are tested at all stages of the recruitment process. Your numerical reasoning and critical thinking skills will be tested through a series of timed tests. You will also take a third test which requires you to read short scenarios and make choices from a list of appropriate actions to take. This tests your judgement, professionalism and understanding of public health.

#### 49 Is there any pre-reading or preparation that is recommended before starting the recruitment process?

You should be familiar with public health concepts and current issues that challenge the specialty. You should be aware of current health policy. You should consider how you can evidence the elements of the person specification through examples of your own experience and work.

#### 50 What resources have candidates in the past found helpful when preparing for the recruitment process?

Candidates are strongly encouraged to use a range of resources as part of their preparation. These include learning more about the process by speaking to previous candidates or attending regional briefings; using internet resources such as YouTube; using books on interview and psychometric test preparation; and reviewing public health-specific resources, including textbooks and government websites. As part of the recruitment process we also publish a person specification and example questions for the assessment centre process.

#### 51 How will the assessment centre be run?

The assessments will be taken online in designated test centres around the country, in Europe, Asia, Australia, New Zealand, South Africa and North America. Remote testing provisions may be available for those who are isolating due to Covid-19. Full details will be included in invitations which will be sent to those applicants invited to this stage of the process. Applicants will have a choice of locations which can be booked from Tuesday 3<sup>rd</sup> January 2023. If you require an overseas test centre, you will be asked to specify this on your application form. Applicants will be required to present proof of identity before sitting the test. Applicants will be given time to familiarise themselves with the equipment. Once the test has started, it will be timed.

#### 52 What proof of identity is acceptable?

Your invitation to assessment tests will explain exactly what proof of identity is acceptable. If there are discrepancies or you are unable to produce the required identification at the Assessment Centre, you will be refused entry to the test centre and will be unable to sit the test. Your proof of identity must be in the same name as your application. The following ID will be accepted – passport, photo card driving licence or government issued national ID card (only valid if issued in the same country the test is being taken). Work photo cards will not be accepted. All forms of ID must be current. Expired ID will not be accepted. Please be careful to read the instructions carefully and comply with them.



# Public Health Specialty Recruitment 2023

## Essential Guidance - Frequently Asked Questions

### 53 My name on my ID is different to the name on the booking confirmation, what should I do?

If your name on your ID is different to that on your booking confirmation, email [publichealthrecruitment.em@hee.nhs.uk](mailto:publichealthrecruitment.em@hee.nhs.uk) as soon as possible. Pearson VUE's ID checks are very strict, and you will be refused entry to the test centre if the name does not match.

### 54 What should I do if I do not have the appropriate ID?

Email [publichealthrecruitment.em@hee.nhs.uk](mailto:publichealthrecruitment.em@hee.nhs.uk) as soon as possible in order to arrange an alternative. Alternatives can only be arranged prior to the assessment date and alternatives cannot be made on the day. You may be refused entry if you do not make alternative arrangements in advance.

### 55 Where will the assessment centre be held?

Assessment centres will be offered in a variety of locations around the UK. There are also centres in Europe (Paris, Frankfurt, Athens, Madrid, Istanbul), Asia (Myanmar), Australia (Sydney, Melbourne), New Zealand (Auckland, Wellington), South Africa (Johannesburg) and USA (Boston, MA). If you require an overseas test centre, you will be asked to specify this in your initial application form. Full details on how to book your chosen location will be included in the invitations to assessment centre.

### 56 I have not received an email from Pearson VUE, what should I do?

Details for all applicants who have applied to Public Health ST1 will be sent to Pearson VUE when applications have closed. You will then receive instructions on how to create your Pearson VUE account. By asking applicants to create a Pearson VUE account, we HAVE NOT accepted or confirmed that applicants meet all eligibility requirements. If you are subsequently approved to sit the assessment centre, then please note that bookings will open on Tuesday 3rd January 2023.

### 57 I have received the email from Pearson VUE, but I am unable to book a test centre, what should I do?

Booking will open at 09:00 on Tuesday 3<sup>rd</sup> January 2023. You will not be able to book a test centre before this date and you will only be able to book if we have confirmed your application was eligible.

### 58 I have declared a reasonable adjustment on my application form. What else do I need to do?

We will ensure, where possible, that reasonable adjustments are made to meet the needs of applicants at Assessment Centre. Applicants who require reasonable adjustments due to a disability, health condition, pregnancy, breastfeeding or any other circumstance or protected characteristic, should complete the relevant sections of the application form detailing the adjustments requested. We must be informed that you require reasonable adjustments in advance via the application process by providing information on the application form. There will be no opportunity to declare a need for reasonable adjustments after applications close unless there is a change in your circumstances. Once your application is submitted, the recruitment team will contact

# Public Health Specialty Recruitment 2023

## Essential Guidance - Frequently Asked Questions

individuals to discuss their specific needs. You will be asked to provide evidence to support your request and this should be uploaded with your Oriel application. All evidence must be received by Thursday 1<sup>st</sup> December 2022.

Disabled applicants are able to request consideration for an interview under the 'Disability Confident' scheme if they meet the essential eligibility criteria. We must be informed that you are requesting an interview under this scheme in advance via the application process by providing information on the application form.

If subsequently appointed to a Public Health training programme, any reasonable adjustments required to undertake the job will be discussed with you by the relevant programme. All successful candidates are subject to an occupational health check by the employing organisation as part of the pre-employment checks.

### 59 Will I be allowed to take a bottle of water/ sweets/ snacks into the test centre?

A number of comfort aids are permitted by the test centres. . Please see [Pearson VUE Comfort Aid List](#) for further information. Should you require a snack, sweets, or drink during the test for health reasons, this will need to be listed as a reasonable adjustment and detailed in your application form. Please note that this includes medication and all forms of liquid/ ointments. These must meet Pearson VUE requirements to allow the Test Centre staff to undertake visual inspection without directly touching items. You will be contacted by the recruitment team who will discuss and go through this with you.

Water may be available outside the test room. The test time will **NOT** be stopped if you leave the room to have a drink.

### 60 I am breastfeeding my baby. Can I start my tests at a different time?

You must disclose your need for a reasonable adjustment on your application form. A member of the recruitment staff will contact you in advance to discuss your requirements. It may be possible to allow a short break between tests.

### 61 I am breastfeeding my baby. Will I be allowed to leave the test centre to breastfeed?

You should discuss your individual circumstances by declaring a requirement for reasonable adjustments on the application form so that a member of the recruitment staff can contact you in advance. You will need to leave the test centre to meet up with your baby and then return and complete the check in process again.

Due to the test centre environment, it is not possible under any circumstances for your partner and baby to stay with you in the test centre, or for them to wait in another room at the test centre. This is not only to prevent disruption, but Pearson VUE do not allow children to enter an environment that has not been quality checked for this particular reason (such as a separate room).

# Public Health Specialty Recruitment 2023

## Essential Guidance - Frequently Asked Questions

### 62 I have asked for a reasonable adjustment. Can I go to any test centre?

Not all test centres are suitable for reasonable adjustment candidates. Pearson VUE will contact you directly to book your assessment centre slot and will allocate the nearest most appropriate test centre to your chosen location.

### 63 I have a disability. What aids may I take into the test centre?

A number of comfort aids are permitted by the test centres. Please see [Pearson VUE Comfort Aid List](#) for further information.

### 64 What happens if I need a larger font for computer work?

This should be disclosed on the application form as a reasonable adjustment. You may be contacted by the recruitment team to discuss your requirements.

### 65 Will there be a break during the test?

There will be a scheduled 5-minute break between the second and third exam. At other times candidates are allowed to leave the testing room to use the toilet or get a drink, but the timer will continue.

### 66 What will happen on the day?

You should arrive at the test centre in adequate time prior to the test starting in order to register. Once registered, you will be shown into the testing room where you will be seated at a computer. You will be given time to adjust the screen and chair prior to the exam starting. There will be a brief tutorial to familiarise yourself with the computer and how the software works.

The test is made up of three parts, each with its own time limit. Each part must be completed in the allocated timeframe and will continue to the next part once the time is up. You will not be allowed to move back to a different part of the test once you have moved on and you will not be allowed to carry unused time across from one test to the next.

Once you have completed the test, you are free to leave. You will be contacted by the Public Health National Recruitment Office with the outcome on a date to be confirmed.

### 67 What happens if I have a problem on the day?

Please contact the recruitment team as soon as possible to discuss the issue. [publichealthrecruitment.em@hee.nhs.uk](mailto:publichealthrecruitment.em@hee.nhs.uk)

### 68 What happens if I have an issue at the test centre?

Notify a member of the Assessment Centre staff and they will resolve or report the problem.

### 69 Will other people be using the test centre?

Yes. The test centres will be used by individuals sitting the same test as you as well as other tests such as driving theory. There may be some movement of people around you during the tests, but this will be in silence.

# Public Health Specialty Recruitment 2023

## Essential Guidance - Frequently Asked Questions

### 70 I am having difficulties booking a test slot, what should I do?

Please contact Pearson VUE in the first instance or [publichealthrecruitment.em@hee.nhs.uk](mailto:publichealthrecruitment.em@hee.nhs.uk) in the second instance.

## THE SELECTION CENTRE PROCESS

### 71 Where and when will the Selection Centre be held?

The event will be held over 3 days which will be Tuesday 28<sup>th</sup> February – Thursday 2<sup>nd</sup> March 2023. The selection process will be held virtually.

### 72 What will be tested at the Selection Centre?

All elements of the recruitment process test requirements which are listed in the person specification. All elements of the person specification have been identified as essential requirements for a successful career in public health. Due to the requirement for all interview/selection processes to take place without in person face to face attendance, the selection centre will involve an interview process lasting up to 60 minutes. All selection material has been rigorously piloted and fully evaluated. All selectors are specifically trained for their roles and are fully compliant with Equality and Diversity training requirements.

### 73 I have a requirement for reasonable adjustments to be made available for my attendance at the Selection Centre. How do I bring this to your attention and is there anything else I should do?

We will ensure, where possible, that reasonable adjustments are made to meet the needs of applicants at the Selection Centre. Applicants who require reasonable adjustments due to a disability, health condition, pregnancy, breastfeeding or any other circumstance or protected characteristic, should complete the relevant sections of the application form and complete the form in the Reasonable Adjustments Guidance. We must be informed that you require reasonable adjustments in advance via the application process by providing information on the application form. There will be no opportunity to declare a need for reasonable adjustments after applications close unless there is a change in your circumstances. Once your application is submitted the recruitment team will contact individuals to discuss their specific needs. You will be asked to provide evidence to support your request, and this should be uploaded with your Oriel application. All evidence must be received by Thursday 1<sup>st</sup> December 2022.

Disabled applicants are able to request consideration for an interview under the 'Disability Confident' scheme if they meet the essential eligibility criteria. We must be informed that you are requesting an interview under this scheme in advance via the application process by providing information on the application form. We will ensure that those applicants granted an interview in line with the Disability Confident scheme are invited to the Selection Centre, provided the eligibility requirements and the minimum required standards at Assessment Centre are met.

If subsequently appointed to a Public Health training programme, any reasonable adjustments required to undertake the job will be discussed with you by the relevant

# Public Health Specialty Recruitment 2023

## Essential Guidance - Frequently Asked Questions

programme. All successful candidates are subject to an occupational health check by the employing organisation as part of the pre-employment checks.

### OFFERS

#### 74 How are training places allocated?

All applicants are ranked according to their combined assessment and selection centre scores. The applicant ranked highest will be offered their first-choice training placement/programme and so on until all vacant posts are allocated. You should be aware that restricting your choices might result in no offer being made even if your final ranking is sufficient to have been offered a training place somewhere (in the event that all your choices are offered to candidates with a higher ranking). Some programmes offer geographically zoned training.

#### 75 If I am successful, how will I be offered a post?

All correspondence with applicants will be through automated e-mail. First offers will be made by 17:00 on Thursday 30<sup>th</sup> March 2023. Offers are made in meritocratic order according to ranking and programme preferencing.

#### 76 I am applying for training in this round but would like to defer my place, if offered, for a year. Is this allowed?

Deferring an offer of specialist training is only permissible for statutory reasons – maternity/ paternity/ adoption leave or personal ill health.

#### 77 I am a doctor. Will I be allowed to train part-time and continue my work in clinical medicine?

If you are successful in being appointed to a post in Public Health please contact the relevant HEE local office/deanery for further advice on undertaking training on a less than full time basis.

#### 78 I want to train in Public Health and General Practice. Will I be able to accept offers for both specialties?

No. You will have to decide what programme you wish to accept. You cannot accept two programmes on the Oriel system.

#### 79 I understand people can be appointed at ST1 or ST2 level. Is that correct?

If you have applied at ST1 level (we do not advertise at ST2 level) and are successful in receiving an offer it will be for ST1. However, if you already have a Masters in an appropriate subject, you may start at ST2 or have a shortened time (i.e. less than 12 months) at ST1. Please discuss with the relevant programme as appropriate once appointed.