**Appendix 4 – Shortlisting Scoresheet**

To the applicant: this shows the scoring system to be used for short-listing from the application form. If the short-listing panel agrees that you have scored “0” in any of the essential criteria this means that you have not provided sufficient evidence to demonstrate the attribute. You therefore cannot be short listed. You are advised to self-assess yourself prior to application and to seek advice from your educational supervisor if necessary. This should not be returned with your application. It is for your information only.

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| **NATIONAL INSTITUTE FOR HEALTH RESEARCH AND THE XXXXXXXX HEE local office** |
| **SHORT-LISTING SCORE SHEET – ACADEMIC CLINICAL FELLOW IN SPECIALTY – LEVEL** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ENTRY CRITERIA** | **Assessed In Section** | YES/NO |  | ESSENTIAL CRITERIA | |
| Eligible for registration with the GMC | Part 1 |  |  | Has this applicant scored a 0 in any of the essential criteria? | YES / NO |
| MBBS (or equivalent) | Part 2 Section 1 |  |  | If an applicant scores 0 in any of the essential criteria, the application **must** be discussed at the short listing committee | |
| Success in RELEVANT EXAM examination (or equivalent) | Part 2 Section 1 |  |  |
| Achievement of Foundation competences by post start date | Part 2 Section 1 |  |  |
| Achievement of ST 1 competences by post start date | Part 2 Section 1 |  |  |
| Achievement of ST 2 competences by post start date | Part 2 Section 1 |  |  |
| At least 24 months’ experience (at SHO level) in this specialty (not including Foundation modules) by post start date | Part 2 Section 1 |  |  |

To the shortlister: Please complete the scoresheet in full and total up the points for each section, noting them in the boxes on each page. Please then add the totals and enter in the area below. Please read the supplemental notes on the final page before marking the application.

Total number of points scored (Maximum = 36): \_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ESSENTIAL SELECTION CRITERIA – ACADEMIC CLINICAL FELLOWSHIP**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section | Criterion | 0 points | 1 point | 2 points | 3 points | 4 points | Score |
| 2 | Clinical experience | No evidence of relevant clinical experience | Evidence of minimum relevant clinical experience | Evidence of average relevant clinical experience | Evidence of above average clinical experience |  | /3 |
| 2/3 | Academic experience | No evidence of relevant academic experience | Evidence of minimum relevant academic experience | Evidence of average relevant academic experience | Evidence of above average academic experience |  | /3 |
| 2/3 | Commitment to a clinical academic career | No evidence of commitment to this career path | Weak evidence of commitment to this career path | Limited but clear evidence of commitment to this career path | Ample and clear evidence of commitment | Ample, clear and comprehensive evidence of commitment | /4 |
| Whole form | Language Skills | No evidence of competence in written English | Demonstrates competence in and reasonable use of written English | Clear and concise use of appropriate written English |  |  | /2 |
| Whole Form | Reasoned / Analytical Approach | No evidence of reasoned / analytical approach to applying for the post in completing form | Provides some evidence relevant to clinical academic training, linked to position applied for | Provides evidence throughout of reasons for applying, and clearly links experience to the post being applied for |  |  | /2 |
| Total for essential criteria (Maximum = 14) | | | | | | |  |

**Note to shortlisters – Desirable selection criteria**

In order to ensure the most appropriate allocation of marks, shortlisters should take in to account the stage of the applicant’s career at which they are applying, and - where a specific entry level has been assigned to the Academic Clinical Fellowship applied for - the appropriateness of their academic career progression to the level of training. This is particularly important in relation to criteria relating to section 3 of the application form.

The aggregate score for desirable criteria should be regarded as indicative rather than absolute in the shortlisting process. For instance, one applicant may achieve a higher total score than another candidate because they are further on in their career. However, the more junior applicant may demonstrate more potential despite the lower level of overall achievement.

Shortlisters should, therefore, take account of the profile of the desirable criteria in the context of the level of application, together with the essential criteria results, in reaching their decisions. In all cases, marks awarded and decisions should be based on the evidence provided by the applicant.

**DESIRABLE SELECTION CRITERIA – ACADEMIC CLINICAL FELLOWSHIP**

**SHORTLISTERS PLEASE SEE IMPORTANT NOTE ABOVE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section | Criterion | 0 points | 1 point | 2 points | 3 points | 4 points | Score |
| 3A | BSc or BA OR  MSC or MRes OR  PhD or MD  in relevant subject  (Mark one only) | None  None  None  (Mark one only) | None  None  None  (Mark one only) | 2:1  In progress  In progress  (Mark one only) | 1st Class  Awarded  Awarded  (Mark one only) |  | /3 |
| 3A | Undergraduate or postgraduate prizes | None | One or more | Three or more OR 1 highly prestigious e.g. University Gold Medal | - | - | /2 |
| 3A | Honors’/ distinctions (in final MB) | None | One or more | Three or more | - | - | /2 |
| 3D | Teaching experience | None | Regular participation | Formal teaching role | - | - | /2 |
| 3B/F/G/I | Extra-curricular activities | None | Activities relevant to clinical academic career | Activities relevant to clinical academic career in this specialty |  |  | /2 |
| 3C | Scientific publications | None | Evidence of good quality publication as a co-author | Evidence of several good quality publications as a co-author or evidence of good quality publication as a major contributor (e.g. first author) | Evidence of more than 1 publication in a leading specialty journal or major journal inc publication as a major contributor (e.g. first author) | Four or more as a major contributor (e.g. first author) including at least 1 one in a leading journal for the specialty or other major journal | /4 |
| 3C | Scientific presentations at National/International Level | None | Evidence limited | Evidence ample | Evidence outstanding | - | /3 |
| 3 | Key academic achievements | No evidence of academic potential | Evidence weak | Evidence limited | Evidence ample | Evidence outstanding | /4 |
| Total for desirable criteria (Maximum = 22) | | | | | | |  |