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APPLICATION SCORING GUIDANCE & EVIDENCE VERIFICATION PROCESS

Please ensure that you read this guidance in conjunction with the 2025 Applicant Guide which is available [*here on the Scottish Medical Training website*](#)*.*

Self-Assessment

Within this section of your application form you will be required to select the most appropriate option from a list of statements for each of the domains. This section of the form is where all scores for your application will be gained.

Details of the options and scores available can be found in the Application Scoring Matrix at the end of this document. You will need to employ your professional judgement to ascertain which of the available options is the most appropriate to the best of your knowledge and belief. **The selection of options must be absolutely at your discretion alone, under no circumstances can we advise you on which options to select**. If you think more than one option applies to you then please select the highest option, however, please bear in mind that you <u>must</u> be able to provide evidence to support this claim if your application progresses to the evidence verification stage of the recruitment process.

Assessors reviewing evidence are aware of an application form's limitations to cover all variations, but you must be able provide evidence for all achievements you cite and justify the option you selected. You will be required to add text for each selection to demonstrate why you chose that option on the *Supporting Information - Evidence* page of your application form.

Over-claiming - Any instances of candidates blatantly or persistently trying to gain an unfair advantage by over-claiming scores for and / or exaggerating their achievements could lead to a probity investigation and applicants in this position should expect to be contacted to review their scoring. This could lead to an application being deemed not appointable, or in very serious cases, could be reported as a probity matter to the GMC.

In the event that you realise after submitting your form that you have overclaimed on your form, you must send details to the Scottish Medical Training recruitment team (nationalrecruitment@nes.scot.nhs.uk).

Completed achievements only - When you come to submit your application, all information within it must be accurate at the **time of submission** - any qualifications not yet gained, courses not yet taken or presentations not yet given, etc. **must not** be included.

Acceptable evidence - It is not possible to be prescriptive about what evidence will be acceptable to justify your selection. The key is that it is sufficient for the assessor to be confident that you have claimed correctly. Evidence needs to be in a format that assessors can understand and quickly verify the achievement. Try and avoid supplying too much documentation, acknowledging it needs to be sufficient. A certified, authenticated translation should be provided for any documentation which is not written in English.

Supporting Statements (Supporting Information – Evidence page) - You must complete the corresponding text box to demonstrate why you chose that option. Each text box has a maximum word count. If you do not have an achievement in that area you should enter 'N/A' in the text box. Assessors have limited time to check application forms and the more succinct you can be about your achievement, the more straightforward it will be for them to review your folder.

Evidence Verification Process

Longlisted applicants will be required to upload evidence to support the claims they have made on their application form during the evidence upload window. It is therefore important that you select the most appropriate answer that applies to you.

Please note that this evidence will not be uploaded to Oriel. Longlisted applicants will be contacted with further details regarding where and when to upload their evidence to support the claims they have made on their application form.

Longlisted applicant's self-assessment scores will be verified by an assessor by reviewing the evidence uploaded by an applicant. Changes could be made to your application score at this point.

Applicants will then receive their verified self-assessment score and have 72 hours to appeal any changes to their scores. Please note that only evidence supplied during the initial evidence upload window can be considered for appeals. No additional evidence can be considered so please ensure you upload all relevant evidence during the evidence upload window.

Following the appeals process applications will then be shortlisted based on the verified self-assessment score and candidates invited to interview based on shortlisting score and interview capacity.

Timeline

The timeline for the ST1 Trauma & Orthopaedic Surgery recruitment process will be published *here on the Scottish Medical Training website* as soon as it is available.

Application Scoring Matrix

DOMAIN	SCORE	OPTIONS
Q1 - Career Progression		
How many years of clinical practice since your primary medical qualification at anticipated start date of 6th August 2025? *This will be verified using the employment history from your application form, which the assessors will be given access to.*	1	More than 3 years of clinical experience since primary medical qualification
	3	Between 2 and 3 years of clinical experience since primary medical qualification
	5	Up to 2 years clinical experience since primary medical qualification
Q2 - Additional Achievements		
	0	None
	1	Single subject in PMQ exam passed with merit / distinction
	2	Whole year of PMQ passed with merit / distinction
	3	Whole PMQ passed with distinction / honours

DOMAIN	SCORE	OPTIONS
Q3 - Additional Degrees and Qualifications		
	0	No postgraduate degree
	1	Qualification below BSc / Masters or completion of e.g. ESSQ, diploma or PG Cert
	2	Undergraduate degree (BSc 1st/2.1, or equivalent)
	3	MRCS Part 1
	4	MSc / other single year postgraduate course **OR** MRCS Full
	5	MD (research) / PhD / DPhil
Q4 – Evidence of Surgical Education and engagement in addition to Foundation (or equivalent full registration to practice)		
Items not provided elsewhere in the application. Examples are: • engagement with surgical societies • attendance at learning events (in person or virtually) relevant to surgery • active participation in societies/groups relevant to surgery – e.g., office bearer, event organiser	0	None
	1	1-2 activities
	2	3-5 activities
	3	6 or more activities

ST1 Trauma & Orthopaedic Surgery
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DOMAIN	SCORE	OPTIONS
Q5 - Experience of Procedural / Manual Tasks		
This must be evidenced by a validated logbook and <u>must not</u> include any patient identifiable data.	0	No evidence of additional procedural competencies beyond FY curriculum
	1	Evidence of 20 or less logged procedures as observer or assistant relevant to surgical curricula and / or evidence of equivalent to taster week in Trauma & Orthopaedic Surgery
	2	More than 20 logged procedures as observer or assistant relevant to surgical curricula
	3	Evidence of 20 or less logged surgical Trauma & Orthopaedic operations as assistant, or performed under supervision
	4	Evidence of more than 20 logged surgical Trauma & Orthopaedic operations as assistant or performed under supervision
Q6 - Teaching Experience		
	0	None
	1	Regular / scheduled medical student or other AHP teaching for 1-4 months **AND** consultant verified evidence of contribution plus feedback from teaching sessions
	2	Regular / scheduled medical student or other AHP teaching for more than 4 months **AND** consultant verified evidence of contribution plus feedback from teaching sessions
	3	Designed, organised and delivered a teaching programme with consultant verified evidence of significant contribution **AND** formal feedback from recipients
	4	Completion of formal teaching qualification below Masters (e.g. Diploma, PG Cert)
	5	Completion of formal teaching qualification at Masters or above

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DOMAIN	SCORE	OPTIONS
Q7 - Quality Improvement (Audit)		
	0	None
	1	Participated only in some stages of one QI project (i.e. help with data collection)
	2	Actively participated throughout one cycle of a QI project / audit **OR** Completed a loop of a previously performed audit by someone else **OR** Participated in different stages of several projects
	3	Designed a QI project with QI methodology closing the loop **OR** closing the loop on multiple projects
	4	Designed and led QI project with QI methodology closing the loop and leading to a sustained change with consultant-verified evidence of significant contribution and impact
Q8 - Publications		
	0	None
	1	One or more abstracts **OR** Non-peer-reviewed publications **OR** Case-report(s)
	2	First author or co-author of one peer reviewed original research publication / systematic review / review (supply DOI or PMID)
	3	Co-author of 2 peer reviewed original research peer reviewed publications / systematic review / review (supply DOI or PMID)
	4	Co-author of more than 2 peer reviewed original research peer reviewed publications / systematic review / review (supply DOI or PMID)
	5	First author of 2 or more peer reviewed original research peer reviewed publications / systematic review / review (supply DOI or PMID)

DOMAIN	SCORE	OPTIONS
Q9 - Presentations / Posters (research / audit / QI)		
	0	None
	1	One oral presentation **OR** One poster at local medical meeting
	2	One oral presentation **OR** One poster at a regional meeting
Please note that National refers to each of the 4 nations of the UK, therefore if you had one poster presentation at a meeting in Scotland, this would be awarded 3 points.	3	One oral presentation at national / international meeting **OR** One poster presentation at a national / international meeting
	4	Shown more than 1 poster at national or international meeting **OR** Oral presentation at national / international meeting
	5	Multiple oral presentations at national / international level **OR** Prize-winning presentation at national / international meeting
Q10 - Other Research Indicators (non-publications / presentations)		
	0	None
	1	Specialised (Academic) FY rotation
	2	Screened / consented 3 patients into an NIHR funded / sponsored trial (or equivalent nationally funded trial) **OR** initiated / active role in collaborative trial project
	3	Formal role in management of a trial, e.g. Associate PI post **OR** Formal role in trainee collaborative
	4	Written and submitted successful application to LREC / MREC or equivalent full research ethics committee