

# SJT Cheat Sheet

NHS Public Health Specialty Training · Situational Judgement Test · All 63 Questions · 8 Core Themes

## When to Involve Your Supervisor

### INVOLVE — these situations

- ✓ Workload is unmanageable
- ✓ Ethical dilemma / data pressure
- ✓ Media or communications issue
- ✓ Stakeholder conflict or complaint
- ✓ L&D or placement concerns
- ✓ Serious IG breach
- ✓ Patient or participant safety
- ✓ Colleague mental health concern

### DON'T JUMP STRAIGHT THERE

- ✗ Mild interpersonal tension
- ✗ Minor misunderstanding
- ✗ First-time documentation error
- ✗ Routine workload queries
- ✗ Seating or admin logistics
- ✗ Feedback you can address directly

## Escalation Ladder — Always in Order

1. Direct private conversation — address the person involved first, informally, without an audience
2. Suggest a solution — template, refresher, realistic alternative; give them the chance to self-correct
3. Inform supervisor — bring authority in when informal steps have failed or risk is significant
4. Formal channels — HR, TPD, written complaint; only after informal attempts are genuinely exhausted

**Rule: Never skip to step 4. Disproportionate escalation is always penalised.**

## Non-Negotiables

### NEVER

- ✗ Speak to or prepare statements for media
- ✗ Alter, fabricate or misrepresent data
- ✗ Agree to impossible deadlines dishonestly
- ✗ Ignore a live confidentiality breach
- ✗ Vent about supervisors or colleagues to peers
- ✗ Take sides in a senior-level dispute
- ✗ Photograph clinical documents
- ✗ Post or respond on org's behalf on social media
- ✗ Present material you haven't reviewed
- ✗ Continue focus group when participant distressed

### ALWAYS

- ✓ Redirect all media to press office / comms lead
- ✓ Protect data integrity — no exceptions
- ✓ Communicate honestly, even with senior staff
- ✓ Act immediately on live IG or confidentiality breaches
- ✓ Raise placement concerns via Educational Supervisor
- ✓ Remain neutral when facilitating conflict
- ✓ Ask for review time before presenting
- ✓ Notify comms team before any public response
- ✓ Offer verbal summary as alternative to clinical docs
- ✓ Document significant interactions for governance

## How the Marking Works — Ranked Format (1 = Best, 5 = Worst)

<b>RANK 1</b>	Proportionate, direct and private action addressing root cause. Honest with constructive offer. Protects integrity without confrontation.
<b>RANK 2</b>	Good intent, slightly less direct — escalates appropriately or addresses part of the issue. Professional, non-harmful, solution-focused.
<b>RANK 3</b>	Neutral or mildly passive. Does no active harm but incomplete or slightly disproportionate. Often: 'send general reminder' or 'do nothing yet.'
<b>RANK 4</b>	Poor tone, wrong channel, or disproportionate — confrontational email, public challenge, bypassing the person, premature escalation.
<b>RANK 5</b>	Dishonest, harmful or completely passive facing a serious issue. Fabricating, ignoring breaches, venting publicly, taking sides, agreeing dishonestly.

**Golden rule: Honest · Direct · Private · Proportionate beats everything. Dishonesty and public confrontation always fall to rank 5.**

## Select-Three Logic — How to Pick Your Three

LIKELY CORRECT	LIKELY WRONG
✓ Directly addresses the root cause	✗ Confrontational, public or aggressive
✓ Involves supervisor where needed	✗ Bypasses the person directly involved
✓ Protects the affected person's wellbeing	✗ Compromises data or confidentiality
✓ Offers a constructive solution or resource	✗ Supervisor's role, not a trainee's
✓ Documents / creates an audit trail (secondary)	✗ Passive — hoping it resolves itself

**Typical winning trio: (1) Private direct action · (2) Notify supervisor · (3) Document or offer follow-up**

## Scenario-Type Quick Reference — 15 Most Common Patterns

Scenario	Recommended Action	Common Mistake	Key Principle
Media / journalist contact	Decline; redirect to press office; inform comms lead	Any comment — even accurate	Trainees never speak to media
Colleague welfare / withdrawn	Private compassionate check-in; ask about workload	Reporting without speaking to them first	Empathy before escalation
Data / graph alteration pressure	Decline clearly; explore alternatives; seek supervisor	Any misrepresentation regardless of seniority	Analytical integrity — non-negotiable
Live confidentiality breach	Act immediately; quiet private intervention	Joining conversation; loud interruption	Confidentiality is time-critical
Unrealistic senior deadline	Communicate honestly; propose phased delivery	Agreeing dishonestly; ignoring entirely	Assertive honesty > avoidance
Conflict of interest — friend/family	Decline firmly; direct to formal process	Any informal case review	Governance · fairness · no exceptions

Meeting disruption / public challenge	Acknowledge calmly; defer to end; offer follow-up	Ignoring; debating; calling out behaviour	Composure · community trust
Competing urgent deadlines	Bring supervisors together; agree priorities jointly	Prioritise unilaterally; agree to everything	Transparent communication
Difficult placement supervisor	Raise with Educational Supervisor	Team meeting challenge; peer venting	Appropriate escalation channel
Remote working / IG at home	Lock screen; move to private room; brief explanation	Angling screen; rushing sensitive work	IG obligations don't relax at home
Colleague using outdated process	Private supportive conversation; offer refresher	Immediate report; silently correcting them	Supportive challenge first
Data error before presentation	Tell chair or supervisor before meeting begins	Presenting as correct; saying nothing	Transparency before impact
Participant distressed in focus group	Pause; private check-in; offer individual follow-up	Encouraging them to continue	Participant welfare > data collection
Unresponsive stakeholder	Phone call after emails; notify supervisor	Copying manager without calling first	Persistence · never fabricate
Senior incorrectly claims approval	Calmly clarify actual status in the meeting	Staying silent; emailing after only	Integrity in real time

## Classic Exam Traps

<i>"Agree and hope I can manage"</i>	Dishonest agreement — always low rank
<i>"Interrupt loudly to stop the breach"</i>	Draws attention to content — worse than a quiet word
<i>"Raise supervisor issue at team meeting"</i>	Supervisor chairs it — public challenge more harmful than inaction
<i>"Prepare a statement and call back"</i>	Still speaking to media without authorisation — rank 4/5
<i>"Review case notes to help a friend"</i>	Conflict of interest regardless of intent
<i>"Alter graph to maintain good relations"</i>	No relationship justifies data misrepresentation
<i>"Vent to peers about supervisor"</i>	Never constructive — rank 5 in placement questions

## Tonal Traps — Words That Signal Wrong Answers

<i>"Forceful email"</i>	Confrontational before dialogue
<i>"Firmly insist"</i>	Aggressive — always drops rank
<i>"Demand"</i>	Damages relationships
<i>"Accuse directly"</i>	Adversarial — wrong channel
<i>"Express frustration"</i>	Unprofessional — lower rank
<i>"Publicly challenge"</i>	Wrong setting
<i>"Tell" (not "ask")</i>	Command not dialogue — lower rank
<i>"Hope no one notices"</i>	Passive dishonesty — rank 5
<i>"Take sides"</i>	Lose neutrality — worst in conflict Qs

*"Unilaterally decide"*

No consultation — wrong in multi-supervisor Qs

**Spot the pattern: Any option with a commanding, aggressive or evasive verb is almost certainly not rank 1.**

### Four Corrected Answer Keys — Original Had Errors

Question ID	Corrected Answer Key	Explanation
Q7	A B E D C	Open-plan confidentiality breach. B (report to supervisor) promoted above E (loud interruption). A loud public interruption draws more attention to confidential content.
Q14	B C E D A	Difficult placement supervisor. C (continue working) promoted above E (raise at team meeting). Challenging a supervisor in a meeting they chair is more harmful than passive inaction.
Q29	A B C E D	Unrealistic senior deadline. E (agree dishonestly) dropped to 4th. Agreeing to an impossible deadline creates false expectations — even a blunt refusal is more honest.
Q30	A B D E C	Colleague avoiding meetings. B (venting to peers) promoted above D (forceful email). Peer venting, while unprofessional, is less harmful than a confrontational written record.

### The 8 Key Theme Areas

<ul style="list-style-type: none"> <li>■ Confidentiality &amp; IG</li> </ul>	<ul style="list-style-type: none"> <li>■ Inclusion &amp; Culture</li> </ul>	<p>Name removal alone is not enough. Lock screens at home. No</p> <p>Act when you ob Intervene calmly not excuse dism</p>
<ul style="list-style-type: none"> <li>■ Data Integrity</li> </ul>	<ul style="list-style-type: none"> <li>■ Learning &amp; Development</li> </ul>	<p>Receive feedba Placement conc not peers or tea</p>
<ul style="list-style-type: none"> <li>■ Media &amp; Comms</li> </ul>	<ul style="list-style-type: none"> <li>■ Research Ethics</li> </ul>	<p>Participant welfa when distress is clinical documen</p>
<ul style="list-style-type: none"> <li>■ Stakeholder Management</li> </ul>	<ul style="list-style-type: none"> <li>■ Professional Boundaries</li> </ul>	<p>Know what a tra decline and redi limitations is alw</p>

### Memory Aids

**DIRECT — Ranked Format Formula**

D Direct — private conversation first, always before escalation

I Inform — supervisor when needed (not reflexively)

R Record — document and create an audit trail

E Escalate — formally only after informal steps have failed

C Communicate — honestly, even with senior staff

T Transparent — over comfort, every time

**SAFE — Select-Three Formula**

S Supervisor — first port of call for workload, ethics, stakeholders

A Act — immediately on any breach, distress or integrity issue

F Formal — channels only after informal steps, never first

E Empathy — first; wellbeing before data and deadlines

**The Rank 5 Checklist — Instant Disqualifiers**

If an option contains any of these, it is almost certainly Rank 5 or an incorrect select-three choice:

**X** Speaking to media or preparing a statement for them

**X** Altering, fabricating or misrepresenting data

**X** Agreeing to an impossible deadline dishonestly

**X** Ignoring a known and serious issue entirely

**X** Venting publicly or to the whole team about colleagues

**X** Withdrawing entirely from a working relationship

**X** Taking sides in a dispute between senior partners

**X** Photographing or accepting clinical documents outside your remit

**X** Continuing a focus group when a participant is visibly distressed