

## Specialty Training in Paediatric Dentistry

### National Recruitment – 2020 Applicant Guidance

Thank you for your interest in applying to Specialty Training in Paediatric Dentistry. Please ensure that you read and fully understand the contents of this guidance before submitting your application. Failure to do so may result in you missing vital information in relation to your application.

In applying, applicants confirm that they have read and understood the application process. Other than the referee section up to the closing date, you will not be able to change your application once it has been submitted. If you have any questions, please ensure you contact [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk), prior to submitting your application.

#### **1. Introduction**

Health Education England, working across the East Midlands, has been nominated by the SAC in Paediatric Dentistry to co-ordinate the national recruitment of Pre-CCST level Paediatric Dentistry trainees across England, Northern Ireland and Scotland.

We also recruit to Post-CCST (formally FTTA) posts in England, Northern Ireland and Scotland.

NIHR Academic Clinical Fellows and Lecturers will be recruited locally and will be expected to attend the National Selection Centre for clinical benchmarking at Pre or Post CCST level as part of the selection process.

#### **2. Key dates**

Advert	14.01.2020
Applications open on Oriel	21.01.2020
Applications close on Oriel	11.02.2020
Selection centre	13.05.2020
Initial offers released by	28.05.2020

Please note that all applicants who have applied will be advised through Oriel of the posts available in this round, this will be after the close date.

#### **3. How to apply**

An advert will appear on NHS jobs, Find a Job and Oriel.

Applications for these posts can ONLY be made via the Oriel online application system. Please visit <https://www.oriel.nhs.uk> to register and apply.

Applications open at 10.00 (UK local time) on 21<sup>st</sup> January 2020 and close at 16.00 (UK local time) on 11<sup>th</sup> February 2020. **Late applications will not be accepted.**

Communication between HEE and applicants will primarily be via e-mail. Applicants should check their e-mail account regularly so as not to miss vital information in relation to their applications.

Please also check your “spam” or “junk-mail” to ensure that correspondence has not been filtered by your provider. Please do not contact anyone else but [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) for recruitment information.

#### **4. Eligibility**

Before beginning your application, it is important for you to determine whether you are eligible to apply. Applicants must meet certain eligibility criteria as detailed in the Person Specification for Pre-CCST or Post-CCST training.

It is very important that you complete your application in full and include all relevant information for each section.

Please refer to the relevant person specification for full details and ensure that you demonstrate how you meet each criterion.

#### **5. Right to work in the United Kingdom**

Applicants should refer to the **UK Visas and Immigration website** for up to date information regarding the right to work in the UK. HEE will not be able to provide any advice regarding immigration.

#### **6. Applicants with a disability, health concerns or religious requirements**

Applicants who wish to discuss the possibility of an adjustment at the selection centre must provide full details via email to [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) by the application closing date. In this e-mail please indicate what your requirements are and provide evidence if applicable, (for example applicants with dyslexia will need to provide their work psychology report). Reasonable adjustments will not be made if you do not inform HEE in advance prior to the application closing date.

#### **7. References and pre-employment checks**

HEE will contact your referees only if you are appointed. References will be shared with the local region or employer before you commence employment. You will be asked to provide the details of 3 referees on your online application.

All other pre-employment checks will be carried out by the local region or employer before you commence employment; any training post offers will be made subject to satisfactory references and completion of pre-employment checks.

## 8. Expressing Preferences

Please note that on this occasion all applicants who have applied will be advised through Oriol of the posts available in this round, this will be after the closing date.

The training scheme information and open day dates will be available on Oriol. Applicants are invited to attend open days, but this is not mandatory, nor will it form part of the selection process.

Applicants will be invited to preference available posts prior to offers being issued. Offers will then be made on the basis of candidate performance at the selection centre.

**Important Candidate Information: Please note that there have previously been low numbers of Post CCST applications. Should any Post CCST vacancies be left unfilled after this round of interviews, these posts may be converted to Pre CCST level training and offered accordingly. This will be subject to the local Dean approval and appropriate SAC advice on the relevant training plan (s). Candidates may wish to consider this when making their application.**

## 9. Deferred Entry

Deferment can only be considered on statutory grounds such as maternity leave or ill health, as stated in the Dental Gold Guide. Deferment for any other reason will not be permitted.

## 10. Shortlisting

All applicants will be scored against the essential and desirable criteria of the Person Specification so as to draw up a list of candidates to call for interview. Please refer to the relevant person specification for full details and ensure that you demonstrate how you meet it.

Members of the national working group and Training Programme Directors will be involved in this process.

Individual feedback will be sent to candidates who request it, but only at the end of this recruitment cycle. This will be limited to:

- Your score
- The score required to receive an interview invite
- Your ranking

## 11. Selection centre

The selection process will be managed at one centre on 13<sup>th</sup> May 2020. The venue is King Power Stadium, Filbert Way, Leicester, LE2 7FL

In exceptional circumstances this date may be amended, and every effort will be made to advise applicants in good time.

Applicants will be given 48 hours excluding weekends and bank holidays to formally accept or reject their offered selection centre slot.

There will be several stations covering various aspects including communication, clinical governance, research, teaching and management.

Please see below for further guidance on the portfolio/CV station

### **Station 5 - Portfolio and CV Assessment**

This station verifies the application and assesses the documented evidence of the applicant's training progress to date. The portfolio and CV will be assessed by 2 clinicians; the applicant will not be present in this station.

#### **Special instructions for this station:**

The aim of this station is to verify information provided in your application and assess your training to date.

You must include a print out of your application at the beginning of the portfolio.

You must not include patient identifiable data in your portfolio or any photographs unless they are relevant to your training progress.

Please include an index at the front of your portfolio with dividers throughout

Please provide an English translation for any relevant qualifications or courses that you include

Please organise your portfolio under the following headings

- Post qualification training completed so far
- Other postgraduate degrees
- Prizes and awards
- Evidence of leadership and teamwork outside dentistry
- Presentations
- Publications
- Teaching
- Audit/Service evaluation
- Research
- Evidence of leadership and teamwork within dentistry
- Training progress. This should include (if available) evidence of WBAs, MSF, self-reflection, patient feedback
- Continuing Professional Development courses attended to date

Applicants may rotate around the interview stations in any order."

## 12. Lay Representative

A Lay Representative will attend the selection process to ensure that all panels are consistent and managed in accordance with the agreed process. The role of the Lay Representative will be to:

- Attend the selection centre
- Ensure that decisions are fair and equitable

## 13. Documentation

Applicants will be asked to bring certain documentation with them to the Selection Centre. Failure to bring the specified documents may result in applicants not being interviewed. Any applicant with concerns over their ability to bring the required documents with them should make contact with [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) in advance of the Selection Centre.

Please be aware that when you attend for interview, if it is found that you are not eligible for the post, e.g. immigration status or experience, then you will not be able to proceed with your interview.

## 14. Offer process

The scores of all applicants will be collated to produce a single ranking based on the scores from all the stations.

Offers will be based upon applicant rank and preference. The allocation to a training unit will depend on the ranking you achieve as a result of your selection centre performance.

Applicants will be given 48 hours excluding weekends and bank holidays in which to accept or reject an offer. Once all offers have been accepted, the details of the successful applicants will be sent to the regions with the vacancies.

## 15. Feedback

Individual feedback will be sent, via the digital scoring system, to all candidates after the Selection Centre. This will include your interview score and any written assessor comments.

## 16. Expenses

Please note that HEE will pay reasonable expenses incurred by applicants attending the Selection Centre. For details on how to register and submit your claim please use the following link <https://specialtytraining.hee.nhs.uk/Resources-Bank> and refer to guidance under the Expenses heading

## 17. Enquiries

Any further enquiries should be made to [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) as above. Good luck with your application.