

## Specialty Training in Paediatric Dentistry

### National Recruitment – 2021 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 and Scotland.

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

NIHR Academic Clinical Fellows and Lecturers will be recruited locally and will be expected to participate in the national recruitment process for clinical benchmarking at Pre or Post CCST level as part of the selection process.

#### 2. Key dates

Advert	12.01.2021
Applications open on Oriel	19.01.2021
Applications close on Oriel	09.02.2021
Virtual interviews	11.05.2021
Initial offers released by	27.05.2021

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 closing date.

#### 3. Adjustments for Covid-19

Following the 2020 recruitment process which resulted in interviews being cancelled, the plans for 2021 recruitment have been reviewed and a number of general principles have been agreed to support the appointment of dentists to training programmes. More details on this can be found in the '2021 Dental Recruitment Principles' document available via the [Oriel Resource Bank](#). All specialties have developed a Plan A for recruitment (which this document covers) and a Plan B if a further escalation of the Covid-19 outbreak means our Plan A cannot continue. You can view the approved Plan A and Plan B for each of the dental specialties at the following webpage - <https://www.copdend.org/postgraduate-training/2021-recruitment-plans-by-specialty/>

## **4. How to apply**

An advert will appear on NHS jobs 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 19th January 2021 and close at 16.00 (UK local time) on 9th February 2021. **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.

## **5. 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.

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

Applicants who wish to discuss the possibility of an adjustment at the virtual interviews 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 email, 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. Not all centres will hold open days and any open days offered may be virtual.

Applicants will be invited to preference available posts prior to offers being issued. Offers will then be made on the basis of combined self-assessment and interview score.

**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. Self-Assessment Questions

There are a number of multiple-choice Self-Assessment questions built into the application form. For these questions, you need to select the most appropriate response from a drop-down list. The Self-Assessment questions, the list of responses and details of suitable evidence can be found in Appendices 1 and 2 (please note there are separate forms for ST1 and for ST4).

Your responses to the Self-Assessment questions will be validated against the evidence you submit. Evidence to substantiate your answers must be easily identified and follow the strict guidance given. The recruitment office is not able to advise you about which response you should select for any question. You must select the response you feel you will be able to justify to the verification panel, using the evidence you provide. If it is discovered that any response is false or misleading or if you provide evidence containing Patient Identifiable Data, you may be referred to a Probity Panel.

We will be using a separate system for collating and verifying the self-assessment evidence. Details of the system, timelines and how to upload your evidence will be provided to shortlisted applicants after longlisting has been completed.

You will be expected to upload a single document per question only and you will have 7 working days to upload your evidence. Your documents will then be validated against your self-assessment score by a panel of clinicians. After validation has been completed applicants will be provided with feedback detailing any amended scores. Applicants will

then have a 72-hour window to appeal their validated self-assessment score. Please note as part of this appeal applicants will not be able to upload any additional documents. The appeal will then be reviewed by the appeals panel and the score awarded by them will be final.

The verification panel will only be able to assess the evidence you provide; they will not contact you to request additional evidence. You are therefore requested to provide all evidence in a clear format so that this can easily be identified and assessed.

More information about the self-assessment upload portal can be found in the "Self-assessment Evidence Portal - Applicant Guide.pdf" located in the [Specialty Training – Resource bank](#).

## **12. Selection centre**

The selection process will be managed via a virtual interview process on Microsoft Teams on 11<sup>th</sup> May 2021.

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 interview slot.

## **13. 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 virtual interviews
- Ensure that decisions are fair and equitable

## **14. Documentation**

Applicants may be asked to bring certain documentation with them to the virtual interviews. 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 contact [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) in advance of the virtual interview.

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

## **15. 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 virtual interview performance and validated self-assessment score.

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.

## **16. Feedback**

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

## **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.

Appendix 1

## 2021 Paediatric Dentistry ST1 National Self-Assessment Form

Listed below are the self-assessment questions that appear on the application form along with the possible responses to each question. Your responses to these self-assessment questions will determine your own score. You will need to provide evidence to substantiate your responses via the portal; this evidence will be validated by a panel and used to derive your final validated score.

Any lack of evidence, or lack of clarity provided by applicants will lead to an amendment of the score. It is the responsibility of the candidate to provide clear and unambiguous evidence for the process.

**If it is discovered that any response is false or misleading, evidence will be collected, and you may be referred to a Probity Panel.**

**We reserve the right to use anti-plagiarism software.**

Your evidence must be submitted to the portal between **22<sup>nd</sup> February 2021 and 5 March 2021**. Please refer to the relevant section of the applicant guidance for details of the evidence required.

Please submit a separate PDF file for each of the **15** Self-Assessment questions. Please note that applicants should upload all evidence for each question, this may include you uploading the same evidence used for a previous question. Clearly include your name and the question number **ONLY** that you are providing evidence for in the file name.

Provide a cover sheet for each question, detailing the evidence included. The evidence provided must be in the order stated on the cover sheet.

The panel will only be able to assess the evidence you provide; they will not contact you to request additional evidence. You are therefore requested to provide all evidence in a clear format so that this can easily be identified and assessed.

The recruitment office is not able to advise you about which response you should select for any question. You must select the response you feel you will be able to justify to the panel, using the evidence you provide. Please note that no evidence can be submitted retrospectively. Evidence should **not** contain patient identifiable data.

A 'self-assessment' topic has been added to the [FAQ section](#) on Oriel to assist applicants when filling out certain questions on this form.

All time periods stated refer to Whole Time Equivalent (WTE).

Question 1	
At the proposed time of post commencement, how many months (WTE) will you have spent in total practicing clinical dentistry?	
Responses:	Scores
• 0 - 40 months	0
• 41- 60 months	4
• 61+ months	6
Evidence:	
<ul style="list-style-type: none"> <li>• Please provide evidence of completion of training posts.</li> <li>• For non-training posts please provide a copy of the front page of your contract of employment which includes dates.</li> </ul>	

Question 2	
At the proposed time of post commencement, how many months (WTE) will you have spent in total in DCT posts/salaried services or DCT equivalent? Please do not include any other posts.	
Responses:	Scores
• 0 - 12 months	0
• 13 -24 months	1
• 25+ months	2
Evidence:	
<ul style="list-style-type: none"> <li>• Please provide evidence of completion of training posts detailing the clinical duties undertaken e.g., timetable, job description, HR letter</li> <li>• For non-training posts please provide a copy of the front page of your contract of employment which includes dates and include an outline of the duties you have undertaken e.g., timetable validated by lead clinician or employer.</li> </ul>	

Question 3	
At the time of application opening (19 January 2021), have you been awarded MFDS or MJDF? You must have completed all parts; completion of Part A only does not count.	
Responses:	Scores
• No	0
• Yes	2
Evidence:	
<ul style="list-style-type: none"> <li>• Please provide your certificate.</li> <li>• If you have not yet received your certificate, please provide confirmation that you have passed both parts of the examination.</li> </ul>	

Question 4	
<p>At the time of application opening (19 January 2021), do you have any other university awarded qualifications other than an undergraduate dental degree?</p> <p>Select the highest scoring option applicable.</p>	
Responses:	Scores
• None	0
• Bachelor level	1
• Masters/Doctorate level	2
Evidence:	
<ul style="list-style-type: none"> <li>Please provide your certificate.</li> </ul>	

Question 5	
<p>At the time of application opening (19 January 2021), how many complete quality improvement projects (QIP) / complete audit cycles (i.e. first audit/project, action plan and re-audit/assessment to quantify impact of intervention) have <b>you undertaken</b> in the last 36 months (WTE) of employment (excluding any periods of statutory leave)?</p>	
Responses:	Scores
• None	0
• 1	1
• 2	2
• 3+	3
Evidence:	
<ul style="list-style-type: none"> <li>For each QIP/audit please provide a summary (e.g., PowerPoint presentation) –including:               <ul style="list-style-type: none"> <li>first QIP/audit/</li> <li>action plan</li> <li>Evaluations/re-audit/assessment to quantify impact of intervention, led by yourself.</li> <li>Dates QIP/audit undertaken</li> </ul> </li> <li>Please evidence your involvement in each QIP/audit e.g., email acknowledgement of registration of QIP/audit with Clinical Governance team or response from QIP/audit lead.</li> </ul>	

Question 6	
<p>Please select the statement that best describes your experience in formal teaching.</p>	
Responses:	Scores
• None	0
• I have not attended a recognised teaching course, but I am occasionally engaged in teaching e.g., small group teaching, lectures etc. on no more than 5 occasions over a 12-month period within the last three years (WTE)	1

<ul style="list-style-type: none"> <li>I have not attended a recognised teaching course, but I am regularly engaged in teaching e.g., small group teaching, lectures etc. on at least 6 occasions over a 12-month period within the last three years (WTE)</li> </ul>	2
<ul style="list-style-type: none"> <li>I have attended and completed a recognised teaching course (e.g., Training the trainers, PGCert) and have been engaged in teaching on no more than 5 occasions over a 12-month period within the last three years (WTE) lectures etc.</li> </ul>	2
<ul style="list-style-type: none"> <li>I have attended and completed a recognised teaching course (e.g., Training the trainers, PGCert) and have been engaged in teaching on at least 6 occasions over a 12-month period within the last three years (WTE) e.g., small group teaching, lectures etc.</li> </ul>	4
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>Please provide evidence e.g., feedback from teaching events</li> <li>For courses, please provide certificates showing completion of the course.</li> <li>For teaching experience, please provide timetable/s, or a copy of your presentation.</li> </ul>	

Question 7	
<p>Have you achieved any publications as a postgraduate within the last 5 years (WTE) prior to 19 January 2021? This excludes published abstracts.</p> <p>Select the highest scoring option applicable.</p>	
Responses:	Scores
<ul style="list-style-type: none"> <li>None</li> </ul>	0
<ul style="list-style-type: none"> <li>Letter / book review / non-peer reviewed article / or non-peer reviewed e-publication</li> </ul>	1
<ul style="list-style-type: none"> <li>Case report</li> </ul>	3
<ul style="list-style-type: none"> <li>One peer reviewed publication</li> </ul>	4
<ul style="list-style-type: none"> <li>More than one peer reviewed publication</li> </ul>	5
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>For each publication, please include a screenshot or pdf copy of the publication or the acceptance letter from the relevant journal</li> <li>Do not include publication of a poster or an oral presentation abstract as they will not be counted as evidence.</li> </ul>	

Question 8	
<p>At the time of application opening (19 January 2021), have you given a <b>local</b> (within working environment), <b>regional</b> (deanery or NHS region), <b>national</b> (UK wide) or <b>international</b> (international/continent society meeting) oral presentation?</p> <p>Select the highest scoring option applicable.</p>	
Responses:	Scores
<ul style="list-style-type: none"> <li>None</li> </ul>	0
<ul style="list-style-type: none"> <li>Local</li> </ul>	1
<ul style="list-style-type: none"> <li>Regional</li> </ul>	2
<ul style="list-style-type: none"> <li>National</li> </ul>	4
<ul style="list-style-type: none"> <li>International</li> </ul>	6



<b>Evidence:</b>
<ul style="list-style-type: none"> <li>• Please provide a copy of the relevant page of the meeting programme/s naming you as a presenter.</li> <li>• This can include cancelled events (due to the pandemic) at which you have been invited to speak. Please provide speaker programme as evidence.</li> </ul>

## Question 9

At the time of application opening (19 January 2021), have you given any **local** (within working environment) / **regional** (deanery or NHS region) / **national** (UK wide) / **international** (international/continent society meeting) poster presentations?

Select the highest scoring option applicable.

Responses:	Scores
• None	0
• Local	1
• Regional	2
• National	4
• International	6

<b>Evidence:</b>
<ul style="list-style-type: none"> <li>• Please provide a copy of the relevant page of the meeting programme(s) naming you as a presenter</li> <li>• This can include cancelled events (due to the pandemic) at which you have been invited to present a poster. Please provide presenter programme as evidence.</li> </ul>

## Question 10

Please indicate below by choosing one of the options and provide evidence of commitment to the specialty you are applying for, over the last 24 months from application opening (19 January 2021).

Select the highest scoring option applicable.

Responses:	Scores
• No evidence	0
• Membership of paediatric dentistry specialist society e.g. BSPD, IAPD, EAPD	2
• Attendance at a national specialist society meeting	4
• Membership of paediatric dentistry specialist society (e.g. BSPD, IAPD, EAPD) and attendance at a national specialist society meeting	5

<b>Evidence:</b>
<ul style="list-style-type: none"> <li>• Proof of attendance at meeting conferences</li> <li>• Proof of membership of specialty society</li> </ul>

Question 11	
How many hours of <b>verifiable</b> CPD did you undertake in the last 24 months (WTE) of employment before application opening (19 January 2021) excluding any periods of statutory leave?	
Responses:	Scores
• 0-9 hours	0
• 10-19 hours	1
• 20-30 hours	2
• Over 30 hours	3
Evidence:	
<ul style="list-style-type: none"> <li>• Please provide evidence of completion of CPD i.e., certificates detailing verifiable hours of CPD.</li> <li>• Certificates must clearly show your name, GDC number, the number of CPD hours, and the date the CPD was undertaken.</li> </ul>	

Question 12	
At the time of application opening (19 January 2021) what management and leadership experience/formal training have you had?	
Responses:	Scores
• No evidence	0
• Completion of a NHS leadership/management course e.g., Edward Jenner	1
• A leadership role e.g. Trust/HEI junior dentist representative, BDA/Specialist society role etc.	2
• Completion of a NHS leadership/management course <b>and</b> a leadership role	3
Evidence:	
<ul style="list-style-type: none"> <li>• Proof of leadership role validated by senior clinician or employer</li> <li>• Evidence of course attendance or certificate of completion</li> </ul>	

Question 13	
At the proposed time of post commencement, how much time will you have spent in training posts in Paediatric Dentistry or in equivalent posts in Paediatric Dentistry? (Prorated for any periods of less than full time/non-Full-time posts)	
Responses:	Scores
• No time	0
• Less than 3 months	1
• 3 - 6 months	2
• More than 6 months - 12 months	3
• More than 12 months	4
Evidence:	

- Evidence of completion of training posts detailing the clinical duties undertaken. e.g., Timetable, Job Description, HR letter.
- For non-training posts, a copy of the front page of your contract of employment which includes dates, will be required.

## Question 14

At the time of application, how many dental trauma procedures have you undertaken? (e.g.: A&E assessment of trauma, management of avulsion, splinting, management of open apex). These must be recorded in a logbook.

Responses:	Scores
• 0	0
• 1-19	2
• 20 or more	4

### Evidence:

- You must provide validated logbook evidence- highlighting the trauma cases for ease of scoring
- WBAs/SLE's

## Question 15

In the last three years have you carried out any Paediatric Dentistry specific quality improvement projects?

Responses:	Scores
• No	0
• Yes	2
• Yes – was submitted for publication or for a conference poster/presentation	4

### Evidence:

- For each audit/project please provide a summary (e.g. PowerPoint presentation) –including:
  - first audit/project,
  - action plan
  - re-audit/assessment to quantify impact of intervention, led by yourself.
  - dates audit/project undertaken

Please evidence your involvement in each audit/project e.g. email acknowledgement of registration of audit with Clinical Governance team or response from audit/project lead.

Appendix 2

## 2021 Paediatric Dentistry ST4 National Self-Assessment Form

Listed below are the self-assessment questions that appear on the application form along with the possible responses to each question. Your responses to these self-assessment questions will determine your own score. You will need to provide evidence to substantiate your responses via the portal; this evidence will be validated by a panel and used to derive your final validated score.

Any lack of evidence, or lack of clarity provided by applicants will lead to an amendment of the score. It is the responsibility of the candidate to provide clear and unambiguous evidence for the process.

**If it is discovered that any response is false or misleading, evidence will be collected, and you may be referred to a Probity Panel.**

**We reserve the right to use anti-plagiarism software.**

Your evidence must be submitted to the portal between **22<sup>nd</sup> February 2021 and 5 March 2021**. Please refer to the relevant section of the applicant guidance for details of the evidence required.

Please submit a separate PDF file for each of the **10** Self-Assessment questions. Please note that applicants should upload all evidence for each question, this may include you uploading the same evidence used for a previous question. Clearly include your name and the question number **ONLY** that you are providing evidence for in the file name.

Provide a cover sheet for each question, detailing the evidence included. The evidence provided must be in the order stated on the cover sheet.

The panel will only be able to assess the evidence you provide; they will not contact you to request additional evidence. You are therefore requested to provide all evidence in a clear format so that this can easily be identified and assessed.

The recruitment office is not able to advise you about which response you should select for any question. You must select the response you feel you will be able to justify to the panel, using the evidence you provide. Please note that no evidence can be submitted retrospectively. Evidence should **not** contain patient identifiable data.

All time periods stated refer to Whole Time Equivalent (WTE).

Question 1	
Please select the statement that most reflects your Paediatric Dentistry training to date	
Responses:	Scores
<ul style="list-style-type: none"> <li>No MPaeds and not in UK ST3 training post</li> </ul>	0
<ul style="list-style-type: none"> <li>Have MPaeds and have submitted paperwork to the GDC for entry into the Paediatric Dentistry Specialist List</li> </ul>	1
<ul style="list-style-type: none"> <li>Current ST3 and registered to sit MPaeds or have been awarded MPaeds and on the Specialist List</li> </ul>	2
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>Applicants on the Paediatric Dentistry specialist list must provide evidence of GDC Paediatric Dentistry specialty.</li> <li>Those in process of applying to specialist list must upload receipt of submission from the GDC.</li> <li>Applicants who are in a current ST3 post must provide NTN number , or TPD letter confirming progress.</li> </ul>	

Question 2	
At the time of application opening (19 January 2021), how many complete quality improvement projects (QIP) / complete audit cycles (i.e. first audit/project, action plan and re-audit/assessment to quantify impact of intervention) have <b><u>you undertaken</u></b> in the last 36 months (WTE) of employment (excluding any periods of statutory leave)?	
Responses:	Scores
<ul style="list-style-type: none"> <li>None</li> </ul>	0
<ul style="list-style-type: none"> <li>1</li> </ul>	1
<ul style="list-style-type: none"> <li>2</li> </ul>	2
<ul style="list-style-type: none"> <li>3+</li> </ul>	3
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>For each QIP/audit please provide a summary (e.g. PowerPoint presentation) –including:             <ul style="list-style-type: none"> <li>First QIP/audit/</li> <li>Action plan</li> <li>Evaluations/re-audit/assessment to quantify impact of intervention, led by yourself.</li> <li>Dates QIP/audit undertaken</li> </ul> </li> <li>Please evidence your involvement in each QIP/audit e.g. email acknowledgement of registration of QIP/audit with Clinical Governance team or response from QIP/audit lead.</li> </ul>	

Question 3	
Please select the statement that best describes your experience in formal teaching.	
Responses:	Scores
<ul style="list-style-type: none"> <li>No teaching experience during or since my paediatric dentistry training.</li> </ul>	0
<ul style="list-style-type: none"> <li>I have taught undergraduates, postgraduates, or dental care professionals on an occasional basis during or since my paediatric dentistry training (lectures and presentations to your fellow paediatric dentistry trainees as part of your paediatric dentistry programme do not count).</li> <li>I have engaged in teaching e.g. small group teaching, lectures etc. on fewer than 6 occasions over a 12-month period within the last three years (WTE)</li> </ul>	1
<ul style="list-style-type: none"> <li>Regular teaching for undergraduates, postgraduates, or dental care professionals on a regular basis over a period of approximately 3 months or longer during or since my paediatric dentistry training (lectures and presentations to your fellow paediatric dentistry trainees as part of your paediatric dentistry programme do not count).</li> <li>I have regularly engaged in teaching e.g. small group teaching, lectures etc. on at least 6 occasions over a 12-month period within the last three years (WTE)</li> </ul>	2
<ul style="list-style-type: none"> <li>I have organised a local teaching programme for undergraduates, postgraduates or dental care professionals and contributed regularly to teaching over a period of approximately 3 months or longer (lectures and presentations to your fellow paediatric dentistry trainees as part of your paediatric dentistry programme do not count).</li> </ul>	3
<ul style="list-style-type: none"> <li>I have worked with local tutors to independently design and organise a teaching programme to enhance locally organised teaching for undergraduates/postgraduates/dental care professionals. I have contributed regularly to teaching over a period of approximately 3 months or longer.</li> </ul>	4
Evidence:	
Please provide any or a combination of the following evidence:	
<ul style="list-style-type: none"> <li>Evidence of formal feedback</li> <li>Letters confirming involvement in a teaching programme</li> <li>Letter confirming attainment of higher qualification</li> <li>Certificates relating to completed training or evidence of registration for a higher qualification in teaching (if applicable)</li> <li>Teaching cancelled due to the pandemic can be included if evidence that you were programmed to do it can be provided</li> </ul>	

Question 4	
Please select the statement that best describes your training to date in regard to teaching.	
Responses:	Scores
<ul style="list-style-type: none"> <li>I have had no training in teaching methods</li> </ul>	0
<ul style="list-style-type: none"> <li>I have had brief training in teaching methods lasting no more than 2 days or online modules e.g. teach the teachers course. I can provide evidence to demonstrate this.</li> </ul>	1
<ul style="list-style-type: none"> <li>I have had substantial training in teaching methods lasting more than 2 days. I can provide evidence to demonstrate this and or I am currently undertaking a course for a higher qualification in teaching and can provide evidence to demonstrate this.</li> </ul>	2
<ul style="list-style-type: none"> <li>I have a higher qualification in teaching e.g. PGDip</li> </ul>	3
<ul style="list-style-type: none"> <li>I have attended and completed a recognised teaching course (e.g. Training the trainers, PGCert)</li> </ul>	4
Evidence:	
Please provide any or a combination of the following evidence:	
<ul style="list-style-type: none"> <li>Evidence of formal feedback</li> <li>Letters confirming involvement in a teaching programme</li> <li>Letter confirming attainment of higher qualification</li> <li>Certificates relating to completed training or evidence of registration for a higher qualification in teaching (if applicable)</li> </ul>	

Question 5	
Have you achieved any academic publications as a postgraduate relevant to paediatric dentistry within the last 5 years (WTE) from 19 January 2021? This excludes published abstracts. Select the highest scoring option applicable.	
Responses:	Scores
<ul style="list-style-type: none"> <li>None</li> </ul>	0
<ul style="list-style-type: none"> <li>Letter, book review, audit report (e.g. in BSPD clinical Effectiveness Bulletin) or non-peer reviewed article (including e-publications), <b>as a co-author</b> i.e. not first author, relevant to Paediatric Dentistry in the last 5 years</li> </ul>	1

<ul style="list-style-type: none"> <li>I have published one or more case report, abstract, letter, audit report (e.g. in BSPD Clinical Effectiveness Bulletin) or non-peer reviewed articles (including e-publications), as a <b>first author</b>, relevant to Paediatric Dentistry in the last 5 years</li> </ul>	2
<ul style="list-style-type: none"> <li>Article (other than audit) from studies e.g. RCT or systematic review to peer-reviewed journals, as a <b>first or co-author</b></li> </ul>	3
<ul style="list-style-type: none"> <li>Article (other than audit) of a study e.g. RCT or systematic review in a peer reviewed journal, as a <b>first or last author</b></li> </ul>	4
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>For each publication, please include a screenshot or pdf copy of the publication or the acceptance letter from the relevant journal</li> <li>Do not include publication of a poster or an oral presentation abstract as they will not be counted as evidence.</li> <li>Publications must be clearly relevant to Paediatric Dentistry.</li> </ul>	

Question 6	
<p>At the time of application opening (19 January 2021), have you given a local (within working environment), regional (deanery or NHS region), national (UK wide) or international (international/continent society meeting) oral presentation relevant to Paediatric Dentistry</p> <p>Select the highest scoring option applicable.</p>	
<b>Responses:</b>	<b>Scores</b>
<ul style="list-style-type: none"> <li>None</li> </ul>	0
<ul style="list-style-type: none"> <li>Local</li> </ul>	1
<ul style="list-style-type: none"> <li>Regional</li> </ul>	2
<ul style="list-style-type: none"> <li>National</li> </ul>	4
<ul style="list-style-type: none"> <li>International conference e.g. IAPD, EAPD, IADR</li> </ul>	6
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>Please provide a copy of the relevant page of the meeting programme/s naming you as a presenter.</li> <li>This can include cancelled events (due to the pandemic) at which you have been invited to speak. Please provide speaker programme as evidence.</li> </ul>	



## Question 7

At the time of application opening (19 January 2021), have you given any local (within working environment) / regional (deanery or NHS region) / national (UK wide) / international (international/continent society meeting) poster presentations?

Select the highest scoring option applicable.

Responses:	Scores
• None	0
• Local	1
• Regional	2
• National	4
• International conference e.g. IAPD, EAPD, IADR	6

### Evidence:

- Please provide a copy of the relevant page of the meeting programme(s) naming you as a presenter
- This can include cancelled events (due to the pandemic) at which you have been invited to present a poster. Please provide presenter programme as evidence.

## Question 8

Please indicate below by choosing one of the options and provide evidence of commitment to the specialty you are applying for over the last 24 months.

Select the highest scoring option applicable.

Responses:	Scores
• No evidence	0
• Membership of paediatric dentistry specialist society e.g. BSPD, IAPD, EAPD	2
• Attendance at a national specialist society meeting	4
• Membership of paediatric dentistry specialist society (e.g. BSPD, IAPD, EAPD) and attendance at a national specialist society meeting	5

### Evidence:

- Proof of attendance at meeting conferences
- Proof of membership of specialty society

Question 9	
At the time of application opening (19 January 2021) what management and leadership experience/formal training have you had?	
Responses:	Scores
<ul style="list-style-type: none"> <li>No evidence</li> </ul>	0
<ul style="list-style-type: none"> <li>Leadership outside of dentistry (e.g. charity/scouting/guide events, expedition leadership) during or since my paediatric dentistry training</li> <li>Completion of a NHS leadership/management course e.g. Edward Jenner</li> </ul>	1
<ul style="list-style-type: none"> <li>Leadership role during or since my paediatric dentistry training local trainee representation</li> </ul>	2
<ul style="list-style-type: none"> <li>Completion of a NHS leadership/management course and a leadership role</li> </ul>	3
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>Proof of leadership role validated by senior clinician or employer</li> <li>Evidence of course attendance or certificate of completion</li> </ul>	

Question 10	
How many hours of <b>paediatric dentistry related</b> CPD did you undertake in the last 24 months (WTE) of employment from application opening (19 January 2021) excluding any periods of statutory leave?	
Responses:	Scores
<ul style="list-style-type: none"> <li>0-9 hours</li> </ul>	0
<ul style="list-style-type: none"> <li>10-19 hours</li> </ul>	1
<ul style="list-style-type: none"> <li>20-30 hours</li> </ul>	2
<ul style="list-style-type: none"> <li>Over 30 hours</li> </ul>	3
<b>Evidence:</b>	
<ul style="list-style-type: none"> <li>Please provide evidence of completion of CPD i.e. certificates detailing verifiable hours of CPD.</li> <li>Certificates must clearly show your name, GDC number, the number of CPD hours, and the date the CPD was undertaken.</li> <li>CPD should be relevant to paediatric dentistry but does not include any mandatory CPD such as IRMER, BLS, standard/mandatory safeguarding training etc.</li> </ul>	