

# Oral Surgery National Recruitment

## 2020 Applicant Handbook



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# Introduction

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The national Recruitment Office for Oral Surgery is Health Education England - Yorkshire and the Humber. We are recruiting to posts across the United Kingdom.

This handbook aims to provide applicants with information regarding all aspects of the 2020 Oral Surgery recruitment process.

General information about applying to specialty training posts is available in the Dental Recruitment Applicant Handbook which can be downloaded from the [Oriel Resource Bank](#). We recommend that all applicants read this document in full.

## Timeline and Key Dates

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Recruitment to Oral Surgery training in 2020 will follow the timeline below:

Activity	Date(s)
Applications open	At 10:00 on Tuesday, 21 <sup>st</sup> January 2020
Application deadline	At 16:00 on Tuesday, 11 <sup>th</sup> February 2020
Clinical Skills and OSCE assessments	6 <sup>th</sup> May 2020
Multi-station Interviews	7 <sup>th</sup> May 2020
Initial offers released	By 17:00 on 28 <sup>th</sup> May 2020
Holding deadline	At 13:00 on 4 <sup>th</sup> June 2020
Upgrade Deadline	At 16:00 on 11 <sup>th</sup> June 2020

*Please note: all dates are subject to change at any time*

## Contact details

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We have a recruitment helpdesk to assist applicants through the recruitment process. You can contact the recruitment helpdesk in the following ways:

**By email:** [OralSurgeryRec.YH@hee.nhs.uk](mailto:OralSurgeryRec.YH@hee.nhs.uk) We aim to respond to all emails within 48 working hours. However, please be aware that this may not always be possible.

**By telephone (for urgent enquiries only):** For urgent enquiries we have a telephone helpdesk, which is available between 10.00am and 4.00pm Monday to Friday. The Oral Surgery recruitment helpdesk number is 0113 887 1725.

## Vacancies

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Health Education England (HEE) is responsible for educating and training doctors, dentists, nurses and all healthcare professionals in England. Medical and Dental training programmes are managed locally by HEE's Local Offices. Training programmes in Northern Ireland, Scotland and Wales continue to be managed by Deaneries. Links to the individual Local Offices and Deaneries are provided in [Appendix 2](#).

Vacancy numbers will be published on the [national Oral Surgery recruitment webpage](#) once confirmed.

*All vacancy numbers are indicative and are subject to change at any time.*

# Application

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Applications will only be accepted through the [Oriel recruitment system](#). For further guidance on creating an account, registering and submitting your application using the system please refer to the Oriel Applicant User Guide which can be downloaded from the Oriel [Resource Bank](#).

## Completing your application

The application form for Oral Surgery will open at 10:00 on 21<sup>st</sup> January 2020. Use the Vacancy Search tool to navigate to the national Oral Surgery vacancy and click “Apply”.

There are a number of sections within the application form:

- Personal Details
- Eligibility to Apply
- Fitness to Practise
- References
- Competences and Experience
- Employment History
- Evidence of Selection Criteria
- Supporting Information
- Equality and Diversity
- Declarations

Please complete all sections in full before submitting your application. Once you have submitted your application, the only sections you will be able to change are your personal details and your referee details.

## Self-Assessment Questions

There are a number of multiple choice Self-Assessment questions built in to 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 [Appendix 3](#).

Your responses to these Self-Assessment questions will determine your shortlisting score. You will need to provide evidence to substantiate your responses by email; this evidence will be reviewed by the shortlisting panel and used to derive your shortlisting score.

Your evidence must be submitted by email to [OralSurgeryRec.YH@hee.nhs.uk](mailto:OralSurgeryRec.YH@hee.nhs.uk) by 16:00 on, 11<sup>th</sup> February 2020. Please refer to the relevant section below for details of the evidence required.

Please submit a separate PDF file for each of the 16 Self Assessment questions. Clearly include your name and the question number you are providing evidence for in the file name. The shortlisting 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.

An example of a suitable format for presenting your evidence is provided on the [national Oral Surgery recruitment webpage](#).

Please be aware that email servers set a maximum file size that can be sent or received. You are therefore advised to avoid sending excessively large attachments.

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

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 shortlisting panel, using the evidence you provide.

## Application Deadline

The deadline for submitting applications is **16:00 on Tuesday, 11<sup>th</sup> February 2020**. After this time no applications will be accepted. **There will be no exceptions to this deadline.** You are advised to complete and submit your application at least 24 hours ahead of the deadline to allow for any unforeseen problems.

When you submit your application, you should receive an automatic confirmation email. If you do not receive this email within two hours you should check to ensure that you have successfully submitted your application.

## Academic Benchmarking

Applicants that have applied for local Oral Surgery Academic Clinical Fellowship (ACF) or Clinical Lecturer (CL) vacancies and require clinical benchmarking must complete a National Oral Surgery application and be deemed appointable at interview.

For more information about clinical benchmarking and the ACF process please see the [Specialty Recruitment Applicant Handbook](#).

## Eligibility and Longlisting

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The eligibility criteria for Oral Surgery training are listed in the [2020 Person Specification](#). It is an applicant's responsibility to demonstrate that they meet the eligibility criteria. All applications will be assessed against the eligibility criteria during longlisting. Any applications which do not meet the eligibility criteria will be longlisted out of the process and will not progress to the next stage.

By allowing applicants to progress to the interview stage, Health Education England DOES NOT accept or confirm that applicants meet all eligibility requirements. This includes immigration status, evidence of achievement of core competencies or equivalent, and requisite length of time in training as per the national [Person Specification](#). This list is not exhaustive and is applicable to all eligibility criteria.

Applicants may still be withdrawn from the application process at any stage, including after the interviews have taken place, if the evidence pertaining to an eligibility criterion is found to be unsatisfactory.

## GDC Registration

Applicants will need to be eligible for full General Dental Council registration status by the time of appointment<sup>1</sup> (in most cases this will be 1<sup>st</sup> September 2020). You will be asked to confirm that you will meet this requirement on page 2 of your application form. Any offers made will be subject to you meeting this requirement by the time of appointment.

## Immigration/Right to Work

You must have the right to work as a dentist in training in the UK. Your application will be assessed based on your immigration status at the time of application.

Applicants requiring Tier 2 sponsorship in order to take up a post are eligible to apply but in most cases will be subject to the Resident Labour Market Test (RLMT). Due to the expected high number of applications it is unlikely that the RLMT will be satisfied by this recruitment process.

## Career Progression and Experience

You must provide a complete employment history going back to completion of your primary dental degree on your application form. If you are in a rotational training programme, please also list posts that you are *due* to rotate to up until the end of August 2020. You must provide an explanation for employment gaps of more than four weeks.

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<sup>1</sup> The time of appointment refers to the start date of the post to which you are appointed.

## Trainees released or removed from a training post or programme

Specialty training posts and programmes are not normally available to anyone who has previously relinquished or been released/removed from a training post/programme in that specialty. When applying for a post you will be asked if you have previously relinquished or been released or removed from a training programme in the specialty to which you are applying.

If your answer to this question is Yes you will need to upload a completed “Support for Reapplication to a Specialty Training Programme - Exclusion Policy Support Form” to your application no later than the application deadline. This form can be downloaded from the Oriel [Resource Bank](#).

## Trainees applying to continue training in a different region

Applicants who are currently undertaking a specialty training programme (with training number), who are applying to continue this training in a different region will need to declare this on their application form and upload a completed “Support for reapplication of specialty training in a different region - Support Form” to your application no later than the application deadline. This form can be downloaded from the Oriel [Resource Bank](#).

## Applicants on the Specialist Register

You are not eligible to apply if you already hold or are eligible to hold a Certificate of Completion of Specialty Training (CCST) in Oral Surgery. You are not eligible to apply if you are currently on the specialist register in any EU member state.

## Criminal Records and Fitness to Practise

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Page 3 of the application form is a Criminal Records and Fitness to Practise Declaration Form. This form contains 10 questions. **If you answer ‘Yes’ to any of the questions on this page you must fully complete and submit a separate ‘Fitness to Practise Declaration Form’.** **This must be received no later than 4pm on Tuesday, 11<sup>th</sup> February 2020.**

This form is available from the Oriel [Resource Bank](#) and must be submitted to [ftprec.yh@hee.nhs.uk](mailto:ftprec.yh@hee.nhs.uk). Please mark your email ‘**CONFIDENTIAL – Oral Surgery**’.

Both declarations and any information provided in relation to them, will be kept securely and in confidence, and access to it will be restricted to designated persons within the Recruitment Office and other persons who need to see it as part of the selection process and who are authorised to do so.

If you are successfully appointed to a training post, this information will be passed to designated persons in the HEE local office / Deanery which will be responsible for your training and subsequently to your employing organisation and any organisations through which you rotate as part of the training programme.

No information relating to your declaration form will be made available to any members of the selection panel at any time during the recruitment process.

## Applying for a Deferred Start Date

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Applicants can request deferred entry to specialty training programmes on statutory grounds (e.g. maternity leave, ill health etc.) only. Deferred entry to training programmes is not permitted for any other reason.

If you wish to request a deferred start date you should indicate this on page 1 of your application form and contact the HEE local office / Deanery which you are appointed to and follow the local process for requesting a deferred start date.

The final decision regarding any deferment will be made by the HEE local office / Deanery which will be responsible for your training according to their local policies.

# Applying for Less Than Full Time Training

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Trainees may train on a Less Than Full Time (LTFT) basis for a variety of well-founded reasons. Refer to the [Dental Gold Guide](#) for more information about Less Than Full Time Training.

**All posts offered through this recruitment process will be offered as full time posts.** If you wish to request Less Than Full Time Training you can indicate this on page 1 of your application form. If you are appointed to a training post, this information will be passed to the HEE local office / Deanery which will be responsible for your training; we recommend that you also contact them directly to discuss your needs. You will only be able to apply for Less Than Full Time Training once you have accepted a full time post.

The final decision regarding Less Than Full Time Training will be made by the HEE local office / Deanery which will be responsible for your training according to their local LTFT policies.

## Special Circumstances

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For further information about the Special Circumstances process, please refer to the guidance for medical applicants which is available at <https://specialtytraining.hee.nhs.uk/Recruitment/Application-guidance>

Supporting evidence must be sent to [OralSurgeryRec.yh@hee.nhs.uk](mailto:OralSurgeryRec.yh@hee.nhs.uk) no later than 16:00 on 11<sup>th</sup> February 2020.

## Shortlisting

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Your responses to the Self-Assessment questions on your application form will be validated using the evidence you submit alongside your application and will determine your shortlisting score.

There are a limited number of interview slots available and due to the anticipated high competition ratio, we are unable to offer all applicants an interview. Applicants with the highest shortlisting scores will be invited to book an interview and all other eligible applicants will be placed on a “reserve list”.

Applicants on the reserve list will be considered for an interview if another applicant withdraws from their interview.

Shortlisting is a method of reducing the field to a manageable number of candidates, being unsuccessful at shortlisting does not affect subsequent applications.

## Interviews

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### Booking an Interview Slot

Applicants who are invited to attend and interview will need to book an interview slot using their Oriel account. Interview slots are offered on a first come first served basis. You must book your interview slot by the deadline stated in the invite email. Please refer to the [Oriel Applicant User Guide](#) for instructions on booking your interview slot.

You should receive an automatic confirmation email once you have booked your interview slot. If you do not receive this email within two hours of booking, please check your Oriel account to ensure that you did successfully book a slot.

If you experience problems booking your interview slot please contact [OralSurgeryRec.YH@hee.nhs.uk](mailto:OralSurgeryRec.YH@hee.nhs.uk) for assistance.

## Interview Dates and Venues

The interviews for Oral Surgery will take place over two days on **6<sup>th</sup> and 7<sup>th</sup> May 2020** at the following venues:

### 6<sup>th</sup> May 2020

Leeds Dental Institute  
The Worsley Building  
Clarendon Way  
Leeds  
LS2 9LU

### 7<sup>th</sup> May 2020

East Stand Executive Suite  
Leeds United Football Club  
Elland Road  
Leeds  
LS11 0ES

Candidates should expect a period of waiting between their arrival time and interview, this is essential to allow for documents to be checked. We therefore suggest candidates bring some food and a book or other silent form of entertainment.

## Applicants with Disabilities

If you have a disability which may require specific arrangements or adjustments to enable you to attend an interview please indicate this on page 1 of your application form and contact [OralSurgeryRec.YH@hee.nhs.uk](mailto:OralSurgeryRec.YH@hee.nhs.uk) to discuss your requirements.

## Documents Required at Interview

There are a number of documents that you are required to bring with you when you attend your interview. Please ensure that all copies provided are on loose A4 white paper, (no plastic wallets, folders, staples or paperclips). Please bring the original documents and copies as listed below:

- Your Portfolio Evidence (refer to the next section for details of the evidence required)
- Original passport **AND 1 COPY OF signature/photograph page.**
- Original proof of current GDC Registration **AND 1 COPY**
- Original evidence of right to work in the UK **AND 1 COPY**

These documents will be checked against a checklist and the photocopies will be retained on your recruitment file.

## References

References will only be requested through the Oriel system once an offer of training has been accepted. Referees will be contacted by email with details of their referee accounts, so it is important that the contact details provided are correct. We strongly advise you to inform your chosen referees that you have listed them for this so that they expect this email coming through from the Oriel system. We also recommend that you double check the email address provided to avoid any issues or delay in your references being completed.



## Interview Format

The interviews will consist of 4 interview stations, 5 OSCE-style assessments and a Clinical Skills assessment. All of the assessments have been designed to assess the selection criteria detailed on the [2020 Person Specification](#). You will rotate round all stations and assessments during the interview process.

The interviews will take place over two days; the OSCE-style assessments and Clinical Skills assessment will take place on 6<sup>th</sup> May 2020, and the Multi-station Interviews will take place on 7<sup>th</sup> May 2020.

### Day 1

- **OSCE-style Assessments**

There will be 4 separate structured assessments designed to assess a number of skills and competences. You will rotate around all assessments. Each assessment will last 10 minutes which includes time to read the instructions.

- **Clinical Skills Assessment**

You will be asked to undertake a simulated clinical skills assessment. You will be assessed throughout by the panel members. The total time allocated for this station is 1 hour which includes time to read the instructions. You are expected to wear appropriate attire to undertake this task. Personal Protective Equipment will be provided.

### Day 2

- **Portfolio Station 1**

The portfolio interview will assess elements of your portfolio. The time allocated for the Portfolio Interview is 17 minutes which includes time to prepare. You will be assessed independently by two interviewers.

For the Portfolio Station you do not need to provide a full portfolio. You should select ONE of the following areas:

- Teaching Activity
- Quality Improvement / Audit or Research
- Publication and Presentation

You will need to provide evidence for ONE example of the area you have selected.

- **Portfolio Station 2**

This will be a formal interview with two panel members. The panel members will assess you independently. The total time allocated for this station is 17 minutes.

- **Communication Station**

In this station you will be observed interacting with a simulated patient actor who will role-play a scenario with you. You will be scored independently by two panel members and the simulated patient. The total time allocated for this station is 17 minutes, which includes time to read through the scenario notes and prepare.

- **Management Station**

In this station you will discuss a management scenario with the interview panel. You will be scored independently by two panel members. The total time allocated for this station is 17 minutes, which includes time to read through the scenario notes and prepare.

- **OSCE-style Assessment**

This assessment will last 20 minutes which includes time to read the instructions.

## Scoring and Ranking

Your performance in each of the stations and assessment will be scored using a structured scoring system. The scores from each interview station will be combined to produce your overall interview score.

Your ranking will be based upon your overall interview score and your scores in each station or assessment. Applicants who do not achieve the minimum score to be considered appointable will be ranked 0 and will not be considered for appointment.

## Digital Scoring

Interview panel members will submit their scores and feedback notes electronically using tablet computers. Panel members are permitted to use electronic devices for this purpose during an interview station.

## Lay Representatives

A Lay Representative will be present on each interview day. The Lay Representative may sit in some of your interview stations to observe the process. The Lay Representative will not score or assess your performance in the station; they are there to ensure the process is fair and consistent.

## Confidentiality

You should ensure that the content of the interview assessments remains confidential and must not be discussed with other applicants or published where they can be accessed by other applicants. This includes on websites, online forums or discussion groups and all other forms of social media.

Remember, this is a competitive process and you may reduce your own chances of appointment by giving an unfair advantage to other applicants.

## Travel and Expenses

Applicants attending interviews are entitled to claim travel allowance. Details of the process for claiming expenses will be published on the [national Oral Surgery recruitment webpage](#). You are advised to read the guidance document in full **before** incurring any expenses.

Claim forms must be received within 28 Days of your interview date. Claim forms received after this will not be processed. Receipts must be attached for all travel claimed except mileage.

## Reporting Issues During Your Interview

The vast majority of interviews are conducted without issue. However, if there are any issues during your interview which may affect your assessment, it is vital that you report them to a member of the HEE Recruitment Administration Team.

Any issues must be reported as soon as possible and **before** you leave the venue. This will give us the best possible chance to investigate and, if necessary, take action to remedy the issue. It is not usually possible to investigate issues or take remedial action after you leave the venue.

# Offers

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All recruitment offices will be using the Oriel system to make offers to training posts in all specialties. Oriel can be accessed at <https://www.oriel.nhs.uk/Web/>. You can download a copy of the Oriel Applicant Guide from the Oriel Resource Bank.

## Selecting Your Preferences

You will be asked to rank your preferences using the Oriel Recruitment System. You will receive an email when Preferencing opens.

Once preferencing is open, it will remain open constantly so that candidates can change their preferences at any point in the process, including during and after the offers process.

For guidance on submitting your preferences please refer to the [Specialty Training Website](#) and the [Oriel Applicant User Guide](#).

## Receiving and Responding to Offers

If you are offered a post you will have 48 hours from the time of your offer (excluding weekends but not holidays) to decide whether to accept, reject or hold it. You must respond to the offer through the Oriel system. No other form of response will be accepted.

For guidance on responding to offers, please refer to the [Specialty Training Website](#) and the [Oriel Applicant User Guide](#).

Any offer made through this recruitment process is an offer of an allocation to a training programme; it is not an offer of employment. Offers of employment can only be by an employing organisation following completion of satisfactory pre-employment checks.

## Withdrawing from the Recruitment Process

An applicant may withdraw completely from the process up until offers are released and should do so via their Oriel account.

Once an offer has been accepted, applicants wishing to withdraw will need to contact the recruitment office directly.

# Feedback

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Feedback will be provided at three stages of the recruitment process:

## Longlisting

If you are not longlisted you will be provided with the reasons for this. If you are longlisted you will receive an email inviting you to book an interview.

## Shortlisting

You will be able to view your Self-Assessment shortlisting score through your Oriel account once interview invitations are made.

## Interview Ranking

You will be able to view your total interview score and rank online through your Oriel account once offers are released. Please note that a thorough Quality Assurance and validation process is carried out on all applicants' scores following the interviews. No scores will be released until this process is complete.

## Interview Scores

Following the conclusion of the offers process, all applicants will be able to view a breakdown of their interview scores including the scores they achieved in each interview station online through their Oriel account.

## Evaluation of the Selection Process

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Following the conclusion of the 2020 recruitment process, an evaluation of the recruitment process will be carried out. This will include an analysis of anonymised interview scores, appointment data and feedback from a number of groups involved in the process.

### Feedback Forms

Feedback about the recruitment process will be collected from the following groups:

- Applicants
- Interviewers
- Lay Representatives

This feedback will be analysed and will help to inform changes and improvements to the recruitment process for 2021.

### Privacy Notice

In order to manage and quality assure your training, Health Education England needs to collect, store and process information about you. This is done in compliance with the Data Protection Act 1998, and in accordance with the data protection principles set out in the Act. Among other matters, these require that your data must be processed fairly and lawfully.

We will process data about you in accordance with the Data Protection Act 1998, and will do so for three main purposes:

1. Processing your data during the recruitment process.
2. Processing of successful applicants' data by Health Education England's local offices, Deaneries and Royal Colleges.
3. Use of recruitment data for evaluation, research and testing purposes

For more information about how we safeguard and process your data please see our [Privacy Notice](#).

# Complaints and Confidential Concerns

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## Complaints

However hard we try to respond to the wishes and aspirations of the healthcare professionals accessing our recruitment services, we do recognise that, on occasion, our service may fall short of expectations.

The [Complaints Procedure](#) explains how you can make a complaint and how it will be handled.

## Confidential Concerns

Where applicants have a concern that falls outside of the national complaints policy e.g. fraudulent submissions by other applicants. Applicants can confidentially email the national HEE Recruitment Team on [mdrs.confidential@hee.nhs.uk](mailto:mdrs.confidential@hee.nhs.uk). This address can not to be used as a way of raising a complaint and bypassing the process detailed in the complaints policy.

# Frequently Asked Questions

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## 1. When will National Recruitment for Oral Surgery take place?

National Recruitment for Oral Surgery will follow a national timeline which is published on the [COPDEND website](#).

## 2. How many posts will be available?

The number of posts will vary every year with all potential posts identified through COPDEND prior to the start of the recruitment process. However posts can be withdrawn or additional posts added throughout the recruitment process.

## 3. What will the entry requirements be in terms of previous experience and C.V.?

A national Person Specification will be published on the [COPDEND website](#) detailing the eligibility criteria for entry into an Oral Surgery training programme. This will include the training, experience, qualifications and evidence expected of applicants.

## 4. How will national recruitment affect academic posts i.e. if I am appointed to a post as a clinical lecturer how do I apply for an NTN?

Universities and/or local HEE offices undertake their own local recruitment process for Clinical Lecturers and ACFs. Following appointment by the University any individual can apply to the national recruitment process to be “benchmarked”. They will go through the national clinical selection process and be scored alongside other clinical applicants. If they achieve the score required to be considered appointable, they will be deemed to have “benchmarked” and can be awarded an NTN.

Please see further information about the academic recruitment process on the NIHR website: <http://www.nihr.ac.uk/funding-and-support/funding-for-training-and-career-development/training-programmes/integrated-academic-training-programme/integrated-academic-training/>

## 5. I have been through the recruitment process and gained a ranking but there weren't enough posts available for me to receive an offer. If another post becomes available, will I still be considered for appointment?

Yes, your ranking remains valid following the national recruitment process and if an additional vacancy becomes available, all ranked applicants who have not already been offered a post will be considered for appointment.

## 6. When will the posts commence?

It is hoped that all Specialty Training posts will commence in a window between the beginning of September and the beginning of October of the recruitment year.

There are circumstances in which posts with a delayed start date will be included within the recruitment process (e.g. due to the current post holder undertaking a period of grace). These will be identified at the time of preferencing.

## 7. What does “preferencing” mean and when do the applicants do this?

Applicants will be asked to submit their preferences online through their Oriel account; applicants should rank the posts they would like to be appointed to in numerical descending order. This normally takes place just before or just after the interviews.

During the offers process, preferences will be used to allocate the successful applicants to posts, with the highest ranking applicant being offered their first choice.

Please refer to the [Offers](#) section of this handbook for more details.

## 8. Will there be any special consideration for those with family/business ties to a particular city?

The process allows applicants to preference posts that they would wish to be considered for. If a post has been preferred the applicant would be expected to undertake training in that post if it is offered to them. Therefore if an applicant has a personal reason to be placed within a specific area they are advised not to preference any posts that they would be unable to accept.

Applicants with primary carer responsibilities, or with a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement can apply for Special Circumstances. For details of the national Special Circumstances process, please see the relevant section in the [2020 Dental Recruitment Handbook](#).

#### **9. Will inter-deanery transfers be possible?**

Inter-deanery transfers are possible; however there are very specific circumstances and criteria that apply to this type of transfer.

Applicants are advised that they should not preference any posts on the basis that, having been appointed to that post they would then apply for an inter deanery transfer.

#### **10. If I am unsuccessful, can I request feedback?**

All unsuccessful applicants will be provided with feedback, as detailed in the [Feedback](#) section of this handbook.

#### **11. How many times will National Recruitment take place each year?**

Given the anticipated small number of available posts and that there will be a common start window for posts, it is expected that National Recruitment will occur once a year.

#### **12. Can I visit the units/hospitals prior to National Recruitment?**

Each programme/unit will decide on this but if a visit is undertaken it is not permitted to meet or communicate with anyone involved in the National Recruitment process.

#### **13. Who are the assessors involved in the process?**

All regions that have posts available will provide assessors - they will usually be the TPD and/or a training consultant.

#### **14. How do I know that the process is fair and robust?**

All assessors have been trained and every interview station has two independent markers to ensure there is no bias. In addition, there are lay representatives present who report on the marking of each station and members of the national recruitment working group will also be observing each station.

## Appendix 1: Probity Panel Procedure

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An applicant may be referred to a Probity Panel for a variety of reasons including when the veracity of the information contained in an applicant's application form or documentation provided at interview is brought into question.

In the event of such an occurrence the applicant will be asked to explain in writing and provide copies of any supporting documentation upon which they will seek to rely. When a response is received, or in the absence of a response within the deadline, a Probity Panel will be convened. The panel will be made up of at least three people including a Postgraduate Dean or their representative and a workforce/HR professional.

The Probity Panel will decide whether or not the applicant should remain in the recruitment process. The panel will also recommend whether any further action should be taken which may include referral to the GDC.



## Appendix 2: Useful Links

### Online Recruitment Systems

System	Link
Oriel recruitment portal	<a href="https://www.oriel.nhs.uk/web/">https://www.oriel.nhs.uk/web/</a>

### HEE Local Offices and Deanery Websites

HEE Local Office / Deanery	Link
Health Education England - East Midlands	<a href="http://www.hee.nhs.uk/hee-your-area/east-midlands">http://www.hee.nhs.uk/hee-your-area/east-midlands</a>
	<a href="https://www.eastmidlandsdeanery.nhs.uk/">https://www.eastmidlandsdeanery.nhs.uk/</a>
Health Education England - East of England	<a href="http://www.hee.nhs.uk/hee-your-area/east-england">http://www.hee.nhs.uk/hee-your-area/east-england</a>
	<a href="https://www.eoedeanery.nhs.uk/">https://www.eoedeanery.nhs.uk/</a>
Health Education England - Kent, Surrey and Sussex	<a href="http://www.hee.nhs.uk/hee-your-area/kent-surrey-sussex">http://www.hee.nhs.uk/hee-your-area/kent-surrey-sussex</a>
	<a href="http://kssdeanery.org/">http://kssdeanery.org/</a>
Health Education England - North Central and East London	<a href="http://www.hee.nhs.uk/hee-your-area/north-central-east-london">http://www.hee.nhs.uk/hee-your-area/north-central-east-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Health Education England - North East	<a href="http://www.hee.nhs.uk/hee-your-area/north-east">http://www.hee.nhs.uk/hee-your-area/north-east</a>
	<a href="http://www.northerndeaneary.nhs.uk/">http://www.northerndeaneary.nhs.uk/</a>
Health Education England - North West	<a href="http://www.hee.nhs.uk/hee-your-area/north-west">http://www.hee.nhs.uk/hee-your-area/north-west</a>
	<a href="http://www.nwpgmd.nhs.uk/">http://www.nwpgmd.nhs.uk/</a>
Health Education England – North West London	<a href="http://www.hee.nhs.uk/hee-your-area/north-west-london">http://www.hee.nhs.uk/hee-your-area/north-west-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Northern Ireland Medical & Dental Training Agency	<a href="http://www.nimdta.gov.uk/">http://www.nimdta.gov.uk/</a>
Scottish Medical Training	<a href="http://www.scotmt.scot.nhs.uk/">http://www.scotmt.scot.nhs.uk/</a>
Health Education England - South London	<a href="http://www.hee.nhs.uk/hee-your-area/south-london">http://www.hee.nhs.uk/hee-your-area/south-london</a>
	<a href="http://www.lpmde.ac.uk/">http://www.lpmde.ac.uk/</a>
Health Education England - South West	<a href="http://www.hee.nhs.uk/hee-your-area/south-west">http://www.hee.nhs.uk/hee-your-area/south-west</a>
	<a href="http://www.severndeaneary.nhs.uk/">http://www.severndeaneary.nhs.uk/</a>
	<a href="http://www.peninsuladeaneary.nhs.uk/">http://www.peninsuladeaneary.nhs.uk/</a>
Health Education England - Thames Valley	<a href="http://www.hee.nhs.uk/hee-your-area/thames-valley">http://www.hee.nhs.uk/hee-your-area/thames-valley</a>
	<a href="http://www.oxforddeaneary.nhs.uk/">http://www.oxforddeaneary.nhs.uk/</a>
Wales Deanery	<a href="http://www.walesdeaneary.org/">http://www.walesdeaneary.org/</a>
Health Education England - Wessex	<a href="http://www.hee.nhs.uk/hee-your-area/wessex">http://www.hee.nhs.uk/hee-your-area/wessex</a>
	<a href="http://www.wessexdeaneary.nhs.uk/">http://www.wessexdeaneary.nhs.uk/</a>
Health Education England - West Midlands	<a href="http://www.hee.nhs.uk/hee-your-area/west-midlands">http://www.hee.nhs.uk/hee-your-area/west-midlands</a>
	<a href="http://www.westmidlandsdeaneary.nhs.uk/">http://www.westmidlandsdeaneary.nhs.uk/</a>
Health Education England - Yorkshire and the Humber	<a href="http://www.hee.nhs.uk/hee-your-area/yorkshire-humber">http://www.hee.nhs.uk/hee-your-area/yorkshire-humber</a>
	<a href="http://www.yorksandhumberdeaneary.nhs.uk/">http://www.yorksandhumberdeaneary.nhs.uk/</a>

## Other Useful Organisations

Organisation	Link
General Dental Council	<a href="http://www.gdc-uk.org/">http://www.gdc-uk.org/</a>
Health Education England	<a href="http://specialtytraining.hee.nhs.uk">http://specialtytraining.hee.nhs.uk</a>
The Intercollegiate Surgical Curriculum Programme	<a href="https://www.iscp.ac.uk/">https://www.iscp.ac.uk/</a>
NHS Employers	<a href="http://www.nhsemployers.org/">http://www.nhsemployers.org/</a>
Royal College of Surgeons of England	<a href="http://www.rcseng.ac.uk/">http://www.rcseng.ac.uk/</a>
Royal College of Surgeons of Edinburgh	<a href="http://www.rcsed.ac.uk/">http://www.rcsed.ac.uk/</a>
Royal College of Physicians and Surgeons of Glasgow	<a href="http://www.rcpsg.ac.uk/">http://www.rcpsg.ac.uk/</a>
Scottish Medical Training	<a href="http://www.scotmt.scot.nhs.uk/">http://www.scotmt.scot.nhs.uk/</a>
UK Visas and Immigration	<a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a>

## Appendix 3: Self-Assessment Form

Listed below are the 16 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 shortlisting score. You will need to provide evidence to substantiate your responses by email; this evidence will be validated by a panel and used to derive your final validated shortlisting score.

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

Your evidence must be submitted by email to [OralSurgeryRec.YH@hee.nhs.uk](mailto:OralSurgeryRec.YH@hee.nhs.uk) by 16:00 on, 11<sup>th</sup> February 2020. Please refer to the relevant section of the applicant handbook for details of the evidence required.

Please submit a separate PDF file for each of the 16 Self Assessment questions. Clearly include your name and the question number ONLY 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.

An example of a suitable format for presenting your evidence is provided on the [national Oral Surgery recruitment webpage](#).

Please be aware that email servers set a maximum file size that can be sent or received. You are therefore advised to avoid sending excessively large attachments.

The shortlisting 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 shortlisting panel, using the evidence you provide.

All time periods stated refer to Whole Time Equivalent.

### Question 1

At the proposed time of post commencement, how many months will you have spent in total practising clinical dentistry?

#### Responses:

- Less than 36 months
- 36 - 60 months
- More than 60 months

#### Evidence:

- Please provide evidence of completion of training posts.
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates.

## Question 2

At the proposed time of post commencement, how many months will you have spent in total in Oral Surgery and OMFS posts? Please do not include any other posts.

### Responses:

- Less than 12 months
- 12 to 18 months
- More than 18 months

### Evidence:

- Please provide evidence of completion of training posts detailing the clinical duties undertaken. E.g Timetable, Job Description, HR letter
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

## Question 3

At the time of application have you had experience of inpatient care and management of medical emergencies in a hospital setting?

### Responses:

- No
- Yes

### Evidence:

- Please provide documented evidence e.g. WBAs.

## Question 4

At the time of application can you evidence timetabled sessions in a dental specialty other than Oral Surgery/OMFS?

### Responses:

- No
- Yes

### Evidence:

- Please provide evidence of completion of training posts detailing the clinical duties undertaken. E.g Timetable, Job Description, HR letter
- For non-training posts please provide a copy of the front page of your contract of employment which includes dates

### Question 5

At the time of application, have you successfully completed MFDS / MJDF or equivalent?

#### Responses:

- No
- Yes

#### Evidence:

- Please provide your certificate.
- If you have not yet received your certificate, please provide letters confirming you have passed both parts of the examination.

### Question 6

Please select the highest level of Life Support course you have undertaken

#### Responses:

- I have not completed any of these courses
- Management of Medical Emergencies / BLS (in date at time of application)
- ILS (in date at time of application)
- ALS / ATLS (in date at time of application)

#### Evidence:

- Please provide evidence of completion of courses i.e. course certificates.

### Question 7

At the time of application, have you completed a formal IV sedation course / training?

#### Responses:

- No - I have not completed a formal course or training
- Yes – theoretical course (SAAD / IASCD accredited)
- Yes – full accreditation to IASCD standards
- Yes – via competency by equivalence before April 2015

#### Evidence:

- Please provide evidence of completion of the above i.e. course certificate, validated logbook, WBAs.

### Question 8

How many hours of **verifiable** CPD did you undertake in 2019?

#### Responses:

- 0 - 4 hours
- 5 - 9 hours
- 10 - 19 hours
- 20 - 30 hours
- Over 30 hours

#### Evidence:

- Please provide evidence of completion of CPD i.e. certificates detailing verifiable hours of CPD.

### Question 9

At the time of application, how many oral surgical procedures (excluding non-surgical extractions) have you carried out as the **operator?** These must be recorded in a validated log book.

#### Responses:

- 0 – 50
- 51 - 100
- 101 or more

#### Evidence:

- You must provide full logbook evidence. Signed consolidation sheets from a validated logbook are acceptable.

### Question 10

At the time of application, how many 1<sup>st</sup>, 2<sup>nd</sup> or Last author publications have you had published, **or accepted**, in any peer reviewed journals? Do not include published abstracts, letters, book reviews or case reports.

#### Responses:

- None
- 1
- 2 or more

#### Evidence:

- For each publication, please include a photocopy of the abstract or acceptance letter.

### Question 11

At the time of application how many other publications have you had published, **or accepted** for publication, in a peer reviewed journal? Do not include publications counted in Q10 or abstracts. You may include letters, book reviews and case reports.

#### Responses:

- None
- 1
- 2 or more

#### Evidence:

- For each publication, please include a photocopy of the abstract or acceptance letter.

### Question 12

At the time of application, how many national / international poster presentations have you been an author on?

#### Responses:

- None
- 1
- 2
- 3 or more

#### Evidence:

- Please provide a copy of the relevant page of the meeting programme(s).

### Question 13

At the time of application, how many national / international oral presentations have you given? Please do not include any presentations you have included in Question 12.

#### Responses:

- None
- 1
- 2
- 3 or more

#### Evidence:

- Please provide a copy of the relevant page of the meeting programme(s).

### Question 14

At the time of application, how many complete audit cycles / quality improvement projects have **you undertaken** in the last 36 months? i.e. first audit, institution of action plan and second audit to assess impact of intervention, led by yourself.

#### Responses:

- None
- 1
- 2
- 3 or more

#### Evidence:

- Please provide a summary of the audits.
- Please evidence your involvement e.g. email acknowledgement of registration of audit with Clinical Governance team, response from audit lead.

### Question 15

At the time of application, have you completed and been awarded a higher level degree? Intercalated degrees do not count.

#### Responses:

- No
- Yes - Master's level degree
- Yes - PhD

#### Evidence:

- Please provide your degree certificate.

### Question 16

Please select the statement that best describes your involvement in formal teaching.

#### Responses:

- I have a formal qualification in teaching (minimum 60 credits) e.g. MSc Education / PGCert / Dip Ed
- I am enrolled in or am undertaking a formal teaching qualification (minimum 60 credits) – e.g. MSc Education / PGCert / Dip Ed
- I do not have a formal qualification in teaching, but I am regularly engaged in formal teaching i.e. timetabled teaching sessions
- I do not have a formal qualification in teaching, and I have not been engaged in a formal teaching role.

#### Evidence:

- Please provide your teaching qualification certificate.
- Please provide evidence that you are regularly engaged in formal teaching e.g. teaching programmes.