

Oral Surgery National Recruitment

2021 Applicant Handbook



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Introduction

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 2021 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 [Oriol Resource Bank](#). We recommend that all applicants read this document in full.

Timeline and Key Dates

Recruitment to Oral Surgery training in 2021 will follow the timeline below:

Activity	Date(s)
Applications open	At 10:00 on Tuesday, 19 th January 2021
Application deadline	At 16:00 on Tuesday, 9 th February 2021
Self-Assessment Evidence Upload	24 th February – 3 rd March 2021
Interviews	12 th and 13 th May 2021
Initial offers released	By 17:00 on 27 th May 2021
Holding deadline	At 13:00 on 3 rd June 2021
Upgrade Deadline	At 16:00 on 10 th June 2021

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

Adjustments for Covid-19

Following the 2020 recruitment process which resulted in interviews being cancelled, the plans for 2021 have been reviewed for all medical and surgical specialties by senior clinical representatives from across the four nations, supported by the Medical and Dental Recruitment and Selection (MDRS) team. A number of general principles have been agreed to support the appointment of dentists to training programmes. More details can be found in the “2021 Dental Recruitment Principles” document available in the [Oriol Resource Bank](#).

Interviews will be conducted online rather than in person. Where self-assessments are being used these will be processed online and be validated.

Each specialty has two selection plans, known as Plan A and Plan B, the main content of the document describes the Plan A, there is then a separate section detailing the Plan B along with details of when and how this would be implemented.

Contact details

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 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

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

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 19th January 2021. 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 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. If you fail to provide satisfactory evidence or provide patient identifiable information you may be referred to a Probity Panel. The Probity Panel procedure can be found in [Appendix 1](#).

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.

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. The Probity Panel procedure can be found in [Appendix 1](#).

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 applicants after longlisting has been completed.

You will be expected to a single document per question only, 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, 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 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](#).

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](#).

Application Deadline

The deadline for submitting applications is **16:00 on 9th February 2021**. 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

The eligibility criteria for Oral Surgery training are listed in the [2021 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 appointment¹ (in most cases this will be 1st September 2021). You will be asked to confirm that you will meet this requirement on your application form. Any offers made will be subject to you meeting this requirement by the time of appointment.

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

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.

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 2021. You must provide an explanation for employment gaps of more than four weeks.

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 the same 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 you answer yes to this question, 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 (and who have a National Training Number), who are reapplying to continue their training in a different region must declare this on their application form.

If you are reapplying to continue your training in a different region, you must also 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.

Criminal Records and Fitness to Practise

The application form contains a Criminal Records and Fitness to Practice Declaration. **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 9th February 2021.**

This form is available from the Oriel [Resource Bank](#) and must be submitted to 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

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. Refer to the [Dental Gold Guide](#) for more information about deferring start dates.

If you wish to request a deferred start date you should indicate this on 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

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 in the relevant section on the 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.

Shortlisting

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

Please note, that only the highest scoring 50% of applicants' evidence will be validated.

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

Booking an Interview Slot

Applicants who are invited to attend an 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 for assistance.

Interview Dates and Venues

The interviews for Oral Surgery will take place on **12th and 13th May 2021** via Microsoft Teams.

Candidates will be sent a link and joining instructions after they have booked their interview and in advance of the interview date.

Candidates are advised to check they have access to MS Teams before the interview day to ensure are no avoidable technical issues.

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 your application form and contact OralSurgeryRec.YH@hee.nhs.uk to discuss your requirements.

Documents Required at Interview

Candidates will be required to prove their identity at the start of the interview by showing their Passport or Driving License. Candidates will be notified of all requirements on the invite to interview sent via Oriel.

Technical requirements for the Online Interview

During the application process applicants will be asked to complete an interview declaration, we also expect applicants to review this a few days before their interview and follow any direction highlighted within it. A copy of the declaration can be found on the [Oriel Resource Bank](#), titled “2021 Dental Recruitment Applicant Declaration”.

Candidates must ensure that they are in a location with stable and reliable internet connection. Candidates must also ensure that the device they use is suitable for a call on Microsoft Teams and that they have a compatible camera for video interview. The administration staff from HEE will be unable to assist you with any technical issues.

Where technical difficulties are experienced during the interview process, we will firstly attempt to resume the interview. However, if we are unable to resume the interview we will, where possible, aim to rearrange the remainder of the interview for a later/time. Where the interview has been partially completed, only the questions that were disrupted will be rerun; scores from interview questions completed without disruption will stand.

Technical issues that happen outside of the interview itself, need to be reported to the Recruitment Team, with details of the issues experienced, with screenshots, where possible, within one hour of the allocated interview time. Technical issues reported outside of this timeframe will not be considered.

HEE confirm that they will not be recording your interview and candidates are required not to record the interview either. If a candidate has been found to have recorded an interview a probity panel will be convened to investigate this breach and further action could be taken.

Interview Format

Interviews will be conducted as a single station lasting 30 minutes with 4 panellists covering three domains:

1. *Portfolio* (applicant to discuss one piece of Self-Assessment evidence – Teaching, Research/Audit/QI, Publication)
2. *Commitment to specialty*
3. *Management/Governance Scenario*

Lay Representatives

A Lay Representative may be present during your interview 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.

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.

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.

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 by emailing OralSurgeryRec.YH@hee.nhs.uk

Any issues must be reported as soon as possible and ideally **within 2 hours of the completion of your interview**. 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 once the interviews have concluded.

Scoring and Ranking

Your performance in each domain will be scored using a structured scoring system. The scores from each domain 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.

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.

Candidates are reminded that it is their responsibility to chase up any incomplete references and HEE take no responsibility in chasing these up on your behalf.

Offers

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/>. 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. Please note that this may not take place until after the online interviews have taken place.

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 [Dental Recruitment Applicant Handbook](#) 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 [Dental Recruitment Applicant Handbook](#) 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

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.

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

Following the conclusion of the 2021 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 Surveys

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 2022.

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 General Data Protection Regulation. Among other matters, this requires that your data must be processed fairly and lawfully.

We will process data about you in accordance with the General Data Protection Regulation, 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

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 central HEE Recruitment Team on 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.

Plan B

In the event of an escalation of the Covid-19 outbreak, the delivery of the recruitment process detailed above (Plan A) may become impossible to implement. We have therefore developed a Plan B that will ensure the appointment of Trainees whilst ensuring we utilise the minimum clinical time possible.

The move to Plan B will require a high-level sign off process before its implementation, involving the Medical and Dental Recruitment and Selection (MDRS) team, the lead dean, the specialty lead recruiter and clinical lead.

Where there is agreement to move to Plan B, all affected applicants will receive direct communication regarding the change. All applicants will be assessed using Plan B processes only, even where an interview has taken place and the interview score needs to be disregarded.

The Plan B recruitment process for Oral Surgery will be as follows:

- Applicants will be assessed and ranked based on the verified self assessment score only for the highest scoring 50% of applicants.
- In the event that applicants' total scores are tied, individual self assessment questions will be used to break the ties in a pre determined order.
- If, after the above method has been used, applicants are still tied, the "white space" questions on the application form will be assessed by members of the Recruitment Steering Group to determine the final ranking used for appointment.

Frequently Asked Questions

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 [2021 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 has two independent markers to ensure there is no bias. In addition, lay representatives and members of the national recruitment working group will also be observing each station.

Appendix 1: Probity Panel Procedure

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 medical 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	https://www.oriel.nhs.uk/web/

HEE Local Offices and Deanery Websites

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

Other Useful Organisations

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

Appendix 3: 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 by to the portal between **24th February and 3rd 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 12 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** 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:

- 0 - 40 months
- 41- 60 months
- 61+ months

Scores:

0
6
4

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 (WTE) will you have spent in total in DCT posts/salaried services or DCT equivalent? Please do not include any other posts.

Responses:	Scores:
<ul style="list-style-type: none">0 - 12 months	0
<ul style="list-style-type: none">13 -24 months	1
<ul style="list-style-type: none">25+ months	2

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 and include an outline of the duties you have undertaken e.g. timetable validated by lead clinician or employer.

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:
<ul style="list-style-type: none">No	0
<ul style="list-style-type: none">Yes	2

Evidence:

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

Question 4

At the time of application opening (19 January 2021), do you have any other university awarded qualifications other than an undergraduate dental degree?

Select the highest scoring option applicable.

Responses:	Scores:
<ul style="list-style-type: none">None	0
<ul style="list-style-type: none">Bachelor level	1
<ul style="list-style-type: none">Masters/Doctorate level	2

Evidence:

- Please provide your certificate.

Question 5

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 **you undertaken** in the last 36 months (WTE) of employment (excluding any periods of statutory leave)?

Responses:	Scores:
• None	0
• 1	1
• 2	2
• 3+	3

Evidence:

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

Question 6

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

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
• 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)	2
• 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.	2
• 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	4

Evidence:

- Please provide evidence e.g feedback from teaching events
- For courses, please provide certificates showing completion of the course.
- For teaching experience, please provide timetable/s, or a copy of your presentation.

Question 7

Have you achieved any publications as a postgraduate within the last 5 years (WTE) prior to 19 January 2021? This excludes published abstracts.

Select the highest scoring option applicable.

Responses:	Scores:
• None	0
• Letter / book review / non-peer reviewed article / or non-peer reviewed e-publication	1
• Case report	3
• One peer reviewed publication	4
• More than one peer reviewed publication	5

Evidence:

- For each publication, please include a screenshot or pdf copy of the publication or the acceptance letter from the relevant journal
- Do not include publication of a poster or an oral presentation abstract as they will not be counted as evidence.

Question 8

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?

Select the highest scoring option applicable.

Responses:	Scores:
• None	0
• Local	1
• Regional	2
• National	4
• International	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 speak. Please provide speaker programme as evidence.

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

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 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 relevant specialist society	2
• Attendance at a national specialist society meeting	4
• Membership of relevant specialist society and attendance at a national specialist society meeting	5

Evidence:

- Specialist Societies considered relevant to Oral Surgery applicants are:
 - BAOS – British Association of Oral Surgeons
 - ABAOMS – Association of British Academic Oral and Maxillofacial Surgeons
 - BAOMS – British Association of Oral and Maxillofacial Surgeons
 - ADI - Association of Dental Implantology
 - ITI – International Team for Implantology
 - EAO – European Association for Osseointegration
- Proof of attendance at meeting conferences
- Proof of membership of specialty society

Question 11

How many hours of **verifiable** 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:
<ul style="list-style-type: none">0-9 hours	0
<ul style="list-style-type: none">10-19 hours	1
<ul style="list-style-type: none">20-30 hours	2
<ul style="list-style-type: none">Over 30 hours	3

Evidence:

- Please provide evidence of completion of CPD i.e. certificates detailing verifiable hours of CPD.
- Certificates must clearly show your name, GDC number, the number of CPD hours, and the date the CPD was undertaken.

Question 12

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">No evidence	0
<ul style="list-style-type: none">Completion of an NHS leadership/management course e.g. Edward Jenner	1
<ul style="list-style-type: none">A leadership role e.g. Trust/HEI junior dentist representative, BDA/Specialist society role etc	2
<ul style="list-style-type: none">Completion of a NHS leadership/management course and a leadership role	3

Evidence:

- Proof of leadership role validated by senior clinician or employer
- Evidence of course attendance or certificate of completion