

Applicants' Guide to National Special Care Dentistry Recruitment for England, Scotland, Wales and Northern Ireland

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Recent Changes to the Recruitment Process

Other sources of information

Please read this guidance in conjunction with the Dental Recruitment Applicant Handbook available via here - <https://www.oriel.nhs.uk/Web/ResourceBank>.

Recruitment System

2021 national recruitment will be delivered using a new version of Oriel. Oriel can be accessed via the following link: <https://www.oriel.nhs.uk/Web/Home>. If you have previously registered on the old version of Oriel, please be aware that you will need to re-register before you can start your application.

Covid - 19

For the September 2021 intake the recruitment process has been revised so that it can be delivered despite ongoing uncertainty linked to Covid-19. The main changes to the process are highlighted below.

Contingency Plans

Recruitment for posts starting from September 2021 will go ahead even in the event that there is a significant new peak of the pandemic.

Following wide consultation with trainees, recruitment teams, statutory education bodies and the Royal Colleges, a number of general principles have been developed that all specialties will follow for selection. You can read about the general principles here – <https://www.oriel.nhs.uk/Web/ResourceBank>.

In terms of contingency plans for this specialty, please note:

Plan A – This guide sets out in detail our Plan A for September 2021 recruitment.

Plan B – In the event there was a significant new peak of the pandemic which affects clinician or trainee availability or the availability of administrative support, we would consider moving to our Plan B. There would be discussion between key stakeholders before a decision was taken to move to Plan B. If we move to Plan B, all applicants still in the process will be contacted to explain that we have moved to Plan B and they would be given updated timeframes for recruitment stages, if applicable.

The agreed Plan B for Special Care Dentistry would be to use verified self-assessment score plus an online interview carried out by one panel member rather than two.

For references, you can find all Dental Specialty Recruitment plans here - <https://www.copdend.org/postgraduate-training/2021-recruitment-plans-by-specialty/>

Overview of Application Process

Recruitment for all vacant Special Care Dentistry training posts across England, Scotland, Wales and Northern Ireland commencing from September 2021 will be organised by Health Education England's North West recruitment team.

We will also provide clinical benchmarking for academic applicants (NIHR Academic Clinical Fellows, NIHR Academic Clinical Lecturers and traditional academics).

Please read this guidance in conjunction with the Dental Recruitment Applicant Handbook available via here - <https://www.oriel.nhs.uk/Web/ResourceBank>.

Eligibility

Before beginning your application, it is important for you to determine whether you are eligible to apply. Applicants must meet certain eligibility criteria in order to be considered for specialty training in Special Care Dentistry.

Please refer to the relevant person specification for full details. The person specification can be downloaded from: <https://www.copdend.org/postgraduate-training/national-person-specification/>

Applying

An advert will appear on NHS jobs and in Oriel.

All applications will be managed using an online application system, Oriel. Please visit <https://www.oriel.nhs.uk/Web/Home> to register and apply. You can find guidance on how to use Oriel via the Resource Bank tab <https://www.oriel.nhs.uk/Web/ResourceBank>.

The application window opens at 10am on Tuesday 19th January 2021 and closes on Tuesday 9th February 2021 at 4pm UK time. You will not be able to submit your application after this time. Please ensure that you have completed all the relevant sections of the application forms as missing information will deem your application incomplete and it will not be considered.

The application form will capture your personal details and relevant educational background, work experience and attributes as well as requiring you to complete a Self-Assessment questionnaire. You should note that you will need to provide written responses to two questions which will be scored in the event your scores are tied with another applicants.

Preferences

When you apply for Special Care Dentistry, you will apply to a “national” group. This means that you will be considered for all of the HEE Local Offices/Deaneries with Special Care Dentistry posts.

Between Tuesday 20th April and Friday 14th May 2021, eligible applicants will be able to rank all the Special Care Dentistry posts in your order of preference via Oriel. If there are posts you do not wish to be considered for, you will be able to exclude them from your list and you will not be offered them.

Self-Assessment

The scores you award yourself in each domain will be verified by an assessor. You will need to upload the evidence for each domain where you have scored yourself greater than zero between 10am UK time on 22nd February 2021 and 10am UK time on 8th March 2021 via <https://sa-verification.hee.nhs.uk/login-page>. You should refer to the guidance and Frequently Asked Questions via the Oriel <https://www.oriel.nhs.uk/Web/FAQContent>.

1. Choose a category	2. Choose a topic	3. Choose a question
All (25)	Application (1)	<input type="text" value="Search..."/>
Academic (2)	Deferral (2)	Q. Q1 (months practicing in clinical dentistry) Why have the highest marks been assigned to those in 41-60 month experience category?
Dental (7)	Dental (1)	Q. Q11 (CPD) What is verifiable CPD?
General and support (2)	Dental ST1 Self-assessment (8)	Q. Q3 (MFDS/MJDF) I have completed Part A of MFDS but I have not sat Part B yet, how do I score this?
Medical (13)	Dental Vocational Training - General (1)	Q. Q4 (other university awarded qualifications) I was awarded a masters or doctorate qualification as my primary dental degree, can I use this qualification to count for 2 marks?
Medical & Dental (1)	Feedback (2)	Q. Q5 (Quality improvement project QIP) I completed the first QIP/audit more than 36 months ago but the re QIP/audit less than 36 months ago, can I count this?
	Special Circumstances (1)	Q. Q7 (Publications) How should applicants evidence peer reviewed publications?
		Q. Q8 (Oral presentations) If I presented abroad, does it count as an international meeting?
		Q. Q8 (Oral presentations) Would Scotland/NI/Wales/England count as 'national'?

Verified self-assessment scores will be used to shortlist applicants for online interview. Verified scores will be shared with applicants prior to shortlisting being finalised. If applicants feel a mistake has been made in the scoring based on the evidence they have **already provided**, applicants will be able to submit appeals during a 72-hour period which will then be reviewed by an appeals panel whose decision is final.

Your verified self-assessment score will also make up a percentage of your final interview score.

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

Online Interview

Interviews are expected to take place on Tuesday 4th May 2021 and Wednesday 5th May 2021, and if necessary Thursday 6th May 2021.

The online interview will consist of a clinical case and a clinical scenario. Before each section of the interview, you will be given reading/preparation time. It is expected the interview duration will be around 30 minutes, excluding initial reading time.

Details of the platform the online interview will take place on will be provided in due course. We will also provide you with some technical tips/considerations to help you prepare.

Offers

Offers to Special Care Dentistry training posts will be made via Oriel following the completion of interviews but by no later than Thursday 27th May 2021.

Please note that pre-employment checks will be carried out by the relevant employer before you commence employment. All training post offers will be made subject to satisfactory references and completion of pre-employment checks.

References

Referees will only be contacted if you are appointed. References will be shared with the relevant HEE Local Office/Deanery and their employer before you commence employment. You will be asked to provide the details of 3 referees on your online application.

Start Dates

Posts are anticipated to start from September 2021. Further details of anticipated start dates for each HEE Local Office/Deanery are available via the Table of Vacancies, which can be found at https://www.nwpgmd.nhs.uk/national_RD_Recruitment.

Please note that deferring a start date of a post can only be considered on statutory grounds such as maternity/paternity/adoptive leave or ill health. Please ensure that you include your intention to defer in the relevant section of your application form.

Communications

We will send messages regarding your application to your Oriel account. Emails will additionally be sent as a secondary form of communication. However, as emails are

external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should not be relied upon.

Applicants should check their Oriel account as well as their e-mail account regularly so as not to miss vital information in relation to their applications. Please also check your “spam” or “junk-mail” to ensure that correspondence has not been filtered by your provider.

Key dates

Stage	Date
Advert appears on NHS Jobs	Tuesday 12 th January 2021
Applications Open on Oriel	At 10am on Tuesday 19 th January 2021
Applications Close on Oriel	At 4pm on Tuesday 9 th February 2021
Longlisting	Wednesday 20 th January – Tuesday 16 th February 2021
Self-Assessment Evidence Upload Window	22 nd February 2021 and 8 th March 2021
Self-Assessment Verification	Wednesday 10 th March – Monday 22 nd March 2021
Self-Assessment Appeals Process	Tuesday 23 rd March to Thursday 25 th March 2021 (72hrs)
Invitations to Online Interview	From Thursday 16 th April 2021
Preferences Open in Oriel	Tuesday 20 th April 2021
Online Interviews	Tuesday 4 th May 2021 and Wednesday 5 th May 2021, and if necessary Thursday 6 th May 2021.
Initial Offers out	By no later than Thursday 27 th May 2021 <i>TBC - We expect to release offers on Tuesday 18th May 2021</i>
Start date	From Wednesday 1 st September 2021

Contact Us

If you have any queries about National Special Care Dentistry recruitment, please email: rdrecruitment.nw@hee.nhs.uk