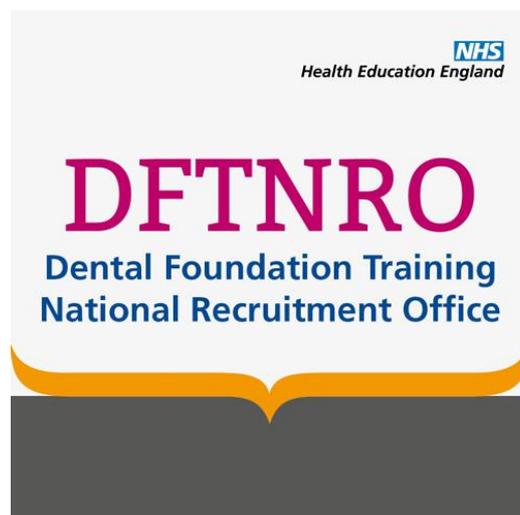




London and the South East Recruitment (HEE London and South East) working on behalf of England, Wales and Northern Ireland for Dental Foundation Training (DFT) national recruitment 2018

Nationally Coordinated Dental Foundation Training Recruitment in England, Wales and Northern Ireland

DFT National Applicant Guide 2018



Introduction

Dental foundation training follows a nationally agreed curriculum and a specific portfolio is used throughout the year which is based on this curriculum. Since September 2016, HEE has introduced a formal way of signing off foundation dentists as having demonstrated the necessary competences and prescribed elements to work independently in NHS general dental practice. This process is called Review of Competence Progression, also known as 'satisfactory completion', of DFT. It includes a series of practice-based assessments and panel reviews of each foundation dentist throughout the year, including a decision towards the end of the training year as to whether the necessary competence has been reached or whether further training is necessary. Only candidates signed off at the end of the year as having satisfactorily completed DFT will be eligible to have their conditional inclusion in the performers list changed to an unconditional inclusion.

There are approximately sixty-five geographical schemes located in England, Wales and Northern Ireland. The majority of these schemes (approximately sixty-three) are for September 2018 start dates; two schemes have March 2018 only start dates. Please note that the number of schemes has not yet been finalised at the time of the publication of this guide.

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Thank you for your interest in applying to DFT national recruitment in England, Wales and Northern Ireland.

Please ensure you read and fully understand the contents of this guidance and the ‘Oriel Applicant User Guide’ before submitting your application. Failure to do so may result in you missing vital information in relation to your application.

If you have any questions, please contact the London and the South East Recruitment Support Portal via London and South East PGMDE Support portal: <https://lasepgmdesupport.hee.nhs.uk/support/home>

In submitting an application form, applicants confirm that they have read and understood the application process. You will NOT be able to change your application once it has been submitted; if you have any questions please ensure you contact the team prior to submitting your application.

1. Recruitment Timeline

Dental Foundation Training 2018 Key Dates for Recruitment	
Applications Open	21 August 2017 (12 noon UK Time)
Applications Close	18 September 2017 (12 noon UK Time)
Scheme information published	6 October 2017
Final day for submission of evidence for reasonable adjustments at assessment centre	18 September 2017 (12 noon UK Time)
Invitations to Interview	19 October 2017
Situational Judgement Test	1 – 8 November 2017
Interview Dates	21-23 November 2017
Preferencing of schemes open	04 December 2017
Preferencing of schemes close	18 December 2017
Initial Offers	08 January 2018
Interview Scoresheets Released	31 January 2018
Upgrade Deadline	29 January 2018
Second round offers	09 July 2017
Posts Commence	March 2018 & September 2018

2. Applying for Dental Foundation Training 2018

IMPORTANT: Late applications will not be accepted under any circumstances.

- All applications must be made via the **Oriel recruitment portal** hosted by Health Education England using the nationally agreed application form.
- Information about the DFT schemes will be available to applicants via the **recruitment portal**, as well as on individual Health Education Local Office's websites.
- To register with the **recruitment portal** you must ensure you have a valid email address. **We recommend that you use an alternative email address to the one provided by your university or employer as these may expire prior to DFT start dates.**
- Registering with the recruitment portal is **only the first step**, and a confirmation of this registration will automatically be sent to you. Subsequent to this confirmation, you must complete and submit the actual application by the deadline. Please refer to the additional guidance available on the Oriel system.
- Communication between London and the South East Recruitment and applicants will be primarily via email. Applicants should check their email account and online recruitment account a minimum of once every 24 hours. Failure to do so may result in you missing vital information in relation to your application. Please also check 'spam' or 'junk-mail' to ensure correspondence has not been filtered by your provider.

3. The Dental Foundation Training Application Form

For full details of how to use Oriel and complete all relevant sections please refer to the Oriel Applicant User Guide which can be found on the Resource Bank: <https://www.oriel.nhs.uk/Web/ResourceBank>

We have provided additional information below regarding how to complete certain sections specifically for your application to Dental Foundation Training.

When you select 'submit', the page will change on Oriel informing you that you have submitted your application. After this point, you will only be able to edit your contact details.

Eligibility

This part of the application form is where you will indicate your GDC registration status and provide the details of your right to work in the UK, along with your current immigration status. If you are successful, these details will be passed onto your employer.

GDC Registration Status

If you are a final year dentistry student, you will need to choose the option 'I do not currently hold provisional registration'. You will then be asked to explain why you expect to gain full GDC registration by the time of appointment – therefore writing something like 'final year dentistry student' would be appropriate here.

Please see further details about eligibility in section 4, below.

References

Applicants will not be asked to submit any reference details as part of their application. These will be requested after offers have been accepted, and collected as part of the local process.

Competences

Here you will be asked to provide details of your primary dental qualification, and the date of achievement. If you have not yet completed your primary dental qualification – please enter the date as the anticipated date of achievement (e.g. 02 July 2018).

Employment

In this section you will need to enter any employment details that you have had up to the start date of the post (August 2018). It may be that you have no employment history at the date you are applying as you are still a dental student, in which case – answer 'yes' to 'I have no employment history'.

Evidence

Here you will be asked to enter the details of the dental school where you achieved your primary dental qualification. If it does not fall within the list provided – please select other and you will be prompted to give details.

4. Eligibility

Before beginning your application it is important for you to determine whether you are eligible to apply. Applicants must meet certain eligibility criteria in order to be considered for DFT. These criteria are in place to meet GDC, legal and other requirements and will be assessed during the longlisting/selection centre stages.

These criteria include:-

- BDS (or equivalent) – your application form needs to state **either** date awarded **OR** anticipated date of award. Please note: you will not be eligible for a start date in March unless you will be awarded BDS by 02 January 2018. For a September start, you must have BDS (or equivalent) awarded by 02 July 2018. Equivalent qualifications must be achieved by the same timelines. If your primary qualification is not in English you will need to provide a certified translation prior to the start date.
- Eligible for full registration with the GDC by time of commencement of post. Please ensure you check the GDC website to determine whether you meet their **eligibility criteria**.
- Have less than six months experience working as a dentist by the time of the intended start date:
 - This six-month time period refers to full-time equivalent experience working as a dentist
 - All experience in posts at any level in dentistry count, irrespective of the country the experience is gained
 - Applicants with six months or more experience are eligible to apply to join the NHS Performers list via the foundation equivalence route. For more information, please refer to: www.copdend.org
- Eligibility to work in the UK.
- Fitness to practise.
- Eligible to join an NHS Dental Performer List (England and Wales only) by time of appointment:
 - Membership of a NHS Dental Performers List in England and Wales (or equivalent in Northern Ireland) is a legal requirement and the only mechanism for a dentist to be able to work in NHS primary dental care services.
 - All dentists who are able to obtain full registration with the GDC at the time of commencement of a DFT post (e.g. dental undergraduates in their final year) will be required to join an NHS Dental Performer List (or the equivalent in Northern Ireland) at the start of their training or, exceptionally, within the first three months.
- DFT is designed for applicants to complete the necessary training required for entry on the NHS Dental Performers List (NHS PL) and hence to work unsupervised as a dentist in the NHS.
- Requiring Dental Foundation Training as the *only* route to access the NHS Dental Performers List:
 - Dentists and dental students who expect to graduate or have recently graduated from a dental school anywhere in the UK are required to undertake DFT in order to join the NHS Dental Performers Lists in England and Wales (or the equivalent in Northern Ireland). This is subject to their not having completed more than 6-months of experience working as a dentist by the intended start date of the DFT programme.

- Graduates from non UK dental schools and graduates from UK dental schools with more than 6-months of experience working as a dentist can join the Performers list by other routes – please refer to the below links for further details:

<http://www.lpmde.ac.uk/training-programme/dental/df1-by-assessment>

<http://www.copdend.org/>

- There are a limited number of DFT places available in England, Wales and Northern Ireland. Previous recruitment rounds have been oversubscribed. Therefore, priority will be given in the 2018 DFT national recruitment process to those applicants for whom DFT is the only route available to be included on the NHS PL. For the avoidance of doubt, this scheme is also open to Scottish graduates.
- In the 2018 DFT national recruitment process, applicants who can be included on the NHS PL without completing DFT will only be considered for DFT places if there are insufficient suitable applicants who have no alternative route for entry on the NHS PL.
- In 2018 the DFT recruitment process will be undertaken in one of two ways:
 1. At the close of the application stage, if it is deemed that there are sufficient numbers of suitable applicants for whom DFT is the only route available to be admitted on the NHS PL to fill all of the DFT places available, then applicants with alternative routes for entry will not be progressed any further in the recruitment process;

Or

2. If at the close of the application stage it is deemed there is no certainty that there will be sufficient numbers of such suitable applicants to fill all DFT places, then eligible applicants who have alternative routes for entry on the NHS PL will be progressed to the selection stage of the recruitment process. If following the selection centre process there are sufficient suitable appointees for whom DFT is the only route available to be admitted on the NHS PL to fill all available DFT places, then priority will be given to such applicants. Should there be an insufficient number of such suitable applicants to fill all DFT places, then applicants with alternative routes to entry on the NHS PL may be offered DFT places in the initial round. Any remaining applicants may be eligible for a second stage of offers (if needed) following the outcome of UK BDS/BChD results in July 2018.

Please note that this programme is designed to meet the requirements of the NHS Performers List and to allow those with little or no clinical experience post qualification to consolidate undergraduate learning.

It is important to note that your application is likely to be rejected prior to assessment at the selection centre should you fail to demonstrate a criterion assessed at longlisting. Please refer to the person specification for full details. Please see **Appendix I**.

5. Special Circumstances

A process is being implemented to ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way.

Any applicant who falls into one of the following eligibility criteria will be pre allocated into the post, subject to it meeting the requirements of their training programme:

- Criterion 1** – the applicant is the primary carer for someone who is disabled, as defined by the Equality Act 2010
- Criterion 2** – the applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement

Applicants with parental responsibilities: those who fall into this category will be asked to declare this on their application form. They will not be pre allocated in the 2018 recruitment process, so this information will not be taken into consideration when running the offers algorithm. However, the information will be used to help us establish how we can improve our systems to better account for parental responsibilities in future recruitment years.

Applying for special circumstances

Applicants wishing to be considered for special circumstances pre allocation should ensure that they state this on their application form and submit supporting evidence directly to the London and South East Recruitment team via the applicant support portal: https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_17=true
Requests for consideration of special circumstances received in any other way will not be accepted.

Supporting Evidence

Full details of the supporting evidence required can be found within the special circumstances application form: https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_17=true

Special circumstances applications will be reviewed by a specialty panel and a decision on whether the application has been successful will be communicated to the applicant.

Where the applicant is unhappy with the decision of the specialty review panel, they are permitted to submit an appeal to the national review panel. The decision of the national review panel will be final.

Allocation

Applicants who have been accepted as having a special circumstance will be pre-allocated into the scheme of their choice, subject to the following criteria being met:

- Applicant is deemed appointable at interview/selection centre
- Applicant is ranked highly enough to receive an offer e.g. if there are 10 posts available, applicant will need to rank in the top 10

If these conditions are met, the applicant will be pre allocated into the preferred region, before the main offers algorithm has run. Applicants are not guaranteed their preferred scheme within the preferred region. Special circumstances applicants will be offered the highest ranked scheme within that region that they would have been offered, had the normal offers process run. Where applicants with special circumstances would not have been offered a post in the preferred region, they will be pre allocated to their lowest ranked scheme within that region.

Where applicants with special circumstances do not rank highly enough to be offered a post in the first round of offers will be placed on a reserve, pending more posts becoming available or offers being declined.

Where a post becomes available in the preferred location, this will be pre allocated to the special circumstances applicant, subject to ranking, but there is no guarantee of matching special circumstances applicants to preferred

locations after the first round of offers has been completed. An applicant without special circumstances who has accepted a post in the preferred location of an applicant with special circumstances **will not** be displaced to allow allocation of the special circumstances applicant.

When choosing posts, applicants must ensure that they meet the eligibility for those posts. This includes applicants who are currently on, or will require a Tier 2 visa. Where the choice of post requires the applicant to meet the Resident Labour Market Test, the offer cannot be pre allocated.

6. Expressing Preferences

Preferences will be expressed via the Oriel recruitment system, and will be done after your application has been submitted:

- Scheme information will be made available to all applicants, no later than 06 October 2017. Applicants are advised to look at this scheme information carefully in order to inform decisions on preferencing.
- On 04 December 2017, eligible applicants will be sent an email to their registered email account with full instructions on how to complete preferencing including use of Oriel.

IMPORTANT: Preferences will only be accepted when submitted via Oriel, and will not be taken into account expressed in any other way. No preferences will be accepted after 18 December.

- This will involve logging into Oriel and saving preferences by 18 December 2017. Once the preferencing window closes on 18 December 2017 no changes to preferencing can be made.
- Please note the email regarding preferencing may come from **noreply@oriel.nhs.uk**. Please ensure your email settings regarding SPAM allow emails to be received from **noreply@oriel.nhs.uk**. Any emails from this address are authentic.
- Information regarding local allocation to dental practices is explained in section 13 of this document.

7. Deferred Entry

Deferment can only be considered on statutory grounds such as maternity leave or ill health. Please ensure you inform London and the South East Recruitment of your intention to defer as soon as it is known, after you have accepted a placement on a training scheme, via the Applicant Support Portal: <https://lasepgmdesupport.hee.nhs.uk/support/home>

8. Selection Centre – Dates and invitations

The Assessment process will be made up of **two parts both of which are mandatory**.

- For the first part you will be required to sit a 105 minute Situational Judgement Test (SJT) at a Pearson Vue Driving Test Centre between 1 – 8 November. You will be able to self-book a time and venue within this window which is convenient to you (subject to availability)
- Further information regarding this will be sent on 19 October 2017.

Please note if you do not attend the SJT you will be unable to progress to the 2nd stage which is a face to face assessment.

- The face to face selection process will be managed via six selection centres across England, Wales and Northern Ireland. Selection will be conducted at the following centres: Belfast, Birmingham, Bristol, London, Manchester/Bolton and Leeds.
- **Eligible UK undergraduate applicants will be allocated to a selection centre as close to their dental school as possible.** Postgraduate applicants and eligible applicants from outside England, Wales and Northern Ireland will be allocated to any one of the six centres based on centre capacity.
- **Please note:** allocation to interview centre will be confirmed in your invitation to interview. It is **not advised** that you make travel arrangements prior to receiving this as allocation to interview centre is dependent on application numbers, and may vary.
- Selection centre assessments will be held on the following dates:

Selection Centre Assessment Dates	Centre	Venue	Dental Schools Covered
21 November 2017	Belfast	La Mon Hotel & Country Club	Queen's University, Belfast
21 – 22 November 2017	Bristol	Bristol Marriott Hotel, City Centre	Bristol University Cardiff University Peninsula College of Dentistry Plymouth University
21 – 22 November 2017	Birmingham	West Bromwich Albion Football Club	University of Birmingham University of Sheffield
21 – 22 November 2017	Manchester / Bolton	Macron Stadium, Bolton	University of Central Lancashire University of Liverpool University of Manchester
21 – 22 November 2017	Leeds	Leeds United Football Club	Newcastle University University of Leeds
21 – 23 November 2017	London	London and the South East Recruitment Events Centre	King's College London Queen Mary, University of London

- Eligible undergraduates from Scotland will be accommodated at the closest centre with available capacity.
- In exceptional circumstances these dates may be amended and every effort will be made to advise applicants in good time.
- A formal notification, inviting applicants to the SJT and the face to face selection centre will be sent via email on 19 October 2017.
- **Applicants will be informed via the recruitment system that they have been invited to selection centre. Should an applicant wish to decline the invite, they should do so within 48 hours of receipt, otherwise it will be assumed that the applicant will be attending.**

9. Selection Centre – What to expect

The selection centre process comprises two stations that cover the following domains: communication in a clinical setting, professionalism, management, leadership. It is worth noting that the entire assessment centre will be around 1.5 hours in duration from your allotted arrival time – please therefore plan your travel and lunch arrangements accordingly.

Station 1 – Communication in a Clinical Setting

This station will take the form of a role play. A medical role player will play the part of a patient with a clinical problem. Applicants will be assessed on their interaction with the ‘*patient*’. This station will last 10 minutes, and accounts for 25% of the final score. Applicants will read a scenario five minutes prior to entering this station. Please refer to **Appendix II** for an example of a Communication in a Clinical Setting scenario.

One week prior to face to face assessments the Communication in a Clinical Setting Scenarios will be published on the COPDEND website. A link to where they are published will be sent to all candidates via their Oriel account.

Station 2 – Professionalism, Management and Leadership

In this station the applicant will be asked to answer scenario based questions by two DFT assessors in a standard interview format. This station will last 10 minutes, during which one scenario will be covered. The score from this station accounts for 25% of the final score. For an example Professionalism, Management and Leadership (PML) scenario, please see **Appendix III**.

Please note Professionalism, Management and Leadership Scenarios will not be published in advance of face to face assessments.

- There will be a five-minute break between Station 1 and Station 2. This is to allow for reading time.
- During the assessment process, it is necessary for the DFT assessors to be made aware that the ten-minute time for a station is nearing an end. A timekeeper will signal after eight minutes have passed that there are two minutes remaining.
- Each station will assess different aspects of the person specification and will include one or more domains. The two stations will be scored by two DFT assessors. Please note in the Communication in a Clinical Setting station one of the DFT assessors is the actor. All DFT assessors will have experience, training and will have been fully calibrated.

Please see diagrammatic representation of an applicant’s selection centre process:

Time	Communication	PML
5 minutes	Reading/Break	
10 minutes	Candidate A	Candidate B
5 minutes	Reading/Break	
10 minutes	Candidate B	Candidate A

Lay Representatives

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

- Brief and advise on selection centre and allocation panels for compliance with good employment practice
 - Ensure that decisions are fair and equitable
 - Ensure selection panels understand and comply with guidance on the provision of feedback to applicants
- Please note: external observers will be present at the Assessment Centres. They will play no part in the assessment process and are present as part of the quality assurance of this process. They will observe individual stations as well as the general organisation of the day.

Documentation

- **Important:** Applicants will be asked to bring certain documentation with them to the selection centre. Failure to bring the specified documents may result in applicants not being assessed. Any applicants with concerns over their ability to bring the required documents with them to a selection centre should make urgent contact with London and the South East Recruitment in advance of the selection centre.
- Full details of the documents required for the selection centre can be found within the documents page of the Dental Foundation Training vacancy. Please ensure you bring the original document plus a photocopy. This copy will be retained by staff at the selection centre.

10. After the Selection Centre

- The scores of all applicants from the six centres will be centrally collated to produce a single national ranking based upon the scores from the SJT and the face to face assessments at the six selection centres.
- As stated above – your total score is made up of the following:
 - 50% of your score = your mark on the SJT
 - 25% of your score = your mark in communication station
 - 25% of your score = your mark in professionalism, management and leadership station
- In the event of tied ranks, the score from the Professionalism, Management and Leadership station will be used to differentiate between applicants. If this score is also equal, the score received in the Communication in a Clinical Setting will next be used as the discriminator. In the unlikely event this score is also tied, the final score from the Situational Judgement Test will be used as the final discriminator.
- As the selection process constitutes a method by which an individual's suitability for a DFT post is assessed, applicants should be aware that based on their performance they may be found unsuccessful. **This will exclude some applicants from receiving an offer of a training post, but does not exclude them from future rounds of DFT recruitment.**

Case Study: Tied Ranks

Luisa and Farid both had a **total weighted interview score of 82.5**, they also both scored 33 on the professionalism, management and leadership station. However, Luisa scored 38 on the communication station whereas Farid's score was 35. This means that Luisa would rank above Farid in the overall national ranking as her score on the communication station was higher.

11. Offer Process

All applicants will receive notification of the status of their application following selection centre by 08 January 2018. This will be in the form of an email via Oriel and will be one of the following:

- An offer to a DFT scheme
 - A notification that all current vacancies have been filled and you are on the reserve list.
 - A notification that you have been found unsuccessful in this process on this occasion
-
- Offers of training placements will be subject to success at BDS or equivalent. If you are unsuccessful in obtaining BDS or equivalent by either 02 January 2018 for March schemes or by 02 July 2018 for September schemes, you will no longer be eligible to take up the post.
 - Should you be unsuccessful in obtaining your BDS by 02 July 2018 you will be withdrawn from the recruitment process for Dental Foundation Training 2018.
 - Your allocation to a foundation scheme will depend on the ranking you achieve as a result of your selection centre performance and the preferences that you submit on Oriel. The first ranked applicant will be offered their first preferenced scheme and so on.
 - Applicants will be given 48 hours (excluding weekends) in which to accept, accept with upgrades (only in the first phase of offers) or reject an offer by logging in to the recruitment system and responding. If applicants fail to respond during this 48 hour period, they will be deemed to have **rejected** the offer made – the system will automatically expire the offer.
 - **Applicants who reject an offer will not be offered any further placements in the recruitment round.**
 - Any offer that is declined or that expires will be reoffered in 48 hour iterations to the next eligible appointable applicants, in rank order and according to saved preferences. If you are therefore initially placed on the reserve list – it is advisable to check your email and Oriel account every 24 hours as offers will be ongoing throughout January 2018.
 - Once an offer is accepted it cannot be changed to a training placement in another Health Education Local Office/Deanery or scheme unless the applicant has opted in to upgrades in the first offer phase.
 - If you choose to opt in for upgrades, and one of your higher preferences becomes available, you will automatically be upgraded into this offer if you are the next eligible applicant in line for this preference – **with no option to revert to your original offer.**
 - Upgrading will only be available in the first offer phase in January 2018.

Case Study: How Dental Foundation offers will work

Jenny's top five preference schemes were: HEE North East - North Scheme, HEE North East - South Scheme, HEE North East - Central Scheme, HEE North West - Blackburn Scheme and HEE North West - Lancaster Scheme.

She was ranked 1025 following the interviews – meaning that 1024 applicants were ranked higher than her. When it was Jenny's turn to be allocated, all the vacancies within HEE North East North Scheme, HEE North East South Scheme, HEE North East Central Scheme and HEE North West Blackburn Scheme had been filled with higher ranking applicants. There was still a vacancy within the HEE North West – Lancashire therefore Jenny was sent an offer for this scheme.

- The above case study demonstrates the importance of the preferences that you make. It is advised to preference as many schemes as you are prepared to train in – if you limit the number of schemes you preference, this could limit your possibility of being offered a training placement.
- If you limit your preferences and you do not rank highly enough to be offered any of them, you will not be offered a training post – even if you are eligible to receive an offer based on your score and rank at interviews.
- In this case applicants are considered to have pre-emptively declined an offer of a post as the only vacancies left are in schemes that the applicant is not prepared to train in. This is indicated by the applicant having placed the scheme in the 'Not wanted' column on Oriel.
- At this stage of the process the offer is to a Health Education Local Office/Deanery and scheme (not a specific training practice).
- Should there be any exceptional circumstances (for example, the urgent need to complete offers attached to a March start date) that arise during the offers process; the London and the South East Recruitment Team may need to make further offers after January but before the second phase of offers in July, affected applicants will be notified via email, Orieland phone.

12. The Reserve List

- If you are considered to be appointable, but do not rank highly enough to receive an offer in the initial phase of offers in January 2018 you will remain on the reserve list.
- Remaining eligible applicants will be offered placements in rank order and in relation to saved preferences in a second phase of offers which commences from 09 July 2018.
- The posts that they are offered will be made up of training placements that become available due to appointees withdrawing, or failing to meet eligibility requirements (with the exception of March Scheme offers which will need to be filled as soon as possible).
- The second phase of offers will take place from 09 July 2018, after BDS results have been announced, and will continue until all vacant posts have been filled.
- In this second phase of offers, upgrading will not be available – therefore placements will be offered to applicants who are yet to receive an offer.

13. Local Allocation Process

- Allocation to a training practice within a DFT scheme will be managed locally by the Health Education England Local Office/Deanery hosting the scheme and DOES NOT constitute part of the England, Wales and Northern Ireland national process.
- Once all offers have been accepted the list of successful applicants, with their ranking within each scheme, will be sent to the Health Education England Local Office/Deanery hosting that scheme. This ranking may then be used to inform the local allocation process of a training post at an individual dental practice.
- The allocation of practices may be made on the basis of your ranking and your preferences.
- For both March and September 2018 start dates, allocation to a practice will take place after initial offers on the 09 January 2018.

14. Feedback

Individual scoresheets will be sent to all applicants on **31 January 2018**.

15. Enquiries

Any further enquiries should be made via the Applicant Support Portal:
<https://lasepgmdesupport.hee.nhs.uk/support/home>

16. Expenses

Please note that any expenses incurred by applicants as part of the recruitment process will not be reimbursed.

17. Dental Foundation Salary

Foundation dentists are paid according to the nationally agreed salary in each of the three UK countries involved in this nationally coordinated recruitment process:

- For England and Wales the exact figure appears in the Statements of Financial Entitlement published periodically by the Departments of Health for England and Wales. For Northern Ireland this is published in the Statement of Dental Remuneration (SDR).
- Please note that the figure published and applicable at the date of application may not be the same as that in force at the time of starting in post.

Thank you for your interest in applying to 2018 Dental Foundation Training recruitment. We hope you have found this guidance useful, however if you have any further queries please do not hesitate to contact our Applicant Support Portal: <https://lasepgmdesupport.hee.nhs.uk/support/home>

You are required to read and fully understand the 'Oriel Applicant User Guide'. In submitting an application form, applicants confirm that they have read and understood the application process. You will be unable to change your application once it has been submitted; if you have any questions please ensure you email the Applicant Support Portal: <https://lasepgmdesupport.hee.nhs.uk/support/home> team prior to submitting your application

Appendix I – Guidance Notes on the Person Specification

Essential Criteria – Professional Qualifications and Academic Achievements

- Must have full registration with the GDC by time of commencement of post

This means that the candidate must be registered with the GDC at the time they start in their 2018 Dental Foundation Training post

- Eligible to join an NHS Dental Performer List (or equivalent) by time of commencement of post

Membership of a NHS Dental Performers List in England and Wales (or equivalent in Northern Ireland) is a legal requirement and the only mechanism for a dentist to be able to work in NHS primary dental care services.

All dentists who are able to obtain full registration with the GDC at the time of commencement of a DFT post (e.g. dental undergraduates in their final year) will be required to join an NHS Dental Performer List (or the equivalent in Northern Ireland) at the start of their training or, exceptionally, within the first three months.

- Requires Dental Foundation Training as the only route to access the NHS Dental Performers List

Dentists and dental students who expect to graduate or have recently graduated from a dental school anywhere in the UK are required to undertake DFT in order to join the NHS Dental Performers Lists in England and Wales (or the equivalent in Northern Ireland). This is subject to their not having completed more than 6-months of experience working as a dentist by the intended start date of the DFT programme.

EEA, non-UK dental graduates and UK dental graduates with more than 6-months of experience working as a dentist can join the Performers list by other routes – please refer to the below links for further details:

<http://www.lpmde.ac.uk/training-programme/dental/df1-by-assessment>

<http://www.copdend.org/>

Appendix II – Communication in a Clinical Setting example scenario

Applicant Briefing:

You are a Dental Foundation trainee working in a busy multi surgery dental practice.

The patient attended the practice for the first time 2 days ago and was seen by one of the associates. At that visit the patient was complaining of slight discomfort with an upper tooth. The broken tooth had only caused slight discomfort for the past few days and cleared when taking paracetamol. The patient is an irregular attender for dental treatment and their last visit was 5 years ago.

Intra oral examination revealed a carious upper left first premolar tooth. Special tests undertaken at that first visit by the associate revealed a positive response to an electric pulp test. In addition a periapical radiograph was taken of the maxillary left first premolar to assess the extent of caries, root morphology and the presence/absence of any apical pathology. The tooth was dressed by the associate and an appointment had been booked in a week's time.

The patient has been booked in today for an emergency appointment. They are now complaining of pain with the UL4 and it had affected their sleep for the past 2 nights. They cannot wait until their appointment with the associate next week.

Before you see the patient you study the previous clinical records including the medical history as highlighted in the text above. You have read the radiographic report of the UL4 completed by the associate and visually examined the radiograph to confirm the findings. The report states there is

- A deep carious lesion distal UL4
- No evidence of apical pathology UL4
- Good bone support
- No evidence of caries in adjacent teeth

Using appropriate language and communication undertake the necessary history when the patient attends for this emergency appointment; discuss your clinical and radiographic findings with the patient.

In addition outline the treatment options available and respond to any questions the patient may have.

Appendix III – Professionalism, Management and Leadership example scenarios

Scenario 1

You are in your Dental Foundation training practice. A 21 year old patient who does not speak English is accompanied by their father who interprets.

The patient has a mesial cavity in the upper central incisor which is causing them some pain but which is restorable. You suggest restoring the tooth but the father asks you to extract the tooth as he says the patient 'does not want to be bothered with fillings'

Scenario 2

You are in your Dental Foundation training practice. A patient returns following a recent endodontic procedure which was carried out by a colleague in the practice. The patient is complaining of pain and swelling associated with the tooth which you find has a fractured instrument in situ.

The patient is not aware of the fractured instrument.

Appendix IV - Example SJT item

A new patient, Louise, asks you to veneer all her front teeth. She hopes to pursue a career as a model and has been advised by a friend that veneers may help her do this. On examination Louise's teeth are perfectly healthy with no previous restorations and just some very mild crowning. Her teeth are vita shade A3.

Rank in order the following actions in response to this situation (1=most appropriate, 5=least appropriate)

- A. Respect Louise's wishes and schedule appointment for the veneers
- B. Ensure Louise is aware of alternatives such as orthodontics and tooth whitening.
- C. Suggest a course of tooth whitening and explain the legal issues involved.
- D. Establish exactly what Louise does not like about her teeth
- E. Offer to refer Louise to a specialist to discuss the veneers in more detail

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Appendix V – SJT FAQs

What is a Situational Judgement Test (SJT)?

A Situational Judgment Test (SJT) is a measurement tool where applicants are tested on hypothetical work situations. The DFT SJT is set within the context of dental foundation training.

Applicants will be assessed on the non-academic, professional attributes expected of a trainee soon to enter the Dental Foundation Training programme:

- Professional integrity
- Resilience and coping with pressure
- Empathy and communication
- Working effectively as part of a team

The recruitment process includes a panel interview and focuses on measuring the skills and knowledge of applicants. Having an SJT as part of the selection process will measure a wider set of professional, or non-academic skills which should identify the most suitable applicants for the DFT programme.

The SJT is a computer based assessment and will be administered by Pearson Vue test centers. The SJT will last for 105 minutes and will consist of 56 questions. Please note that only 50 of these questions will be used for the overall SJT score. 6 questions are being asked as part of an evaluation process. Applicants will not be made aware which questions are part of the evaluation process.

Can I revise for the SJT?

There is no need to revise for the SJT as it is not a test of clinical knowledge.

The SJT assumes that applicants have knowledge of, and insight into the job role of a Foundation Dentist, and applicants will be required to respond as they should at this level.

The SJT lasts 105 minutes. How long do I spend on each question? What if I don't finish on time?

The SJT is designed so that there is sufficient time for applicants to complete the test. It is important that you try and plan your time carefully and attempt to answer all questions. You should not spend more than 2 minutes on each question.

Should I attempt to answer a question if I am unsure of the answer?

Yes. For ranking questions, you will receive partial credit for attempting to answer the question. You will receive no marks for any questions (both ranking and multiple choice) that you do not answer, but you will not be negatively marked (i.e. your score on other items won't be reduced). See 'How are SJT items scored?' below for more detail.

How are the SJT items written?

After consulting clinicians and consultants in the field, Work Psychology Group (WPG) has written the questions for the SJT. WPG are experts in creating selection and assessment processes, and liaise extensively with subject matter experts to develop and finalise the test content. The questions are ranking and multiple choice, designed to assess applicants' non-academic attributes and responses to hypothetical scenarios in work relevant situations.

How much of my overall Interview score does the SJT account for?

The SJT will account for 50% of your final total score. The Communication in a Clinical Setting, and Professionalism, Management and Leadership stations will account for 25% of your total score each.

I usually have adjustments made for my university exams. Will this count for the SJT?

Any adjustments you have arranged for the recruitment process including the written exam will be carried over to the SJT. You can do this by contacting us via the Applicant Support portal: <https://lasepgmdsupport.hee.nhs.uk/support/home> by the application closing date, failure to do so will result in no action being taken.

How are SJT items scored?

SJT items are scored against pre-determined keys that have been derived from extensive consultations with multiple subject matter experts, so that the scoring of the test is standardised and fair to all applicants.

Ranking items: For ranking items, you will receive marks dependent on your responses' *proximity* to the correct answers. Full marks for an item are awarded if your response matches the correct answer and partial marks are awarded if your response is close to the correct answer. There is generally a maximum of 20 points available for each ranking item. **You will receive marks for attempting to answer a ranking question. You will receive zero marks, however, if you do not attempt to answer the question.**

The table below illustrates the scoring system in more detail. Imagine you are answering a ranking question in the exam. You are given a list of five actions/options and are then asked to *rank in order the following actions in response to this situation (1 = most appropriate and 5 = least appropriate)*. Let's say that the predetermined key for this question is CABDE. Option C has thus been predetermined by multiple subject matter experts to be the 'most appropriate' option (in other words, ranked as 1 out of 5). If you note down on the answer sheet that Option C is the most appropriate option you would be awarded 4 full marks. If you select instead one of the adjacent options you would still be awarded 3 points, and so on.

Keyed Rank	Candidate Rank				
	1	2	3	4	5
1	4	3	2	1	0
2	3	4	3	2	1
3	2	3	4	3	2
4	1	2	3	4	3
5	0	1	2	3	4

Multiple choice items: For multiple choice questions, 4 marks are awarded for each correct option chosen, with a maximum of 12 marks generally available for each question. **Please note that if you select more than three options then you will not be awarded any marks for this question.**

You will receive no marks for any questions (both ranking and multiple choice) that you do not answer, but you will not be negatively marked (i.e. your score on other items won't be reduced).