National Recruitment to Dental Foundation Training

An overview of the process for 2015
For
England, Wales & Northern Ireland
Dental Foundation Training

• DFT is a year’s employment and training generally within the General Dental Services of the NHS and completion allows entry to the NHS Performers List in England and Wales and Health Boards in Scotland and Northern Ireland

• The process is a competitive assessment for a job
Overview

- Statistics (2014)
- Who is involved?
- What is the process?
- When will it take place?
- How will the process work?
- What about further iterations of offers?
- Questions?
Statistics (2014 entry)

- Number of applications – 1318
- Number of schemes on offer – 71
- Number interviewed – 1244
- Number of DFT places England, Wales & NI – 999
Purpose of the recruitment process

• To rank eligible applicants for allocation to NHS DFT & Longitudinal (2 year) schemes
• Ranking is based on assessment and tests – *so it is a merit based process*
• Popular schemes are likely to be more competitive (more applicants per place)
• Process complies with employment requirement to demonstrate Resident Labour Market Test (RLMT) for non-UK, non-EU, overseas applicants
Special Circumstances

• Those enshrined in law will be taken into consideration – e.g. Disability
• All those who consider themselves to have a disability must declare it on the application form
• The disability can not be considered retrospectively
• Evidence will be required prior to interview
• Applicants are encouraged to declare any disability on the application form, to ensure they are supported through the application process
• Allowances and adjustments will be made in accordance with London Recruitment, Health Education South London policies
Who is involved?

- All training practices in England, Wales & Northern Ireland
- Scotland will recruit separately
- It will cover both the March 2015 mid-year (March) schemes – (London & West Midlands), Northern Ireland August Schemes and all the September schemes for 2015
LETBs/Dental Deaneries

East of England
East Midlands
London
Northern
North West (Mersey & North West Deaneries)
Oxford and Wessex
Kent, Surrey & Sussex
South West
West Midlands
Yorkshire & the Humber
Northern Ireland
Wales
What is the process?

When?

1st September 2014 – 22nd September 2014

17th November - 21st November 2014
6 Centres

Preferencing of schemes opens 8th December 2014 – 15th December 2014

December 2014

On line application

Eligible Yes

Assessment Centres

On line application Part 2
Ranking of DFT schemes

Scored & ranked

Reserve List

Allocated to DFT Scheme

All schemes Allocated 7th January 2015
How will the process work? 1

• Information on schemes, Person Specification will be found on the London Recruitment website: http://www.londondeanery.ac.uk/

• Guidance Notes and Applications on-line via Recruitment portal prior to application process opening

• Applications open from 12 noon 1st September 2014

• Application portal closes at 12 noon on 22nd September 2014
How will the process work? 2

• Application Form – basic details to check eligibility against the person specification

• All those selected for Assessment Centres will be notified week commencing 20th October 2014 and invited to submit scheme preferences 8th – 15th December 2014, (please note the preferencing dates are subject to change)

• Eligible applicants from UK, EU and overseas will be invited for assessment and must respond within 48 hours if they want to attend
How will I be assessed?

• Two face to face assessments, each of ten minutes duration

• Five minute preparation time for each assessment station

• A written Situational Judgement Test – 105 minutes

• All criteria assessed are based on the Person Specification
How will I be assessed?

Station 1
Clinical Communication Skills

- Clinical role player as a patient with a clinical problem

- Interaction scored by one clinical assessor and the clinical role player
How will I be assessed?

Station 2
Professionalism, Management & Leadership Skills

- One scenario based assessment
- Interaction scored by two DFT assessors
How will I be assessed?

Station 3

- Situational Judgement Test (SJT)
- Machine marked
- 50 questions – 105 minutes allowed
- Multiple choice answer format

- SJT has been developed in partnership with Work Psychology Ltd who developed the SJT’s used in medicine. It was first used in 2013.
What are Situational Judgement Tests?

• Situational Judgement Tests (SJTs) are a measurement method designed to assess judgement in work-relevant situations:
  – Present challenging situations likely to be encountered at work
  – Applicants make judgements about possible responses
  – Scored against pre-determined key

• SJTs focus on non-academic/professional attributes (e.g. integrity, empathy, resilience, team involvement)

• Two different types – ranking responses and multiple choice
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 to do this. On examination, Louise’s teeth are perfectly healthy with no previous restorations and just some very mild crowding. Her teeth are a 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 & schedule an appointment for the veneers.

B. Ensure Louise is aware of alternatives such as orthodontics & tooth whitening.

C. Suggest a course of tooth whitening & 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.
Example Multiple Choice item for Dental Trainee

A 5 year old girl comes to see you with her mother. The family are new to the practice. The child looks dirty and unkempt. On examination, the child has a very neglected mouth and four deciduous teeth that are rotten.

Choose the THREE most immediate appropriate actions to take in this situation.

A. Ask the mother what, if anything, a previous dentist has said about her daughter’s teeth
B. Tell the mother that it is her responsibility to care for her daughter’s teeth
C. Ask the mother what teeth hygiene routine the child practices
D. Ask the mother to make a follow-up appointment for the child
E. Try to seek more information on the family from their GP
F. Inform your trainer in the practice about your observations
G. Tell the mother about the risks associated with poor teeth hygiene
H. Inform the mother that you will need to escalate her daughter’s case
Assessment

• Assessments and tests will be used to assess the applicant against the Person Specification

• The scores will form a national ranking of all applicants
Assessment Centres
17th – 21st November

- London 17th & 18th
- Bristol 18th & 19th
- Manchester 18th & 19th
- Birmingham 19th & 20th
- Belfast 19th & 20th
- Newcastle 20th & 21st

• Applicants will be allocated to an interview centre near their dental school
• Eligible applicants from the EU or overseas will be allocated to an interview centre depending on numbers in each centre
• Applicants may apply for change of interview centre if they have a valid reason

No travel expenses will be paid to applicants
Assessment Centres
17th – 21st November

- London  London Recruitment Events Centre
- Bristol  Bristol Marriott Hotel, City Centre
- Manchester  Reebok Stadium, Bolton
- Birmingham  West Bromwich Albion Football Club
- Belfast  Ramada Hotel, Shaw Bridge Rd, Belfast
- Newcastle  Newcastle United Football Club
Who goes where?

- **London** - GKT, QMUL, University of London
- **Bristol** - Bristol, Cardiff & Peninsula
- **Manchester** - Liverpool, Manchester & UCLAN
- **Birmingham** - Birmingham & Sheffield
- **Belfast** - Queens University, Scotland & non-UK schools
- **Newcastle** - Leeds and Newcastle

- This may be subject to change
What happens after the assessment?

- The scores of all the applicants from the six centres will be centrally collated to produce a national ranking based upon assessment centre scores. All applicants will be informed of their ranking.

- Offer of a DFT post will be according to ranking and preferences and will be subject to:
  - Success at BDS (or equivalent)
  - Applicants must be able to gain registration with the GDC and be eligible for Performer List by commencement of the post.
Preferencing of Schemes for those invited to Assessment Centres

• On-line ranking of DFT Schemes in England Wales & Northern Ireland

  **Opens 8\textsuperscript{th} December 2014**

  **Closes 15\textsuperscript{th} December 2014**

• Details about schemes will be available from 30\textsuperscript{th} September 2014

• Submit response via on-line system
Scheme Preferences
for those invited to Assessment Centres

• More time this year to research the schemes
• Details will be published on London Recruitment Website
• Details of training practices are not confirmed until next Spring
• All applicants will be asked to complete their preferences on-line
• Applicants will be sent log in details and will have a week to submit their preferences
Preferencing

• All schemes in England, Wales and Northern Ireland will be listed, but not those in Scotland.

• Applicants are urged to preference all schemes in which they are willing to train.

• Not preferencing a scheme(s) will decrease your chance of being offered a job.

• Remember you cannot rank a March start scheme if you will not have been awarded a BDS by the 1\textsuperscript{st} January 2015.
How will the allocation to schemes be made in January?

• Offers to a scheme will be strictly on merit according to ranking and stated preferences.

• The highest ranked applicant will be given their 1st choice. The next eleven highest ranked applicants will be allocated to their 1st choice of scheme as there are normally 12 trainees in each scheme.

• The 13th ranked applicant may be offered their second scheme preference if their first ranked scheme is already full - and so on.

• Not all schemes will have 12 places available there will be slight variation on some schemes.
How will the allocation to schemes be made in January?

- **Upgrades**: if a post is not accepted (during the allocation phase only), you may be offered the opportunity to upgrade to a post that you have preferenced higher than the one you have accepted. This facility is not available once the first round of offers has closed, expected before the end of January 2015.

- Please note, allocation at this stage is to scheme only. Matching to individual practices will be managed by the local LETB/Deanery later in the year once trainer recruitment has been completed.
Offers of a placement on a scheme

- Applicants will be informed of their score, ranking and offer.
- Offers to all schemes will be made in January 2015.
- Applicants allocated to a scheme (to match number of training places/practices).
- Applicants will be emailed and given 48 hours in which to accept and, if not accepted within 48 hours, the offer will be withdrawn.
- Each LETB/Deanery determines locally how allocations will be made to practices in each of its schemes.
Will the offer be definite?

- All offers will be subject to passing BDS (or equivalent) and GDC registration.
- After all offers have been accepted or declined, the list of successful applicants, with their overall ranking, will be sent to the relevant LETB/Deanery.
- Changes must be notified to London Recruitment.
- In June applicants must confirm with London Recruitment and the local LETB/Deanery, that they have been awarded their degree.
- All offers will be subject to pre-employment checks.
What happens if I do not like the scheme offered to me?

• The allocation to a scheme is solely on ranking and according to stated preferences

• Applicants should not preference a scheme if they are not prepared to accept a job in that scheme

• Any applicant can decline the offer made to them but this will result in failure to secure a DFT place in 2015.
Further iteration of offers

• June/July 2015 - further vacant places released

• Places may become available due to failure at BDS, an applicant not accepting the place offered or additional places becoming available

• Further offers will be based on same national ranking from assessments and stated scheme preference

• Restricted upgrades may be available within this period but only for new release places offered to those on the reserve list
How will applicants be allocated to a training practice?

- Each LETB/Deanery area will be sent a list of applicants allocated to schemes/geographical location in their area
- The ranking order for each of the applicants will be notified to PGDDs
- Each LETB/Deanery area will publish information about how it will make the local allocation to training practices
How will allocation to a training practice be made?

- The allocation of individuals to training practices will be undertaken at local LETB/Deanery level

- Provisional allocation to a practice will take place from April 2015 but is subject to change, due to service configuration or trainer availability
Will the process be quality assured?

• All assessors will be fully trained and calibrated

• There will be independent Lay Chairs at all Assessment Centres. They will make sure that the panels are consistent and they will oversee the process

• Post-recruitment analysis will take place including an on-line questionnaire for applicants
Where can I find further information?

- Application Guidance Notes will be available on London Recruitment web site – it is important you read these in full
- LETB/Deanery Scheme information on London Recruitment web site
- Individual area web sites from Summer 2014
- Dental Schools Intranet will publish general information from Summer 2014
- London Recruitment on-line portal - to track your application
- London Recruitment Help Desk. There will be an on-line and telephone service available
Key points

1. Do read the Applicant Guide
2. Do apply in good time and before the closing date. Late applications will **not be accepted**
3. Do check your emails regularly
4. Do provide **all** data requested on the application form and declare disabilities if appropriate
5. Do **declare and fully complete** the Fitness to Practise section of the application form
6. Do formally reject the invite should you not be able to attend
7. Do **rank all schemes** to maximise your chances of a place and return by 15\(^{th}\) December 2014
8. Do accept or reject an offer of a scheme **as soon as you receive it**
Key Dates DFT Recruitment

• Application portal opens - 1st September 2014
• Application portal closes - 22nd September 2014
• Scheme information available — 30th September 2014
• Assessment Centres - 17th – 21st November 2014
• Ranking of schemes — 8th – 15th December 2014
• First Round Offers — 7th January 2015
  - All portals open from 1200 (noon) GMT - 1200 (noon) GMT

It is the applicants responsibility to regularly check the application website for details dates and timings as these are still subject to confirmation by London Recruitment, Health Education South London and may change.
Questions ?