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Health Education England



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Medical & Dental Training Agency



**Dental Foundation
Recruitment 2018/2019**

Dental Foundation Training (DFT)

- DFT is a year's employment and training generally within NHS General or Personal Dental Services and completion allows unsupervised entry to the NHS Performers List in England and Wales and Health Boards in Scotland and Northern Ireland.
- The recruitment process is a competitive assessment for a job.

Satisfactory Completion of DFT

You will be required to demonstrate satisfactory completion of the Dental Foundation Training programme in order to be awarded a Certificate of Satisfactory Completion

- You will be expected to complete **both** a minimum 12 months of full-time training **and** demonstrate satisfactory progress.
- Your progress will be formally assessed by a panel after 5 and 9/10 months; this will be done by reviewing reports from your Educational Supervisor(s) and Training Programme Director, together with evidence from your assessments and your e-Portfolio.
- You will be required to have demonstrated a broad range of the competencies set out in the DFT Curriculum and your training could exceptionally be extended beyond a year if the panel decides that this is necessary.
- Assessment of Satisfactory Completion is not an examination.
- You will have the right to appeal a Final panel's recommendation if you think its decision is not correct.

Overview of the 2018/19 Recruitment Process

- Number of posts and applications
- Recruitment process
- Supporting candidates with a Disability
- Special Circumstances
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- Key dates for 2018/19
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Number of Posts and Applications – 2017/18

- Number of applications: **1140**
- Number interviewed: **1083**
- Number of places offered and accepted in January 2018: **960**
- Number of DFT places in England, Wales and Northern Ireland: **960** (confirmed as of May 2018)

Recruitment Process

- The aim is to rank eligible applicants and allocate to 1 year DFT and Longitudinal (2 year) schemes.
- Ranking is based on face to face assessment and Situational Judgement Test scores.
- Popular schemes are likely to be more competitive (more applicants per place).
- Process complies with employment law requirements.

Supporting candidates with a disability – Declare at time of application

- Applicants are encouraged to declare any disability on the application form, to ensure they are supported through the process. They will also be required to fill out the form via https://lasepgmdsupport.hee.nhs.uk/support/tickets/new?form_15=true and provide evidence. Full guidance will be given when the advert is published on Oriel.
- The disability can not be considered retrospectively. The absolute deadline for this is 17 September 2018 (Application close date), after which point no adjustments will be made.
- Allowances and adjustments will be made in accordance with Health Education England policies.

Special Circumstances

- This applies to applicants with special circumstances who have a requirement to train in a particular location. Eligibility Criteria:
 - **Criterion 1** – applicant is the primary carer for someone who is disabled as defined by the Equality Act 2010
 - **Criterion 2** – applicant has a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement
 - **Criterion 3** – Parental Responsibilities – applicant is the parent of a child under the age of 18
- Apply on application and submit supporting evidence directly to London & Kent, Surrey and Sussex Recruitment
- All applications for Special Circumstances, where appropriate evidence is provided, will be considered but acceptance will be subject to availability and cannot be guaranteed
- Where approved, allocations will be to a Scheme, not a training practice
- More details available in the Application Handbook and applicants for Special Circumstances consideration will subsequently be contacted by London &

Which training posts are included?

- All Dental Foundation posts in England, Wales & Northern Ireland starting in 2019.
- This recruitment process covers all September start schemes. It is not intended to run any further March schemes
- Please note training practices are not recruited until Spring 2019 therefore any location information given on websites is for guidance only.
- Practices have clinical commitments and is not recommended that you visit any practice before you have been offered a training place
- **Scotland will recruit separately to its schemes.**

England, Wales and Northern Ireland - Health Education England Areas and Deaneries

East Midlands
East of England
London and Kent, Surrey and Sussex
North East
North West
Northern Ireland
Thames Valley and Wessex
South West
Wales
West Midlands
Yorkshire & the Humber



Key dates for 2019 Schemes

- Applications Open 17 August 2018
- Applications Close 17 September 2018
- Online Situational Judgement Test (SJT) 31 October – 08 November 2018
- Assessment Centres 20 – 22 November 2018
- Preferencing of Schemes December 2018 – June 12th 2019
- Initial Offers 13 June 2019

How to apply?

- Advert, application form, person specification and applicant guide will be available on the Oriel website from **17 August 2018 until 17 September 2018 only:**

<http://www.oriel.nhs.uk>

- Invitations to attend interview will be sent via Oriel.

Application Questions Guidance

Question: If you are not registered with the GDC currently, please explain why you think you will be eligible to gain full UK GDC registration by time of appointment (e.g. final year dental student)

Answer: If you are not registered with the GDC please answer 'No' to the question about GDC registration. Then explain when you expect to register in the free text box that will appear below.

Example answer 'I am currently a final year dental student and will gain GDC registration on completing my BDS'.

Question: Will you be required to undertake Dental Foundation Training as the only route to access the NHS Dental Performers List (England and Wales only)? (i.e. a graduate from a dental school in the UK)

Answer: You should answer 'Yes' if you are expecting to graduate from a UK Dental School.

Question: Date of qualification

Answer: If you have yet to attain this please confirm future approximate date (e.g. 1 June 2019)

How will I be assessed?

- An online Situational Judgement Test (SJT) - 105 minutes. A further 5 minutes will be allowed to complete an evaluation form.
- Format: 56 Questions – 105 Minutes
Multiple choice answer format in exam conditions.
- The SJT will be completed at Pearson Vue Test Centres. There are around 180 different centres across the UK.
- You will be able to book your centre and timeslot online. You will be emailed and sent a message via your Oriel and notified email accounts when booking becomes available.
- The SJT will take place between 31st October and 8th November 2018.
- **The SJT is MANDATORY. You will not be able to attend face to face Interviews if you do not complete the SJT.**

What are SJTs?

- 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
- SJT focus on assessment of non-academic/professional attributes
 - e.g integrity, empathy, resilience, team involvement
- Not a test of knowledge
- Additional example SJT Questions will be available on the COPDEND website from September 2018

Example SJT Ranking Question

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 Question

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 4 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.

How will I be assessed at face to face assessments?

- All criteria assessed are based on the Person Specification.
- There will be a standard procedure at all centres.
- Two live assessment stations (10 minutes each):

5 minute preparation time for each assessment station.

Assessment Stations

- **Station 1: Communication in a clinical setting -**
 - *Clinical role player as a patient with a clinical problem*
 - *Interaction scored by 1 clinical assessor and the role player*
 - *Scenarios will be published one week in advance on either the COPDEND or London & KSS Recruitment websites*

- **Station 2 : Professionalism, Management and Leadership –**
 - *Scenario based assessment*
 - *Interaction scored by 2 clinical assessors*
 - *Scenarios will be changed at each session*
 - *Scenarios will NOT be published in advance*

Assessment centres for Dental Schools - November

Assessment Centres: 20 November 2018 – 22 November 2018

Newcastle (Leeds and Newcastle)	20 - 21 November
Manchester (Liverpool, Manchester and UCLAN)	20 - 21 November
Bristol (Bristol, Cardiff and Peninsula)	20 - 21 November
Birmingham (Birmingham and Sheffield)	20 - 21 November
Belfast (Queens University)	20 November
London (GKT, QMUL and University of London)	20 - 22 November

- Applicants from Scottish Dental Schools will be allocated to Assessment Centres which have capacity. Where possible we will try to ensure this is as close to Scotland as possible.

Allocation to Assessment Centres

- Applicants will be allocated to an interview centre near their dental school. Applicants must notify London and KSS recruitment if they are unable to attend.
- Eligible applicants from Scottish Dental Schools and the EU or overseas will be allocated to an interview centre dependant on capacity at each centre.
- Applicants may apply for change of interview centre under exceptional circumstances. Where possible, an alternative will be allocated.
- No travel or subsistence expenses will be paid to applicants.

Preferencing of Schemes – December 2018 to June 2019

- Details of schemes will be published on Oriel.
- Details of individual training practices are not confirmed until Spring 2019.
- All applicants will be required to complete their preferences via Oriel.
- Preferencing Opens: December 2018
- Preferencing Closes: 12 June 2019
- Applicants are urged to positively preference **all** schemes in which they are willing to train in.
- **VERY IMPORTANT:** All schemes in 2019/20 will start in September. There will be no March start schemes.

After the assessment centres

- All scores from the 6 centres collated and nationally ranked.
- Offers to a scheme will be made from 13 June 2019 according to ranking and preference. Applicants will be given 48 hours to accept or decline a post.
- Upgrading will be available for one week after initial offers which means that should a higher ranked preference become available before then, you may be offered this. Once the upgrade deadline has passed, no more upgrades will occur.
- Offer of a post will be according to ranking and preferences and will be subject to:
 - BDS or equivalent
 - Full GDC registration and eligibility for NHS Performers List entry by date of commencement of post.

Offers and Allocation to Scheme

- Allocation at this stage is to scheme only. Matching to individual practices will occur in the local HEE Area/Deanery area later in the year once trainer recruitment has been completed.
- Each HEE Area/Deanery will publish information regarding local allocation to practices in Spring 2019.
- Provisional allocation to a practice will take place from June 2019 but is subject to change due to service configuration or trainer availability.
- UK dental school applicants will be given priority for a DFT place as they are not able to access the NHS Performers List otherwise.

Quality Assurance

- All assessors will be fully trained and calibrated.
- There will be Lay Representatives at all Assessment Centres to ensure fairness and consistency.
- Applicants should raise any concerns with the Lay Representative or a member of the Recruitment team on the day of their assessment.
- A national QA panel reviews local decisions to ensure national consistency before offers are released.

Key Information

- Oriel is the recruitment system through which you need to apply to Dental Foundation Training (DFT) – **simply registering on the system does not mean you have made an application to DFT.**
- Read the DFT Applicant Guide and Oriel Applicant Guide **in full.**
- Give yourself enough time to apply before the closing date and time – late applications will not be accepted.
- Do provide all data requested on the application form and declare any fitness to practise issues or disabilities where relevant by the required deadlines.
- Do positively rank all schemes for which you are eligible, to maximise your chances of success.
- Do accept or reject an offer of a scheme as soon as you receive it.

Reminder of Key Dates

Applications Open:	17 August 2018
Applications Close:	17 September 2018
SJT:	31 October 2018 – 8 November 2018
Assessment Centres:	20 November 2018 – 22 November 2018
Preferencing of schemes:	December 2018 – 12 June 2019
Initial offers:	13 June 2019

- Advert, Application Form, Person Specification and Applicant Guide will be available on the Oriel website from 17 August 2018:

<http://www.oriel.nhs.uk>

It is the applicant's responsibility to regularly check their e-mails and the Oriel website within the published timeframes.

Questions?