

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

## Revisions

- No revisions to date

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Revisions

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## Overview of Application Process

Recruitment for all vacant Special Care Dentistry specialty training posts across England, Scotland, Wales and Northern Ireland commencing from September 2019 will be organised by Health Education England's North West Local team.

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

### **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 specifications for full details. The person specification can be downloaded from: <https://www.nwpgmd.nhs.uk/special-care-dentistry-recruitment>.

### **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> 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 22<sup>nd</sup> January 2019 and closes on Tuesday 12<sup>th</sup> February 2019 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 three white space questions relating to Special Care Dentistry. The white space questions may be used as part of a shortlisting process to determine a rank order for invitation to the Stage 2 Practical Skills Test. These questions will only be shortlisted should application numbers exceed capacity at the Stage 2 Practical Skills Test.

### **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 Monday 15<sup>th</sup> April and Friday 24<sup>th</sup> May 2019, eligible applicants will be able to rank all the Special Care Dentistry posts in your order of preference via Oriel.

### **Stage 2 Practical Skills Test**

The Stage 2 Practical Skills Test will take place on Tuesday 21<sup>st</sup> May 2019 at Manchester Dental Education Centre (MANDEC), 3rd Floor, University Dental Hospital, Higher Cambridge Street, Manchester, Lancashire M15 6FH.

Applicants will sit a two hour Practical Skills Test completing a practical task on a 'phantom head' in the multi-skills laboratory at MANDEC. There will be a fifteen minute reflection exercise for each applicant to discuss their work with two trained assessors.

### **Stage 3 Assessment Centre**

Applicants will be ranked based on their performance at the Stage 2 Practical Skills Test. Applicants who rank highly enough following the Stage 2 Practical Skills Test will be invited to attend the Assessment Centre on Thursday 23<sup>rd</sup> May 2019 at the Etihad Stadium, Ashton New Road, Manchester M11 3FF.

The Assessment Centre will consist of four 15 minute stations as follows:

- Clinical Scenario Station
- Communications / Quality Improvement Station
- Portfolio Station
- Academic / Research Station

Applicants may rotate through these stations in any order.

### **Offers**

Offers to Special Care Dentistry training posts will be made via Oriel following the completion of interviews. Please note that pre-employment checks will be carried out by the relevant employer before you commence employment; any 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 2019. 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/special-care-dentistry-recruitment>.

Please note that deferring a start date of a post can only be considered on statutory grounds such as maternity leave or ill health. Please ensure that you include your intention to defer in the relevant section of your application form or should you only become aware of your need to defer after the application window has closed, please email [rdrecruitment.nw@hee.nhs.uk](mailto:rdrecruitment.nw@hee.nhs.uk) as soon as you know.

### **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.

### **Expenses**

Applicants can claim reasonable expenses incurred through attending the Stage 2 Practical Skills Test and the Stage 3 Assessment Centre. A copy of our expenses claim form can be downloaded from <https://www.nwpgmd.nhs.uk/special-care-dentistry-recruitment>.

***Key dates***

<b>Stage</b>	<b>Date</b>
<b>Advert appears on NHS Jobs</b>	Tuesday 15 <sup>th</sup> January 2019
<b>Applications Open on Oriel</b>	At 10am on Tuesday 22 <sup>nd</sup> February 2019
<b>Applications Close on Oriel</b>	At 4pm on Tuesday 12 <sup>th</sup> February 2019
<b>Longlisting</b>	Wednesday 13 <sup>th</sup> February – Friday 1 <sup>st</sup> March 2019
<b>Shortlisting</b>	Monday 4 <sup>th</sup> March – Friday 29 <sup>th</sup> March 2019
<b>Invitations to Stage 2 Practical Skills Test anticipated</b>	From Monday 1 <sup>st</sup> April 2019
<b>Stage 2 Practical Skills Test</b>	Tuesday 21 <sup>st</sup> May 2019 at Manchester Dental Education Centre (MANDEC)
<b>Stage 3 Assessment Centre</b>	Thursday 23 <sup>rd</sup> May 2019 at the Etihad Stadium, Manchester
<b>Initial Offers out</b>	By no later than Thursday 6 <sup>th</sup> June 2019
<b>Start date</b>	From Wednesday 4 <sup>th</sup> September 2019

***Contact Us***

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