

National DCT Recruitment 2019

Evidence and Suitability Station

Guidance for Applicants

Introduction

The **Evidence and Suitability Station** is one part of the selection process for DCT that is designed to assess your past, recent and current achievements, career progression and commitment.

For this station, you are required to bring with you to the Selection Centre a **structured portfolio of evidence** which must include a completed **Portfolio Self-assessment form**.

Format of the “Evidence and Suitability” Station

- NB. The format is different to that of previous national DCT recruitment rounds
- BEFORE you enter the interview room, your portfolio will be reviewed for 15 minutes by two panel members
- Immediately following the portfolio review, you will then be interviewed for 10 minutes by the same panel members. Half the interview will relate to the content of your portfolio and in the second half of the interview, there will be questions relating to **Quality Improvement and Teaching**.

Your Portfolio

For you to achieve the best possible score in this station it is essential that you follow the guidelines contained within this document.

If you fail to provide a portfolio when you attend the Selection Centre, you will receive zero marks for this element of the assessment.

This guide illustrates the kind of evidence that is expected and the order in which this should be presented in your portfolio. The organisation and presentation of your portfolio does form part of the assessment. Should you fail to follow the guidance contained within this document, both in terms of order and evidence, you should expect to receive a low mark for organisation.

The assessors will score your portfolio against each of the ten domains as set-out in the **“DCT National Recruitment 2019 Portfolio Self-assessment Form”**.

The assessors will also score the accuracy of your own self-assessment and take into account the answers you give to questions about the content of your portfolio.

IMPORTANT - PLEASE NOTE

- If during the portfolio station an applicant is found to have seriously misrepresented themselves in the application form, the award of an overall portfolio score of zero may be made, and you may be referred to the GDC on grounds of breaching probity standards.
- If you do not present a portfolio at recruitment, you will receive zero marks for this element of the assessment.
- GDPR - Please ensure there is no patient identifiable documentation included within the portfolio of evidence. This includes hospital numbers, NHS numbers and, of course, names and dates of birth (evidence should be redacted appropriately. *NB marker pens are often ineffective at masking underlying writing*).
- There will be no facility to access e-Portfolios at the selection centre.

Portfolio structure

You should consider the following points when compiling your portfolio:

- **Portfolio size** - portfolios should be easy to handle, succinct and relevant to the domains being assessed.
- **Structure of your portfolio** – care should be taken to ensure that all assessment domains, as set out in the **self-assessment form** are clearly identifiable and easy to locate by inserting a summary information sheet at the commencement of each Section. **The summary sheet should have the domain name as the title and a list of contents/evidence in the order in which they subsequently appear.**
- **Organisation of evidence/supporting information** – Supporting evidence/information should be ordered chronologically with the most current at the top. It is very important that the evidence you supply accurately supports your own self-assessment scores.
- **Use of poly pockets** - Please **do not** place multi-page documents in ‘poly pockets’ – it is much easier to examine multi-page documents if they can be read directly without extracting them one at a time.
- **Evidence of Training** - For most trainees in UK training posts, documentation of training generated from within the training programme will address the key areas required. You need to carefully consider which parts of your current and past training portfolios you need to include and which parts to leave out. Inclusion of unnecessary or unhelpful material **may adversely affect your score for organisation and presentation.**

Portfolio order and guidance notes

SECTION	DOMAIN
Preface	Self-Assessment <ul style="list-style-type: none"> Completed DCT National Recruitment 2019 Portfolio Self-Assessment Form
A.	Curriculum Vitae To include: <ul style="list-style-type: none"> Higher education, including notable achievements e.g. prizes and awards (Please indicate why a prize was awarded) Employment history, including dates. Interests and achievements outside of dentistry IT Skills - List all your skills, and if these have been externally assessed e.g. ECDL
B.	Postgraduate Qualifications and Awards/Prizes <ul style="list-style-type: none"> Additional degrees. State relevance to dentistry MJDF / MFDS or equivalent – indicate your status including evidence of the constituent parts completed e.g. MFDS Part1/Part 2 Other qualifications. State relevance to dentistry Postgraduate Prizes / Awards. State relevance to dentistry
C.	Postgraduate Training For all postgraduate training please include evidence of the following: <ul style="list-style-type: none"> Programme name (Dental Foundation Training/Dental Core Training/Other) Portfolio summary if used during training period Notable achievements during training year Summary of experience from your logbook (eLogbook summary) or your e-Portfolio List Supervised Learning Events (SLEs), Workplace-based Assessments (WBAs) – numbers, types, topics and reflections Include your management and leadership skills with examples Multi-source Feedback/Team Assessment of Behaviour/Patient feedback. If you have completed this process, include copies. Experience in specialty for DCT2 and DCT3 should also be included in this section. Interim and Final Review of Competence Progression outcomes.
D.	Continuing Professional Development (CPD) <ul style="list-style-type: none"> Courses attended since Dental Qualification List on the index page, with a short reflection as to how the course changed you or your practice.
E.	Appraisal meetings summary and Personal Development Plan (PDP) <ul style="list-style-type: none"> Summaries of meetings with Educational Supervisors since commencement of postgraduate training Include evidence of progress against the PDP
F.	Teaching <ul style="list-style-type: none"> List your teaching experience including any of your teaching qualifications/awards Where obtained, include feedback from any teaching events

G.	National/International poster/presentation (First author/presenter) <ul style="list-style-type: none"> • Presentations – title, to whom presented, verbal or poster, number of your authorship, if abstract published (where) • Publications – title of the publication should be clearly indicated and your authorship • Copies of the presentations should be included in this section of the portfolio
H.	Research and/or Publications <ul style="list-style-type: none"> • Formally accepted in peer reviewed publications or chapters in books • Copies of journal publications should be included in this section of the portfolio • Books should be fully referenced with ISBN
I.	Clinical Governance, audit and quality improvement <ul style="list-style-type: none"> • Summary page: list your audits, whether you were the lead investigator, how many cycles completed changes in practice • In the section include a copy of the audit, measures of change, and reflections