

# Applicant Guidance

**Recruiting for:  
Dental Core Training Levels 1, 2 and 3**

**September 2019**

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## 1. Introduction

The Dental Core Training National Recruitment Office (DCTNRO), based at the East Midlands Health Education England (HEE) office in Leicester, co-ordinate the nationally agreed process for recruitment to Dental Core Training (DCT). There are three levels of Dental Core Training Programmes: Dental Core Training Level 1 (DCT1); Dental Core Training Level 2 (DCT2) and Dental Core Training Level 3 (DCT3). These will be advertised as three separate vacancies on the NHS Jobs website and on the Oriel recruitment system. **This guidance deals with ALL levels of entry.**

Recruitment to DCT will take place once for a September 2019 start date. This recruitment round is termed Round 1, which this guide relates to. The applicant timeline for DCT recruitment can be found on the [DCTNRO Website](#).

All submitted applications for DCT will be assessed using the standard, national and consistent staged process outlined below. The selection process allows applicants to demonstrate their abilities and suitability for DCT - applications are assessed by the demonstration of criteria as outlined in the national Person Specifications, which can be found on the [DCTNRO Website](#).

Applicants are reminded that entry to DCT is highly competitive. Information about the number of available vacancies in each HEE Local Office, NHS Education for Scotland (NES), Northern Ireland Medical and Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW) is available on Oriel.

Applicants are asked to make one application for *all* participating HEE Local Offices, NES, NIMDTA and HEIW. Once eligibility checks have been completed, i.e. longlisting, all eligible applicants will be invited to book a place to sit the Situational Judgement Test (SJT) at a preferred location and, upon completion of this, book a place at a Selection Centre at a preferred HEE Local Office or NES location. There is no shortlisting and all eligible applicants will be guaranteed a slot at the SJT. Applicants will be considered for appointment across the whole of the UK based on their performance and rank. This method is known as a Single Transferable Score (STS), as applicants are not restricted to only being offered a post in the region they attended Selection Centre. The system is designed to maximise the numbers of applicants and opportunities for successful appointment.

Applicants should only preference programmes in areas they are happy to work within. In making those decisions, researching the HEE Local Offices, NES, NIMDTA or HEIW carefully is recommended. There are links to the post descriptions for all available preferences on the [DCTNRO Website](#). It is the responsibility of local regions to ensure that these post descriptions are always accurate.

You should also refer to both the [Oriel Applicant User Guide](#) (for technical help with the on-line application form) and the [Dental Recruitment Applicant Handbook 2019](#) (general information about the administration of national recruitment processes).

The DCTNRO strongly recommend the use of a desktop or laptop computer through the recruitment process, as opposed to any mobile or tablet device. All recruitment websites are optimised for desktop and laptop computers. It is also recommended, for peace of mind, that applicants go back and check that they have actioned and/or saved what they want when certain decisions are required.

## 1.1 Evaluation of the Recruitment Process

Anonymous data from the recruitment process including scores awarded and feedback collected on the day of Selection Centre, will be used to evaluate and refine the national selection process. Data may be correlated with anonymised scores from outcome measures during your future training, such as success in professional examinations, for this purpose.

## 2. Submitting an Application

Advertisements will appear on NHS Jobs and Universal Job Match on **Tuesday 15<sup>th</sup> January 2019** and on the Oriel recruitment system on **Tuesday 22<sup>nd</sup> January 2019**.

Applications will be accepted from 10.00am (UK time) on **Tuesday 22<sup>nd</sup> January 2019** until 4.00pm (UK time) on **Tuesday 12<sup>th</sup> February 2019**. Applications must be made through the Oriel system; applications will not be accepted in any other way. Oriel can be accessed [here](#).

**No late applications will be accepted.**

Support for applicants experiencing problems with their application will be available from the DCTNRO during normal office hours (i.e. Monday to Friday 9 am-5 pm) for the duration of the application window.

Once your application has been submitted you will be unable to make any changes, apart from to update your own contact and referee details, so you should ensure that you do not submit unless it is complete.

Please be aware that the Oriel system does not support internet browsers that have reached the end of their product support lifecycle.

### 3. Communications Regarding an Application

Contact regarding your DCT application will be via direct messaging through Oriel.

DCTNRO administrators *should* also send an email 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.

You should make sure that you are using an email account that you can access at any time and will not be blocked by your employer's IT security system. If you are uncertain about this, you should check with your IT department at work or dental practice. DCTNRO suggests using an NHS.net (hscni.net if Northern Ireland) email address for this purpose if possible.

***Please note:*** *By registering for an NHS.net/hscni.net email account you will be able to take your email address between posts and this will enhance communication through your career.*

To ensure messages from the DCTNRO are not filtered by your email provider's junk/spam filters, you are strongly advised to add [DCTNRO@hee.nhs.uk](mailto:DCTNRO@hee.nhs.uk) and [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to your email whitelist.

#### 4. Selecting a HEE Local Office, NES, NIMDTA or the HEIW (Preferencing)

Applicants are allowed to submit ONE application for a standard DCT programme. In 2019, at the time of application, you will be asked to indicate your preference of DCT Programmes available in HEE Local Offices, NES, NIMDTA or HEIW. Preferences will be listed as rotations/hospital placements. **Please only preference those that you would be prepared to work in, including those listed with zero vacancies as posts may become available at a later date.**

DCT Programmes are available at three different entry levels (DCT1, DCT2, and DCT3) and are typically for 12 months duration. Please note however, that there are a small number of 24-month programmes available in Scotland for 2019. This information will be shown in the preference detail. Further information, e.g. on call commitments relating to the preferences is available from their specific 'post description' available from the [local regions' websites](#). Applicants are advised to preference **all** posts they would be willing to accept. If there are posts that an applicant would not accept, these should be moved in to the 'not wanted' column when preferencing.

**Please note:** *If you only choose to preference a limited number of posts you may reduce the chance of being offered a post.*

Applicants are also advised to access individual HEE Local Offices, NES, NIMDTA or HEIW websites for more information about the opportunities available. We suggest that you research not only the types of programmes offered at each HEE Local Office, NES, NIMDTA or HEIW but also the geographical areas covered by each HEE Local Office, NES, NIMDTA or HEIW, the main Trusts and NHS Boards in each of those areas, transport links to home and so on.

Preferencing of DCT Programmes will be locked on submission of your application however; eligible applicants will be presented with a further window to continue preferencing DCT Programmes. This window will span from **Wednesday 13<sup>th</sup> March 2019** until 5.00pm (UK time) on **Friday 3<sup>rd</sup> May 2019**.

The DCT Programmes that you preference will be used to make you an offer, subject to the successful completion of the selection process. You will have the ability to rank

all preferences so that you are considered for appointment across the whole of the UK, instead of just the region where you attended Selection Centre.

There will be some preferences that will require an applicant to be eligible for entry on to the relevant UK Dental Performers/NHS Lists in order to take up the post. There will be a question on the application form that will ask if you are eligible for entry on to a UK Dental Performers/NHS List. It is important you answer this question accurately. Your preferences should then also be ranked appropriately, i.e. if you are not eligible for a UK Dental Performers/NHS List then you must move all the relevant preferences to 'not wanted' so you are not considered for these posts. If an applicant receives an offer they are not eligible for, due to them ranking preferences incorrectly, the DCTNRO reserve the right to withdraw this offer of training.

***Important:*** All information contained in the preference detail is correct at the time of original publication. DCTNRO accept no responsibility for any posts that change before the start date.

## **5. Deferment of Start Date**

Deferments to start date will only be considered for statutory reasons such as maternity leave or ill health. Deferment for any other reason will not be permitted. If you wish to request a deferment to your start date, you must declare this in your application form and contact your employing region as soon as possible after an offer is accepted.

## **6. GIS and Adjustments under the Equality Act 2010**

Any applicant that has a disability as defined in the Equality Act (2010) can request to be considered for assessment under the Guaranteed Interview Scheme (GIS) and also request reasonable adjustments at the SJT and/or Selection Centre venue.

The DCTNRO will honour any GIS requests in line with the guidance, which states, if an applicant meets the minimum eligibility criteria and provides evidence to substantiate the information they have put in their application form; an assessment will be offered, and attempts made to accommodate any requested reasonable adjustments at the SJT and/or Selection Centre venue.

There is a section on the application form where applicants can input information relating to GIS and reasonable adjustments. If an applicant believes they qualify, further information will need to be provided to the DCTNRO before **Tuesday 12<sup>th</sup> February 2019** to allow a review of the information to take place. Information should be sent to [DCTNRO@hee.nhs.uk](mailto:DCTNRO@hee.nhs.uk).

**The DCTNRO will be unable to review your request if supporting evidence is not provided before this deadline.**

If a reasonable adjustment is approved, details of this will be passed onto the relevant SJT and/or Selection Centre venue.

***Please note:** In some instances, in order to satisfy requests for adjustments, it may be necessary to schedule a SJT or Selection Centre place at a specific time or a specific location.*

Specific information relating to reasonable adjustments for the SJT can be found in section 11 of this guide.

## **7. Special Circumstances**

A process is being implemented across all national dental recruitment, to ensure that applicants with special circumstances and a requirement to train in a particular location are treated in a fair and consistent way. Those applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this by emailing [mdrs.nationalrecruitment@hee.nhs.uk](mailto:mdrs.nationalrecruitment@hee.nhs.uk) and submit supporting evidence by email. Requests for consideration of special circumstances received in any other way will not be accepted.

Please refer to the [Oriel Resource Bank](#) for more information on applying for special circumstances.

It is important that you review the relevant section in the [Dental Recruitment Applicant Handbook 2019](#) (pages 13-14) for full details of the eligibility criteria and administrative process.

## **8. Right to work in the UK**

The Resident Labour Market Test (RLMT) will be applied if applicants are in an immigration category which does not allow them to take up a training programme, and they need to “switch” their status to the Tier 2 category.

Non-UK / EEA nationals who have graduated from a UK medical or dental school will have an additional exemption from the RLMT when switching from a Tier 4 to a Tier 2 visa.

Please refer to pages 12-13 and Appendix 2 in the [Dental Recruitment Applicant Handbook 2019](#) for further information and guidance.

## **9. Eligibility/Completion of Application Form**

All applications will be assessed against the essential criteria outlined in the national [DCT Person Specifications](#).

Any applicants found to have not met all the required eligibility criteria will be rejected from the recruitment process at this stage.

### **9.1 Evidence of Communication Skills for UK Dental Performers/NHS List**

For some posts, eligibility for entry onto a UK Dental Performers/NHS List is an essential criterion in the Person Specifications and therefore, applicants must also ensure their evidence of communication skills complies with the Standard Operating Procedure (SOP) or Guidance issued by the relevant Primary Care Organisations (PCOs) responsible for maintaining a Dental Performers/NHS List in each of the four countries.

PCOs are NHS England in England, Health and Social Services Boards in Northern Ireland, Local Health Boards in Wales, and Primary Care Divisions within Area Health Boards in Scotland.

## 9.2 Evidence of Dental Foundation/Vocational Training for Entry into DCT1

Please refer to the [DCT1 person specification](#) for the eligibility criteria relating to evidence of dental foundation/vocational training. If you need to provide a Certificate of Basic Professional Capabilities, please refer to the form and applicant guidance, which can be downloaded from the [DCT NRO website](#).

Any applicant failing to submit a complete and valid Certificate of Basic Professional Capabilities by the closing date of applications (**Tuesday 12<sup>th</sup> February 2019**) will not have their application progressed to the next stage.

No alternative methods of Foundation/Vocational Training proof are accepted by the DCTNRO.

## 9.3 Evidence of Dental Core Training or Equivalent - Entry into DCT2

As stated in the [DCT2 person specification](#), applicants must have evidence of successful completion of a UK Dental Core Training Year 1 (DCT1) or equivalent at time of post commencement. Please see below for posts considered to be equivalent to DCT and posts NOT considered to be equivalent to DCT.

## 9.4 Evidence of Dental Core Training or Equivalent - Entry into DCT3

As stated in the [DCT3 person specification](#), applicants must have evidence of successful completion of a UK Dental Core Training Year 2 (DCT2) or equivalent at time of post commencement. Please see below for posts considered to be equivalent to DCT and posts NOT considered to be equivalent to DCT.

## 9.5 DCT Equivalence

If you believe you can provide evidence of DCT1 OR DCT2 equivalence this must be clearly stated on your application form. Failure to show this information at the time of submission will prevent your application progressing. Equivalence is deemed as follows:

*"Dental Core Training in the UK is a structured period of training in a Secondary care / specialised primary care environment, where progress against agreed development outcomes is monitored and reviewed by an assigned educational supervisor and / or*

*clinical supervisor as part of an educational agreement for training. The objectives of the placement are selected from the UK DCT Curriculum and vary according to the individual's training needs and the opportunities available.*

*For an applicant to demonstrate equivalence, it will be necessary to show evidence of career development in a similar environment within a structured, supervised and monitored programme."*

#### **9.5.1 Posts considered to be equivalent to DCT**

- Senior House Officer (SHO) posts which have had Postgraduate Dental Dean's approval.
- General Professional training posts/Longitudinal posts.
- Other hospital, general dental practice or community junior training posts where the individual has a designated supervisor who undertakes work-based assessment and develops according to a personal development plan set at the beginning of a training period. For posts in the UK these must be posts with educational approval from a Postgraduate Dental Dean.
- Overseas posts where the individual has a designated supervisor who undertakes work-based assessment and develops according to a personal development plan set at the beginning of a training period.
- Previous training should include hands on clinical dental experience or involve training in oral pathology, radiology, oral microbiology or dental public health.

#### **9.5.2. Posts not considered to be equivalent to DCT**

- Dental Foundation training posts.
- Any post where there is no personal development plan, work-based assessment or designated supervisor.
- Posts that provide service only with no structured development plan.

#### **9.6 Employment History & Longitudinal Posts**

In some regions, Longitudinal posts exist which are a two-year combined Dental Foundation Training and Dental Core Training programme. For the purposes of recording this accurately in the employment history section of your application, please list this post at DCT1 level and two years in length, noting in the description field it is a Longitudinal post.

## 9.7 Fitness to Practise

If you answer *yes* to any of the Fitness to Practise questions on the application form, you will be required to send information about this declaration to the DCTNRO. This information needs to be received by the DCTNRO by 4.00pm (UK time) on **Tuesday 12<sup>th</sup> February 2019**. Please send this information in to [DCTNRO@hee.nhs.uk](mailto:DCTNRO@hee.nhs.uk).

Failure to provide this evidence by the application closing date will result in your application not being processed any further. Please refer to pages 11-12 of the [Dental Recruitment Applicant Handbook 2019](#) for further information.

## 9.8 National Training/Deanery Reference Number (NTN/DRN)

When completing the 'Personal Details' section of the application form, you will be asked if you currently hold a National Training Number (NTN) or Deanery Reference Number (DRN). You should answer **no** to this question and move on with your application.

## 9.9 Reapplication to Dental Training

Training posts and programmes are not normally available to any dentist who has previously relinquished or been released or removed from that training post/programme. However;

### 9.9.1 Support for Reapplication to DCT

If you have previously resigned or been removed from a Dental Core Training programme, you will need to provide full details of the resignation/release/removal.

This must be provided on the [Support for Reapplication to a Specialty Training Programme form](#) and approved by both the Head of School/Training Programme Director **and** Postgraduate Dean in the HEE Local Office, NES, NIMDTA or HEIW where training was previously undertaken.

This evidence will need to be uploaded to your Oriel account via the *Document Upload* dashboard as *supporting evidence* and attached to your application *at the point of application*.

Any applications from trainees who have previously resigned or been removed from a Dental Core Training programme, without submitted evidence, will not progress any further in the recruitment process.

## 10. Document Upload

As you progress through your application it may become apparent that you will be required to upload some form of documentation to allow the DCTNRO to assess your eligibility.

If you are required to do this, in order to help the DCTNRO you should:

- Ensure that the document is uploaded as a whole and not in separate pages
- Ensure that the document is appropriately labelled to allow the DCTNRO to understand what it is they will be opening
- Ensure that the document is uploaded in to the correct document section

The DCTNRO reserve the right to request re-submission of documentation if the above rules are not followed.

## 11. Situational Judgement Test (SJT)

### 11.1. Introduction

The Situational Judgement Test (SJT) is a computer-based assessment that has been fully researched and evaluated and has shown to have high predictive validity. It is delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the Dental Core Training (DCT) Person Specifications.

### 11.2. Sitting the SJT

All applicants who apply to DCT in any given recruitment year are required to sit the SJT. There are no exceptions or exemptions to this requirement. Your SJT outcome **cannot** be carried over into successive recruitment years.

The SJT will be delivered on a number of consecutive days in a large number of Pearson VUE Computer Testing Centres. The SJT window will run from **Wednesday 20<sup>th</sup> March**

to **Wednesday 27<sup>th</sup> March 2019** (inclusive). You can find your nearest Pearson VUE test centre by visiting the [Pearson VUE website](#).

### 11.3. Structure of the SJT

The SJT will be taken under exam conditions and lasts for 115 minutes (1 hour 55 minutes) and will carry an equal weighting in an applicant's final score, i.e. 25%.

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

- Appraisal and Decision Making
- Coping with Pressure
- Critical Thinking
- Professionalism
- Patient Centred Care

The time remaining on your SJT is denoted by an onscreen countdown timer.

Pearson VUE offer a generic tutorial to aid you in familiarising yourself with the controls and screen layouts in advance of the test. This tutorial can be undertaken at <https://wsr.pearsonvue.com/athena/athena.asp>

### 11.4. Adjustments under the Equality Act 2010

The Dental Core Training National Recruitment Office (DCTNRO) are aware of the requirements of the Equality Act 2010 and will make reasonable adjustments to accommodate requests, provided these are made known in advance.

If you require any adjustments (e.g. wheelchair access, extra time, nursing mothers) you must inform the DCTNRO of any special requirements, evidenced by supporting documentation at the earliest possible opportunity and by no later than the application closing date, **i.e. Tuesday 12<sup>th</sup> February 2019**.

Adjustments cannot be guaranteed if contact is made after the specified deadline and no adjustments can be made on the day of the test. In some instances, in order to satisfy requests for adjustments, it may be necessary to schedule you to sit the SJT at a specific time or in a specific location.

#### 11.4.1. Nursing Mothers Policy

In line with the Equality Act 2010, the DCTNRO will consider requests from nursing mothers to provide suitable facilities in the SJT test centres. If this applies to you then you must submit this information with your application form. The DCTNRO will then liaise with Pearson VUE in order to try and honour your request.

It should be noted that children are **not** permitted at any of the test centres and therefore it is recommended that nursing mothers check the location of the test centre before

booking a test to ensure that nearby facilities meet any requirements you may have. Address details for each Pearson VUE Centre can be found [here](#).

#### **11.4.2. Comfort Aids**

Pearson VUE list a number of medicines, medical and mobility devices as comfort aids which do **not** require pre-approval as an accommodation by the DCTNRO. Comfort aid items are listed on the Pearson VUE website in the [test accommodations](#) section.

The items listed will be allowed in the testing room upon visual inspection by Test Centre staff. Visual inspection will be done by examining the item without directly touching it (or the applicant) and without asking the applicant to remove the item, unless otherwise stated in Pearson VUE's comfort aid list.

#### **11.5. Test Centre Locations**

The SJT is delivered globally on a number of consecutive days in a large number of Pearson VUE Computer Testing Centres. You can find your nearest Pearson VUE test centre by visiting Pearson Vue DCT pages [here](#).

All applicants who reside in or, are in employment in the UK (including the Channel Islands and the Isle of Man) during the assessment window are expected to attend a UK test centre.

##### **11.5.1 Overseas Test Centres**

If you are outside of the UK during the SJT window, you will have the opportunity to sit the test at your nearest Pearson VUE test centre, subject to seat availability.

To assist applicants with overseas availability, the DCTNRO reserve seats in a number of pre-approved core locations and you will be presented with the opportunity to register your interest for one of these locations at the time of application. However, you should be aware that the number of places in centres is limited and overseas test places are available on a first come first served basis; whilst every effort will be made to accommodate you in your preferred location, this cannot be guaranteed, and you may be required to attend the nearest location with availability.

#### **11.6. Registering for the SJT**

Once the application window has closed, you will receive a message from the DCTNRO asking you to register with Pearson VUE using very specific account credentials provided in the message. It is vital that you follow these instructions carefully in order to ensure you correctly register.

Failure to register will result in you being unable to sit the SJT and your DCT application will be withdrawn.

**Please note:**

- *The registration correspondence is not an invitation to attend the SJT.*
- *Once you have completed your registration your account will state you do not have any pre-approved exams at this time – this means you will not be able to book an appointment at this time.*

## **11.7. Invitation to the SJT**

All applicants who have been assessed as demonstrating evidence of eligibility against the essential criteria outlined in the national DCT Person Specifications as outlined in section 9 of this document, will be invited to sit the SJT. Invitations to book to sit the SJT will be sent out through Oriel by the DCTNRO on **Monday 11<sup>th</sup> March 2019 (18:00)**. If you are invited, you will be required to book an appointment to undertake the SJT. Please read the invitation in full before attempting to book a slot.

Failure to book an appointment before the end of the SJT booking window, i.e. **Thursday 14<sup>th</sup> March 2019 (23:59)**, will result in your DCT application not progressing further.

### **11.7.1. Booking a Test**

If you are invited to the SJT, you will be required to log into your already created Pearson VUE account and use the self-service functionality to book to sit the SJT at a centre, date and time of your choosing, subject to availability. If you have requested a special accommodation (reasonable adjustment) other than or in addition to extra time, for example wheelchair access, Pearson VUE will contact you directly with details of your appointment. This is provided you have completed the registration process outlined in section 11.6 of this document.

**Please note:** *When booking your test, it is strongly recommended that you avoid booking from a mobile device or internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported.*

*When searching for seat availability at test centres by location, Pearson VUE will return a maximum of 30 test centres per location search. To view more test centres, you will need to amend your search criterion.*

### **11.7.2 Confirmation of test booking**

Once you have booked your test, you will receive an automated confirmation of booking email to your registered email address. If you do not receive confirmation, log into your Pearson VUE account to confirm if the booking process was completed in its entirety.

## 11.8. Admission Policy

You must arrive at the test centre **at least 15 minutes before your scheduled appointment time** to complete the necessary check-in procedures. It is essential that you arrive on time as applicants who **arrive late will not be admitted entry**.

Please note that children are not permitted at any of the test centres.

### 11.8.1 Identification (ID) Requirements

To sit the SJT you are required to present one form of **original, valid government issued ID**, i.e. the ID must be in date / not expired and cannot be a photocopy or a digital ID.

The ID that you use must include your name, a recent photograph that is recognisable as you, and a signature. ***The first and last name you used on your application form and thus your Pearson VUE account must exactly match the first and last name on the ID that is presented on the day of your SJT appointment.***

If you do not meet the requirements outlined above, you will not be permitted to sit the SJT.

Acceptable forms of ID are as follows:

- International Passport
- Driver's License
- Military ID (including spouse & dependents)
- Identification card (national/state/province identity card)
- Alien registration card (green card, permanent resident, visa)
- Local language ID (not in Roman characters) – *accepted only if issued from the Country you are testing in.*

#### ***Important points to note:***

- *All forms of acceptable IDs must be issued by the country in which you are sitting the SJT. If you do not possess qualifying ID issued from the country you are testing in, a valid International Passport from your country of citizenship is required.*
- *If you are a European Union applicant testing within the EU zone, you may also provide a valid, unexpired EU card as primary ID.*
- *Expired forms of ID are not acceptable, unless accompanied by valid renewal papers.*
- *A government issued ID missing a visible signature or one that has an embedded signature must be supplemented with an original, valid ID that has at least a matching name and recent recognisable photo, or a matching name and signature.*

### 11.8.2 Alternative ID documents & Name Discrepancies

If you are unable to present any of the documents listed above or, your registered first name and last name does not match EXACTLY with the ID that you intend to present on the day of your test, you must contact the DCTNRO at the earliest opportunity by emailing [DCTNRO@hee.nhs.uk](mailto:DCTNRO@hee.nhs.uk) for further advice and instructions on suitable alternatives.

Failure to notify the DCTNRO of any discrepancies will result in you not being permitted entry to sit the test.

### **11.8.3 Personal belongings**

You will not be allowed to take any personal items into the testing room unless it is an authorised item. This includes all bags, books or other materials not authorised for the SJT e.g. notes, phones, pagers, watches and wallets.

### **11.8.4 Breaks and refreshments**

You are prohibited from taking food and drink into the test room. You may leave the test room for water or a comfort break, but no additional time will be allowed in your test. If you wish to leave the room, you must ask the invigilator. Please note that you will not be permitted to eat whilst in the test centre.

## **11.9. Reschedule Policy**

If you wish to reschedule your test, you may do this via your Pearson VUE account, within the test booking period. If you are an applicant with a pre-approved adjustment, other than extra time, and wish to reschedule your test, please contact the DCTNRO at [DCTNRO@hee.nhs.uk](mailto:DCTNRO@hee.nhs.uk)

If you wish to reschedule your test appointment you must do this by Monday 18<sup>th</sup> March 2019 (23:59). Please see section 11.11 if you wish to reschedule a test less than 24 hours away.

## **11.10. Cancellation Policy**

If you wish to cancel your test, you may do this via your Pearson VUE account for the test in question, within the test booking period. If you are an applicant with a pre-approved adjustment, other than extra time, and wish to cancel your test, please contact the DCTNRO at [DCTNRO@hee.nhs.uk](mailto:DCTNRO@hee.nhs.uk)

If you wish to cancel your test appointment you must do this at least 48 hours before the appointment is due. You cannot cancel a test less than 48 hours away. Please see section 11.11 if you wish to cancel a test less than 48 hours away.

## **11.11. Missed Appointment**

If you miss your test (or try to cancel/reschedule and cannot do this via your online account) and wish to schedule another appointment to sit the SJT, you must contact the DCTNRO at [DCTNRO@hee.nhs.uk](mailto:DCTNRO@hee.nhs.uk) immediately.

You will **not be able to re-book online** via self-service **without first being re-authorised** by the DCTNRO. You should be aware that test centre availability is likely to be limited at this point and that you may be required to travel beyond your preferred locality.

Regrettably, the DCTNRO will be unable to accommodate you if you miss an appointment on the final two days of the SJT window, **i.e. Tuesday 26<sup>th</sup> and Wednesday 27<sup>th</sup> March 2019.**

## 11.12. SJT Outcomes

Applicants will be notified of their SJT result once the first wave of DCT offers has been released. You will receive your score in line with the normal feedback process described in section 19 of this guide.

Your SJT score will form part of the final score you receive as part of the DCT recruitment process and thus your overall rank.

### 11.12.1. Scoring Scale & Maximum Achievable Score

The raw SJT scores for DCT applicants are normalised and then scaled, so you will be awarded a score out of 40. This is to ensure it carries equal weighting with the other stations for the level of DCT applied to. There is no 'cut-off' score for the SJT.

### 11.12.2. Appealing the Outcome

All applicants will receive feedback which will notify them of their scaled SJT score. The score awarded is final and cannot be reviewed, re-marked or disputed. There is no appeals process.

If you feel your DCT application has not been managed correctly and have evidence of a failure in the process, there is a national complaints policy and procedure. You should explore this route if you have any concerns about your application. A copy of the policy can be located on the [DCTNRO website](#).

## 11.13. Applicant Expenses

Expenses incurred by applicants attending the SJT will **not** be reimbursed by the DCTNRO. The SJT is delivered on a number of consecutive days throughout the whole of the UK in a vast number of Pearson VUE test centres. You are therefore expected to attend a venue close to your residence or place of work.

## 11.14. Revision Materials

None of the DCT question writers take part in or endorse any preparation courses or books. The DCTNRO understands that applicants may wish to revise and prepare for the SJT with each other in small groups. However, sharing information about the SJT is unacceptable and is viewed as unprofessional behaviour.

## 12. Invitation to Selection Centre

On completion of the SJT process, all applicants who sat the test will be invited to attend a Selection Centre. Applicants will be able to choose where they would like to attend Selection Centre, subject to availability of slots. Applicants are only required to attend **one** Selection Centre and will be considered for appointment to a DCT programme in all the HEE Local Offices, NES, NIMDTA and HEIW they have preferred.

Applicants will be notified on **Tuesday 2<sup>nd</sup> April 2019 (18:00)** if they are invited to Selection Centre via Oriel and will be able to book their Selection Centre place using the on-line Oriel system. It is important to note that slots are booked on a first come first served basis.

The deadline for booking a slot at Selection Centre is **6 pm (UK time) on Friday 5<sup>th</sup> April 2019**. Any applicants that have failed to book a slot by this deadline will have their application withdrawn from the process and they will no longer be considered for Selection Centre and ultimately appointment to a DCT post.

The Selection Centre dates and venues are as follows:

Region	Dates (all in 2019)	Venue
London	Thursday 2 <sup>nd</sup> and Friday 3 <sup>rd</sup> May	Stewart House, London
North	Wednesday 1 <sup>st</sup> and Thursday 2 <sup>nd</sup> May	St James' Park, Newcastle
Scotland	Wednesday 1 <sup>st</sup> and Thursday 2 <sup>nd</sup> May	The Hilton Hotel, Edinburgh Airport
South	Tuesday 30 <sup>th</sup> April and Wednesday 1 <sup>st</sup> May	Park House, 1200 Parkway, Bristol
Midlands	Wednesday 1 <sup>st</sup> and Thursday 2 <sup>nd</sup> May	King Power Stadium, Leicester

**Please note:** *Not all Selection Centres will run assessments for all DCT levels on all days. Typically, DCT1 will be on the first day of each event, and DCT2 and DCT3 on the second day.*

### 12.1 Booking a Selection Centre

If you are invited to attend a Selection Centre, you will be required to log into your Oriel account and use the self-service functionality to book an appointment at a centre, date and time of your choosing, subject to availability. The only exception to this is if you have requested a reasonable adjustment under the Equality Act 2010; in this instance, the DCTNRO will contact you to offer you certain slots and then pre-book your appointment.

When booking your Selection Centre, it is strongly recommended that you avoid booking from a mobile device or internet browsers that have reached the end of their product support lifecycle as these are unlikely to be supported.

## 12.2 Confirmation of booking

Once you have booked your Selection Centre, you will receive an automated confirmation of booking message in Oriel and a secondary automated message will be sent to your registered email address. If you do not receive confirmation, log into your Oriel account to confirm if the booking process was completed in its entirety.

## 12.3 Self-Assessment of Portfolio (DCT2 and DCT3 only)

Applicants to the DCT2 and DCT3 vacancies will be asked to complete a Self-Assessment of their Portfolio as part of their invitation to Selection Centre. **It is paramount this Self-Assessment form is completed and brought with you on the day of your Selection Centre.** The Self-Assessment form will be available to view on the [DCT NRO website](#) prior to invitations to interview being sent out.

Applicants must answer all questions accurately and honestly as the self-assessment will be ratified at the Evidence and Suitability Station at Selection Centre. It is expected that evidence will be presented in your Portfolio to support the score given. Any applicants found to have answered questions dishonestly in pursuit of a higher score could potentially be referred to the General Dental Council on the grounds of probity.

DCTNRO are not at liberty to advise applicants to put certain scores/answers for certain questions. The intention of applicants completing this part of the recruitment process is a reflection of where an applicant feels they are with regards to certain criteria considered important for a career in Dentistry.

If you feel you can justify giving yourself a certain score, then you are encouraged to put that score on your form. If you require further advice, DCTNRO suggest talking to your educational supervisor.

## 13. Selection Centre

The Selection Centre involves applicants completing a number of exercises which are observed and assessed by trained assessors.

On the day of Selection Centre, please ensure that you allow yourself plenty of time to get to the Selection Centre venue to allow for applicant registration and evaluation of essential entry criteria, e.g. documented proof of identity, immigration status, etc. You

also need to ensure you take a hard copy of your Portfolio of evidence with you as access to e-portfolio will not be available at the Selection Centre. Guidance on preparing your Portfolio for Selection Centre will be available on the [DCT NRO website](#) before invitations to Selection Centre are sent out. It is important that your Portfolio contains evidence to support every score you have awarded yourself in self-assessment.

If you are invited to Selection Centre and are unable to attend due to unforeseen circumstances or an emergency, you must contact the Selection Centre directly to ascertain whether alternative arrangements can be made. It is important to note that alternative arrangements cannot be guaranteed.

Mobile phones or electronic devices brought to Selection Centre must be switched off and fully deactivated for the duration of the Selection Centre. Non-compliance to the above may lead to disqualification from the recruitment process.

All HEE Local Offices, NES, NIMDTA and HEIW are aware of the requirements of the Equality Act 2010 and in this regard will make all reasonable adjustments to accommodate disabled applicants at the assessment provided these are made known to us in advance (please see Section 6 for more information).

Applicants should note that children are not permitted at Selection Centres.

***Important:***

- *DCT2 and DCT3 applicants are required to bring their Portfolio with them to Selection Centre. If applicants arrive on the day without their Portfolio they will be scored **zero** for the relevant Selection Centre assessment.*
- *There should be no patient identifiable data in your Portfolio. It is your responsibility to ensure this is adhered to. Failure to adhere to this will adversely affect your portfolio score and could result in retrospective action being taken against you.*

### **13.1 Briefing, Conflict of Interest and Issues on the Day**

Applicants will receive a short briefing/presentation before their assessment starts. This will either be given verbally by the Clinical or Recruitment Lead or will be shown via a PowerPoint presentation at the Selection Centre you are attending. This brief will cover areas such as: introductions to staff members, housekeeping and what to do if you have a problem during the Selection Centre. If you do not receive this briefing before you are called for assessment then you, as the applicant, have an obligation to raise

this to a member of the recruitment team who will be able to provide you with this information.

If, during the assessment process, you believe there to be a conflict of interest with a panel member, for example you are already well known to each other and you are not comfortable being assessed by them; it is your responsibility to inform a member of the recruitment team at your earliest opportunity so that alternative arrangements, where possible, can be made.

If a problem arises during the day of Selection Centre, you must raise this **on the day** with the appropriate member of staff. The DCTNRO cannot perform any remedial action for operational issues that occur on the day of Selection Centre.

### 13.2 Selection Centre Format

The Selection Centre process lasts for approximately 45 minutes to 1 hour. Within that time, all applicants will be required to participate in 3 x 10-minute interview stations, with 3 minutes reading time beforehand. DCT2 and DCT3 applicants will also have their Portfolio assessed by the Evidence and Suitability station assessors. All applicants will have to be document checked on arrival.

The 3 x 10-minute interview stations are as follows:

- Clinical Communication (with simulated patient)
- Clinical Scenario
- Quality Improvement and Teaching (DCT1 only)
- Evidence and Suitability (DCT2 and 3 only)

Applicants should expect to move through the 3 x 10-minute interview stations in any order.

The Selection Centre provides each applicant with a number of opportunities to demonstrate some of the criteria outlined in the Person Specifications. Each of the criteria will be assessed in a number of exercises which are observed and assessed by trained assessors.

The criteria assessed at Selection Centre are:

- Clinical Skills – Clinical Knowledge & Expertise
- Commitment to Learning and Personal Development
- Communication Skills
- Conceptual Thinking and Problem Solving
- Coping with Pressure
- Empathy and Sensitivity

- Organisation and Planning
- Probity – Professional Integrity
- Teamwork and Leadership

Please refer to the Person Specification for more information about these.

There will be a briefing session at the start of your Selection Centre session and an opportunity for questions at the end of it; this is NOT a feedback session. Feedback on your performance will be given later and will be after the offers have been made.

### 13.3 Interview Scenarios

Interview station scenarios **will not** be shared before Selection Centre. Applicants should be reminded that DCTNRO, on behalf of the Dental Core Training Recruitment Steering Group, Health Education England, NES, NIMDTA and HEIW, consider the sharing of scenarios post-interview to be wholly unacceptable.

In line with Principle Nine within the General Dental Council (GDC) standards, we expect all members of the dental team to maintain appropriate personal and professional behaviour at all times. Applicants will therefore be asked to sign a Non-Disclosure declaration at Selection Centre to protect participants and the integrity of the process.

### 13.4 Tie Breaks

In the case of tied rankings through the recruitment process, scores are differentiated using the scores from the stations in the following order:

1. Clinical Scenario
2. Clinical Communication
3. Situational Judgement Test
4. Quality Improvement and Teaching (DCT1 only) OR Evidence and Suitability (DCT2/3 only)

### 13.5 Appointability Threshold and VETO

For an applicant to be deemed 'appointable', they need to score a minimum of 40% overall across the standard national stations assessed at the Selection Centre. Applicants will not be eligible to be offered a DCT post in this recruitment round if they do not score the minimum of 40% in the national stations.

An applicant can have a 'red flag' raised against them at any point during the Selection Centre. A 'red flag' can be raised if the assessor considers that the applicant may not

be suitable for appointment to the post as they are not meeting one or more of the required characteristics. A review will take place for any applicant that receives a 'red flag' which will result in either:

- The applicant remaining with a red flag and therefore being deemed 'unappointable'
- The applicant being deemed appointable and the red flag removed.

The formal meeting will involve the Panel Member(s), Lay Chair, Admin Lead and Lead Dean for the Selection Centre. The Lay Chair will chair the discussion and notes will be taken of the outcome.

### **13.6 Dress Code**

Applicants are expected to dress in a professional manner for attendance at Selection Centre. Casual streetwear, sportswear, revealing styles such as low-cut necklines and mini-skirts, dangling jewellery/accessories will normally be deemed inappropriate. Equally, forms of dress that cover the face will also be deemed inappropriate in such consultations.

### **13.7 Observers at the Selection Centre**

There may be times during the Selection Centre where you are observed in one or more stations. This could be by a Senior Trainee, Lay Representative or External Assessor. The purpose of these roles is to ensure that quality, consistency and standardisation is present throughout all Selection Centres. Furthermore, it allows for areas of best practice to be established and shared.

The DCTNRO can confirm that the observers will have no role in the assessment of an applicant and nor in deciding the appointability of an applicant.

### **13.8 Selection Centre Courses and Websites**

It should be noted that the DCTNRO and COPDEND do not recommend that you book commercial courses, sign up to websites or purchase advice and guidance books specifically aimed at dentists undertaking the DCT Selection Centre. None of the DCT assessors take part in or endorse any preparation courses, websites or books.

## **14. References**

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. You are required to give

details of your last three clinical or educational supervisors from your current post, your previous post and the post before that.

**Please note:** *If you are applying to DCT1 it is understood you will likely not be able to provide 3 clinical or educational supervisors as referees. Please therefore use referees from your undergraduate studies if required.*

All offers made will be on the condition of the offered region receiving three satisfactory references. Obtaining references is an applicant's responsibility. The offered region will NOT chase your referees.

### 14.1 Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to your nominated referees when you 'accept' or 'accept with upgrades' an offer of DCT training.

To ensure that the requests are not blocked or filtered by your referees' email providers, you are strongly advised to inform your referees to add [noreply@oriel.nhs.uk](mailto:noreply@oriel.nhs.uk) to their email whitelist.

### 14.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriel. You will be advised, via your Oriel portal, when your referee has submitted a reference.

In rare cases there may be a need for your reference to be provided on paper, the DCTNRO will instruct you if this is necessary. You can download a Structured National Reference Form from the [Oriel Resource Bank](#).

### 14.3 Changing Your Nominated Referee

For any references that have not yet been submitted you are able to update the details of or change your nominated referees. However, if a referee has already submitted your reference, you will not be able to make any changes to their details.

If you change the email address against a referee, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.

## 15. Outcome following Selection Centre

All applicants will be notified of their final outcome, i.e. appointable or unappointable, on **Monday 20<sup>th</sup> May 2019**. Further detailed feedback about performance will come at a later date as described in section 19.

### 15.1 Composition of Final Result

The final mark for all applicants that have undertaken DCT selection is calculated by combining results from both the SJT and Selection Centre. To give an applicant's final selection score, the SJT and each interview station at Selection Centre is weighted equally, that is 25%.

To achieve an accurately weighted final score, it is important that all results use the same scale. Therefore, the weighted SJT score is rescaled to allow it to be combined with Selection Centre scores.

### 15.2 Appealing the Outcome

The outcome is final and cannot be reviewed, re-marked or disputed. There is no appeals process.

If you feel your application has not been managed correctly and have evidence of a failure in the process, there is a national complaints policy and procedure. You should explore this route if you have any concerns about your application. A copy of the policy can be located on the [DCT NRO website](#).

## 16. Offers

All offers will be made via Oriel by the DCTNRO. Offers received in any other way will be deemed invalid. If you are made an offer, you will need to respond to this on Oriel.

Applicants will be ranked nationally, in a single list, based on their performance in the SJT and at Selection Centre. Offers are made in rank order based on this national ranking.

Initial offers will be released by *close of business* on **Monday 20<sup>th</sup> May 2019**. Please do not contact the DCTNRO about offers prior to this date, as it could delay the release.

You will be given 48 hours (exclusive of weekends) to respond to an offer and have the options to accept (accept/accept with upgrades), hold (hold/hold with upgrades) or decline. Only one offer can be held at any one time, across all applications in a

round. If you fail to respond to an offer within the 48-hour window you will be deemed to have declined the offer and your application status will change to 'offer expired'.

If you are holding an offer and try to hold another, the original held post will be automatically declined by the system.

Once you have accepted a post, you will not receive any further offers this round (i.e. it will withdraw you from any other applications you have in the same recruitment round).

Offers that are declined will be reoffered in rank order to other applicants.

If you choose to hold an offer, you can keep this offer held up until 1.00pm (UK time) on **Thursday 13<sup>th</sup> June 2019**. Before this deadline, you will be required to go back into Oriel and make a final decision on the offer. Any offers still held when the deadline is reached will be deemed to have been declined and the system will automatically change your status to show that you have declined the post.

After the hold deadline has passed, any offers made will only have the option of accept (accept/accept with upgrades) or decline.

**Please note:**

- *Applicants whose immigration status would require an employer to obtain a Certificate of Sponsorship can only be made an offer if there are no remaining suitable UK/EEA applicants (see section 8).*
- *Applicants who let their offer expire (and are withdrawn from the recruitment process) can be reinstated if they contact the DCTNRO; however, their original offer cannot be guaranteed.*

## **16.1 Withdrawing from an Offer**

Due to potential patient impact the DCTNRO strongly discourage applicants from accepting an offer if there is a potential for them to withdraw at a later date. However, it is appreciated that at times this is necessary due to a change in circumstances.

**Important:**

*HEE and the General Dental Council (GDC) consider it unprofessional to withdraw from an offer at very short notice, i.e. less than one month prior to the start date.*

*The GDC standards for the Dental Team state that Dental Professionals should put patients' interests first and patient safety may be affected if there is insufficient cover within a unit.*

*Therefore, applicants must take up any post that they have formally accepted and work the contractual notice period before leaving a job, unless the employer has reasonable time to make other arrangements.*

## **17. Upgrading of Offers**

If you rank highly enough to be made an offer, this will be made to the highest ranked Training Programme preference that is available when your final rank is reached. If this Training Programme offer is suitable for you and you do not want to be considered for any other preferences you have ranked higher, you can choose to simply accept it.

However, applicants do have the option of getting one of their higher ranked DCT programme preferences, should they become available, by opting into upgrading. The upgrading option is available to all offers that have been accepted or held, but not where an offer has been declined. An applicant who has accepted or held an offer can opt in or out of upgrading at any time during the window which runs until 4.00pm (UK time) on **Thursday 20<sup>th</sup> June 2019**. Please be aware that due to the ranking of your DCT Programme preferences you may move into a different HEE Local Office, NES, NIMDTA or HEIW if you are upgraded.

If you opt into upgrading and a higher preferenced offer becomes available, the upgrade will be automatic. You will be placed in the higher preferenced post without the DCTNRO making any further contact with you and you will not be given 48 hours to decide whether you wish to accept or decline the new post. If an upgrade is made, the previously accepted or held post will be released and will be reoffered to another applicant.

Once you have been upgraded you will be sent an automated message through Oriel to inform you of this. Details of the upgrade made will be available in the relevant section on Oriel.

Once the upgrading deadline has passed, no further upgrades will be offered, even if one of your higher preferenced DCT Programmes becomes available at a later date.

### **17.1 Offer Exchanges/Enhanced Preferences**

The DCTNRO understand that applicants can have a change in circumstances for any number of reasons in the time between programme preferences initially being made and offers being released. To assist applicants in this situation, flexibility around preferencing was introduced for 2018 recruitment.

Any applicant that has accepted or held an offer, and opted in to upgrades, can amend their preference options as many times as they like up until the upgrade deadline. Applicants will be able to re-rank their preference options so that they can move lower ranked preferences, or preferences originally not wanted, in to a higher ranked preference than their current offer. This will then mean that these newly ranked preferences are considered for an upgrade in subsequent offer iterations.

The above process will continue up until the upgrading deadline at 4.00pm (UK time) on **Thursday 20<sup>th</sup> June 2019**.

**Please note:** Any changes to preferences made between the offers algorithm being run and offers being released will not be considered until the next offers match is run.

Applicants who have not been made an offer may also have a change in circumstances that requires them to make amendments to their expressed preferences. DCTNRO will keep their programme preferencing open throughout the recruitment process, however this will be temporarily disabled before each offer algorithm is run, until the offers have been released.

## 18. Clearing

Due to the Single Transferable Score model that is being used in DCT recruitment there will be no option for clearing. Therefore, if you do not receive an offer in this round of recruitment it will be for one of two reasons:

1. All of your DCT Programme preferences have been accepted before your rank is reached (this could happen even if you are considered appointable in the process).
2. You were unsuccessful at a certain part of the recruitment process (you will be notified if this is the case).

## 19. Feedback

Applicants will be given feedback throughout the recruitment process and will not need to make a formal request to receive it.

Applicants that are rejected at the longlisting stage will be advised of the reason why their application was rejected; Selection Centre feedback (i.e. your score per station), including the SJT, will be released by Friday 14<sup>th</sup> June 2019.

Selection Centre feedback will consist of numerical scores that show the applicant's score per domain in each station, total score, rank and the total score needed to be considered appointable. Applicants will also receive a copy of their scoresheets that include the notes made by assessors on the day of Selection Centre. There is no further feedback that can be provided.

## **20. Remaining vacancies**

Any vacancies that are left unfilled at the end of this process will be handed back to the HEE Local Office, NES, NIMDTA or HEIW for local recruitment.

There will be no more posts entered in to national recruitment until 2020. In England, any Trust posts advertised and appointed after the national recruitment round will be a locum appointment for service (LAS) and not training posts.

## **21. Offers of Employment & Pre-Employment Checks**

The offer and allocation of a Training Programme referred to above is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable.

Information regarding pay, hours, sick pay and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available from NHS Employers. Individual HEE Local Office, NES, NIMDTA or HEIW websites may also provide additional local information and links to individual employer websites.

The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and employment reference checks (these are different from the clinical reference checks that the HEE Local Offices, NES, NIMDTA or HEIW needs), a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identify, registration and qualifications and right to work for example) may also be undertaken by the HEE Local Offices, NES, NIMDTA or HEIW during the recruitment process.

**Important:** Applicants should not attempt to contact an employing Trust until they have confirmed their placement, i.e. they have accepted the offer without upgrades, or the upgrade deadline has passed.

## 22. Applicant Selection Centre Expenses

Any claims for expenses incurred in travelling to a Selection Centre should be made to the region that assessed you, not the DCTNRO. This should normally be a venue close to your residence or place of work. You will be expected to explain why this is not the case if you appear to have excessive expenses.

Please review the document ['Candidate Expenses Policy'](#) if you attended a Selection Centre in England. If you attended Selection Centre in Scotland, please click [here](#) for guidance on how to make a claim.

**Important:** You are only eligible to claim for expenses if you are a current employee of an NHS Trust or NHS Board. No other applicants, for example Dental Foundation/Vocational Trainees, are allowed to claim.