**CODE OF PRACTICE**

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| Next Recruitment episode anticipated | | | Round 1 |
| Specialty & Level (Type of Work) | | Oral & Maxillofacial Surgery (OMFS) | ST3 |
| Recruitment Round | Round 1 | | |
| Type of Recruitment | National - Coordinated by [Health Education England - South West](http://www.severndeanery.nhs.uk/recruitment/vacancies/show/omfs-st3-2018) | | |
| Qualification and Professional Registration required | Person specification can be found [here](https://specialtytraining.hee.nhs.uk/Recruitment/Person-specifications) | | |
| Eligibility Criteria | Please refer to the [Applicant Handbook 2018](https://specialtytraining.hee.nhs.uk/portals/1/Content/Resource%20Bank/Recruitment%20Documents/Applicant%20Handbook%202018.pdf) and person specification above for eligibility criteria. | | |
| Anticipated Number of Vacancies | 2 | Previous Year Fill Rate | 100% |
| Anticipated Start Date | 1 August 2018 | | |
| Competition Ratios | [Competition Ratios](http://specialtytraining.hee.nhs.uk/Resources-Bank) | | |
| Contact HEE - South West  Contact us | [Severn.stsupport@southwest.hee.nhs.uk](mailto:Severn.stsupport@southwest.hee.nhs.uk) Telephone: 01454 252610  Fitness to Practice Declarations [severn.fitness@southwest.hee.nhs.uk](mailto:severn.fitness@southwest.hee.nhs.uk)  Confidential Enquiries [severn.stsupport@southwest.hee.nhs.uk](mailto:severn.stsupport@southwest.hee.nhs.uk)  Fitness to Practice Declarations [fitnesstopractise.em@hee.nhs.uk](mailto:fitnesstopractise.em@hee.nhs.uk)  General and confidential enquiries [medicalrecruitment.em@hee.nhs.uk](mailto:medicalrecruitment.em@hee.nhs.uk) | | |
| Application Process | [Applicant Handbook 2018](https://specialtytraining.hee.nhs.uk/portals/1/Content/Resource%20Bank/Recruitment%20Documents/Applicant%20Handbook%202018.pdf) | | |
| Online Recruitment Portal | [Oriel](https://www.oriel.nhs.uk/Web) | | |
| **Recruitment Timetable** | | | |
| Advert | [NHS Jobs](https://www.jobs.nhs.uk/xi/vacancy/3081a815dd2c128aab960740bb5b9935/?vac_ref=914837576)  [Universal Jobmatch](https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44768535&JobTitle=Specialty+Training+in+Oral+%26Maxillofacial+Surgery+-+Level+3+(ST3)&rad_units=miles&brd=6978%2c6985%2c6988&pp=25&vw=b&setype=1&lid=811&cy=UK&pg=1&q=omfs&sort=rv.dt.di&re=134&avsdm=2017-11-02+04%3a03%3a00)  [Oriel](https://www.oriel.nhs.uk/Web) | | |
| Advert Appears | 2 November 2017 | | |
| Apply From | 10 am Wednesday 8 November 2017 | | |
| Closing Date | 4 pm Thursday 30 November 2017 | | |
| Interview Date(s) | 28 February 2018 | | |
| Interview Location | To be confirmed | | |
| What to bring to Interview | A comprehensive list of items to bring to interview can be viewed [here](http://severndeanery.nhs.uk/recruitment/vacancies/show/omfs-st3-2018) | | |
| Travel Expense Claim | Claim forms and guidance notes can be downloaded from [here](http://severndeanery.nhs.uk/recruitment/vacancies/show/omfs-st3-2018) | | |
| Offers from | First offers will be made as soon as possible after completion of interviews but no later than 5 March 2018 | | |
| Offer rules | If you receive an offer through Oriel, you will be able to accept, reject or hold (until a set date). In responding, this implies acceptance of certain conditions. You will have 48 hours from the time of your offer, including weekends and bank holidays, to decide whether to accept, reject or hold it.  IF YOU DO NOT RESPOND TO YOUR OFFER WITHIN 48 HOURS, THE OFFER WILL EXPIRE AND IT WILL BE OFFERED TO ANOTHER APPLICANT.  However, if you intend to reject, please do so as soon as possible as this will allow the offer to be made to another applicant. If you were not offered a post in the initial release of offers, this does not mean you will not be offered one later on, as offers are recycled if other applicants reject them. | | |
| **Programme Information** | | | |
| Programme Details | Maxillofacial Surgery encompasses the surgery of the face, mouth, jaw and neck. It is usual for the specialty also to provide for the management of oral medical problems. The two major sub-specialties of the specialty are Head and Neck Oncology, which also includes Microvascular Surgery and the management of facial deformity which includes Cleft Lip and Palate Surgery as well as Craniofacial Surgery  The majority of district general hospitals provide for routine oral surgery and the management of maxillofacial trauma. The future sees the management of Cleft Lip and Palate and Head and Neck Oncology within regional centres and a hub and spoke network. | | |
| Role Description | Information regarding the role and what is involved in the specialty can be found at <https://www.healthcareers.nhs.uk/>  A [video cast](https://www.eastmidlandsdeanery.nhs.uk/page.php?id=1248) developed by us, may give you an insight into the specialty and may help you to make an informed choice when applying to specialty training. | | |
| Training Location | [Nottingham University Hospitals NHS Trust](http://www.nuh.nhs.uk/)  Queens Medical Centre  [Derby Teaching Hospitals NHS Foundation Trust](http://www.derbyhospitals.nhs.uk/)  Royal Derby Hospital  [Chesterfield Royal Hospital NHS Foundation Trust](http://www.chesterfieldroyal.nhs.uk/)  Chesterfield Royal Hospital  [Sheffield Teaching Hospitals NHS Foundation Trust](http://www.sth.nhs.uk/)  Charles Clifford Dental Hospital  [Rotherham NHS Foundation Trust](http://www.rotherhamhospital.nhs.uk/)  Rotherham General Hospital  [University Hospitals of Leicester NHS Trust](http://www.leicestershospitals.nhs.uk/)  Leicester Royal Infirmary  [United Lincolnshire Hospitals NHS Trust](http://www.ulh.nhs.uk/)  Lincoln County Hospital | | |
| Anticipated Duration of Programme | ST3 duration 5 years to ST7 | | |
| Anticipated Outcome of Programme (subject to satisfactory progression) | Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration (CESR) (CP) in Oral & Maxillofacial Surgery | | |
| Expected Rotation Information | Rotate, generally, annually first Monday in April | | |
| Sample Rotation | Annually to either:  Chesterfield Hospital  Charles Clifford Dental Hospital - Sheffield  Royal Derby Hospital  Leicester Royal Hospital  Queens Medical Hospital  Rotherham General Hospital  Lincoln County Hospital | | |
| GMC National Trainees ‘ Survey Link | [GMC National Trainees Survey Link](http://www.gmc-uk.org/education/national_summary_reports.asp) | | |
| Employment Information | | | |
| Employer | **East Midlands North**  [Nottingham University Hospitals NHS Trust](http://www.nuh.nhs.uk/)  [Derby Teaching Hospitals NHS Foundation Trust](http://www.derbyhospitals.nhs.uk/)  [Chesterfield Royal Hospital NHS Foundation Trust](http://www.chesterfieldroyal.nhs.uk/)  [Sheffield Teaching Hospitals NHS Foundation Trust](http://www.sth.nhs.uk/)  [Rotherham NHS Foundation Trust](http://www.rotherhamhospital.nhs.uk/)  [University Hospitals of Leicester NHS Trust](http://www.leicestershospitals.nhs.uk/)  [United Lincolnshire Hospitals NHS Trust](http://www.ulh.nhs.uk/) | | |
| Pre-Employment Checks | Information on employment checks can be viewed [here](http://www.nhsemployers.org/your-workforce/recruit/employment-checks) | | |
| Salary Scale /Basic Pay | NHS pay circulars can be viewed  [here](http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/pay-and-conditions-circulars/medical-and-dental-pay-and-conditions-circulars) | | |
| National Terms and Conditions | Junior doctors Terms and Conditions of Service can be viewed [here](http://www.nhsemployers.org/your-workforce/pay-and-reward/nhs-terms-and-conditions/junior-doctors-dentists-gp-registrars) | | |
| HEE-EM Policies | * [Curriculum Study Leave](https://www.eastmidlandsdeanery.nhs.uk/page.php?id=737) * [Less than Full Time Training](https://www.eastmidlandsdeanery.nhs.uk/page.php?id=799) * [Out of Programme Guidance](https://www.eastmidlandsdeanery.nhs.uk/page.php?id=963) | | |
| Other Policies and Guidance | Information will also be available from the Employing Trust once Trainee has started in post.  Travel and relocation expenses policies will be provided by each Trust. | | |
| Living and working in the East Midlands | Please see our website <https://www.eastmidlandsdeanery.nhs.uk/> and our videos:  • [A Great Place to Train](https://www.youtube.com/watch?v=nH6edoUW-fM&index=4&list=PLFgK0eLmts60bUgrWPqpvXiBSAlpuPAiM)  • [A Great Place to Learn](https://www.youtube.com/watch?v=JmIOoe74l-0&index=2&list=PLFgK0eLmts60bUgrWPqpvXiBSAlpuPAiM)  for more information about training in the East Midlands.  There are lots of reasons to live and work in the East Midlands. As well as training designed to minimise the disruption on your family and personal life, house prices are 62% lower than London and rented accommodation is also much cheaper. Major cities such as Nottingham and Leicester offer a wealth of days out and whether you are interested in food, sport, culture, music or the beautiful countryside there is much to do, including walking in the Peak District, eating in one of the few two Michelin starred restaurants in the country, watching premier league football at Leicester or shopping in Nottingham.  Please see our video [A Great Place to Live](https://www.youtube.com/watch?v=XWadwqobwX0&list=PLFgK0eLmts60bUgrWPqpvXiBSAlpuPAiM&index=3) for more information. | | |