Applicant Guide to Specialty Training in Oral & Maxillofacial Surgery (OMFS)

Health Education South West (Severn) is co-ordinating national recruitment to OMFS at Level One (ST1).

All the interviews will be hosted at a single centre and candidates will be able to preference all available posts in OMFS across England as part of the recruitment process.

Below are all the details you need to know when submitting an application for specialty training. Please read the whole guide before starting an application.

Recruitment Timetable

The full recruitment timetable is available on the national recruitment website under key dates. Link: http://www.severndeanery.nhs.uk/recruitment/vacancies/show/OMFS-2015/key-dates-lib

Eligibility

When submitting an application you will need to make sure that you meet all the eligibility criteria by the application closing date (or date of appointment if specifically stated). Eligibility requirements are those requirements listed as “Essential” in the person specification.

In order to assess whether or not you have the required competences, or equivalent, refer to the ST1 person specification.

For a complete list of the eligibility checks that will be carried out refer to the eligibility section on the specialty training website.


Eligibility Checks: (Link: http://specialtytraining.hee.nhs.uk/specialty-recruitment/recruitment-stages/stage-1-getting-started/eligibility/)

Evidence of Achievement of Foundation or Equivalent Competences

For entry to ST1 specialty training applicants are required to provide evidence of achievement of Foundation Competencies within the last 3 years in line with GMC standards/Good Medical Practice.

This is essential to the progression of your application and evidence should be uploaded as part of your on-line application form prior to the closing date of applications.

Further details including forms to be completed: (Link: http://specialtytraining.hee.nhs.uk/alternative-certificate-for-foundation-competencies/)

Note: If you are currently undertaking a foundation training programme you do not need to upload information.
Applying Online through the Oriel Recruitment System

A single application form is to be completed and submitted through the Oriel Recruitment System.

To access Oriel to register and apply, please visit: https://www.oriel.nhs.uk/

You will need to create an account (account registration) before you can apply to a vacancy. After registration, you will be able to apply and track the progress of your application.

Account Registration is available from the home page of Oriel. An applicant user guide is also available on the home page that will assist you in using the system at each stage of the recruitment process.


Completing an Application

Applications open at 10:00 am on the 11th of November 2014 and can be completed and submitted from this date.

The specialty of Oral & Maxillofacial Surgery can be selected from the vacancy list within Oriel. The vacancy contains information which will assist you with your application, including the person specification and a link to the national recruiter’s website.

To access the application form select the “apply here” button within the vacancy.

Tip: Refer to the person specification when completing the application form.

The application form has different sections that must be completed:

- Personal Details
- Eligibility - includes Fitness to Practise, References, Employment History
- Evidence of competence and experience
- Evidence of selection criteria
- Equality and Diversity

The sections within the “selection criteria” have a limit on the number of words that can be used within each section.

Tip: Use the most relevant information if the word limit prevents you from including all the information you would like to include.

Only one application can be accepted and where multiple applications are submitted, only the first application submitted will be included in the process.

Note: Alterations cannot be made to an application once it has been submitted.

Tip: Remember to save and check your application and only press the submit button when you have carried out this process. This will ensure you are submitting the correct version of your application.
Submitting an Application

Applications can be submitted at any point between 10:00 am on the 11th of November and the 4th December 2014 at 4:00 pm. Late applications will not be accepted.

Evidence of foundation competencies also forms part of your application and this additional documentation should be uploaded to the Oriel system prior to the closing date of applications. Guidance to assist with uploading documents is available on page 16 of the Applicant User Guide.

If applicants have not uploaded their documentation by the closing date the application will be longlisted out.

Note: If you are currently undertaking a foundation training programme you do not need to upload information.

Tip: Submit your application at least 30 minutes before the closing time of the application process.


Fitness to Practice

Applicants with fitness to practice declarations will need to submit additional documentation clearly defining the declaration, including dates and outcome to severn.fitness@southwest.hee.nhs.uk by the closing date of applications.

Longlisting

All applications will be checked for evidence of the essential criteria outlined in the person specification. Applications that do not demonstrate the criteria will not continue through the process. Applicants will be notified of this decision via email and text message between the 8th and the 15th of December 2014.

Invitation to Interview

Applicants will be notified of an invitation to interview via a text message and email. Interview slots will be available to book through Oriel from the 26th of January 2015 onwards.

Tip: Book an interview slot early to maximise choice.

Applicants will be provided with a link to additional information regarding the interview schedule and the additional documentation they are required to bring with them when invited to attend the interviews.

Candidates invited to attend the interviews will be asked to bring a paper portfolio of evidence. The information to be contained within the portfolio is available in the resources section, under the heading of interview within the national recruitment website.

Tip: We recommend you prepare your documentation as soon as possible
**Interview**

The interview panel’s main aim is to find out how well you match the requirements of the person specification for the post for which you are applying, and to make sure that the best candidates are selected in this highly competitive process.

The interviews will be held at Health Education South West, Deanery House, Bristol during February 2015 (exact date to be confirmed).

The process for each candidate from registration onwards may take up to 2 ½ hours.

The invitation to interview will explain what will be required from you at the interview.

Panel members will complete a score sheet for each candidate and the aggregate score given by all the panel members will be the final score of the interview.

Candidates will be ranked based on the final interview score.

**References**

As part of the national application process candidates will be asked to provide the names of three referees. References will only be requested once applicants have accepted the offer of a training post. The purpose of the references is to confirm employment history and to highlight any concerns.

If no offer is made, or an offer is not accepted, referees will not be contacted.

**Note:** References will not be required at the interview.

**Training Posts and Locations**

The LETB’s taking part in the pilot have submitted the number of vacancies with a brief outline of the programme. This information can be found on the national recruitment website under the heading of Job Description. Also contained within this information is a local contact and a link to more detailed information.

The vacancies are correct at point of advertisement but may be subject to change. All alterations to the vacancies will be published on the national recruitment website.

**Expressing a preference - ‘where do you want to train?’**

Candidates will be asked to rank the training locations they would consider. Candidates will have the facility to preference the locations available from the 2nd of February 2015. An automated email, containing instructions, will be sent notifying candidates that preferences have opened. The preferencing will close on the 23rd of February 2015 at 10.00 am and after this point no alterations can be made.

Following the interviews a matching process will take place and successful candidates will receive their highest ranked preference available. Candidates that are deemed not suitable for training within this specialty will not receive an offer.
Candidates whose preferences have been exhausted before their name is reached will not receive an offer and will be notified of this.

**Tip:** We strongly recommend candidates rank as many locations as possible to maximise the potential of receiving an offer.

The offer process will be followed in line with national guidance. Candidates will have 48 hours (including weekends) to accept, decline or hold an offer.

Further details regarding the offers process are available on the specialty training website. ([Link](http://specialtytraining.hee.nhs.uk/specialty-recruitment/recruitment-stages/stage-3-interviews-and-offers/training-offers/))

**Feedback**

Candidates attending interview but not receiving an offer will be given feedback when the offer process is complete.

**Travel Expenses**

Candidates attending interviews will be re-imbursed for travel expenses and overnight accommodation in line with the national guidance.

Guidance [Link](http://www.severndeanery.nhs.uk/recruitment/links-library/standard-documents/expenses-guidance/)

**Tip:** Refer to guidance prior to attending interview to avoid incurring unexpected costs.

**Questions still remaining:**

If after reading this guide your question is not answered:

Contact the national recruiter for questions regarding the recruitment process.

- Candidate Support Line: 01454 252610
- Email Support: severn.stsupport@southwest.hee.nhs.uk

For questions regarding vacancy numbers and rotation details please contact the relevant Deanery/LETB. The contact details are available in the Job Description section on the national recruitment website.