Dental CT2 FAQ’s 2014

Please note Core Training 2 (CT2) was previously known as SHO (Senior House Officer). This is strictly a name change and there has been no change to the type of training offered.

The Application Process

CT2 in Dental Hospital or OMFS units

Core Training 2 Posts in hospitals across Scotland offer excellent basic training in a range of dental specialties i.e. restorative, orthodontics, paediatric dentistry, etc. In 2014 the posts will be available in the following hospitals:

- Dundee Dental Hospital
- Edinburgh Dental Institute
- Glasgow Dental Hospital and School
- Aberdeen Dental Hospital and School

Core Training 2 Posts in Oral and Maxillofacial Surgery Units are based in various hospitals across Scotland. In 2014 a number of posts will become available in the following hospitals:

- Southern General Hospital, Glasgow
- Monklands Hospital, Airdrie
- Crosshouse Hospital, Kilmarnock
- Ninewells Hospital, Dundee
- Falkirk and District Royal Infirmary
- Queen Margaret Hospital, Dunfermline
- St Johns Hospital, Livingstone
- Aberdeen Royal Infirmary
- Dumfries & Galloway Royal Infirmary

Length of Appointment

All appointments are for six months in the first instance with an extension of a further six months subject to satisfactory progress.

Employers

NES only undertakes recruitment for these posts; all appointed trainees are employed by the Health Boards. Specific enquiries regarding the post components, rotations, contract etc should be directed to the relevant HT department/consultants/HDS Tutors. Please refer to the applicant guide for contact details.
Can I apply for both?
If you choose to apply for both types of posts you will only have to complete one application form and attend a single interview. Interviews are to be held on Thursday 27th March 2014 in Edinburgh.

Please note, if you are applying for both posts choose the appropriate option which states “CT2 and OMFS” prior to completing the application form.
Please refer to the Application Guide available on our website for more information

Eligibility

Please note that applications should be on target for satisfactory completion of Core Training 1 (formerly known as Dental Foundation Training) or equivalent by 31/07/2014.

Immigration Enquiries and Overseas Dentists
Information is requested on immigration status to ensure that all applicants are eligible to work in the UK prior to commencement of the training programme. This information will not be used in the recruitment and selection process, it will be retained separately by the Dental Recruitment team and will be referred to only when matching takes place.

Non-UK/EEA applications should ensure that they are aware of changes to the immigration rules for Postgraduate Doctors and Dentists. For further information on how this may affect your application, please visit www.homeoffice.gov.uk or contact the Home Office’s Immigration and Nationality Enquiry Bureau, telephone 0870 606 7766 or by e-mail: ukbanationalityenquiries@ukba.gsi.gov.uk

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA/settled candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit UK Border Agency website on www.homeoffice.gov.uk

Overseas candidates wishing to apply who would require sponsorship can self-assess the likelihood of obtaining a Certificate of Sponsorship for the post on the UKBA website.
We encourage all prospective trainees, who are NOT UK citizens, to contact us on: 
dental.recruitme
nt@nes.scot.nhs.uk

This will allow us to advise you on the recruitment process on an individual basis. This
includes those who are EEA Nationals. If you are currently not on a visa (Non UK/EEA) and
are applying for overseas, please contact us on dental.recruitment@nes.scot.nhs.uk

**Do I need to have full GDC to apply?**

No. If you are not yet registered with the GDC, please leave the space on the application form
blank. Please follow the instructions within the ORS (online recruitment system) carefully.

However you must hold either a temporary or full registration with the GDC before you start your
training post.

The current guidance we have from the GDC is that from October 2011 applicants with a BDS
from overseas will be required to apply for a NARIC certificate to confirm that their degree is
accepted by NARIC. Therefore we recommend that you contact the GDC on 020 7887 3800
confirm if you will require a NARIC certificate. You can find further information about applying for a
NARIC at [https://www.naric.org.uk/naric/individuals/how%20to%20apply.aspx](https://www.naric.org.uk/naric/individuals/how%20to%20apply.aspx)

Please note you are responsible for paying NARIC UK for any charges incurred for having your
qualification recognised. We will not reimburse any charges.

If you have a NARIC certificate you are required to evidence this by sending a copy of your
graduation certificate to dental.recruitment@nes.scot.nhs.uk with the rest of your supporting
documents.

**How do I contact the GDC?**

The General Dental Council (GDC) can be contacted for matters regarding registration and
regulation on 020 7887 3800 or visit their website at [www.gdc-uk.org](http://www.gdc-uk.org)

**How do I apply?**

In order to apply you must create an account in the ORS (online recruitment system)
[https://www.scotmt.scot.nhs.uk/Dental/Login.aspx](https://www.scotmt.scot.nhs.uk/Dental/Login.aspx)

On account creation an email will be sent to you to confirm your email address and enable you to
activate your account.

The application form is to be completed and submitted online. The ORS auto saves the data every
time you move between form sections but does not auto save at timed intervals. For security
reasons the ORS will automatically log you out if you have not used you computer in over 15
minutes. Please ensure you save your application regularly.

You will need to complete each section of the application form and save this information before
you can submit. Once you have signed and submitted the application form you will not be allowed
to edit it therefore you must ensure that your application form is complete before you sign and
submit it.
You must submit your application in the ORS and send a copy of your supporting documentation to dental.recruitment@nes.scot.nhs.uk by the closing date of 12 noon on Thursday 9th January 2014. We would advise you not to leave your application to the last minute.

**Can I submit a paper copy of the application form?**
No, all applications must be submitted online – if you are having difficulties doing this please contact the Dental Recruitment team by the 7th January 2014 by e-mailing dental.recruitment@nes.scot.nhs.uk

**What information do I need to complete the application?**
- A valid email address that you check regularly (you will be required to have access to this email address until August 2014).
- A password that you can remember that will enable you to log back into the ORS
- Your GDC number (which we will confirm with the GDC)
- A postal address that you will be able to collect mail from up until August (any changes must be notified immediately)
- Full details of three referees, please let them know you have given their names (please note that your referees must be able to comment on your clinical ability). Your referee may also ask you for a copy of your application before providing a reference. Please make sure that the contact details for your referees are correct and up to date
- Proof of your identity and immigration status (if you hold a spouse’s visa, you will also need to submit your spouse’s passport, proof of their visa and a marriage certificate)
- If applying for an OMFS posts you are also required to submit a copy of your driving licence or a signed and dated declaration stating your alternative mode of transport


**Do I have to complete an equal opportunities form?**
NES is committed to promoting equality and diversity and making sure that the recruitment processes we undertake are fair. In order to support this, we monitor the equality and diversity profile of our workforce. The data you provide on the monitoring form will be kept absolutely confidential and will be securely processed and held in accordance with the Data Protection Act. The information you provide in this part of the form is confidential and is not used in the selection process. The information will never be presented in such a way that individuals can be identified. Rather, we will analyse aggregate, anonymised statistics to see if any groups have difficulty during the application process. If that is the case, we will work to improve it.

**Can you help me complete the application form?**
We cannot complete the form on your behalf, however guidance is provided in the Application Guide document which is available on our website as well as throughout the form. http://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/hospital-dental-service.aspx

If you have any queries regarding completion of the form please contact dental.recruitment@nes.scot.nhs.uk in the first instance.
If your query is regarding a technical issue with the system then please follow the Technical Support link on the ORS

References
Please note that it is your responsibility to contact your referees and request the references from them. You will be required to bring the original references (dully signed, dated and stamped, in a sealed envelope) to the interviews. NES will not contact referees on your behalf. The structured reference form is available at http://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/hospital-dental-service.aspx

We strongly advise you to contact your referees as soon as possible to allow sufficient time for them to complete the references and return them to you.

What happens if I miss the closing date?
Late applications are not accepted so if you miss the closing date you should wait until the next round of recruitment. If you have any questions about completing the online application form please contact the Dental Recruitment team by the 7th January 2014 by emailing dental.recruitment@nes.scot.nhs.uk

Problems with the online system
I am not receiving emails from you.
Please check that you have supplied us with a valid email address and you have not made an error during registration. Some email systems identify our emails as ‘junk’ so please check this folder to ensure this is not the case. If you have exhausted these options please contact us at dental.recruitment@nes.scot.nhs.uk

Interview and Selection Process
What if I am not short-listed?
If you are not successful at short-listing, you will be advised of this via email. You will also receive guidance on how you can obtain feedback.

What happens if I cannot attend the interview?
Interviews cannot be rescheduled so if you cannot attend the interview then you will have to apply at the next round of recruitment.

Can telephone interviews be carried out?
No. Due to the clinical element, no telephone interviews can be carried out.

What is the structure of the interview?
If you are invited to the interview you will be expected to submit a CPD portfolio, attend an interview and complete three clinical scenarios. Further details of these are available on our website: http://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/hospital-dental-service.aspx

Please note that you will need to bring a hard copy of your portfolio to the interview, portfolios on CD’s, iron keys etc will not be accepted.
What is the Preference Form?
This preference form must be completed online using the online recruitment system in order for us to know which posts you are interested in. Candidates will be invited to complete this part of the process after they have been successful at short-listing and before 12 noon on Monday 31st March 2014. You will be able to rank the post that you are interested in. The posts should be submitted in order of your preference.

How many preferences should I choose on attending my interview?
This depends on what type of post you apply for. For Dental CT2 posts in HDS a maximum of 4, Dental CT2 posts in OMFS units a maximum of 8 and for both a maximum of 12. Please note we would advise that restricting your choice to a small number could increase the chances of you not being matched at all. Please remember that you must be willing to work at any of the locations that you choose.

How will I be matched to the post?
Candidates will be able to choose from all available Dental CT2 & OMFS posts in Scotland. They will be asked to rank their choices in order of preference. Final scores will be allocated to all candidates following the interviews. Final scores will include the short-listing scored, interview score, clinical scenario scores and the portfolios score. All appointable candidates will be ranked based on their final Dental CT2 (HDS or OMFS) score. Those who applied for both types of posts will have two scores, one for HDS and another for OMFS post.

Applicants will be ranked in descending order on the basis of their overall score/s and matched according to their preference list. Thus the top ranking applicant will be matched to his/her first choice. This process will be repeated for each successive applicant. Once the posts in a particular unit are filled applicants will be matched to their second choice. This process will be repeated until all posts are allocated.

How will I be notified if I have been successful/unsuccessful?
You will be notified via email in both circumstances. If you have been unsuccessful and would like feedback on this please contact dental.recruitment@nes.scot.nhs.uk. Successful candidates will be notified and given a timeframe in which to accept any positions offered. Please note you must check your email on a regular basis.

Will NES organise my travel and/or accommodation for the interview?
NES will not be able to organise this for you but can guide you to the relevant websites for your needs.

Please refer to the Application Guide available on our website for more information

Will I be reimbursed for my travel costs?
Travel expenses to and from interviews within Scotland can be claimed. These will only be processed once the entire recruitment and selection process if complete. If the candidate is offered a post which they then decline, they will not have these costs reimbursed. Candidates must submit travel expense claims within 3 months following interview. Travel expenses will be reimbursed in conjunction with NES’s travel expense policy.
Rotations in HDS & OMFS units
If successful in securing a post, you will be offered a Dental CT2 post in HDS or OMFS unit (based on your preferences, e.g. HDS in Edinburgh Dental Institute etc). Specific rotations will be decided by individual units in each hospital after the posts have been offered. This information will not be available at the preference stage.

You are advised to contact the hospitals you wish to rank on your preference form for further information.