Specialty Training in Oral & Maxillofacial Surgery – ST3

Interview Guidance (Information Sheet)

You can also view this guidance on the national recruitment website.

Preferences

The training locations will be available for you to select from the 23rd of February 2018. An email will be sent notifying you that they are available. You can access this information under “My Applications” on your applicant dashboard within Oriel (where you submitted your application). The list of training centres will be available to preference until 10:00 am on the 2nd of March 2018. Please ensure that you made your selection by this deadline as offers will be matched to candidate preferences.

Interviews

The interviews will be held on the 28th of February 2018 at Health Education South West, Deanery House in Bristol.

Venue

Full Address: Health Education England, Severn Postgraduate Medical Education

Deanery House
Unit D - Vantage Business Park
Old Gloucester Road
Bristol, BS16 1GW

Tea and Coffee will be provided but there are no shops within walking distance of the immediate area. There is a restaurant within the Vantage complex where refreshments can be obtained.

Travel – Getting to the venue

Directions are available on HE website.

Link for directions: http://www.severndeanery.nhs.uk/contacts/

Transportation links to the venue:-

- By rail – Bristol Parkway Station
- By air – Bristol International Airport
- By coach – Bristol Bus Station

Arriving by car:

Parking is available at the Motor Cycle Training Centre located directly behind HE South West at the cost of £5 per half a day and £8 for a full day.

Helpful hints if using satellite navigation (sat nav):

- If using a sat nav to find the venue please note the directions usually only go to the main road running in front of the office park and not into the office park itself.
• If your sat nav is older than four years we recommend using an alternative postcode - BS34 6PT. This is the postcode of the building opposite and has been on the site for a number of years and will be recognised by older sat navs.

Preparation for your interview

You will be required to bring the following to your interview:
• A4 sheet of notes for a 5 minute presentation
• A paper version of your portfolio
• Documentation for identity and eligibility checks – Including copies of each document

Paper Portfolio

Please bring a paper version of your portfolio containing the information below. Please file the information under the headings and in the order listed.

Please make an index and mark the sections clearly.

List of Contents for your paper portfolio
Please ensure there is no patient identifiable documentation included within the portfolio of evidence.

<table>
<thead>
<tr>
<th>Education</th>
<th>Training &amp; Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Curriculum Vitae (at front of portfolio)</td>
<td>• List of training posts (dates, places, specialty and grade) in reverse order i.e. beginning with most recent post</td>
</tr>
<tr>
<td>• Qualifications (with certificates)</td>
<td>• Details of any elective posts</td>
</tr>
<tr>
<td>• Proof of Prizes, awards and other cited achievements</td>
<td>• List of courses attended with certificates of attendance</td>
</tr>
<tr>
<td>• Other Qualifications &amp; Non-clinical achievements</td>
<td>• Completed work based assessments for your training and current clinical and educational supervisor reports or equivalent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit, Research Teaching</th>
<th>Audit, Research Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>• List of publications (papers/abstracts) with a copy of first page for each</td>
<td>• Reflective writing related to your clinical practice</td>
</tr>
<tr>
<td>• List of presentations and copies of presentation hand-outs</td>
<td></td>
</tr>
<tr>
<td>• List of audit projects</td>
<td></td>
</tr>
<tr>
<td>• Teaching experience - evidence of teaching or qualification and feedback forms</td>
<td></td>
</tr>
</tbody>
</table>
Audit Presentation

- Presentation Topic: An audit project that you have carried out

As part of the interview you will be asked to give a 5 minute presentation of an audit project that you have carried out.

To assist with this presentation you will be allowed one single sided A4 Sheet. This sheet will be for your information only and will not viewed or scored by the panel. Please prepare this sheet before the interviews and bring with you on the day. This will be the only presentation aid available.

Verification of your Identity & Eligibility

We are required to carry out checks to verify your identity and eligibility to apply for this post. The checks NOT form part of the structured interview process.

Please provide the original and also BRING A COPY of the evidence listed below.

- **Proof of Identification:**
  - Passport – including a copy of the front & inside cover and the signature/photograph page are required

- **Evidence of Eligibility:**
  - Postgraduate qualification certificates

References

As part of the national application process candidates have been asked to provide the names of three referees. References will only be requested if you are offered and accept a training post. The purpose of the references is to confirm employment history and to highlight concerns. You will be able to change update your referees until the point of offer.

If no offer is made or the offer is declined referees will not be contacted.

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

Arriving at the interviews

The time-slot that you have booked encompasses the whole process and is your arrival time at the venue NOT your interview start time.

On arrival please report to reception.
Interviews

Stage 1

On arrival at the interviews you will be asked to register and your identity will be verified. The copies of your passport will be retained and the original will be returned to you. You will be given a name badge.

Your paper portfolio will be collected so that it can be taken to the portfolio review station. Please refer to the list of contents for the portfolio and follow the instructions carefully as failure to do so may result in a reduced score.

Stage 2

Prior to the face to face interviews you will be given a period of 40 minutes to prepare for the interviews ahead. The preparation will include a number of scenarios to read and a published paper to review.

Prior to your interview commencing your paper portfolio will be examined by two panel members for 20 minutes and will be assessed and scored against defined criteria.

Stage 3

The interview, itself has six individual panels and all candidates will progress through all panels but this may not be in the same order as listed below.

Each interview panel will be 10 minutes in length and there will be two interviewers in each who will both ask questions and mark. There may also be an observer who does not mark.

Panel A
  
  • Specialty Interview

The panel members within this station will have reviewed your portfolio for 20 minutes before the interview. You may be asked about your portfolio if any clarification is required.

The interview will cover your training in OMFS and clinical experience.

Panel B
  
  • Communication & Clinical

This panel will involve role-play with an Actor. You will have been given a patient history to read (clinical scenario) as part of the preparation.
Panel C

- **Research**

You will have been given a published paper to read and review during the preparation session. You will be asked questions about the article and the panellists will have positive and negative indicators to listen out for in your answer.

Panel D

- **Audit**

As part of the interview you will be asked to give a 5 minute presentation of an audit project that you have carried out.

After the presentation, the selectors will ask you questions about your audit project and other relevant questions.

Panel E

- **Clinical Knowledge**

You will be have been given a clinical scenario to read within the preparation session. During the interview the panel will ask you questions related to the scenario.

Panel F

- **Technical Skill**

You will be given instructions and asked to carry out a technical skill.

**Decline an interview slot**

If you wish to decline an interview there is a facility to withdraw on-line through Oriel. We also request candidates email: SEVRecruitment.SW@hee.nhs.uk or telephone 01454 252610.

**Claiming Expenses**

Travel expenses will be re-imbursement in line with the guidance below. Please refer to the guidance before making any travel or accommodation arrangements. Full details are available on the Deanery website.

- [Expense Guidance](#)
- [Expense Claim Form](#)
Contact Us

If you need to contact the recruitment team before the interviews please email or telephone.

Email: SEVRecruitment.SW@hee.nhs.uk
Telephone: 01454 252610 (between 8.00 am and 4.00 pm)

Checklist of actions prior to interviews:

- Book an interview slot
- Prepare documents for identity and eligibility checks including copies
- Prepare a portfolio of evidence - Please refer to list of contents
- Prepare presentation aid for the audit presentation
- Have contact details of the Deanery stored in mobile phone