

DVT Trainer - Trainer Profiles, Visitation and Matching Guidance

Practice Profiles

As part of the recruitment process for the DVT training programmes, there is a two-week visitation period, during which prospective trainees can arrange to contact Trainers to be interviewed.

You will be given access to the practice profile area. Your practice profile will be available via the Dental Trainer Information System (DTIS) for trainee applicants to view from the first day of the visitation period. Failure to comply with this request may result in exclusion from the VT recruitment process.

The visitation period will run from:

Monday, 20th May 2024 at 10am - Monday, 3rd June 2024 at 10am

In the interests of fairness and transparency, we kindly request that all appointed Trainers do NOT interview prior to the visitation period.

Creating or updating your practice profile

The practice profile gives you the opportunity to advertise your post/s and encourage candidates to apply.

The DTIS user guide (available on the DTIS Homepage) provides a step-by-step guide on how to update your profile along with the type of information that can be provided. You can access the DTIS site via the following link - <https://nes-dtis.azurewebsites.net/Account/Login>

An important point to note when updating your practice profile is whether you can cater to the needs of a left-handed candidate. To note, many left-handed candidates have spent a significant amount of their undergraduate careers working in a right-handed environment and are therefore used to this and could potentially work in your practice. However, there may be some instances where a left-handed candidate simply could not be accommodated, for example if the structural layout of the surgery totally prevented an operator sitting to the left of the patient's head. If you feel that it would be feasible to convert your candidates' chair to left-handed use, please contact NES VT Hub at VTHub@nes.scot.nhs.uk, as it may be possible to identify funding support.

When completing your practice profile please consider and only leave blank against "Provision for left handers" if you absolutely cannot accommodate a left-handed candidate. During the visitation period you will be able to clarify any requirements that candidates may have.

We strongly encourage all Trainers to include information on the accessibility in your practice for those candidates who may have a physical disability. This information will help them identify a suitable practice during visitation.

Visitation Period

The visitation period is scheduled for May/June 2024; therefore, you should begin to consider how visitation might be managed for your practice. Particularly if you could develop specific VT information sections within websites if you have them and consider how you might facilitate non-face-to-face interviewing, by Skype, Microsoft Teams, WhatsApp, telephone, or other means suitable if this would be appropriate for you.

During the visitation period prospective candidates will make contact and be interviewed. This guidance document aims to provide you with information on best practice recruitment and selection techniques, to support you with the visitation period. As prospective Trainers you are advised to create a Job Description and use the Person Specification provided in support of the recruitment process.

Job Description (see Appendix A for a Job description template)

The job description should state the overall purpose and key functions of the post. It is helpful to include the job title, a reporting structure and to list the main duties, responsibilities, and areas of accountability. The job description should not contain references to personal attributes as these form part of the person specification, see below. A job description can never describe the job 100%, but it must be clear from the duties, what the main obligations of the job entail and the level. The information outlined in the job description will form the basis of the discussion at interview. Things to consider when formatting the job description:

- ✓ Is it in line with Equality and Diversity best practice and is it discriminatory, what are the implications of disadvantaging a particular group?
- ✓ You may or may not wish to upload a copy of this to your practice prospectus for prospective trainees to consider.

Person Specification (see Appendix B for Trainee person specification)

The person specification highlights some of the eligibility criteria required for DVT. The information outlined in the person specification can be used for short-listing, interviewing and the decision to appoint. Please refer to Appendix B; the published Person Specification for applicants applying online to the DVT scheme. We would advise that you use this person specification during the visitation period to assist with your decision.

Shortlisting (see Appendix C for shortlisting paperwork template)

The shortlisting process should be objective and consistent, comparing each candidate with the criteria outlined in the person specification. Candidates should be assessed against the criteria and not each other. It is helpful to draw up shortlisting paperwork, which will allow you to record information about each candidate and in particular any reasons for rejection.

TIP – Keep adequate notes of your decisions as you may require these in the future and remember to keep it factual.

Guarantee Interview Scheme

NHS Scotland is "Positive about Disabled people" aiming to ensure that no applicant will be discriminated against on the grounds of disability. To help ensure this, NHS Scotland operates a Guaranteed Interview Scheme (GIS) which means that if a candidate has a disability, and meets the minimum criteria outlined within the person specification, they would be guaranteed an interview.

For Trainee candidates to Dental Vocational Training who have declared a disability and opted into the Guaranteed Interview Scheme (this year, approx. 1% of applicants). At this stage, all trainee candidates participating in the visitation period meet the minimum criteria set out in the VDP person specification. It is likely that a trainee will be invited to interview without recourse to the Guaranteed Interview Scheme, however, candidates who have opted into the Scheme may wish to discuss this with you. We would request that if a candidate states that they are eligible under the Scheme, then you should interview that candidate, to support NHS Scotland's commitment to the scheme.

Should you require further help or assistance, please contact NES Dental Recruitment team: <https://nesdigital.atlassian.net/servicedesk/customer/portal/30> to confirm eligibility and for advice on a suitable approach. Please note that the Scheme does not stipulate a requirement to include trainee candidates who are interviewed under the Guaranteed Interview Scheme on your preference list and is solely aimed at limiting barriers to gaining an interview.

We appreciate your support in maintaining NHS Scotland's responsibilities under the Equality Duty throughout this recruitment process.

Interviews (see Appendix D for interview assessment template)

Trainers should be present at all interviews, and we would advise that there is more than one interviewer to provide objectivity in the interview process. Your panel may for example also include a practice manager and a senior nurse. Each candidate should be asked the same set of core questions which are relevant to the recruitment criteria outlined in the NES Person Specification (Appendix B). These questions can be tempered to each individual. Selection decisions should be made against the person specification criteria used throughout the recruitment process and not based on irrelevant, discriminatory information or assumptions. It is advisable to write notes following each interview or during should there be another person sitting on the panel. We would suggest that you design a form to assist in the writing up of your notes and keep a record in order to justify your decision. Appendix D is an example and or template of a form you may wish to use.

It is important to keep copies of all relevant documentation used during the recruitment process. You may need to refer back to the documentation to answer questions relating to rejected candidates.

If asked, you are at liberty to inform the trainee whether they would feature on your preference list, **however, you must not state the position.**

Please note the following IMPORTANT points: -

1. **You should not** promise a post as, in law, this can be interpreted as a job offer and make you liable to legal challenge if that applicant is not ultimately appointed.

2. You should not state that a VDP is on your list then change your mind. We reserve the right to publish, in part, the matching preferences to a complainant. Again, this could lead to a challenge if you said something different to the candidate.

Please remember that your preference list is likely to change as you see other candidates. It follows therefore that, unless you have finished interviewing candidates and have finalised your preference list, you would in fact be unable to indicate to a candidate whether they were on your preference list.

Avoiding Discrimination

It is only natural to hold attitudes/prejudices/make assumptions – but you need to be aware that they may influence your choices, you must ensure that the recruitment decisions you make are based on objective assessments of information. All candidates should be treated the same and you should be consistent in your questioning and assessment of candidates.

Sources of further employment law information

ACAS – www.acas.org.uk

Citizens Advice Bureau – www.cas.org.uk

The Matching Process

1. Preference Lists

If you do not directly appoint a candidate, you will need to complete a preference list to be matched to a candidate. Your preference list will be available via DTIS from Monday 27th May and can be updated and saved as many times as you wish up until the deadline. You can rank up to 7 trainees per training post on offer on your preference form. The final deadline for saving your preference is 10am, Monday 3rd June 2024. Any preference list that is amended and saved after the deadline will not be counted, and if you have not saved any information in your preference list you will not be matched and will go straight to clearing. Candidates will also be asked to save their preference forms by the same time and date within Oriel.

Important: You are advised not to list anyone on your preference list that you are not prepared to work with as you may be matched to them if they are on your list. You are also advised to carefully consider your preferences and avoid any conflict of interest should you be related to or have a significant relationship with anyone who has applied to become a DVT Trainee.

To make sure there is an objective relationship between trainees and Trainer, applicants must not train anywhere that they have significant relationships with a director, owner or employee.

Matching will be completed via Oriel. During the matching process the database will indicate the number of 1:1 rankings and these places will be allocated. The system then identifies the number of 1:2 places and continues to do this up to 7:7 – please note the process is led by the Trainer's higher choice.

2. Direct Appointment

Direct appointments can be made throughout the visitation window by trainers pre-approved during the review window. Eligibility to directly appoint a candidate is confirmed by NES in your Trainer outcome email.

Following this confirmation, no other Trainer will be able to directly appoint the candidate or add them to their preference list. If this candidate has already been added to a Trainer's preference list and you directly appoint them, the candidate's name will be removed from any other preference list.

While this match will be confirmed at the time the Direct Appointment is accepted, an offer will still be required to be accepted via Oriel alongside the other offers. The offer a candidate will receive via Oriel will be based on this appointment. Candidates who are directly appointed are not permitted to submit a preference list, however, they still must ensure they accept their offer via Oriel within 48 hours.

Eligibility for Direct Appointment does not directly correlate with the Recruitment and Retention Allowance, details of which can be found within the SDR [Scottish Dental – Accessible information about Dentistry \(nhs.scot\)](#). Trainers should ensure trainee applicants are made aware of this during visitation.

Results of Matching

Candidates will receive their matching results on Wednesday, 5th June 2024 at 10am, following which they will have 48 hours (until Friday, 7th June at 10am) to either accept or reject. Shortly after this, Trainers will receive a communication prompting you to log onto DTIS to view who you have been matched to.

Clearing

If you are unsuccessful at matching, it does not mean that you are not a popular practice, frequently the remaining practices appear on a number of candidate preference lists, but perhaps the student has been ranked higher by another Trainer or vice versa.

Similarly, the remaining prospective trainees have often been a popular choice too.

Clearing opens on Friday, 7th June by 5pm for those who do not match successfully. If you are not matched to a candidate, your practice profile will remain in DTIS for candidates to view and contact you. Some candidates may contact you directly, however, you will be aware that you cannot make any appointment until clearing is open.

There is no defined period for clearing, it will run until all the posts have been filled. Neither trainers nor candidates will be required to complete a preference list as posts will be appointed to directly. This means that if you interview a candidate and you both wish to work together Trainers can directly appoint the trainee via DTIS. The Direct Appointment function in DTIS will be made active by 5pm on Friday, 7th June.

Recruitment Questionnaire

As part of an internal Quality Assurance process, we are interested in gaining your views and suggestions to help inform the Dental recruitment process. After the visitation period and once recruitment concludes, you will be asked to complete a recruitment questionnaire. The information gathered will be used to review the existing structure, content and processes, and help us improve and refine the recruitment system. Please be assured that any information you provide in this questionnaire will be kept anonymous.

If you have any queries about any of the information within this document, please do not hesitate to contact the Dental Recruitment team: <https://nesdigital.atlassian.net/servicedesk/customer/portal/30>

Appendix A

DRAFT JOB DESCRIPTION

JOB DETAILS	
JOB TITLE	
IMMEDIATE MANAGER'S TITLE	

JOB PURPOSE
ORGANISATION CHART
KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS

USE OF PHYSICAL RESOURCES

ASSIGNMENT, GENERATION AND REVIEW OF WORK
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COMMUNICATIONS AND WORKING RELATIONSHIPS

QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST
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DVT PERSON SPECIFICATION 2024/25				
JOB TITLE		Vocational Dental Practitioner		
FACTOR		CRITERIA * The candidate has:	Means of Assessment	
			Application	Visitation
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	Essential	• BDS (Bachelor of Dental Surgery) or equivalent by date of commencement of post**	✓	
	Desirable	<i>prizes, merits, publications</i>		✓
SKILLS, ATTITUDES & ATTRIBUTES	Essential	• organisational skills including ability to plan and prioritise own workload to meet deadlines		✓
		• effective verbal and written communication skills		✓
		• understanding and commitment to the requirement for lifelong learning/CPD		✓
		• professional attitude and an understanding of professionalism		✓
		• self-motivated		✓
		• ability to work well with others and has an understanding of the benefits of team working		✓
		• patient centred focus		✓
		• Hands on clinical experience within the last 2 years***	✓	
OTHER	Essential	<ul style="list-style-type: none"> • full registration with the General Dental Council by date of post commencement • Training should begin within two years of gaining full registration with the GDC* *Exemption permitted under exceptional circumstances (e.g., maternity, long term sickness etc) and following review by NES panel. 		
	Essential	• expected to be eligible to undertake Dental Vocational Training in General Dental Practice by the 1 st of August 2024.	✓	

*All applicants must also ensure they meet the criteria (pre-employment checks) detailed in the DVT booklet and Applicant Guide available at <https://www.nes.scot.nhs.uk/our-work/dental-vocational-foundation-training/>

**Detail of course of study to be provided on application form, with evidence provided prior to post commencement.

***Clinical experience must be undertaken within the last two years, of which lasted at least three months (continuous period) without a significant break, unless in exceptional circumstances.

If required, NES HR Trainee Services will request a full explanation of these circumstances following the submission of your application.

Appendix C

DRAFT SHORTLISTING RECORD

Candidate Number	✓ Meets The Criteria					X	Does Not Meet Criteria				
	1	2	3	4	5		6	7	8	9	10

QUALIFICATIONS & TRAINING

Essential

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Desirable

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RESEARCH & PUBLICATIONS (including research if app)

Essential

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Desirable

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SKILLS, ATTITUDES & ATTRIBUTES

Essential

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Desirable

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INTERVIEW PLEASE INDICATE(✓/X)												
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This form contains an extract of information from the person specification.
Evidence to substantiate the full criteria will be examined at the interview stage.

NAME _____ (Please print name)

SIGNATURE _____ DATE _____

Additional notes/comments

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Appendix D

Interview Assessment Form

This form should be completed for each candidate.

Name of candidate	
Date of interview	
Interviewers	

OVERALL SUMMARY – To be completed on conclusion of interview.

AREAS OF STRENGTH:
AREAS OF WEAKNESS:
OVERALL ASSESSMENT:

NAME _____ (Please print name)

SIGNATURE _____ DATE _____

NB. It is important to use the key criteria listed on the person specification as the basis for your interview questions.,

0	No evidence of competence	Competence not demonstrated
1	Poor	Evidence that competence is below that which is expected and required of the job
2	A minor shortfall	Evidence that there is some room for improvement on competence
3	Competent	Evidence that they are competent to do the job satisfactorily
4	Better than competent	Evidence that this is an area of strength which could be built upon

INTERVIEW QUESTION	NOTES	SCORE