DENTAL Vocational Training and Longitudinal Dental Foundation Training in Scotland

Information Booklet for Potential Trainees 2015-16 (Posts commencing August 2015)
Click on the links below to access more information on each subject:

- Dental Vocational Training (DVT)
- Longitudinal Dental Foundation Training (LDFT)
- The Aim and Objective of DVT
- The Benefits and Advantages of DFT Programmes
- Eligibility Criteria
- Immigration
- Identity Checks & Confirmation of Status
- Sources of Further Information
Dental Vocational Training (DVT)

General Dental Practice is a discipline which requires a particular set of skills and knowledge. Dental Vocational Training has emerged as the established means of developing these skills in new dental graduates. The accepted model of DVT comprises 12 months of supervised clinical experience in an approved training practice, supplemented by an educational programme, which includes weekly tutorials and study days. Travel expenses may be claimable for some VT study days and activities.

Since October 1993, it has been a requirement to complete DVT in order to gain a VT number. In Scotland, since 2004, ‘Satisfactory Completion’ of DVT confers eligibility for a VT number and, in turn, an NHS list number, which allows someone to become an associate or a principal in the General Dental Service (GDS) or a Salaried GDP in the Public Dental Service (PDS).

Longitudinal Dental Foundation Training (LDFT)

A two year Longitudinal Dental Foundation Scheme will operate in the South East region for 2015-17. LDFT involves spending half your time in the same General Dental Practice for two years whilst the other half is spent rotating through a variety of HDS and PDS posts. More information can be found in the Benefits and Advantages of DFT Programmes section.
The Aim and Objective of DVT

Aim of Dental Vocational Training:

Dental Vocational Training (DVT) aims to provide recently qualified dental graduates with the skills necessary to undertake unsupervised General Dental Practice by enhancing clinical and administrative competence, and by promoting high ethical standards and quality of care for patients.

This is achieved by:
- The VDP undergoing supervised training in General Dental Practice
- Using a planned programme of teaching and assessment to identify and build upon strengths and weaknesses
- Removing the financial pressures from the training environment so that the VDP can develop free from these
- Continuing the development of professional skills and encouraging postgraduate education

Objective of Dental Vocational Training:

The objective of DVT is that by the end of the training period, the VDP can progress to become an associate/principal and be able to practice without supervision.

The VDP must by the end of the training period, be able to demonstrate competence, relevant to the work of a GDS principal, in the following areas:
- Clinical skills, knowledge and values
- Communication skills and professionalism
- Organisation and management ability
- Management of psychological aspects of patient care
- Teamwork within the practice
- Ability to make decisions in a competent and professional manner, whilst taking into account personal strengths and weaknesses, and knowing when it is appropriate to refer
- Knowledge of and adherence to ethical and confidentiality guidelines within General Dental Practice
- Implementation of guidelines and regulations, so as to deliver safe practice
- Utilisation of various resources and support networks available to General Dental Practitioners
The benefits of DFT Programmes include:

- Improved care for patients with a particular emphasis on safety and standards
- Improved training opportunities for the future workforce in the UK
- Flexible training pathways tailored to meet the needs of the service and personal development needs of dental graduates
- Streamlined training to enable a greater proportion of care to be delivered by trained staff
- Improved recruitment and retention of the workforce in the UK

The advantages of a DFT Programme include:

- Dynamic training environments
- Dentists with more advanced clinical skills and good generic skills
- An improved understanding of referral systems
- Better appreciation of the work of the salaried dental service
- Better communication between the different branches of the dental service and the breakdown of artificial barriers between primary and secondary care
- Dentists with informed career options and greater adaptability
- An enhanced commitment to lifelong learning and continuing professional development
- Improved recruitment and retention
- Increased breadth of supervised experience in a wide range of clinical settings
- Increased development time leading to higher level of skills and knowledge
- Creation and promotion of learning culture
- A wider and more informed career choice

These advantages are generally perceived to be in the interests of the developing practitioner and ultimately beneficial to patient care.
The Benefits and Advantages of DFT Programmes

Longitudinal Dental Foundation Training

A two year Longitudinal Dental Foundation Training Scheme will operate in the South East for 2015-17. LDFT involves spending half your time in the same General Dental Practice for two years whilst the other half is spent rotating through a variety of HDS and PDS posts.

LDFT interviews will be held separately – this is because recruitment for these schemes involves all three dental disciplines. Further information will be available on the website in due course.

Please be aware that LDFT posts may require access to your own transport due to the nature of the work and the need to travel between locations.
Eligibility to undertake LDFT or DVT Programmes

In order to undertake a funded place in Dental Vocational Training (DVT) in the United Kingdom you must meet the following eligibility criteria:

- BDS or equivalent by start of the training programme
- Full GDC registration by date of appointment

For a full list of the criteria required, please refer to the Dental Vocational Trainee Person Specification available on the NES website.

If you have any questions about your qualification and whether it is fully recognised by the GDC, or if you would like to find out if you are eligible for full registration, you should visit the GDC website.

Please note that, as there are a limited number of DVT posts available in Scotland each year, which continue to be oversubscribed, the eligibility criteria for posts commencing in 2015 has been updated.

Additional Eligibility Criteria

Applicants for whom Dental Vocational Training (DVT) is the only route available to be admitted to a relevant NHS Dental Performers List will now be given priority in the recruitment process. This would apply to candidates who will graduate from a UK Dental School, or to candidates who will graduate from overseas Dental Schools, i.e. from outwith the EEA, for whom DVT is the only route available to be admitted onto a relevant NHS Dental Performers List.

Recruitment Process

Following application, only the first batch of candidates, i.e. those for whom DVT is the only route available to be admitted to a relevant NHS Dental Performers List, will be included in the next stages of the recruitment process. Subsequently, if posts remain which cannot be filled by the first batch of candidates, the second batch of candidates, i.e. those who have alternative routes for entry onto a relevant NHS Dental Performers List, will be considered.
The Dental Recruitment team will be checking immigration status, eligibility to work in the UK, as well as confirmation of identity. If you are invited to interview you will be required to bring evidence of your immigration status with you to present to the Recruitment team and/or employer. Failure to provide the required proof of immigration status will result in the application being ineligible.

Please note, should we receive notification of any new legislation set down by the UKBA/Home Office which may impact on any of our applicants, between recruitment opening and offers being issued we will communicate this on our website.

Identity Checks and Confirmation of Immigration Status

ALL candidates are now required to submit proof of identity and immigration status at the point of application. This includes those who are UK citizens. You have the facility to scan and upload documents via the NES Portal along with your online application. 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 to a post takes place.

Sources of Further Information

Please see our website for further information and comprehensive FAQs, based on questions we have received from trainee applicants in previous recruitment campaigns. Our website also features a noticeboard, which is regularly updated with important announcements during live recruitment.
Click on the links below to access more information on each subject:

- The NES Portal - How to Apply
- Practice Prospectus
- Visitation Period
- The Matching Process
- Clearing
- Appointments to Training Posts
- The Role of the Vocational Dental Practitioner
- Travel & Subsistence for Study Days
If you are interested in applying for an DVT or LDFT training post you should log onto the NES Portal and complete an application form.

The NES Portal can be accessed here.

You will be asked initially to create an account, which then enables you to enter the site and complete your application form.

To apply for DVT or LDFT you must;

1. Create a Portal account (this is where you will create a user name and password)
2. Complete the application form.

Please note that if you wish to apply for LDFT you must submit a DVT application by 26th September 2014.

Please ensure you provide a valid email address when completing the application form. We sometimes experience problems sending information to hotmail email accounts. Please ensure that you provide an alternative email address, such as a yahoo/gmail account, or other large capacity non-Dental School email account. All information regarding the recruitment process will be sent to this address. Please ensure that inboxes are kept clear to receive emails and be careful of using email filters to avoid important NES emails ending up in junk mail/trash.

This e-mail address should also be valid after final exams and up to the point of taking up your training post, as further information will continue to be sent to you. This is why Dental School email accounts are not valid.
Equal Opportunities Form

Please note that all details on this will remain totally anonymous and will not be made available to selection panels. We want to ensure that there are no barriers to joining our workforce and that our processes are fully inclusive. One way we can ensure this is to analyse all the data provided in this section and ensure that training opportunities are being accessed by as wide a community as possible.

The equal opportunities monitoring form will be detached from the rest of the online application and will be used for monitoring purposes only.

Positive About Disabled People

NHS Scotland is ‘Positive About Disabled People’, and as such we provide job opportunities for disabled people. Please be advised the information you provide in your application will not be used to inform any recruitment and selection outcomes.

Information is requested under the ‘Disability’ section of the online application form. Although completing this section is entirely optional, it is extremely useful for us to have this information as it will assist us in making any reasonable adjustments for you through the recruitment process.

Please note this information will not be shared with any prospective employers during the recruitment process. Once a post has been obtained, information would only be shared provided consent had been given on the application form. This would ensure that any necessary arrangements and or adjustments can be made.
The NES Portal - How to Apply

Completing Your Application

For ALL applications

1. Submit Application
Create a Portal account (this is where you will create a user name and password). Log onto the NES Portal and complete an application by the closing date.

Please refer to the timetable on our website for specific dates.

To apply for LDFT you are required to submit your DVT application form by 26th September 2014. From the 12th December 2014 you will be given access to your DVT form to complete the additional sections required for your LDFT application. The deadline for submitting your LDFT application form is 8th January 2015.

You may wish to keep a copy of the application form for your own records prior to submitting.

2. Immigration and Identity Checks
Supply copies of Immigration and Identity documentation by uploading via the NES Portal by the closing date.

Referees

LDFT
If you are successful at interview you will require two references for use during the visitation period.

DVT
DVT applicants may be asked to provide Trainers with a reference during the visitation period and we would advise that you obtain 2 references in advance of the visitation period.

The structured reference form can be downloaded from our website.

When contacting your referees please ensure that:

- You do not use family members as referees
- Referees must be able to comment on your clinical ability as a student
- Referees know you sufficiently well to be able to complete the reference on your behalf
- You give the referees as much advance warning as possible. Remember, if your referee is a clinician at the Dental School, he/she may be a referee for a number of people.

If you apply for LDFT, you must inform your Dental School Tutor/Outreach Co-ordinator as soon as possible so that rotas can be planned in advance if you are required to attend for interview.
At the beginning of the visitation period (and throughout) you will gain access to the Practice Prospectus area of Portal. This is an interactive platform where yourself and the Trainers will be encouraged to create profiles. Information on how to create your profile will be sent prior to visitation from the Dental Recruitment Team.

The Practice Prospectus is an easy to use interactive system that allows Trainers and Trainees to engage with one another during the visitation period. It is accessed by logging on to the NES Portal; details of all available training posts will be listed.

The Practice Prospectus is your primary tool when planning your visitation period. It has detailed information on the training practices, how many posts are on offer, the type of work that is carried out at the practice, special interests of the practice members, photos, trainer files and how you can make contact with trainers.

From the information in the Practice Prospectus, you should then decide which practices you are interested in visiting. Trainers will have different preferences in terms of how you make contact with them and submit your CV. You should check each practice profile for information on how to contact individual Trainers.
In order to prepare for the visitation period, you should ensure your CV is up to date and contains all the relevant details to help trainers during interviews. There is no standard format for the CV, but you should take time to prepare it and put in as much relevant information as you can in order to separate you from the crowd. Your CV will be the first impression a Trainer has of you and it will act as a memory aid after interview.

Your CV may include:

1. Personal details – name, address, contact details (email, mobile)
2. Education – include dental school, any relevant training courses that you have attended
3. Qualifications
4. Skills – give evidence of transferable skills you have acquired such as time management, organisational and communication skills etc.
5. Interests – activities where you have leadership or responsibility, or which involve you in relating to others in a team will be of particular interest. It may also be useful to mention any specific areas of dentistry you are keen to explore in your career
6. Additional information, e.g. awards, travel

The Recruitment Process is very competitive and you should take some time to think about how to set yourself apart from other applicants.
Visitation Period

In Scotland, applicants have the opportunity to visit prospective trainers at their practices during a defined visitation period. Details of the dates of visitation are available on our website.

Over the course of the visitation period you will be able to visit a number of practices and make arrangements to have a number of interviews. It is a good idea to make a note about each practice following interview to act as a memory aid when it comes to ranking your chosen 7 Trainers on your preference form.

Remember that you may be spending the next year of your life in the practice with the people who work there. You should try to ask questions, which will help you to decide whether it is the right practice for you!

Before going to interview, it is a good idea to think about what you want from your Longitudinal or Dental Vocational Training year and about the type of environment in which you will perform best. To help you do this, try reading this information booklet again. Also re-read the Trainers’ practice profiles, as this might help you focus on areas of interest and questions you could ask when you meet the Trainers. These may include asking about any special interests and typical cases seen in the practice. At the end of the visits and interviews, you may rank up to seven practices.

Selection is a very competitive process and you should take some time to think about how to set yourself apart from other applicants.

Candidates should ensure that they allow themselves plenty of time to travel to and from the training practices. The responsibilities for all travel arrangements are with the candidate and we advise that you plan carefully. Please note travel expenses will not be reimbursed.
The Matching Process

At the end of the visitation period both the Trainers and Trainees are required to submit 7 preferences each.

At this stage you are required to reflect on what you liked and did not like within the training practices you visited. You may rank up to seven, but you must be prepared to work with each Trainer you put on your list.

We would encourage you to really consider which schemes better suit your needs so that you can make informed choices during visitation. If you limit your choices (e.g. geographically, listing only one Trainer, staying in city centres etc.) you may not be matched. This is a highly competitive process and you should take some time to think about your options.

Preference Forms

Preference lists are completed within the Portal. The deadline for completing your preference list for LDFT posts is **12 noon Monday 16th March 2015**.

The deadline for completing your preference list for VT posts is **12 noon Monday 20th April 2015**.

Trainers will also complete a preference list. Information from the preference list is retained within a database, which will then indicate the number of 1:1 rankings and these places will be allocated. Then, the system identifies the number of 1:2 places – please note the process is led by the Trainer’s top choices, thus in the event of a tie, the Trainer preference is used. This process continues until all the places are allocated.

You must be prepared to work with anyone you put on your list. You should try not to restrict your choices but you must be sure that you would be happy to work with any of the Trainers that you rank.
Clearing

Please note that this is a highly competitive process which is free and open to competition.

Clearing

If you are not matched with a Trainer, you will enter the second stage of the visitation period. You will need to log onto the NES Portal, where you can access a list of remaining training practices. You may contact the practices directly for further information about available posts and to discuss interview arrangements.

As the clearing stage of the visitation period progresses and appointments are made, the details of training practices will be removed from the Practice Prospectus so that you will know which practices are still available.

The Dental Recruitment Team will provide further information about clearing to unmatched applicants.

Failure to Pass Finals

All LDFT/DVT posts are dependant upon having full GDC registration, which in turn, is dependant upon successfully passing your final examinations. Unfortunately, some students do fail these exams and, as a result, have to re-sit later in the year – this means you cannot take up a post on the specified start date.

If you have been appointed to a training post, but have failed your final examinations, you must contact your trainer and email us at dental.recruitment@nes.scot.nhs.uk as soon as possible.
If you are matched to a Trainer you will receive an email from the Dental Recruitment Team confirming the match. You will then be issued with a Start Pack via email from the NES Finance Team.

Successfully matched trainee applicants are required to contact the relevant parties as soon as possible:

1. Contact the trainer
2. Return the Start Pack
3. Contact the trainer’s Health Board
4. Register with the GDC

All those appointed to trainee posts MUST ensure they liaise directly with their Health Boards and provide ALL necessary documentation, as well as return ALL Start Pack documentation as soon as possible.

Failure to do so may result in trainees not being able to take up post on the specified start date, which will have an impact on the training practice or hospital unit, or for salaries to be paid on time.

1 Contacting the Trainer

You should liaise with your Trainer as training practices must check your original documents. Documents checked by training practices include:

- Identity and Immigration documents
- Current GDC practising certificate
- Evidence of Hepatitis B status plus other health clearances required by the health board
- Membership of a Medico-Legal Defence Organisation

Your Trainer will also ask you to sign the standard Trainer/Trainee contract after you have qualified.
2 Payroll

Before you commence your training post the NES GP Finance Team will email you a Start Pack which contains various documents for you to complete.

The Start Pack includes:
- Welcome letter
- Notification of appointment form (requesting personal information and bank details)
- P46

Forms should be completed as quickly as possible. Once you receive your exam results and register with the GDC, you will be asked to complete your Trainer/Trainee contract. You will also attend your regional Postgraduate Centre at the start of your training for one or two days of induction, where you will receive further details of your training programme. Your Regional Dental Education Centre will contact you to send you information on your programme using the email address you provided on your application form.

It is essential that you provide a contact address where you can be reached during the period between completing final exams and starting your training post.
It is a requirement of the appointed trainee to liaise with the Health Board about Health Board information and Medico-Legal Indemnity. Documents will vary amongst the Health Boards with regards to relevant health aspects, and it will be your responsibility to ensure you follow this up with the Health Board prior to taking up post.

Recent changes have taken place to NHS regulations relating to the provision of dental care and Health Board requirements may include:

- Copy of passport and/or birth certificate
- Evidence of Hepatitis B status and other health clearances
- Copy of GDC current practising certificate
- Copy of membership of Medico-Legal Defence Organisation

Rehabilitation of Offenders

Under the terms of the Rehabilitation of Offenders Act 1974, you are required to disclose criminal convictions, which are unspent (current). The National Health Service employment for which you are applying is excluded in the provisions of the Act. You are required not to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. This means that all previous convictions must be declared. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given, however, will be completely confidential and will be considered only in relation to the post for which this application form refers. You must also disclose any pending proceedings and cautions.

PVG (Protecting Vulnerable Groups)

If appointed to the post, you will be required to apply for PVG membership. Any appointment is subject to PVG membership.

*Information correct at time of publication*
Appointments to Training Posts

4 GDC Registration

You are required to have GDC Registration by the start of your training period.

Please note that GDC registration takes at least six weeks to process and it is therefore important that you apply at your earliest possible opportunity. This means that you should be in a position to post your paperwork to the GDC, fully completed and carefully checked, on the day you receive notification of success in final exams.

You must check with GDC whether or not your certificate needs to be translated into English.

Any delays in applying for your GDC registration may delay the date upon which you can start work and could affect your pay at the end of August and impact on the Dental Practice. It could also affect your ability to comply with the requirement to complete one year in practice by the end of July 2016 (2017 if LDFT). Any delay in registration must be clearly communicated to your local Director and Trainer and Dental Recruitment Team to help minimize the impact on the training practice.

5 Failure to Pass Finals

All LDFT/DVT posts are dependant upon having full GDC registration, which in turn, is dependant upon successfully passing your final examinations. Unfortunately, some students do fail these exams and, as a result, have to re-sit later in the year – this means you cannot take up a post on the specified start date.

If you have been appointed to a training post, but have failed your final examinations, you must contact your trainer and email us at dental.recruitment@nes.scot.nhs.uk as soon as possible.
The Role of the VDP

Once you start as a VDP within DVT, you will become an assistant for one year to your DVT Trainer within the training practice from August 2015. This will also apply to the vocational training element of LDFT where DVT is completed on a half-time basis over a period of 2 years. Information on Trainer and VDP obligations is available and can be found within the standard Trainer/Trainee contract your Trainer will provide you with a copy of this document.

Vocational Dental Practitioners will be required to:
- Enter into and abide by the terms of a legal contract for full-time employment with the Trainer.
- Attend the day or block release courses as set out in the published programme (issued in first week in August). Absence from the study day course for any reason would be authorised only in exceptional circumstances. VDP’s must notify their Director or VT Advisor of any absence in advance and in writing. All missed days must be made up in your own time.
- Take holidays outwith the educational programme. Unexplained absence from the course will imply withdrawal from the scheme by both VDP and Trainer.
- Complete such educational studies and assessment as may be required.
- Inform the Director or VT Adviser of any alteration in the circumstances of the practice, the Trainer or self which might alter the contract of employment as a VDP.

Travel and Subsistence for Study Days

Travel and subsistence payments for attendance at study days may be claimable, depending upon the location of the Postgraduate Centre in relation to the practice and the place of residence. This will be confirmed by the relevant Postgraduate Centre Office upon commencement of training and any payments made will be in line with the NHS Education for Scotland Travel and Subsistence Policy.

For further information of Trainer and VDP obligations, please refer to the standard Trainer/Trainee contract.
Click on the links below to access more information on each subject

- Training Schemes - Introduction
- North East Region of Scotland
- North Region of Scotland
- East Region of Scotland
- South East Region of Scotland
- West Region of Scotland
Training Schemes - Introduction

This section contains information about each of the regions and the schemes they have to offer. You might want to stay where you studied and where your friends are – but what about trying somewhere new?

We would encourage you to carefully consider which schemes best suit your needs so that you can make informed choices during visitation. If you limit your choices (e.g. geographically, listing only one Trainer, staying in city centres etc.) you may not be matched. This is a highly competitive process and you should take some time to think about your options.

Some practices in the regions may be training under the multiple training model, where there is capacity for more than one trainee per Trainer. Some practices may also have a Hygienist-Therapist Vocational Trainee. Any scheme could comprise a mix of VDPs who are undertaking one year of DVT and some who are undertaking LDFT.

We strongly encourage all candidates to take some time to discuss with your significant other, and/or family members, the various options available to you.
Aberdeen DVT Scheme

This is a one year Dental Vocational Training scheme based in Aberdeen. The study days are held on Fridays at Aberdeen Dental Education Centre (ADEC), Foresterhill, Cornhill Road, Aberdeen.

ADEC offers excellent study and practical facilities with a training surgery/LDU and clinical skills room with phantom heads and state of the art IT. We regularly train graduates from all corners of the UK.

The study day programme consists of 25 study days between August and June. Most of these are held at ADEC on Fridays but we also arrange for trainees to attend conferences, visit laboratories and liaise with other schemes to hold joint days in Dundee, Inverness and elsewhere. This provides ample opportunity to catch up with your colleagues from the other schemes.

The training practices in this scheme are usually spread over a wide geographical area across the North East. Aberdeen City is very well represented and the other practices are well situated in thriving communities such as Banff, Fraserburgh, Inverurie and Stonehaven. VDPs based in the North East will find themselves in the unique position of having the countryside almost on their doorstep but never being too far away from city life. The Cairngorm National Park offers ample opportunity to escape into the hills for a multitude of sporting and recreational pastimes. The city of Aberdeen is an ideal place for those looking for art, culture and music with many different venues offering a diverse choice of entertainment. Good air, train, bus and road links mean that you are never too far from any destination!

Aberdeen Dental School is adjacent to ADEC. Secondary care services in Orthodontics and Restorative, previously based in Aberdeen Royal Infirmary, are now operating in the Dental School. We are fortunate to have this resource and make use of the expertise available for study days.

Stewart Scott is the Vocational Training Adviser to the scheme.
Training Schemes - North East Region

Contact Details for the North East Region of Scotland

Graham Orr, Director of Postgraduate General Dental Practice Education
graham.orr@nes.scot.nhs.uk

Stewart Scott, VT Adviser (Aberdeen Scheme)
stewart.scott@nes.scot.nhs.uk

Kim Roberts, North East Administrator
kim.roberts@nes.scot.nhs.uk
The North of Scotland has two Dental Vocational Training schemes covering the largest VT area in Scotland. The training practices in this scheme are located in a diamond shaped area from Oban in the South to Western Isles in the West, Shetland in the North and Elgin in the East.

The area has an extremely diverse social and cultural history. It includes the highest mountains, the deepest lochs and the most beautiful countryside in Scotland. The sporting opportunities are endless. Inverness is the central hub for air, road and rail transport and is situated approximately three hours from Glasgow or Edinburgh.

**Why choose the North?**

- Three-day block release (eight per year);
- Study blocks held at the highly renowned Centre for Health Science with 'state of the art' facilities;
- Practices are based in beautiful rural areas of Scotland;
- Trainers have a very high standard of facilities at their practices and clinics;
- Wide variety of clinical cases;
- Highly skilled and motivated Trainers;
- All Trainers are involved in study days;
- Lifestyle choice, fantastic outdoor pursuits and social scene.

Because of their geographical location the practices in the Highlands and Islands provide a particularly broad range of treatment. This gives the VDP an opportunity to expand their skill range, giving a very good grounding for life beyond DVT.
The Director of Postgraduate General Dental Practice Education is Mr Ken Scoular and as Director, is responsible for the overall organisation and administration of Vocational Training, including budget supervision, Trainer selection, assessment and course supervision in the North of Scotland.

Vocational Training Advisers (VT Advisers)
Mr Gordon Smart and Mr Gordon McGovern are the two VT Advisers for Trainers and VDPs. Both Advisers are extremely experienced and very highly respected GDP’s and VT Advisers. They work alongside the Director in the recruitment and selection of trainers and VDPs. The North Region Study Day Programme is constantly evolving with the Advisers taking on board feedback from existing and previous year’s VDPs to provide an elite and enjoyable learning experience.

Senior Dental Administrator
Elaine Hodgson provides administrative support in the Postgraduate Office and is available to handle enquiries in the absence of the advisers regarding Inverness DVT schemes.

Contact Details for the North Region of Scotland
Ken Scoular, Director of Postgraduate General Dental Practice Education
ken.scoular@nes.scot.nhs.uk

Gordon Smart, VT Adviser
gordon.smart@nes.scot.nhs.uk

Gordon McGovern, VT Adviser
gordon.mcgovern@nes.scot.nhs.uk

Elaine Hodgson, Senior Dental Administrator
elaine.hodgson@nes.scot.nhs.uk
The East Region of Scotland incorporates all of Tayside, the North of Fife down to Kirkcaldy and parts of the Forth Valley area. The region is rich in natural beauty, recreational opportunities and convenient transport links. Being based in the East of Scotland puts dentists in easy reach of a whole range of outdoor and cultural pursuits, whether it be water based, high mountains, music or art. In the East of Scotland we offer DVT on the Dundee 1 and 2 and Perth based schemes.

**Dundee DVT Scheme 1**
This scheme is currently based in Dundee with study days in Dundee Dental Education Centre, Frankland Building, Dundee which provides exceptional training and hands on facilities. Tayside has superb recreational opportunities and is convenient to all the main cities.

- In recent years the DVT practices have been spread between Montrose, Arbroath and Kirriemuir through Dundee, Invergowrie, Carnoustie and Blairgowrie to Perth in the west.
- The study days are held on Fridays at Dundee Dental Education Centre (DDEC) and are run by Colin Yule.
- The study day programme is similar to that of Perth.

**Dundee DVT Scheme 2**
This scheme is currently based in Dundee with study days in DDEC, Frankland Building, Dundee which provides exceptional training and hands on facilities. Tayside has superb recreational opportunities and is convenient to all the main cities.

- The DVT practices are spread between Dundee, Newport on Tay, Coupar Angus, Perth and Brechin.
- The study days are held on Fridays at Dundee Dental Education Centre (DDEC) and are run by Gordon Fletcher.
- The study day programme is similar to that of Perth. Some of the practices on Dundee Scheme 2 are in Fife.
Training Schemes - East Region

Perth DVT Scheme

The training practices in the Perth scheme are located between Dundee, Blairgowrie and Coupar Angus on the northern axis and Rosyth, Stenhousemuir, Leven and Falkirk in the south. It is therefore possible to be a VDP on the Perth scheme while living in Glasgow or Edinburgh. The study days, held on Thursdays, will be centred on the Broxden Dental Centre in Perth, which has state of the art hands on and seminar facilities as well as easy access by road and bus. The VT Adviser, Stewart McLean, devises the study programme and encourages Trainers to participate to the fullest extent in the day release days.

The study day programme includes the similar elements as the Dundee schemes and once or twice each year the schemes meet up for joint study days.

Contact Details for the East Region of Scotland

Graham Orr, Director of Postgraduate General Dental Practice Education
graham.orr@nes.scot.nhs.uk

Colin Yule, VT Adviser (Dundee Scheme 1)
colin.yule@nes.scot.nhs.uk

Gordon Fletcher, VT Adviser (Dundee Scheme 2)
gordon.fletcher@nes.scot.nhs.uk

Stewart McLean, VT Adviser (Perth Scheme)
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South East Scotland consists of three Health Board areas; Borders, Lothian and Fife. This part of Scotland is an attractive area to commence a dental career with many recreational and educational opportunities. Edinburgh, where our schemes are based, is a stunning, vibrant international city with many diverse cultural and artistic activities. We usually attract graduates from all over the UK and our schemes are designed to enable you to get to know each other and to benefit from the experience of your colleagues who will have qualified from several other universities. This has been valued by them, as has the opportunity to meet new colleagues and friends. Our schemes are based in the Edinburgh Dental Education Centre, located in the centre of Edinburgh, which is also home to an extensive range of postgraduate dental education and training programmes for all members of the dental team.

We offer two different types of training schemes:

- A Longitudinal Dental Foundation Training scheme which involves spending half your time in the same General Dental Practice for two years whilst the other half is spent rotating through a variety of HDS and PDS posts. These posts provide valuable experience in dealing with disadvantaged patients, those with special needs and those being treated in secondary dental care. The study day for this scheme is a Wednesday.

- Three DVT schemes in General Dental Practice for one year from August to July. One scheme has a study day on a Thursday and the other two schemes have their study day on Fridays. The General Dental Practice Trainers within the Longitudinal Dental Foundation Training scheme and within the DVT schemes have been carefully chosen for their commitment to training and postgraduate education, and most have considerable experience as Trainers. Many of the practices involved are not in Edinburgh itself, but often these provide more occasions to treat patients in a more holistic manner. New graduates will be able to experience all aspects of dentistry and management within a caring environment.
Training Schemes - South East Region

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The West of Scotland Region consists of five Health Boards areas; Greater Glasgow & Clyde, Lanarkshire, Forth Valley, Ayrshire & Arran and Dumfries & Galloway. This covers a wide and diverse area, from Argyll plus some of the West coast islands, in the North to the Solway Firth in the South. The region includes tranquil rural and island locations in addition to urban areas like Glasgow, the largest city in Scotland. All aspects of culture, sporting and social activities are catered for in the region. Glasgow has excellent bus, rail and air connections to all parts of the UK and beyond.

Vocational Training study days are based in the Glasgow Dental Education Centre (GDEC) which is situated on the ground floor of Glasgow Dental Hospital & School, Sauchiehall Street, in the centre of Glasgow and provides training for all branches of the profession.

Training in the West of Scotland currently consists of six VT schemes.

Each scheme has a separate Adviser and a separate educational programme.

- Each scheme has up to 12 VDPs
- Five of the schemes are day release format, with the study day programme mostly being delivered on a particular day of the week.
- The other scheme is based on a block release format, where the 25 days are provided in 2/3 day blocks.
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Click on the links below to access more information on each subject:

- Recruitment Process Flowchart - LDFT Posts
- Recruitment Process Flowchart - DVT Posts
- Contacts for Dental Recruitment
Recruitment Flowchart LDFT Posts

2. Shortlisting
3. Interviews
4. Guidance on the visitation period available on NES Dental website
5. Plan visitation period using Practice Prospectus in NES Portal
6. Visit practices during visitation period
7. Submit preference form by the deadline via the NES Portal
8. Matching results released by NES Portal Please ensure inboxes are clear to receive emails
9. Clearing
10. Training posts commence August 2015

Not shortlisted - proceed with DVT application
Not Successful at Interview - proceed with DVT Application
Recruitment Flowchart DVT Posts

1. Complete DVT Application form within NES Portal.
   - Access DVT application form to complete additional LDFT questions
2. Guidance on the visitation period available on NES Dental website
3. Plan visitation period using Practice Prospectus in NES Portal
4. Visit practices during visitation period
5. Submit preference form by the deadline via the NES Portal
6. Matching results released by NES Portal
   - Please ensure inboxes are clear to receive emails
7. Clearing
8. Training posts commence August 2015

Clearing
Contacts for Dental Recruitment

**Dental Recruitment Team**
If you have any queries regarding the recruitment process, please contact:
E: dental.recruitment@nes.scot.nhs.uk

**GP Finance Team**
If you have any queries regarding payroll administration (upon taking up an LDFT or DVT post) please contact:
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**DVT Recruitment Hub**
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*DPGDPE – Director of Postgraduate General Dental Practice Education

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Contacts for Dental Recruitment

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Viewing PDFs on mobile devices

If you are using an iPhone or iPad to view NES PDFs you will need to download a free viewer from the app store to benefit from the full range of navigation features, including the clickable contents menus. Follow the steps below to install and use the viewer.

**Downloading the viewer**

The viewer we recommend using is PDF Pro, a free to download viewer available on the App Store. To install the viewer, simply click on the App Store Icon on your home screen and then search for "PDF Pro".

Click on the blue box at the right hand corner which says "FREE". It will then turn green and the word will change to "INSTALL". Click once more and the viewer will begin to download and install on your device.

If you have a password set up on your device it may ask you for this now.

Please note: you will need to have adequate free space on your iPhone or iPad for the app to install.

**Using PDF Pro**

Using the viewer is simple. Once installed it will be automatically added to the options for viewing when opening a PDF. Simply navigate to the location on the web using Safari, click on the PDF you want to view and an option will appear at the corner of the screen which says "Open in..."

Click on the “Open in...” option, followed by the PDF Pro icon and the PDF will launch in the viewer. Once viewing in PDF Pro all of the navigational features will be functional, so simply tap the buttons onscreen to get started.