

# THERAPY VOCATIONAL TRAINING IN SCOTLAND

Information Booklet for potential Therapist Vocational Trainees (VDTs) 2021-22\*

*Click anywhere to continue >*



\*Posts commencing August 2021

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# SECTION 1 **INTRODUCTION**

### THERAPY VOCATIONAL TRAINING (TVT)

Dental Therapy is a discipline which requires a particular set of skills and knowledge. Vocational training has emerged as a means of developing these skills in new dental therapist graduates. The accepted model of vocational training comprises 12 months of supervised clinical experience in an approved training practice or clinic; supplemented by ePortfolio and handouts on Portal from Study days. On-line learning will be equality and diversity. Travel expenses may be paid for VT study days and activities.

Scottish TVT is a six-session per week training commitment. Successful applicants are free to seek other employment contracts to supplement their training during their working week. These additional sessions of employment would be arranged outwith the VDT contract and could be agreed between the trainee and the trainer or with another employer.

The annual salary for a Therapy Vocational Trainee (VDT) is determined by the nationally enforced pay structure for all NHS workers (Agenda for Change) and is set at **£25,100 pro rata** (60% of £25,100 = £15,060).

*\*Information correct at time of publication but may be subject to change.*



## THE AIM & OBJECTIVE OF TVT

### Aim

Vocational Training (VT) aims to provide recently qualified Therapists with the skills necessary to undertake duties in General Dental Practice or the Public Dental Service by enhancing clinical and administrative competence, and to promote high ethical standards and quality of care for patients.

### Objective

The objective of VT is that by the end of the training period the trainee can progress to confidently providing prescribed treatment to patients without supervision. By enhancing clinical and administrative competence, and promoting high ethical standards and quality of care for patients.

#### This objective is achieved by:

- The trainee receiving supervised training in general dental practice or salaried clinic.
- Using a planned programme of teaching and assessment to identify and build upon strengths and weaknesses.
- Removing financial pressures from the training environment so that trainees can develop free from this.
- Continuing the development of professional skills and encouraging postgraduate education.

#### The trainee must, at the end of the training period, be able to demonstrate competence relevant to the work of a dental therapist 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 those in the GDS or PDS.

#### Benefits of Therapist Vocational Training:

- 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 recently qualified therapists.
- 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.

## ELIGIBILITY CRITERIA

**In order to undertake a funded place in Therapist Vocational Training in the United Kingdom, you must meet the following eligibility criteria:**

- Hold the relevant degree/diploma by start of training
- Have full GDC registration by date of commencement. Training is limited to within 2 years of first GDC registration
- Provide evidence of the right to work in the UK without restriction
- Have recent clinical dentistry experience, within the last 2 years, at either undergraduate or postgraduate level

**Please see link to the TVT Person Specification:**

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.

### Overseas Therapists

The Dental Recruitment team will be checking immigration status, eligibility to work in the UK, as well as confirmation of identity. 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 UKVI/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

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 at the point of completing 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.



**We encourage all prospective trainees, who are NOT UK citizens, to contact us on: [dental.recruitment@nes.scot.nhs.uk](mailto:dental.recruitment@nes.scot.nhs.uk) so that we can advise you on the recruitment process on an individual basis. This includes those who are EEA Nationals.**

## SOURCES OF FURTHER INFORMATION

### Sources of Further Information - Website & FAQs

The information contained in the following pages is designed to enable you to understand the organisation of VDT in Scotland.



**Please see our website for further information and comprehensive FAQs, based on questions we have received from VDPs and VDTs in previous recruitment campaigns:**

**[www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/dental-vocational-\(foundation\)-training/trainee.aspx](http://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/dental-vocational-(foundation)-training/trainee.aspx)**





SECTION 2  
**APPLICATION  
PROCESS**



### Oriel – HOW TO APPLY

If you are interested in applying for a Therapist Vocational Training (TVT) post you should log onto Oriel and complete an application. (For specific dates please refer to the timetable on the NES website).

To apply for TVT you must:

- 1 Create an Oriel account**  
*this is where you will create a user name and password*
- 2 Complete and submit the application form and upload supporting documents**



**We advise all applicants to read through the guidance provided on our website carefully and use as a point of reference while you are completing the application form.**

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. During the recruitment process you may find it useful to periodically check spam/junk folders to ensure that important messages are not missed.

**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.**

### ORIEL – HOW TO APPLY

#### 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 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 would be 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. It would only be shared provided your consent had been given on the application form, once a post has been obtained, to ensure that any necessary arrangements/adjustments could be made.

#### Equal Opportunities Monitoring Form

Please note that all details on this will remain totally anonymous. 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.

#### Referees

TVT 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.**



# PRACTICE PROSPECTUS

### 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.

At the beginning of the visitation period, and throughout, you will gain access to the Practice Prospectus area of NES Dental Trainer Information System. This is an interactive platform where you can view the Trainers profiles. Information on how to access this be sent prior to visitation from the Dental Recruitment Team.

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 the practice carries out, special interests of the practice, 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 relevant details to help trainers during interviews. There is no standard format for your CV, but you should take time to prepare it and put in as much relevant information as you can. Your CV will be the first impression a Trainer has of you and it will act as a memory aid after interview.



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

### Your CV may include:

- **Personal details** – name, address, contact details (email, mobile)
- **Education** – include dental school, any relevant training courses that you have attended
- **Qualifications**
- **Skills** – give evidence of transferable skills you have acquired such as time management, organisational and communication skills etc.
- **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
- **Additional information**, e.g. awards, travel.

### VISITATION PERIOD

**In Scotland, applicants have the opportunity to visit prospective trainers at their practices/clinics during a defined visitation period.**



**Visitation period window is open from Friday 21<sup>st</sup> May 2021 to Monday 7<sup>th</sup> June 2021. More details are available on our website:**

[www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/dental-vocational-\(foundation\)-training/trainee.aspx](http://www.nes.scot.nhs.uk/education-and-training/by-discipline/dentistry/dentists/dental-vocational-(foundation)-training/trainee.aspx)

Over the course of the visitation period you will be able to visit a number of practices/clinics and make arrangements to have interviews. It is a good idea to make notes about each practice/clinic following interview / visit 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!**



**Applicants are advised not to cancel Dental School clinical commitments and are encouraged to make alternative arrangements.**

Before going to interview, it is a good idea to think about what you want from your TVT year and about the type of environment in which you will perform best. To help you do this, try reading over this information booklet again. Also re-read the Trainers practice profile, 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 of the visits and interviews, you may rank up to seven practices.



**This 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 Trainers and Trainees are required to complete a preference form listing up to seven preferences each. At this stage you should 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 consider which posts 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.



**You must be prepared to work with anyone you put on your list. This does not mean you should only enter 1 name, but you must be sure that you would be happy to work in any of the places you rank.**

Preference forms are completed within Oriel.



**The deadline for completing your preference forms for VDT posts is Monday 7th June 2021.**

The Trainers will also have completed a preference form. The information from the preference Forms is retained on 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.

**Matching results will be available within Oriel on Thursday 10th June 2021.**

**We would encourage you to consider which posts 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 very competitive process and you should take some time to think about your options.**

### CLEARING

If you are not matched with a Trainer and there are training places available, you will enter the clearing system. You will need to view the NES Dental Trainer Information System, where you can access a list of available training practices. You may contact the practices directly for further information about available posts and to discuss interview arrangements. In clearing you can be appointed directly by the Trainer.



**If you agree a match, and there are training places available, both you and the Trainer must advise the Dental Recruitment team at:**  
**[Dental.Recruitment@nes.scot.nhs.uk](mailto:Dental.Recruitment@nes.scot.nhs.uk)**

As the clearing process 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.**

# APPOINTMENTS TO TRAINING POSTS

1

Following the release of matching results, successfully matched trainee applicants must 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.**

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

## 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 Medico-Legal Defence Organisation

## Payroll

Before you commence your training post you will be sent a Start Pack by email by the Finance team, containing 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. NB: Delays in relation to payroll may mean that you cannot be paid on time.**

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 a designated Postgraduate Centre at the start of your training for one day of scheme induction, where you will receive further details of your training programme. The Postgraduate 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.

### Health Board Information, Medico-Legal Indemnity & GDC Registration

It is a requirement of the appointed trainee to liaise with the Health Board about Health Board information and Medico-Legal Indemnity. Requirements 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.**



# APPOINTMENTS TO TRAINING POSTS

3

### 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.

**Further information about PVG will be sent to you post matching by Dental Recruitment Team.**

### GDC Registration

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 also have checked with the 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. It could also affect your ability to comply with the requirement to complete one year in practice by the end of July 2022. Any delay in registration must be clearly communicated to your Advisor and Trainer and Dental Recruitment to help minimize the impact on the training practice.



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

### Failure to Pass Finals

All TVT posts are dependant upon having full GDC registration, which in turn, is dependant upon successfully completing your final examinations. Unfortunately, some students do fail these exams and, as a result, have to re-sit later in the year.



**If you do fail your final examinations, you will be unable to take up post and you must contact your trainer and email us at:**

**[dental.recruitment@nes.scot.nhs.uk](mailto:dental.recruitment@nes.scot.nhs.uk) as soon as possible.**

# THE ROLE OF THE VOCATIONAL THERAPIST

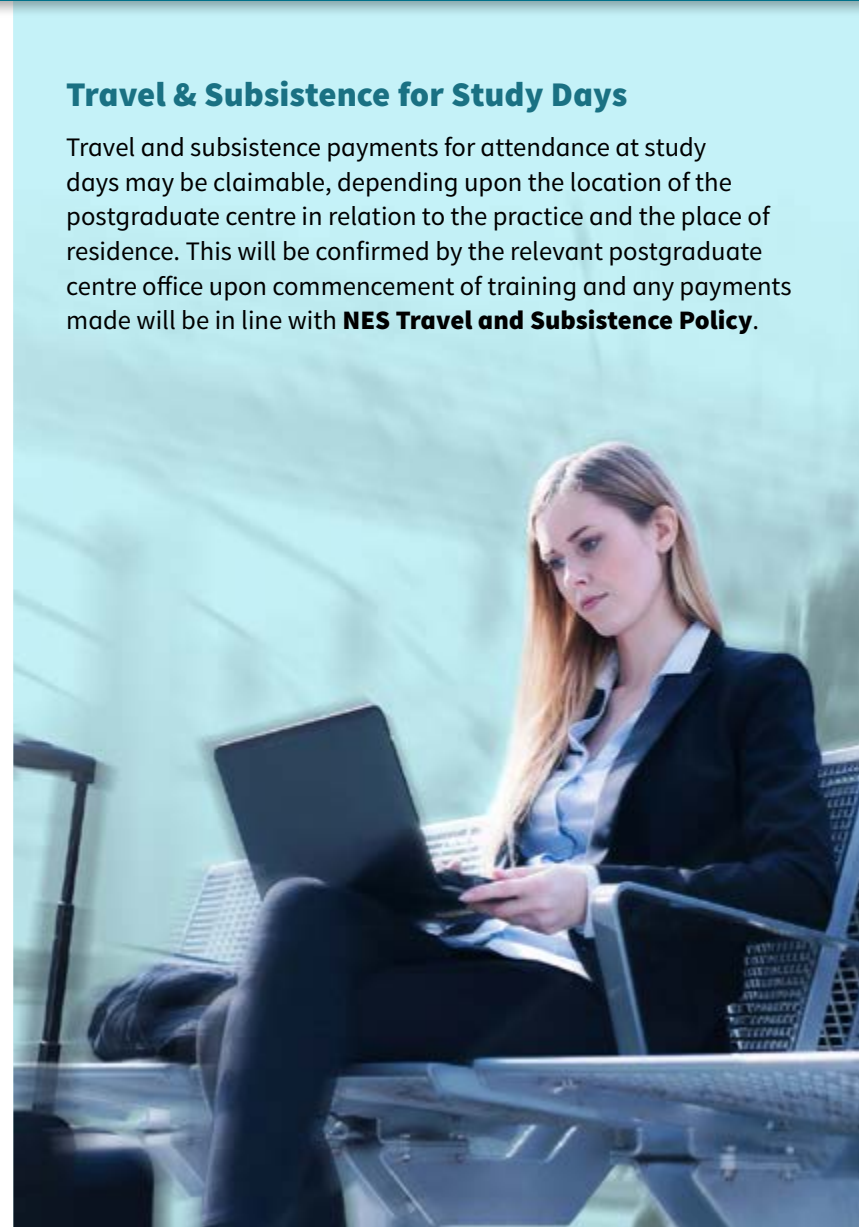
### VDTs will be required to:

- Enter into and abide by the terms of a legal contract of employment with NES (or Health Board in cases of an PDS trainer).
- Attend the 11 study days provided throughout the training year, absence from the study day course for any reason would be authorised only in exceptional circumstances. These must be notified by the VDT, in advance, to the Director or VT Adviser in writing. All missed days must be made up in your own time.
- Take holidays out with the educational programme. Unexplained absence from the course would imply withdrawal from the scheme by both VDT and Trainer.
- Complete assessments and reflective assignments- Audit, Case presentations & on-line E&D
- Inform the VT Lead 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 VDT.

**For further VDT obligations please refer to the standard Trainer/Trainee contract which is available from your local postgraduate centre.**

### Travel & 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 **NES Travel and Subsistence Policy**.



SECTION 3  
**TRAINING SCHEME**



# NATIONAL VOCATIONAL TRAINING SCHEME FOR DENTAL THERAPISTS

The national vocational training scheme for Dental Therapists offers places in the General and Public Dental Service in urban and rural areas throughout Scotland. Posts will be funded by NES for 6 sessions per week.

Training Practitioners act as mentors to the VDTs, with a formal referral process for clinical cases. Further mentoring is provided online by the course tutors.

The training programme is administered from the VT Hub in Glasgow, and study days are held in postgraduate centres throughout Scotland, the locations of which will be primarily determined by geographical convenience with respect to the location of the majority of training practices on the scheme.

### Vocational Trainees are asked to complete:

- One case presentation at the end of the year which should include the holistic care of either a child or an adult.
- Longitudinal Evaluations of Progress (continuous assessment)
- Patient Administered Questionnaires
- Test of Knowledge
- Management of Medical Emergencies
- Equality and Diversity
- Clinical Audit



**If you have been appointed to a training post, but have failed your final examinations, please contact your trainer and email us at: [dental.recruitment@nes.scot.nhs.uk](mailto:dental.recruitment@nes.scot.nhs.uk) as soon as possible.**



SECTION 4  
**RECRUITMENT**

### CONTACTS FOR TVT RECRUITMENT

#### Dental Recruitment Team

If you have any queries regarding the recruitment process, please contact:

➤ [dental.recruitment@nes.scot.nhs.uk](mailto:dental.recruitment@nes.scot.nhs.uk)

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#### Educational Lead TVT, Lorraine Keith

➤ [lorraine.keith@nes.scot.nhs.uk](mailto:lorraine.keith@nes.scot.nhs.uk)

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#### Associate Postgraduate Dental Dean – VT, Dr James Boyle

➤ [james.boyle@nes.scot.nhs.uk](mailto:james.boyle@nes.scot.nhs.uk)

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#### NES Finance

If you have any queries regarding payroll administration (upon taking up an VDT post) please contact:

➤ <https://nesdigital.atlassian.net/servicedesk/customer/portal/5/group/21>

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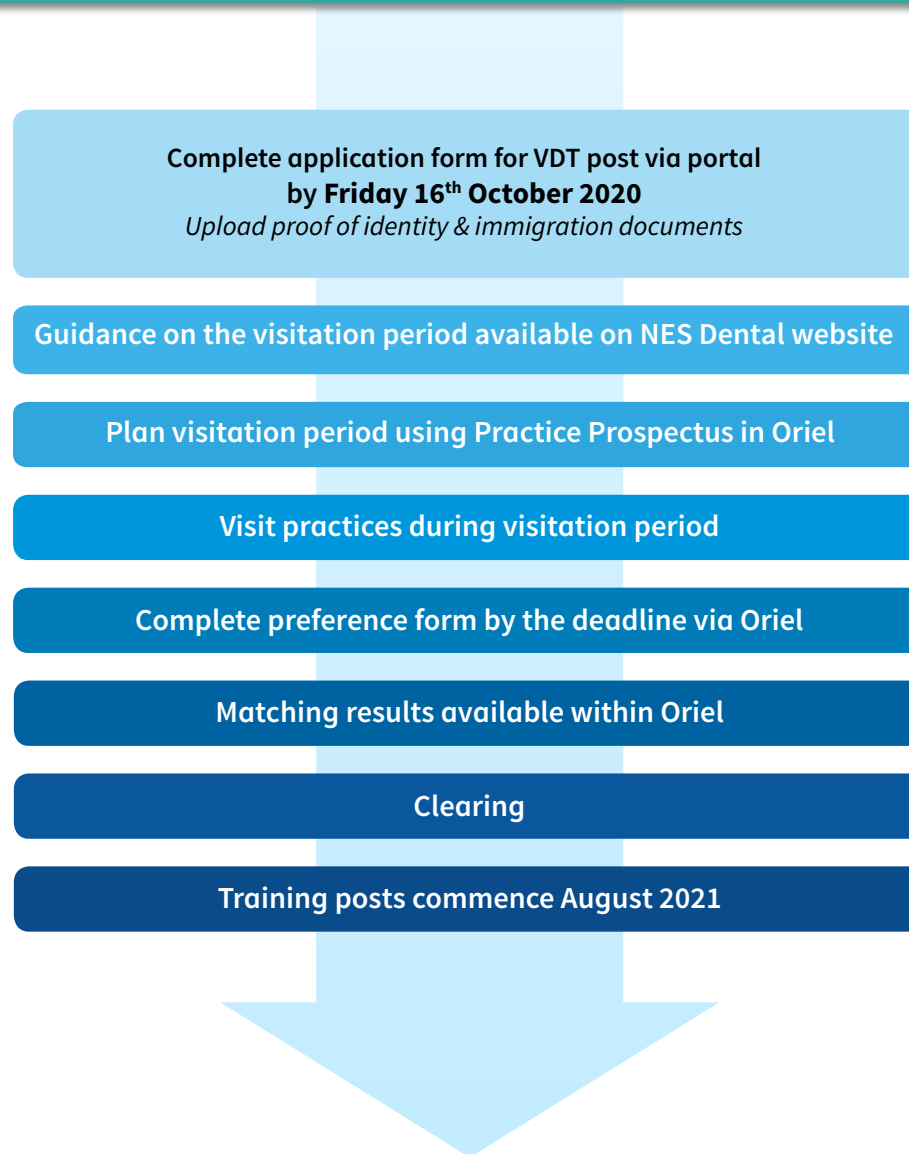
#### VT Hub

➤ [VTHub@nes.scot.nhs.uk](mailto:VTHub@nes.scot.nhs.uk)

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### FLOWCHART OF RECRUITMENT PROCESS FOR VDT POSTS



## VIEWING PDFS ON MOBILE DEVICES

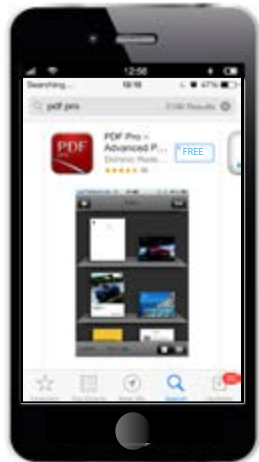
**If you are using an iPhone or iPad to view NES PDFs you will need to download a free viewer from the app store to benefit from the full range of navigation features, including the clickable contents menus. Follow the steps below to install and use the viewer.**

### 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".



App Store Icon



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.



# ALTERNATIVE **FORMATS**

This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on **0131 656 3200** or email **[altformats@nes.scot.nhs.uk](mailto:altformats@nes.scot.nhs.uk)** to discuss how we can best meet your requirements.



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tel: 0131 656 3200  
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