

## TRAINEE GUIDANCE

### Trainer Profiles, Visitation Period and Matching Process

#### Trainer Profiles

To access the Trainer profiles please go to the following web address:

<https://nes-dtis.azurewebsites.net/TPinfo.html>

The Dental Trainer Information Site (DTIS) will allow you to view the profiles of all Trainers.

If you experience technical difficulties logging on, or whilst using DTIS, please contact Dental Recruitment by going to the Service Desk [here](#) and submitting a support request. and detail what problems you are experiencing. We will answer your query within normal weekday working hours.

Once in the profile area you can search for a particular trainer or training practice using the following filter categories:

- Trainer Name
- Region
- Map
- Direct Appointments Only

Using the Trainer profiles, you should decide which Trainers you are interested in working with. Please bear in mind that trainers will have different preferences in terms of how you make contact with them and whether you need to submit your CV to them. You should check the individual profiles for information on how to contact trainers.

#### CV

As part of your preparation, you should think carefully about your CV. Your CV is your opportunity to give the trainer information about yourself. There is no standard format for a 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!

You should write your CV and tailor it to the job you are applying for. To do this, you should research the work of the training practice as well as identifying your best personal traits and qualifications that match with the job requirements and training practice. This will help to ensure that your CV will catch the attention of the prospective Trainer.

## **Referees**

Most CVs contain the contact details for at least two referees. Please check with each trainer if they would prefer to receive a reference from you as opposed to them seeking their own reference from your referees. A structured reference form will be available on our website [here](#).

If you need to contact referees, please ensure you:

- ask permission to add them as a referee to your CV.
- do not use family members as referees
- ensure that referees are able to comment on your ability as a dental student
- ensure your referee knows you sufficiently well to be able to complete the reference on your behalf
- 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.

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## **Visitation Period**

As part of the recruitment process for the DVT training programme there is a visitation period. The Trainer profiles will be available to view from Friday, 19<sup>th</sup> May 2023 (10am) on DTIS, at which point you can start to contact Trainers and training practices.

The visitation period is your opportunity to find out more about available trainers, view information about their practices and arrange interviews. The online practice prospectus is flexible and will allow you to fully engage with training practices assisting you to start making decisions as to where and with whom you would like to undertake Vocational Training.

Trainers will provide specific information and instructions within their profiles and websites on how to make contact with them.

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

Over the course of the visitation period, you will be able to contact a number of practices and may be invited to several interviews. It is a good idea to make a note about each practice to act as a memory aid when it comes to ranking.

**REMEMBER - You may be spending the next year of your working 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.**

Research has shown that an interviewer is likely to make up their mind about you within 30 seconds of having met you. Before participating in any interviews, it is a good idea to think about what you want from your vocational training year and about the type of environment in which you will perform best, or which would best suit your career aspirations. To help you do this, try reading over the information booklet again. This might help you focus on areas of interest and highlight questions you could ask when you meet the trainers.

**Please take some time to think about how to set yourself apart from other applicants.**

All Trainers have been trained in equality and diversity and in recruitment and selection best practice. The person specification is available for the Trainers to refer to which outlines the eligibility criteria required for DVT. Please be aware that some interviews may vary from quite formal to a less formal and more relaxed format, this is perfectly acceptable and should be expected. There is no one right way to recruit and select, but all trainers are expected to be as open and transparent as possible, using their previous training where relevant to ensure fairness and equality of access to training posts. All trainers must undertake Recruitment and Selection training to ensure a fair process.

### **Preference Forms and the Matching Process**

Firstly, please spare some time to reflect on what you liked and disliked with regards to the practices you made contact with. It is an important decision as you will be spending a year within the practice. You then must be sure that you will be happy to be there for this time.

You can rank up to 7 Trainers, and you must be prepared to work with anyone you put on your list. This does not mean you should only enter 1 name. The fewer trainers you list, the less chance you have of being successfully matched.

The deadline for completing and saving your DVT preference list within Oriel is 10am on Monday 5<sup>th</sup> June 2023. Any preferences completed and saved after the deadline will not be counted. Trainers will also be asked to submit their preference list by the same time and date.

**You are advised not to list anyone on your preference form that you are not prepared to work with as you may be matched to them if they are on your list.**

**Important:** You are also advised to carefully consider your preferences and avoid any conflict of interest should you be related to anyone who is a Trainer. **Important:** We ask that you do not preference any practice where your trainer would be a close family member.

**To make sure there is an objective relationship between trainees and trainers, you must not do your training anywhere that you have a significant relationship 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.

Results from matching will be issued **on Wednesday, 7<sup>th</sup> June 2023 and you will be required to respond to the offer in Oriel within 48 hours by selecting ACCEPT or REJECT in your Oriel account.**

**Important: If you don’t select an option, your application will be considered rejected.**

### Following Matching

After you have accepted your match, you will receive an email from [dental\\_recruitment@nes.scot.nhs.uk](mailto:dental_recruitment@nes.scot.nhs.uk) regarding the next steps of the onboarding process, including information on what forms and pre-employment checks you are required to complete. Please make sure that you complete the necessary paperwork in timely manner to avoid any delays in starting your training.

Please be advised that the offer of a post may be conditional upon you graduating from Dental School, having full GDC registration, and or obtaining the right to work in the UK.

As part of the listing process, you will also be required to contact your local Health Board to check on their requirements regarding documentation, health clearance etc.

Once you receive your exam results, you must progress your registration with the GDC as soon as possible. We would recommend that you have this fully completed and ready to post to the GDC, at the earliest opportunity. Those who delay sending this to the GDC, risk not being able to start work and losing your post.

**It is essential that you provide a contact address and email address where you can be reached during the period between completing final exams and starting your VT post in order for us to be able to contact you.**

We ask for this information on the application form, but if a future contact address is not known at the time of completion of the form, please notify us of any changes by going to the Service Desk [here](#) and submitting a support request as soon as possible.

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### Clearing

After the first round of matching, some potential trainees and training practices may remain. In these circumstances there is a round of clearing to match remaining candidates to unfilled posts.

The Dental Recruitment team will contact any unmatched trainees who will go through clearing, providing support and guidance throughout the process.

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### Failure to pass Final Exams

All VDP posts are allocated on the condition that individuals will pass their final year exams and can attain full GDC registration. Unfortunately, some students do not pass these exams and cannot therefore take up their post. Only once final year exams have been passed, and GDC registration is possible, can a dental graduate commence training.

If you have been appointed to a training post, but have failed your finals exams, please contact your Trainer and the Dental Recruitment team by going to the Service Desk [here](#) and submitting a support request as soon as possible. Please be advised that the Directors, where possible, will offer all the assistance they can to find you a suitable post at a later stage, but it is important to keep in close contact with us.

A small number of posts may become available at this point and will be offered via a clearing process as described above.

## 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. At the end of the visitation period when you complete your preference list 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 used in the strictest confidence.

## Key Dates to Remember

For key recruitment dates, please refer to the NHS Education for Scotland website [here](#).

**If you have any queries about any of the information within this document please do not hesitate to contact the Dental Recruitment team by going to the Service Desk [here](#) and submitting a support request.**