

Recruitment & Selection Policy

Pav Dental recognises that through its recruitment and selection policy and procedure, the best applicant is recruited and selected for the job regardless of racial group, religion or belief, disability, marital status, age, gender, or sexual orientation.

The required recruitment checks are specified in the following:

- England and Wales - Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Schedule 3)
- Northern Ireland - Regulation 19 (2) Schedule 2 of The Independent Health Care Regulations (Northern Ireland) 2005

Hassan Bhojani should always follow the general recruitment process checklist and establish whether the position is due to natural wastage or a new post.

Hassan Bhojani should:

- Determine if the position is permanent or temporary
- Determine if there is a need for the post
- Determine if there is a need to change the working structure and practices and recruit accordingly
- Review and, if appropriate, revise the relevant job description and person specification.
- Draft a job advertisement based on the criteria outlined within the job description
- Determine where the job advertisement will be placed (including the use of specialist recruitment agencies).
- Decide whether the job vacancies will be advertised internally
- Determine whether applications are to be received by use of an application form or a CV.

Applications for the position advertised will be treated in the strictest confidence and must only be judged against the job/person specification. Records of all decisions must be kept until the end of the recruitment process.

Dental care professionals and administrative staff will be recruited via recommendations and advertising in local media and employment agencies. Dentists will be recruited through professional journals and agencies. All applicants for any role will be subject to the same recruitment process.

Each employed post will have an accurate job description and person specification. Dentists and dental care professionals will be asked for their GDC registration number and details of their professional indemnity. Dentists will be asked for their performer number (where applicable). Only candidates who are able to supply the relevant information will be considered.

Upon receipt of the completed application form or CV, the recruitment team will shortlist. Shortlisted candidates will be invited for an interview. Unsuccessful candidates will be informed by email/letter.

Interviews will take place at the practice with a panel of at least two. The interview will be based on the person's specifications, and candidates may be rated using a points system. The results will be used to decide on the most suitable candidate. Applicants must be asked to bring proof of ability to work in the UK. Candidates may be asked to come to the practice for a short trial period of up to a week before the practice makes an offer.

Records are to be maintained for all interviews carried out. It may be necessary for a second round of interviews to be carried out if there is more than one candidate suitable for a position.

At the end of the interview process, it is the interview panel's responsibility to determine the most suitable applicant for the position. Their decision will be based on the criteria to be fulfilled from the job description and person specification. A decision should also be made as to salary level and whether it falls within the agreed salary range.

The successful candidate can be contacted by telephone to offer the position or formally advised in writing. Any offer will be confirmed in writing by Hassan Bhojani. Offers of employment/engagement will be made subject to two satisfactory clinical references from dentists, dental therapists, and dental hygienists. Two satisfactory general references will be required for administrative staff.

Where you cannot obtain two references, records of any efforts made to get hold of them should be kept.

If a previous employer is unwilling to provide a detailed reference, you may accept:

- a basic work reference which states the dates of previous employment
- a reference from another person (such as an ex-colleague rather than an employer)
- have an extended probationary period to allow time to make sure the new employee is suitable for the business.

You can also complete the risk assessment to demonstrate that consideration has been made to the risks of not having complete recruitment records.

Dentists and dental care professionals must provide evidence of satisfactory immunisation before an offer of employment/engagement is confirmed.

Disclosures (DBS, AccessNI, PVG) will be requested for all new team members. More information on this can be found in the Disclosures Policy (Compliance suite > Policy > Reg 19).

All prospective employees will be asked to prove their right to work in the UK.

For British Citizens, a passport will be sufficient proof of eligibility. For other applicants, you can check their proof of the right to work using their share code, if applicable: <https://www.gov.uk/view-right-to-work>. If this is not possible, you can check original copies of their documents. You can check if documents enable someone to work in the UK at <https://www.gov.uk/legal-right-work-uk>

Staff from the EU, EEA or Switzerland before 2021 do not require checks.

Following interviews, letters/emails should be sent to all unsuccessful candidates.

A formal contract with supporting documents is to be drawn up and sent to the successful candidate.

An induction programme is to be agreed as per the policy.

The practice will monitor its recruitment process to ensure it is free from discrimination. Applicants will be asked to complete an anonymous equal opportunity monitoring form. Employees will be given a contract of employment to sign before beginning work. Self-employed associates will be given a written associate agreement for signature before beginning work at the practice.

The practice recruitment policy and practices are based upon the following key principles:

- Attracting suitable candidates with the necessary skills, expertise, and qualifications who can make a positive contribution to the goals and values of the organisation.
- Using objective recruitment and selection methods appropriately to minimise the risk of poor selection and unfair discrimination.
- Advertising all vacancies internally and, where necessary, externally through local and national media to ensure that it meets its clear objectives.
- Leaving unsuccessful applicants with a positive image of our dental practice.
- Giving applicants a clear understanding of what the organisation expects of them.
- Ensuring that interviews and tests are carried out by staff appropriately trained.
- The efficiency and effectiveness of the recruitment process will be monitored and evaluated to ensure the delivery of a high-quality service.

Agency and Locum Staff

Recruitment checks are expected to be carried out for agency or locum staff.

If using an agency, they will have complete recruitment records for their staff, which they should either make available for you to view or have a declaration form which states that all checks have been completed and are up to date.

This would include:

- Immunisation history
- DBS check
- GDC registration and indemnity
- References
- Qualifications
- Identity

For independent locum staff, practices must ensure that all recruitment documents have been completed.

Recruitment and ex-offenders

Having a criminal record will not necessarily be a barrier for new staff members joining the practice. This will depend on the nature of the job that has been applied for and the previous conviction. Minor traffic offences such as speeding may be discounted.

We will not discriminate against candidates due to a criminal record, and we will consider any applications from ex-offenders if their qualifications or experience match the vacancy.

We will make sure all applicants are aware of the need for a disclosure check at the recruitment stage and will encourage applicants to disclose any convictions they may have had at the interview stage. Failure to reveal any information regarding a previous conviction may lead to the withdrawal of any offer of employment.

For employers, there is a flow chart to help manage any disclosures that reveal previous or new convictions. This can be located on the DCME portal: Compliance suite > Staff/HR > Recruitment

Document Control

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| Version | Status | Date | Author/Editor | Details of Change (Brief detailed summary of all updates/changes) |
| 1.0 | Final | | | Original Recruitment and Selection Policy |
| 1.1 | Final | 20.01.23 | HD | Updated policy. DBS checks were removed as these are covered by a separate policy (Disclosures Policy). Added section on the recruitment of ex-offenders. |
| 1.2 | Final | 04.12.23 | HD | Updated guidance on how |

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| | | | | to deal with unobtainable references (highlighted in the policy). |
| 1.3 | Final | 05.01.24 | HD | Additional guidance was added for proof of ability to work in the UK (highlighted in the policy). |
| 1.4 | Final | 13.02.24 | HD | Information added for agency staff (highlighted in the policy). |
| 1.5 | Final | 11.03.24 | HD | Final checks, published live on the portal. |
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