

St Peter's Avenue Dental Practice Limited

Recruitment Policy

Our recruitment policy reflects current employment law. It is essential that all team members involved in recruitment understand and comply with employment law on a basis of equal opportunities. Should our recruitment procedures be subject to scrutiny for any reason, the burden of proof is on the employer to prove that there has been no discrimination.

We have implemented our policies on Equality and Diversity in Employment and Dignity at Work which include:

- Ensuring equality of opportunity and non-discrimination in recruitment and selection.
- Investigating and addressing bullying and harassment in the workplace.
- Providing support for those who experience discrimination or harassment.
- Implementing workforce and recruitment monitoring and review procedures.
- Ensuring equal access to training and opportunities for development.

Complaints of discrimination

Any employee or job applicant who believes they have been discriminated against or suffered harassment or victimisation can raise the issue by using the procedures contained in the practice policy on violence and harassment. All complaints will be dealt with seriously, promptly and confidentially.

Recruitment

We recognise that effective recruitment and selection is fundamental to the future success of the practice. This policy outlines good employment practices that comply with all current employment legislation.

The objectives of this policy are to:

- Recruit and retain skilled employees in order that the practice can meet its aims and objectives.
- Maximise the contribution of individuals, by offering flexibility, balanced against the needs of this practice and the service it provides to patients.
- Ensure the recruitment process is fair and is in line with the practice's Equality, Diversity and Human Rights Policy and does not discriminate.
- Adhere to safer recruitment and selection processes to protect children and vulnerable adults in our care.

If this practice uses an agency for finding either temporary or permanent staff, they will be advised of this policy and will be expected to follow fair and objective selection procedures.

When a member of the team leaves, we shall consider this as an opportunity to review current staffing levels and possibly re-organise current job roles in order to provide the best service possible for our patients.

Recruitment Procedures

A job description shall be drawn up for every vacancy and any existing job description will be reviewed to ensure it is still relevant. A person specification will be compiled for the job and this will outline the minimum requirements for the role.

Any advertisements for the role will be clear and non-discriminatory and will include the following information:

- Practice name, address and telephone number.
- Description of the practice.
- Job title and specific requirements of the job.
- Salary.
- How applicants should apply and who to contact for further details.

All applications will be considered and shortlisted if they meet the selection criteria for the role. All shortlisted candidates will be written to and asked to attend for an interview. The interview process will be structured and well prepared, and questions will be designed to elicit information to help us identify the best candidate. We will be consistent in order to avoid allegations of discrimination. Records of all applicants will be kept for at least three months after we have made our decision.

Our Safeguarding Children and Vulnerable Adult's policies will be sent out in the first communication with any shortlisted candidate.

Once we have decided whom we would like to employ, we will make a conditional job offer over the phone or via email, followed up in writing, subject to receiving:

- Full CV with exact dates of previous and present employment (any gaps explained).
- Terms and conditions of employment.
- Qualifications certificate(s) (if applicable).
- GDC Registration certificate (if applicable).
- Professional indemnity certificate (if applicable).
- Enhanced DBS disclosure certificate.
- Hep B vaccination documentation (including titre levels on certificate).
- Job descriptions.
- Two References (one from recent employment).
- Photographic identification.
- Confirmation of eligibility to work in the UK (passport, visa or permit).
- Medical History questionnaire.
- Annual CPD return/log (if applicable).
- CPD training certificates (if applicable).

If any of the above information is unsatisfactory, we may withdraw the job offer.

Additional information will be required by human resources such as a P45. Details of this can be found within the induction and workplace orientation checklist template.

Copies of each team member's job description and contract should be kept and filed in locked office desk draw.

When recruiting, file copies of relevant qualifications or registration details will be kept in the locked office desk draw.

We will comply with Data Protection legislation which requires us to keep personal information only for as long as we need it and only for the purposes for which it was obtained. Following recruitment of the successful candidate we will retain copies of information only for as long as is necessary and only with the candidate's consent.

Induction training

The successful applicant will undertake a comprehensive induction programme with Mr Casey Vivian – Practice Manager. The induction process is role specific and on completion logs will be retained and stored in the staff file. The induction checklist must be signed by the new employee.

Appraisal

After 12 months the employee will undergo an appraisal with Miss Rachael Sullivan - Practice Owner, this will be recorded on the relevant appraisal forms and a Personal Development Plan (PDP) will be formatted. All documents will be stored securely in the staff folder. The appraisal process will be repeated annually or sooner if there are concerns over performance.