

Induction for new VDPs

Introduction

Note for Trainers

Please use your discretion as to how and when each of these proposed components for the induction period takes place; the time frame to complete this checklist is flexible, it could be completed at the start of the contract or it may take several months to complete all of the components.

Please ensure that a range of practice staff are involved in the induction process, and that your VDP gets the chance to observe the breadth of activities in your practice e.g. working with receptionists, practice manager, nurses, other associates, hygienists and therapists. You will probably have devised your own ways of welcoming your new VDP so that he or she is able to settle quickly into a happy and productive life in your practice. You might also want to ensure that your VDP meets or speaks to the dental technicians who work with your practice, and that he or she gets to visit their premises.

Note for VDPs

You are provided with a checklist which indicates the components which might be included in your induction. Whilst it is primarily the responsibility of the Trainer to ensure that these components are covered, please note that it is your responsibility to ensure that you are pro-active in your own induction. This might include seeking advice (especially at the outset of the VT year) from your Trainer and others, meeting all members of the practice staff, and generally becoming a useful member of the practice team.

Induction checklist form

This form on the next page is intended to act as a guide to Trainers when developing their induction procedure for new VDPs joining the Practice. Many of these items can be covered by other members of the practice team. Some items may not be applicable to your practice, if this is the case then please mark as n/a.

Trainer Signature:

REFERRALS

- G.A. Referrals
- Orthodontic Referrals
- Oral Surgery Referrals
- Community Referrals

VDP Signature:

Trainer Signature:

BUSINESS INDUCTION

DATE COMPLETED

- Functional Structure
- Business Objective
- Equal Opportunities Policy
- Customer Care & Complaints Procedure
- Practice Manual
- Business Plan
- Medico – Legal Issues
- Freedom of Information

VDP Signature:

Trainer Signature:

CLINICAL GOVERNANCE & PERSONAL DEVELOPMENT

- VDP Audit Topic for year
- Case Presentation Selection
- Project Presentation Selection
- Subject for VDP lead Practice Meeting

VDP Signature:

Trainer Signature:
