

NHS England - North East and Yorkshire

Guide to Validation by Experience Applicants joining the NHS England National Dental Performers List

Contents

Section	Category	Section Link
1	What is a Validation by Experience (VE) applicant?	<u>Link</u>
2	What does being a VE applicant mean to me?	<u>Link</u>
3	Why am I being asked to sign Agreement Terms with NHS England – North East and Yorkshire?	<u>Link</u>
4	Who is exempt from the process?	<u>Link</u>
5	What support will I receive?	<u>Link</u>
6	What is the purpose of a mentor?	<u>Link</u>
7	Requirements of the mentor for the VE applicant	<u>Link</u>
8	The mentor agreement	<u>Link</u>
9	What is the NHS England National Dental Performers List?	<u>Link</u>
10	Where can I find the documentation to apply to join the NHS National Dental Performers List?	<u>Link</u>
11	What are the requirements from Primary Care Support England (Services provided by Capita) when applying to join the National Dental Performers List?	<u>Link</u>
12	What are the requirements from NHS England when applying as a VE applicant?	<u>Link</u>
13	Roles and responsibilities of the NHS National Dental Performers List	<u>Link</u>
14	What will the inclusion with Agreement Terms process consist of?	<u>Link</u>
15	What are the standard Agreement Terms applied to a VE applicant?	<u>Link</u>
16	What are the mentor led record card audits?	<u>Link</u>
17	What is a radiography audit project?	<u>Link</u>
18	What is a direct observation?	<u>Link</u>
19	Framework	<u>Link</u>
20	What is PAG and PLDP?	<u>Link</u>
21	How to apply to the GDC Register as a VE applicant	<u>Link</u>
22	Process flowchart	<u>Link</u>
23	Contact details for Primary Care Support England (PCSE)	<u>Link</u>
24	Contact details for NHS England North East and Yorkshire	<u>Link</u>
25	Obtaining a performer number	<u>Link</u>



1. What is a Validation by Experience applicant?

A Validation by Experience applicant is anyone who applies to join the NHS England National Dental Performers List via NHS England – North East and Yorkshire who is exempt from foundation training.

2. What does being a Validation by Experience applicant mean to me?

All Validation by Experience applicants who apply to join the NHS England National Dental Performers List via NHS England – North East and Yorkshire will be asked to sign an agreement term for a minimum period of six months pro rata and will be based at a specific practice for the duration of this period.

3. Why am I being asked to sign Agreement Terms with NHS England – North East and Yorkshire?

The purpose of signing up to Agreement Terms whilst included on the NHS England National Dental Performer's List is to provide assurance to NHS England in relation to the standard of NHS Services the applicant will be providing. To ensure that the applicant's transition into NHS services is as effective as possible and to help them work through the Agreement Terms, the applicant will have the support of a named mentor at the agreed practice. Throughout the period of the Agreement Terms the applicant will also have the support and guidance of a Dental Case Manager and an NHS England Clinical Dental Advisor. By working in this way it will allow NHS England to ensure they have sufficient assurance that the quality of work the applicant is providing is of an acceptable standard and that they are supported appropriately into the NHS.

The Agreement Terms are standard to all applicants who are exempt from foundation training.

4. Who is exempt from the process?

Anyone who has studied or trained in the UK and/or has completed Dental Foundation Training (previously known as Vocational Training)

5. What support will I receive?

All Validation by Experience applicants who are accepted onto the NHS England National Dental Performers List will receive the support of their practice and mentor along with the support of an NHS England Dental Case Manager and Clinical Dental Advisor who will be allocated to them for the duration of the period of Agreement Terms to ensure they are making adequate progress.

Should any questions arise during the Agreement Terms period these should be raised with either the Dental Case Manager, Clinical Dental Advisor or with any of the NHS England performance team who will be happy to resolve any queries.



The generic email inbox for the performance team is england.neyprofessionalstandards@nhs.net

Can a mentee to work at more than 1 site during the process? Mentees should be based at 1 site during the process.

- a. If the mentee was to work across 2 sites then the practice must put forward a plan on how they would adequately support the practitioner across both sites, this would need to be approved by an advisor.
- b. The mentee must have worked at 1 site for at least 3 months before 2 sites could be considered in order for the mentee to be supported into the scheme.

6. What is the purpose of a mentor?

The purpose of having a mentor at the practice is to ensure that the applicant is appropriately supported on a day to day basis whilst working in an NHS environment. The mentor will be able to help provide support and guidance when the applicant is working and will provide feedback through regular tutorials and case based discussions to help identify any specific learning needs and to aid the applicant's development as an NHS dentist.

The mentor will be present in the practice 100% of the time for the mentee's first month at the practice and then this commitment will then be reduced to 60% of the mentee's working week for the remainder of the scheme.

The mentee must also be supported whilst providing NHS General Dental Services by a GDC qualified Dental Nurse at all times whilst on the scheme. Temporary support will be accepted from a suitable experienced Dental Nurse to provide cover where staffing issues arise (such as annual leave/sickness)

Should each mentee only have 1 mentor?

1 mentor is the preference but should 2 mentors be proposed, 1 has to be named as the lead and take sole responsibility for the process. If there are 2 mentors, then there should be official meetings documented and regular contact between each mentor to ensure process is being followed.

If there are to be 2 mentors, then the practice needs to provide a plan on how it will be managed, and this should be approved by NHS England prior to inclusion onto the Dental Performers List.

Should a mentor have more than 1 mentee?

A mentor should only have 1 mentee due to the time commitment required; mentors must ensure they are providing adequate support to the mentee they have been allocated.

7. Requirements of the mentor for the Validation by Experience Applicant

The mentor will need to meet the following criteria:

- Must hold current registration with the GDC
- Provide NHS England with a copy of their current CV(with no unexplained gaps in the history)
- Must have been qualified for a minimum of 3 years

Must have a minimum of 2 years recent NHS experience, this includes conditionally included dentists that have successfully completed a year with



conditions or previous voluntary agreement / Agreement Terms period

- Provide NHS England with copies of their current and up to date certificates across a range of GDC required core CPD:
 - o Hands on CPR course (within the last 12 months)
 - o Safeguarding Adults level 2 (within the last 3years)
 - o Safeguarding Children level 2 (within the last 3years)
 - o IRMER (full 5 part / 5 hour course within the last 5 years)
 - o Cross Infection Control (within the last 5 years)
 - o Oral Cancer (within the last 5 years)
 - o Complaints handling (within the last 5 years)
 - o Legal & Ethical issues (within the last 5years)
 - o Medical Emergency Training (within the last 12 months)
- The mentor must have recent experience of acting as a foundation trainer, PLVE, EEA or Validation by Experience mentor within the last 2 years or have attended or have booked to attend the relevant 'so you want to be a trainer?' course. Evidence of attendance or evidence that the course has been booked, if not yet attended, must be provided to NHS England North East and Yorkshire via email to: england.nevprofessionalstandards@nhs.net
- They will also need to complete the Mentor Application Form which will be provided by NHS England North East and Yorkshire.

The mentor can enquire how to attend the above course by contacting their local deanery which facilitates the course. Contact details for the Yorkshire and Humber deanery are: dentalsupport.yh@hee.nhs.uk and for the North East deanery are: Enquiries.NE@hee.nhs.uk

8. The mentor agreement

All mentors must apply to NHS England – North East and Yorkshire using the Mentor Application Form. The completed form must be signed by both the mentor and the practice owner/principal dentist.

NHS England – North East and Yorkshire requires that the mentor will agree to the following:

- I confirm that I am not aware of any disciplinary proceedings or investigations by NHS England North East and Yorkshire, NHS BSA or GDC in relation to me or my practice or other partners or registrants.
- I understand that the NHS England North East and Yorkshire Local Office may contact me in connection with this application and the suitability of myself and / or the practice to support the Validation by Experience Agreement Terms process.
- I am able to support the applicant for a period of a minimum of six months pro rata.
- I accept that the decision of NHS England North East and Yorkshire shall be final. (Feedback will be offered to all unsuccessful applicants).
- I understand that I must be available from the date on which the applicant starts in the practice to provide supervision and will not be away from the



practice in the first 4 weeks.

- I understand that I must be present in the practice for 100% of the applicants working week for the first month, then for a minimum of 60% of the applicants working week for the remainder of the scheme and that I must also be available by telephone when not on site during normal working hours.
- I understand that the mentee must be supported at all times when
 providing NHS General Dental Services by a GDC qualified Dental Nurse. Temporary
 support will be accepted from a suitable experienced Dental Nurse to provide cover
 where staffing issues arise (such as annual leave/sickness)
- I understand that I must have at least 3 years post qualification experience and that I should also have a minimum of 2 years' experience of working in the NHS General Dental Services in the last 3 years.
- I understand that I must provide a suitable induction for the applicant with regard to the NHS rules and regulations, the practices PDS/GDS agreement and courses of treatment including what and when to claim, patient charges and exemptions.
- I understand that I must provide a tutorial on dental radiographic positioning and technique within the first week of clinical practice.
- I understand that I must conduct a direct observation of at least 5 radiographs being completed within the first 2 weeks of clinical practise and to provide feedback to NHS England – North East and Yorkshire
- I understand that I must identify through the assessment of the applicant, the clinical training needs they require and help them to submit a continuing professional development (CPD) plan within two months.
- I understand that I must conduct weekly 1:1 meetings with the applicant and summary notes will be provided to NHS England North East and Yorkshire.
- I understand that I must conduct 5 Case Based Discussions with the applicant covering Band 1, 2 & 3 treatments. At least 1 of these Case Based Discussions should include a discussion in relation to a patient with a complex medical condition, and provide these Case Based Discussions to NHS England – North East and Yorkshire.
- I understand that I must provide tutorials to the applicant to address any clinical knowledge gaps and address any training needs.
- I understand that I must complete 5 ADEPTS, where the practitioner is directly observed by the mentor carrying out a range of Band 1, 2 & 3 Treatments. As soon is practicably possible from commencement, the following areas must be covered:



- a. Carrying out an extraction
- b. Carrying out a filling involving caries removal, under local anaesthetic
- c. Denture (whole case)
- d. A Root filling
- e. A Crown

This standard of portfolio of work aligns standards and ensures patient safety. Please ensure that this is submitted on a monthly basis.

I understand that I must provide NHS England – North East and Yorkshire
with an interim Mentor Summary Report (at two months), and a Mentor
Summary Report at the end of the Agreement Terms period (at a
minimum of six months), providing a review of the applicant and
confirming whether I feel that they are competent to provide NHS
Services.

9. What is the NHS England National Dental Performers List?

Dental performers wishing to provide NHS dental services in primary care within the NHS must be included in the National Dental Performers List.

The aim of the procedure is to enable NHS England – North East and Yorkshire to make informed decisions about applications for inclusion in the National Dental Performers List and assure itself of the suitability of NHS primary care dental performers it includes.

10. Where can I find the documentation to apply to join the NHS National Dental Performers List?

All documentation related to the NHS England National Dental Performers List can be found via the following link.

Please ensure that you submit an application on PCSE Online (Primary Care Support England). A detailed user guide on how to do this can be found on the following Link. Further information on the NHS National Dental Performers List can also be found on the following Link.

Contact details can be found under Section 20.

11. What are the requirements from PCSE (Services provided by Capita) when applying to join the National Dental Performers List?

When applying to join the NHS England National Dental Performers List the applicant will need to contact PCSE to submit the following documentation as they administer the performers list;

- Completed and signed application on PCSE
- Completed Enhanced DBS
- Police check or certificate of good standing (if applicable)
- Occupational Health clearance certificate (if available at time of application. May be provided to NHS England directly once application has been passed to the area team)
- Photo Identification



- Detailed CV with no unexplained gaps in your employment history
- Appropriate membership of defence organisation (indemnity)
- Graduation certificate
- The name of two referees to obtain clinical references

All applicants to the Dental Performers List are required to undertake occupational health assessments to obtain clearance to work within the NHS. General Dental Practitioner applicants will need additional health clearance required for performance of Exposure Prone Procedures as this forms part of their everyday work.

Any additional documents required will be stated by PCSE when making the application.

Applicants who cannot provide UK residency details for last five years must also include with their application:

- A police check to identify whether the applicant has been involved in any
 criminal activity while outside of the UK this is required for all countries
 the applicant has been resident in during their absence from the UK.
- 12. What are the requirements from NHS England North East and Yorkshire when applying as a Validation by Experience applicant?

When applying to join the NHS England National Dental Performers List as a Validation by Experience applicant NHS England will need to receive the following documentation which will be approved by the NHS England performance team;

- Completed and signed application on PCSE
- Copy of your current CV (with no unexplained gaps in the history)
- A copy of the occupational health clearance form (information in relation to obtaining occupational health clearance will be provided by PCSE)
- History of experience as a GDP in the UK and/ or abroad (this should be covered in the CV)
- Hands on CPR CPD Certificate (This course cannot be undertaken online and must have been attended within the last 12months)
- IELTS certificate with a minimum score of 7.0 overall and a minimum of 6.5 in each category (*if applicable*)

The following additional CPD/information will be required by NHS England – North East and Yorkshire – this should be sent to the designated Dental Case Manager when requested

- IRMER CPD Certificate (completed within the last 5 years)
- Safeguarding Adults Level 2 CPD Certificate (completed within the last5 years)
- Safeguarding Children Level 2 CPD Certificate (completed within the last5 years)
- Cross Infection Control CPD Certificate (completed within the last 5years)
- Complaints handling CPD Certificate (completed within the last 5 years)
- Legal & Ethical Issues CPD Certificate (completed within the last 5 years)
- The name of a proposed mentor and contact at the practice along with their email and telephone contact details.



13. Roles and responsibilities of the NHS National Dental Performers List

PCSE is responsible for administering entry and status changes to Performer Lists on behalf of NHS England. The decision to admit or decline an applicant to the National Performers List is the responsibility of NHS England – North East and Yorkshire.

The standard operating procedure for PCSE sets out the process to be followed to ensure a consistent approach is followed for processing applications for inclusion in NHS England's National Dental Performers lists in accordance with the National Health Service (Performers Lists) (England) Regulations 2013.

Approval of the application rests with NHS England's local Medical Director/Responsible Officer (RO) or nominated deputy where an application is straight forward and without concerns or where mandatory refusal is required.

If the Medical Director/RO has any concerns, a meeting of the Performance Advisory Group (PAG) will be arranged to consider the application. If a decision regarding conditional inclusion or refusal is required, the application will then be passed to the Performers List Decision Panel (PLDP) for consideration.

14. What will the period of Agreement Terms consist of?

This process will include mentoring for a period of a minimum of six months pro rata. This can be extended should greater assurance need to be provided to the PAG in relation to the standard of the applicant's work.

If you agree with the Agreement Terms listed below in Section 15, a 'probationary flag' will be shown against your inclusion on the Performers List until the terms have been fully satisfied.

All evidence of compliance with the Agreement Terms must be sent to NHS England – North East and Yorkshire to ensure all of the Agreement Terms have been met to a satisfactory standard. This should be sent to england.neyprofessionalstandards@nhs.net

15. What are the standard Agreement Terms for a Validation by Experience applicant?

In line with NHS England's Policy for Managing Applications to Join the England Performers Lists July 2021, you are required to confirm your agreement to the below Agreement Terms within 28 days of their receipt.

If you do not agree with, or you do not return the signed Agreement Terms within 28 days of their receipt, your case will be referred to a Performers List Decision Panel (PLDP). The PLDP will be required to provide assurance that the agreed process has been followed and to issue notice, under Regulation 10(2), of the proposal to impose conditions on inclusion as set out in Regulation 10(1)(a).

Should you not agree with the proposed Agreement Terms, you will be given the opportunity to make representation to a panel before any decision is reached.



The terms of the Agreement are:

RESTRICTIONS: Whilst this Agreement is in force, the services you provide will be restricted to:

- 1. You agree to have an NHS England North East and Yorkshire Case Manager [ENTER NAME]. This person will be your first point of contact and will liaise with you on a regular basis. You also agree to have a Dental Advisor [ENTER NAME] who will support you with any clinical queries, and you agree to meet with them as and when required to confirm your ongoing ability to meet these agreement terms and demonstrate that you are making adequate progress to meet the requirements of a general dental practitioner within the NHS. As a minimum, you and your mentor will be required to attend progress meetings at approximately 6 weeks in clinical practice and again at 5 months in clinical practice.
- You agree to work with an approved mentor to oversee your clinical practise during the period of the Agreement Terms (the level of mentorship is stated in Point 3)

You will receive a minimum of a 6-month pro rata period of mentoring whilst working at; ENTER PRACTICE DETAILS. You will not work at any other dental practice without prior written agreement from NHS England. Your mentor will be ENTER NAME. The mentoring dentist should be experienced and have been registered with the GDC for a minimum of 3 years. They should also have a minimum of 2 years current and continuous experience of working in NHS General Dental Services and have an ongoing commitment to the provision of NHS services. Your mentor must be present in the practice for 100% of your working week for the first month within practice, this requirement will then be reduced to a minimum of 60% of your working week after the first month and they must be available by telephone when not on site during your normal working hours.

- You agree to be supported in clinical practice at all times when providing NHS General Dental Services by a GDC qualified Dental Nurse. Temporary support will be accepted from a suitable experienced Dental Nurse to provide cover where staffing issues arise (such as annual leave/sickness)
- You agree to undertake suitable training with your mentor in your practice with regard to the NHS rules and regulations, the practices PDS/GDS agreement and courses of treatment including what and when to claim, patient charges and exemptions. Suitable training will be identified by the Dental Clinical Adviser. Documentation confirming that this has taken place should be provided to NHS England North East and Yorkshire within the first week of starting at the practice.
- You agree to your mentor providing a tutorial on dental radiographic positioning and technique within the first week of your clinical practise and for you to provide your reflections/learning from this tutorial to NHS England North East and Yorkshire
- You agree to your mentor (or suitably trained radiography nurse) conducting a direct observation of 5 radiographs being completed by you within the first 2 weeks of your clinical practise and providing feedback to NHS England North East and Yorkshire
- You agree to submit weekly 1:1 meeting notes from meetings undertaken with your mentor.

 8. These can be submitted in batches at the end of each month.



You agree to submit summary notes of tutorials undertaken by your mentor.

You agree to submit a continuing professional development (CPD) plan in the form of a Professional Development Plan (PDP) to NHS England North East and Yorkshire within two months which addresses the clinical training needs identified through the assessment undertaken by your mentor.

The following clinical needs have been identified by the Dental Clinical Adviser on review of the completed Assessment of Clinical Experience (ACE) form. These needs should be addressed through relevant courses with appropriate learning outcomes. If dedicated courses in the identified areas are unavailable, in-house practice tutorials may be suitable. Documented evidence of the tutorials demonstrating learning with suitable reflections should be provided.

(Include from following list as appropriate)

- Surgical Extractions
- Restorative techniques including: Indications and use of amalgam / Veneers, adhesive bridgework, post-crowns, inlays and onlays
- Radiographic audits
- Endodontics including: Use of rotary instruments
- Paediatric Dentistry including: Dental Trauma / Index of Treatment Needs (Orthodontic IOTN)
- Prosthetic Dentistry including: Denture relines
- Periodontology including: New Periodontal Classification
- Root Surface Instrumentation (RSI)

In addition, you also agree to undertake tutorials in the following topics and to submit a summary of your understanding through reflective learning statements:

Oral Health and Referral Guidelines

For guidance:

https://www.gov.uk/government/publications/delivering-better-oral-health-an-evidence-based-toolkit-for-prevention

Overview | Oral health promotion: general dental practice | Guidance | NICE

Local Policies and Pathways

You agree to NHS England North East and Yorkshire requesting two acceptable NHS competency-based references from appropriate GDC registrants who have directly witnessed your clinical and/or non-clinical work in the current practice after three months of starting at the practice.

You agree to provide NHS England North East and Yorkshire with a satisfactory record keeping audit for 15 recently completed band 1, 2 and 3 cases for adults and adolescents, after three months of being in practice and to provide your reflections and learning that has arisen from this audit.

You agree to provide to NHS England North East and Yorkshire with 10 completed patient satisfaction questionnaires within the first 4 months of starting at the practice.

10.

9.



	(For 10 consecutive patients. Patients should complete these either online or return to the practice via post)							
	You agree to provide NHS England North East and Yorkshire with 5 completed colleague satisfaction questionnaires within the first 4 months of starting at the practice.							
14.	If you have less than 5 members of staff, please disclose this prior to signature of the Agreement Terms.							
	You agree to submit 5 satisfactory ADEPTS, where you have been directly observed by your mentor carrying out a range of Band 1, 2 & 3 Treatments.							
	As soon is practicably possible from commencement you should cover the following 5 areas;							
	a. Carrying out an extraction							
15.	b. Carrying out a filling involving caries removal ,under local anaesthetic							
	c. Denture (whole case)							
	d. A Root filling							
	e. A Crown							
16.	You agree to a record card audit of 15 randomly selected records of patients you have provided treatment for, this will be undertaken by your mentor following 4 months in clinical practice.							
17.	You agree to produce a clinical radiograph audit and a report of findings and learning implemented after a period of four months in practice and to provide your reflections and any learning that has arisen to NHS England North East and Yorkshire.							
18.	You agree to submit 5 Case Based Discussions undertaken with your mentor covering Band 1, 2 & 3 treatments within four months. At least 1 of these Case Based Discussions should include a discussion in relation to a patient with a complex medical condition.							
19.	You agree for your mentor to provide NHS England North East and Yorkshire with a Mentor Summary Report at two months from commencement in practice and again at the end of the mentoring period.							
20.	You agree to notify your case manager of any complaints or compliments you have received in a timely fashion and in any case within 5 days of you being made aware of complaint feedback. You agree to inform NHS England North East and Yorkshire by providing this information via email to england.neyprofessionalstandards@nhs.net							
21.	You agree that all documentation relating to your Agreement Terms will be both completed and submitted electronically to your case manager. Please note handwritten submissions will not be accepted.							
22.	You agree to submit all documentation in a timely manner, in accordance with the specified deadlines on the "Agreement Terms Tracker" document. In circumstances which may cause a delay with submissions, you agree to discuss this with your case manager.							



You agree to allow NHS England North East and Yorkshire to exchange information with:

- a. Any organisation or person employing you to undertake dental work
- b. Any prospective employer
- c. Health Education England
- d. Your Mentor
- e. Practice Manager

16. What are the mentor led record card audits?

During the period of Agreement Terms the applicant will be required to complete record card audits led by their mentor within the first 3 months in practice and again after 4 months in practice. A sample of 15 patients from recent appointments will be used for each audit and will look at a range of treatments from Bands 1-3. Annex 1 below shows the categories that will be audited for each patient.

(A template with the categories below will be provided to help with conducting the audit).

All audits are marked using the following system:

- 0 for unacceptable
- 0.5 for concern
- 1 for acceptable
- N/A for not applicable.

Each applicant should be aiming for a minimum standard of 80% for their clinical records. Please note that flexibility to the 80% is applied based on the review of a Clinical Dental Advisor and the PAG.

The purpose of the audit is;

- To provide reassurance to NHS England North East and Yorkshire that the applicant is adhering to current good practice guidelines and procedures.
- To provide reassurance that appropriate radiographs are being taken in accordance with FGDP guidelines (Selection Criteria for Dental radiography).
- To review the applicant's justification and prescribing of antibiotics.
- To evidence any concerns relating to patient safety which may require further action by NHS England North East and Yorkshire.

23.

Annex 1



Clinical	Radiographs				
Medical History (Initial)	Radiographs justified and present				
Medical History (Update)	Appropriate views				
Examination completed	Clinical evaluation of report				
Base Charting	Appropriate frequency?				
Treatment Charting	Quality of x-rays graded				
BPE	Prior to provision of crown/inlay				
Soft tissues inspected	Post RCT radiograph				
Reason for attending documented	Diagnosis recorded				
Symptoms recorded	Administration				
Previous Dental History	Contemporaneous notes				
Smoking noted	Form PR (electronic reviews)				
Alcohol consumption noted	FP17DC/Treatment plan copy present in records				
Risk assessments for caries / periodontal disease	Recall Interval noted				
Treatment Planning evidence	Lab work sheets				
Treatment options noted	Treatment on Referral				
Treatment provided noted	Appropriate Referral?				
Teeth Notation	FP17RN used				
Prescriptions clinically justified	Payments / fees / exemptions recorded				
LA: name of anaesthetic/ volume	Probity				
Prevention - sealants and fluoride	Correct band claim				
Recall appropriate with NICE Guidance	Appropriate claim				



17. What is a radiography audit?

During the period of Agreement Terms the applicant will be required to complete their own radiography audit which should be submitted to NHS England – North East and Yorkshire. The data should be backed up with a full report highlighting strengths, weaknesses, areas for improvements and actions on how the applicant will address any necessary improvements and steps taken.

18. What is a direct observation?

A direct observation is a key tool in providing the appropriate assurance in relation to the applicant's standard of clinical work and level of competence with a set of procedures and techniques, elements which cannot be evaluated by simply reviewing clinical records.

Direct observations will be conducted by the applicant's mentor. The initial observations which will be conducted by the mentor will include (as a minimum)

- Taking radiographs
- Carrying out an extraction
- Carrying out a filling

A template will be provided for the recording of direct observations. The template requires the mentor to include:

- Description of case, including the type of treatment observed and the treatment
- Banding
- Areas of good performance
- Areas for development
- Additional notes
- Scoring of performance

Please grade the following areas using the scale	Needs Improvement		Borderline	Acceptable		Above Expectations	Not Observed				
1-6	1		2	3	4	5	6				
Patient Examination											
Diagnosis / clinical judgement											
Treatment planning											
Procedural Knowledge											
Technical ability											
Communication (Patient & Team)											
Professionalism											
Time Management and Organisation											
After feedback has been provided on the assessment, please rate the following											
Practitioners insight into own performance											



19. Framework

Framework for managing performer concerns

https://www.england.nhs.uk/publication/framework-for-managing-performer-concerns/

20. What is PAG and PLDP?

NHS England has established Performers Lists Decision Panels (PLDPs) and Performance Advisory Groups (PAGs) within teams in order to support its responsibility in managing performance of primary care performers. The primary role of the PLDP is to make decisions under the performers lists regulations and is established to ensure that decisions made about practitioners are fair and equitable.

PAG – Performance Advisory Group

Should any concerns arise (including repeated late submission of documents without prior agreement) throughout the Agreement Terms period, the Agreement Terms will be monitored and reviewed by exception, by the North East and Yorkshire Dental Performance Advisory Groups.

All information about the PAG can be found within the following framework https://www.england.nhs.uk/publication/framework-for-managing-performer-concerns/

PLDP - Performers List Decision Panel

The PAG may refer the case to PLDP if any information is received in relation to poor performance and with no sign of remediation. The PLDP has the powers to impose conditions or remove a performer from the performers list.

21. How to apply to join the GDC register as a Validation by Experience Applicant

All applicants applying to join the NHS England National Dental Performers List must be registered with the GDC (General Dental Council) before an application can be made.

To apply to the GDC register as an overseas qualified dentist please follow the website link for the GDC's guidance;

Website: https://www.gdc-uk.org/professionals/registration/route-to-reg/overseas-eea-dentist

22. Process flowchart



Non- standard application received and reviewed by NHS England –
North East and Yorkshire Team



Validation by Experience applicant has 28 days within receipt of the proposed Agreement Terms to sign and return to NHS England – North East and Yorkshire Team)



If no response is received, or if the Terms are not agreed to, the case will be referred to a Performers List Decision Panel (PLDP) to issue notice, under Regulation 10(2), of the proposal to impose conditions on inclusion as set out in Regulation 10(1)(a).

The applicant will be given the opportunity to make representation to the

EEA application approved with signed agreement to the Agreement Terms



PCSE informed that the application has been approved by NHS England

 North East and Yorkshire. PCSE facilitate inclusion on the National Performers List with a 'probationary flag'



Compliance with Agreement Terms is monitored by assigned NHS England – North East and Yorkshire Case Manager and Clinical Dental Advisor



After satisfactory completion of the Agreement Terms and approval by the assigned NHS England – North East and Yorkshire Dental Adviser, the Agreement Terms and "probationary flag" are removed and the case is closed.



23. Contact details for PCSE

PCSE Customer Support Centre Email: PCSE.enquiries@nhs.net Email: pcse.performerlists@nhs.net

Post: PCSE Enquiries, PO Box 350, Darlington, DL1

9QN Phone: 0333 014 2884

Fax: 0113 2776912

24. Contact details for NHS England – North East and Yorkshire

Generic Email address for all areas within North East, Yorkshire and The Humber: england.neyprofessionalstandards@nhs.net

25. Obtaining a performer number

Once an applicant's application has been signed off and completed, they will be able to begin work at the practice. All details in relation to the applicant will be provided to PCSE so that a performer number can be created. The applicant can start work whilst the performer number is being created but there may be a delay in being able to submit any claims.