

Role Profile	Dental Foundation Training Educational Supervisor (DFT & DFTDCT)
Accountability	Directorate of Multi-Disciplinary Dental Education
Date	October 2018

Role Summary

A Dental Foundation Educational Supervisor (ES) is primarily responsible for providing appropriate resources to ensure effective delivery of training including clinical activity, coaching and mentoring to Foundation Dentists (FDs) and DFTDCT longitudinal trainees to allow completion of the Dental Foundation Programme.

Dental Foundation ESs will be expected to:

- Co-ordinate and manage the training of a Foundation Dentist (FD) or (DFTDCT) to the national and Directorate standard
- Provide the Trainee with an appropriate introduction to NHS General Dental Practice
- Employ (through their Provider where required) a one year FD as a salaried Performer in Foundation Training under the terms of the nationally agreed contract. (N.B. DFTDCT Trainees are employed for two years by the Leeds TH NHS Foundation Trust)
- Work alongside the Trainee in clinical practice for a minimum of three days a week (or, in the case of joint ESs for a minimum of three days a week in the aggregate). Agree a named GDP who will act as a locum clinical supervisor in the event of any short-term absence of the ES(s) in accordance with COPDEND quality standards
- Ensure that the Trainee experiences a broad range of NHS patients and treatments throughout the training year
- Deliver weekly tutorials (of one hour's duration in normal practice hours preferably at the start of the session) and attend study days and participate in the assessment of FD(s) in accordance with the Dental Foundation Training Blue Guide and local requirements
- Work as part of a team of ESs in a scheme managed by a Dental Foundation Training Programme Director (DFTPD)
- Attend training days to acquire the skills necessary to fulfil and maintain the ES role
- Have an open NHS patient list, i.e. no child or fee exempt adult only contracts

In instances where the ES is a Performer, the Provider will be expected to:

- Have an agreement with the Performer for the currency of the training agreement
- Provide the same surgery for the Trainee which is available for their use 35 hours a week (28 hours in weeks where there are study days for the Trainee)
- Provide the required support staff, equipment and materials to the Performer to allow him/her to provide the required training to the Trainee in line with the Directorate's guidelines on Foundation Training
- Ensure the practice achieves a minimum commitment of 4000 UDAs per annum (if the practice is an NHS prototype practice this will be satisfactory evidence of NHS

commitment). Ensure there are no restrictions on patient acceptance groups within the NHS contract

- Ensure each ES achieves a minimum commitment of 1000 UDAs per annum (minimum allowances must not include any FD UDAs), or, a minimum of 150 hours treating NHS patients, in the 6 months prior to application (based upon the equivalent of 300 hours per annum), for a Performer based within an NHS prototype practice. (Joint ESs must demonstrate the minimum requirement.)
- Use the funding provided to the practice exclusively in support of the training activity

Responsibilities

1. Assessment & Monitoring

- Appraise, mentor and coach the Trainee and be available for guidance and training (a minimum of three days per week per sole ES, or, in the case of joint ESs for a minimum of three days a week in the aggregate)
- Provide help to the Trainee as and when required in an appropriate and timely manner
- Review and where appropriate change established training methods in ways which have the support of the Directorate
- Monitor and assess the FD's/DFTDCT's progress and professional development using the electronic COPDEND national assessment portfolio provided for this purpose and ensure that it is maintained and kept up to date. You should be IT literate to facilitate your use of e-Portfolio and other reporting requirements
- Give feedback to the Trainee and liaise with the DF TPD as necessary
- Advise on the final certification of the Trainee's completion of Foundation Training to confirm whether or not the Trainee has met the required standard to practise independently as a dentist within the NHS
- Commit to and show evidence of 14 sessions of support for the Dental Foundation Training programmes as required by the Regional Dental Foundation Programmes Advisor (RDFPA) and/or Postgraduate Dental Dean

Guidance Notes on ES Sessions:

- A log will be kept by the local DFTPD of ES sessions delivered. It is the responsibility of each ES to ensure that the DFTPD is informed of the dates and duration of any commitment
- ESs will not be paid for teaching on study days for their allocated scheme or region
- The following count towards ES commitment:
 - Teaching support at scheme study days (unless paid)
 - Attendance at ES training events
 - ES scheme meetings organised by DFTPD
 - Time spent carrying out A Dental Evaluation of Performance Assessment Tool (ADEPT) for Trainees other than their own (buddy visit)
 - Other commitments agreed with or required by the RDFPA and/or Postgraduate Dental Dean (e.g. National Recruitment or community project supervision)

2. Recruitment and Training

Foundation ESs will be required to:

- Adhere to the requirements of the national recruitment process in respect of the allocation of Trainees to training practices
- Ensure appropriate human resources policies and procedures are in place for staff employed within the practice
- Conduct an induction programme for the Trainee into the practice (guidance on topics and structure will be provided by the Directorate) and facilitate integration of the Trainee within the practice
- Conduct an initial assessment of the Trainee's skills and previous experience so that a training needs analysis for the Trainee can be identified and a plan of action agreed
- Prepare and conduct tutorials (averaging one a week over the course of the training year and preferably at the start of the session) with the Trainee within normal practice hours, to be at least one hour in length (minimum 44 in total during the year)
- Provide access to clinical and non-clinical training in line with the approved curriculum delivery plan
- Contribute to the facilitation and/or delivery of study day sessions and/or other training as required by the Directorate
- Facilitate the learning process to help the Trainee become a safe practitioner and help the Trainee identify learning and development needs throughout the Foundation Programme
- Conduct assessments (ADEPT and Case-based Discussions (CbDs)) to demonstrate that the Trainee has acquired adequate competence in a broad range of NHS treatments
- Participate in the Directorate's quality reviews and monitoring processes for Dental Foundation Training and ESs
- Provide support to the Trainee to enable them to complete assessed assignments

3. Communication

- Work in partnership with the Directorate to ensure the training and education needs of the Trainee are being met and they are in receipt of support from the relevant bodies
- Attend ES meetings and end of term scheme assessment sessions as and when required
- Share best practice and lessons learnt with other ESs and the Directorate to improve processes and procedures by attending peer review meetings
- Maintain regular contact with the Directorate and in particular advise if your circumstances or those of the Trainee or the practice change in such a way as to alter the contract between yourself and the Trainee or the training agreement between yourself and the Directorate. The Directorate policy on the recruitment and selection of Dental Foundation Programme ESs should be referred to for full details of the process to follow in the event of a potential change to the training contract
- Make staff at the practice aware of the needs of the Trainee during their training and provide additional training to the staff as required to ensure that they are able to respond to the needs of the Trainee
- Set time aside to be available for DFTPD visits as and when required

4. Environment and Learning Materials

- Have a private area suitable for conducting tutorials
- Have dedicated personal access to broadband for educational purposes

- Provide the Trainee with adequate administrative support and the full-time assistance of a suitably experienced, GDC registered Dental Nurse. For the first three months of the training contract, it is a usual requirement for the same nurse to be allocated to work with the Trainee
- Provide the Trainee with the essential facilities, as outlined in the “ES Practice: List of Essential & Desirable Requirements” form (practice visit checklist), and the desirable facilities where possible
- Provide relevant clinical opportunities so the Trainee experiences a wide range of NHS practice and procedures to ensure, as far as is reasonably possible, the Trainee is fully occupied throughout the training period
- Provide up to date reference materials and online computer access for use by the Trainee

5. Finance

- Support where appropriate, travel and subsistence for the Trainee (where the ES is a Performer, the practice Provider will be expected to arrange such support)
- Remunerate the FD in a timely manner and in accordance with the information provided by the Department of Health and the Directorate

6. Performance Management

- Conduct structured reviews of performance with the Trainee against agreed learning outcomes
- Contribute to the development and implementation of a curriculum delivery plan for the Trainee
- As required by the Directorate, submit the necessary reports required to the Assessment Panel for Satisfactory Completion
- Advise the DFTPD of any concerns or complaints relating to the Trainee’s performance

7. Health and Safety

Compliance with the requirements of the Health and Safety (H&S) at Work Act is Mandatory. The ES is required to ensure that their work methods do not endanger other people, patients or themselves. The ES (and Provider as applicable) must:

- Provide a safe working environment for the Trainee in line with the Health and Safety at Work Act 1974
- Maintain safe working for the Trainee and their patients by ensuring the 35 hour week (28 hours in weeks with study days) is spread evenly over five days (Monday to Saturday) for the duration of the training contract, working no more than a maximum of 8 hours per day, 4 hours per session
- Conduct risk assessments as and when required
- Ensure the Trainees and other staff are trained in relevant H&S legislation to ensure that they work safely at all times
- Have the necessary liability insurance in place to cover the practice and those who operate within it
- Ensure all Trainees are subject to an enhanced DBS check in accordance with NHS requirements prior to taking up their role
- Ensure Trainees meet occupational health requirements for them to carry out their role safely
- Provide the Trainee with satisfactory facilities which comply with H&S and with infection control standards as required by the DoH guidance, HTM 01-05

8. General

- Comply with data protection and freedom of information legislation and maintain confidentiality in respect of personal and sensitive information
- Comply with equal opportunities legislation
- Maintain confidentiality in relation to personal data held on Trainees, ensuring it is processed lawfully; for no purpose other than for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1998, and records management guidance

This role may also be subject to other professional guidelines, practices and/or clinical and training protocols and you should ensure you comply with these where appropriate.

Person specification

Essential	Minimum measurable standards	Desirable	Evidenced by
Professional Commitment			
NHS Performer	Full inclusion on Performers List of NHS England		Performer List Number to be provided in web application
Fully registered with the GDC	No conditions on registration or current warnings		GDC number (Directorate will check against GDC website)
Relevant degree	BDS/BChD or equivalent		Directorate will check against GDC website
Professional Indemnity	Current membership		Membership number requested by web application
Provider Commitment (for applicants who are Performers /non contract holders only)	Provider agreement to supply required staff, facilities and resources		Signed Educational Agreement (Issued after the application and approval process)
ES availability	ES present a minimum of three days per week (in the same practice) (or, in the case of joint ESs for a minimum of three days a week in the same practice in the aggregate)	ES(s) present full time	Completed timetable in web application
NHS Commitment	UDAs: a personal minimum commitment of 1000 UDAs (must exclude UDAs attributable to an FD) or, a minimum of 150 hours treating NHS patients in the preceding 6 months, if a Performer is based within a NHS prototype practice. (Joint ESs must demonstrate the minimum requirement.) Practice minimum commitment = 4000 UDAs. If the practice is a NHS prototype practice, participation in the prototype is sufficient evidence to demonstrate the practice's minimum commitment	ES devotes 60% or more time to NHS activity (circa 4500 UDAs)	NHS Dental Services Year End Statement to March 2017, <i>Please ensure you redact any sensitive financial information.</i> For NHS prototype practices: a report from the practice software showing the ES applicant providing 150 hours or more treatment of NHS patients in the six months immediately preceding application

	<u>No restrictions on patient acceptance groups within the NHS contract</u>		
Demonstrates professional values	No adverse reports (from CQC, GDC, BSA, NHS England Local Office and/or other regulatory bodies)		GDC/CQC websites
Knowledge			
Currently working in the NHS GDS/PDS	Up to date current working knowledge of the full range of NHS Dental Services (GDS/Prototype) and procedures	Comprehensive understanding of the key issues facing NHS dentistry in the next few years	Practice visit/Informal Interview (New applicants) ES Appraisal (Existing ESs)
Framework for producing a competent caring and reflective practitioner	Demonstration of an understanding of the curriculum for UK Dental Foundation Programme Training		Practice visit/Informal Interview APLAN case (New applicants) ES Appraisal (Existing ESs)
Experience			
Experienced GDP	<ul style="list-style-type: none"> a) Minimum four years post full GDC registration at 1 September in a general practice environment. b) Currently on an NHS Dental Performers List c) Currently working on a GDS or PDS contract arrangement or in a NHS prototype practice 	Specialisms which will enhance the FD experience (e.g. orthodontics, endodontics, minor oral surgery, domiciliary visits, sedation etc.)	Web application and GDC website
Experience in training and managing others	ES is involved in practice management such as training (informal or formal) of other dental professionals, supervising staff (informal or formal)	Experienced in conducting PDPs for staff, setting objectives, running formal training sessions. Involved in undergraduate/postgraduate teaching. Have direct line management responsibilities	Web application and informal interview (New applicants) ES Appraisal (Existing ESs)

Multit-FD practices	Multi-FD practices must comply with the HEEYH guidance for multi-FD in practice		Application form Visit
Skills and Qualifications			
Ability to be a dental educator	Relevant professional and academic qualifications Attended all required training programmes for ESs,	Qualified mentor or coach Relevant post graduate teaching qualification	Practice visit/Informal Interview Suitable APLAN case (New applicants) ES Appraisal (Existing ESs)
Commitment to Lifelong Learning	Meets all GDC and local NHS England Local Office CPD requirements	Relevant post graduate qualifications Exceeds CPD requirements	Web application and PDP evidence Practice visit/Informal interview (New applicants)

Practice specification

Essential	Minimum measurable standards	Desirable	Evidenced by
Practice Facilities			
Facilities meet NHS minimum standards	All essential requirements met as listed in the Practice essential equipment list and HEEYH RAG green guide	Desirable requirements met as listed in the HEEYH forms	Completed web application plus practice visit where applicable
Practice Ability To Deliver Curriculum			
NHS range of clinical procedures	Practice can provide hands-on experience in the full range of clinical procedures specified in NHS Mandatory Services		Evidence of NHS activity (NHS Dental Services Year End Statement March 2017 for all Performers within the practice). Please ensure you redact any sensitive financial information.