

Role Profile	Dental Foundation Training Educational Supervisor
Accountability	Postgraduate Dental Dean or his/her nominated representative
Date	September 2017

Role Summary

A Dental Foundation Training (DFT) 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), including trainees undertaking the Dental Foundation Training element of General Professional Training (GPT), to support satisfactory completion of the Dental Foundation Training Programme.

For the purposes of this document the term 'Foundation Dentist' shall be taken to include 'DFTDCT Training Trainee' when working in the DFT element of their training.

DFT ESs will be expected to:

- Co-ordinate and manage the training of a Foundation Dentist (FD) (and the DFT FD element of DFTDCT) to the national and Directorate/School standard
- Provide the FD with an appropriate introduction to NHS General Dental Practice
- Employ (through their Provider where required) a one year FD as a salaried Performer in Dental Foundation Training under the terms of the nationally agreed contract. (N.B. DFTDCT Trainees are employed for two years);
- Work coincident sessions with the FD in clinical practice for a minimum of three days a week (or, in the case of joint ESs for a minimum of five days a week in the aggregate). Agree a named GDP from the practice 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 FD experiences a broad range of NHS patients and treatments throughout the training year
- Deliver tutorials (of one hour's duration, in normal practice hours), normally held weekly, and attend study days and participate in the assessment of FDs in accordance with National Guidelines 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
- Work in a practice which has a full NHS contract with an open patient list, i.e. no child or fee exempt adult only contracts

In instances where the ES is a Performer but not a Provider, the Provider will be expected to:

- Have an agreement with the Performer for the currency of the training agreement
- Provide a surgery for the FD which is available for their use 35 hours a week (28 hours in weeks where there are study days for the FD);
- Provide the required support staff, equipment and materials to the Performer to allow him / her to provide the required training to the FD 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 practice this fact will be satisfactory evidence of NHS commitment)

- 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 working for an NHS body. This commitment to be in the 6 months prior to application (based upon the equivalent of 300 hours per annum, for a Performer based within an NHS pilot practice). (Joint ESs must both 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 FD and be available in the practice 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 five days a week in the aggregate)
- Provide support to the FD as and when required in an appropriate and timely manner
- Review, and where appropriate change, training methods in ways which have the support of the Directorate
- Monitor and assess the FD's progress and professional development using the HEE national DFT electronic assessment portfolio provided for this purpose and ensure that it is maintained and kept up to date. The ES should be IT literate to facilitate the use of e-Portfolio and other reporting requirements
- Give feedback to the FD and liaise with the DFTTPD as necessary
- Advise on the final certification of the FD's completion of Foundation Training to confirm whether or not the FD has demonstrated the required competencies to practise independently as a dentist within the NHS
- Commit to 14 sessions of support for the Dental Foundation Training programmes as required by the DFT Associate Dean/ Regional Advisor 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 unless they are teaching over and above their 14 sessional commitment
- Fees paid for teaching delivered jointly on study days will be divided between ESs involved
- ESs may claim standard lecture fees, LOPA and travel and subsistence for formal teaching on study days for other Directorate/School schemes during normal working hours, unless counted towards their sessional commitment. This should be claimed from the visiting school region.
- The following count towards ES commitment (subject to local Directorate/School policy):
 - Teaching support at Scheme study days (unless paid)
 - Attendance at ES training events
 - ES scheme meetings organised by the DFTPD (up to three per year)
 - Time spent carrying out A Dental Evaluation of Performance Assessment Tool (ADEPT) for FDs other than their own
 - Other commitments agreed with or required by the Postgraduate Dental Dean

2. Recruitment and Training

DFT ESs will be required to:

- Adhere to the requirements of the national recruitment process in respect of the allocation of FDs 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 FD into the practice (guidance on topics and structure are available on the e-Portfolio) and facilitate integration of the FD within the practice
- Conduct an initial assessment of the FD's skills and previous experience so that a training needs analysis for the FD can be identified and a plan of action agreed
- Prepare and conduct tutorials (averaging one a week over the course of the training year, minimum 44 per year) with the FD within normal practice working hours, to be at least one hour in length
- 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 FD become a safe practitioner and help the FD identify learning and development needs throughout the Dental Foundation Training Programme
- Conduct assessments (ADEPTs) and Case-based Discussions (CbDs) to demonstrate that the FD has acquired adequate competence in a broad range of NHS treatments. Minimum numbers as directed by the e-Portfolio.
- Complete the ES comments section of the reflective log entries made by the FD. Identify and keep a track of the learning needs in a timely manner
- Participate in the Directorate's quality reviews and monitoring processes for Dental Foundation Training and ESs
- Provide support to the FD to enable them to complete assessed assignments

3. Communication

- Work in partnership with the Directorate/School to ensure the training and education needs of the FD 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/School to improve processes and procedures by attending peer review meetings
- Maintain regular contact with the Directorate/School and in particular advise if your circumstances or those of the FD or the practice change in such a way as to alter the contract between yourself and the FD or the training agreement between yourself and the Directorate. The Directorate/School policy on the recruitment and selection of Dental Foundation Training 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 FD 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 FD
- 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 FD 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 FD
- Provide the FD with the essential facilities, as outlined in the “ES Practice: List of Essential & Desirable Requirements” form (practice visit checklist) or equivalent, and the desirable facilities where possible
- Provide relevant clinical opportunities so the FD experiences a wide range of NHS practice and procedures to ensure, as far as is reasonably possible, the FD is fully occupied throughout the training period
- Provide up to date reference materials for use by the FD

5. Finance

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

6. Performance Management

- Conduct structured reviews of performance with the FD against agreed learning outcomes
- Contribute to the development and implementation of a curriculum delivery plan for the FD
- As required by the Directorate/School, submit the necessary reports, as directed by the e-Portfolio, required by Review of Competence Progression (RCP) Assessment Panels
- Advise the DFTPD of any concerns or complaints relating to the FD’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 FD in line with the Health and Safety at Work Act 1974
- Maintain safe working for the FD 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 and between 8am and 8pm
- Conduct risk assessments as and when required
- Ensure the FDs 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 FDs are subject to an enhanced DBS check in accordance with NHS requirements prior to taking up their role
- Ensure FDs meet occupational health requirements for them to carry out their role safely
- Provide the FD with satisfactory facilities which comply with H&S and with infection

control standards as required by the Department of Health guidance HTM 01-05, or the equivalent in Wales and Northern Ireland

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 FDs, 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	Desirable	Evidenced by
Eligibility		
Full inclusion on the relevant Performers List of NHS England or Wales, or the equivalent in Northern Ireland	No conditions in place or investigations on-going	Performer List Number NHS England Area Team/NHS Wales Local Health Board reference/equivalent in Northern Ireland
Fully registered with the GDC as a dentist	No conditions on registration	Up to date certificate of registration
BDS/BChD or equivalent relevant professional qualification		Directorate will check against GDC website
Current professional Indemnity		Copy of current certificate
Contract holder agreement to supply required staff, facilities and resources		Signed letter of commitment from contract holder
ES to be present in the practice at the same time as the FD for a minimum of three days per week (or, in the case of joint ESs for a minimum of five days a week in the same practice in the aggregate)	ES(s) present full time	Completed timetable in application form and verified at practice visit
<p>NHS Commitment</p> <p>UDAs: a minimum commitment of 1000 UDAs for an individual ES (personally delivered), balanced distribution for joint trainers to be verified at the practice visit. All applicants will be required to show evidence of their continuing commitment during the year of appointment and all subsequent training years.</p> <p>Personal commitment of no more than 8000 UDAs based on 10 clinical sessions per week</p>	Personal commitment is no more than 6000 UDAs	<p>NHS Dental Services Year End Statement to March ,</p> <p>For NHS pilot 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</p>
Knowledge		
Has attended an ES preparation course operated by HEE Local Office/Deanery.		Attendance certificate

Experience			
<p>Minimum four years post full GDC registration at 1 September in the year of commencement of ES post, in a general practice environment.</p> <p>Currently working on a GDS, PDS or CDS contract arrangement or in an NHS pilot practice/prototype</p> <p>Minimum of 12 months in the proposed training practice by the time of practice visit and intends to remain in the practice for the full period of Foundation Training.</p>		<p>A practitioner who can evidence additional relevant skills that will enhance the training experience</p>	<p>Application Form and GDC website</p>
<p>Experience in training, managing or directing others</p> <p>ES is involved in practice management such as training of other dental professionals, supervising staff</p>		<p>Experienced in conducting PDPs, appraisals and performance management for staff, setting objectives, running formal training sessions. Involved in undergraduate / postgraduate teaching.</p> <p>Have direct line management responsibilities</p>	<p>Application Form and interview</p>
<p>Additional experience requirement for DFTDCT ES Applicants</p>	<p>Previous experience as an ES for two or more FDs or DFTDCT Trainees for the full duration of each FD's or DFTDCT Trainee's programme</p>		<p>Application Form</p>
Skills and Qualifications			
<p>Ability to be a dental educator</p> <p>Completed or enrolled on a HEE Local Office/Deanery certificated teaching and learning course specific to Dental Foundation Training</p>		<p>Certificated mentor or coach</p> <p>Relevant educational qualifications</p>	<p>Copies of all certificates as requested on the application form – professional, academic and for training programmes attended by the applicant relating to ES requirement.</p> <p>Interview</p>
<p>Minimum of 15 hours verifiable CPD in the 12 months preceding the application including GDC recommended/core topics</p>		<p>More than 20 hours of verifiable CPD in the 12 months preceding application</p>	<p>Certificates</p>

Up to date Personal Development Plan covering previous and current year		PDP submission as part of application form
Participation in clinical audit and peer review within the last three years. Satisfactory appraisal from HEEYH.		Evidenced at practice visit and/or certificate
Equality and Diversity training completed within the last three years		Certificate
Bullying and Harassment management procedures training completed within the last three years		Certificate
Information Governance training completed		Certificate
<p>A dentist who is:</p> <ul style="list-style-type: none"> • able to cope with change, who is flexible and can handle uncertainty (this might be shown by availability to the practice visitors) • willing to re-organise their own daily routine and those of the practice, to take account of the presence of a Foundation Dentist (FD) • enthusiastic about his or her profession • works well as part of a team within a well-run practice • able to communicate effectively with patients and other team members • can demonstrate involvement in staff training and development and with the necessary teaching skills. • Who demonstrates high professional values and behaviours • Who demonstrates high professional values and behaviours • Who demonstrates high professional values and behaviours 		Appraisal and/or practice visit

Practice Facilities

Practice Facilities			
Essential	Minimum measurable standards	Desirable	Evidenced by
Approved as a training practice	All essential requirements met as listed in the “ES Practice: List of Essential & Desirable Requirements” form	Desirable requirements met as listed in the “ES Practice: List of Essential & Desirable Requirements” (or equivalent) form	Completed form plus practice visit where applicable