

# Dental Foundation Training New Educational Supervisor Application Process Document September 2025



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# Introduction

*Thank you for your interest in the position of Dental Foundation Training Educational Supervisor (DFT ES), in NHS England Northwest. The purpose of this guide is to provide you with information to assist you in your application and to inform you of the process. Included in this document are the National Person Specification and Job role for Educational Supervisors (ESs).*

*NHS England, Workforce Training and Education Directorate (WT&E) have an annual allocation of Foundation Dentist (FD) posts funded via NHS England. Each FD is assigned to a placement with an approved ES.*

*This process document sets out the guidance for ES approval for the September 2025 cohort of FDs across the Northwest.*

*NHSE, WT&E is committed to continually raising the standards of dental training, as part of this commitment we will support you in your ongoing development as an Educational Supervisor.*

*We look forward to receiving your application and working with you soon.*

## How to Apply - New Applicants

All those wishing to apply to be an ES for September 2025 will need to complete the online ES Application Form 2025 and Practice Self-Audit Assessment Document **ES Application Form:**

The MS Forms application will go 'live' on **2 December 2024 at 12:00 hrs** with a closing date of **12<sup>th</sup> January 2025 at 23:59 hrs**. Any applications received after this date will be automatically rejected. Upon receipt of your MS Forms application, you will receive an automated response to confirm submission of your application. Link to application can be found here: [ES Application Form 2025](#)

### **Practice Self-Audit Assessment Form:**

Please open a copy of the self-assessment form onto your PC/laptop and save the document using your full name and GDC number. Complete all parts of the document and return to [england.dental.nw@nhs.net](mailto:england.dental.nw@nhs.net) by **10<sup>th</sup> January 2025**.

## Conflicts of Interest

You are expected to declare any conflicts of interest you may have prior to practice visit.

## Study Days

There are usually 30 Study days throughout the academic year. Where possible we will try to keep to the same day, however there may be occasions when we need to swap the days. We will endeavour to provide plenty of notice to avoid disruption in the practice. You will need to ensure your FD's surgery is available for them to use clinically, for 35 hours per week. If your FD is less than full-time, the requirement will be different.

## Educational Supervisor/Clinical Support Mandatory Requirements

<b>Number of Days working at practice</b>	<b>Clinical Supervisor</b> (Must be named, have a minimum of 3 years' experience post-graduation and be currently working at the practice)	<b>Named, Current Performer</b> (Must be currently working at the practice as a dental performer)  Single handed practices will not be considered
<b>ES works 5 days (10 sessions) at the practice</b>	No need to name a Clinical Supervisor	Will require a named, current performer who is on site, to cover absence e.g., holidays, sickness, to support the FD.
<b>ES normally works 4 days (8 sessions) at the practice</b>	Clinical Supervisor to be nominated for 5 <sup>th</sup> day	Will require a named, current performer who is on site, to cover absence e.g., holidays, sickness, to support the FD.
<b>ES normally works 3 days (6 sessions) at the practice</b>	Clinical Supervisor to be nominated for 4 <sup>th</sup> and 5 <sup>th</sup> day	ES must be in attendance 3 days (6 sessions)/week – when the FD is on site (please consider the study day programme).
<b>ES normally works LESS than 3 days (6 sessions) at the practice</b>	Not eligible to apply to become an ES	

# Application Process

## Stage 1. Shortlisting

The shortlisting process will be a review of application form for those applicants who satisfy the essential criteria of the person specification, and placement, you will progress to the next stage.

## Stage 2. Practice Visit

There are 3 parts to the visit:

- A. Record card audit – of randomly selected NHS patients. This will be undertaken by one of the representatives, it is based on: *(FGDP), Clinical Examination and Record-Keeping: Good Practice Guidelines, Selection Criteria for Dental Radiography, British Periodontic Society Guidelines, Delivering Better Oral Health, dept of health.*
- B. Review of a predetermined policies or processes based on the Self-Audit Assessment and Application Form, as completed and submitted by the applicant.  
Review of:
  - Premises
  - Surgeries
  - Available clinical equipment
  - Decontamination equipment and processes
  - Medical emergency equipment, drugs and processes
  - Equality, Diversity and Inclusion Certification
  - Educational Qualification of staff

### **Certificates for Validation must be available for:**

- a. Equality & Diversity Certificate (within the last year)
- b. Education qualification certificate and/or any relevant completed modules (if applicable)

Latest CQC report

- C. Structured questions relating to the ES role, which will be timed.

There will be an opportunity for you to ask questions, however, the NHSE NW representatives will not be able to provide feedback of the practice visit on the day, this will be provided once the recruitment process is complete.

Practice visits will be conducted between February and early April 2025. The visit will take 1½ hours maximum and will be conducted by two NHSE NW representatives. **It requires**

**the attendance of the applicant and practice manager, or senior nurse who is familiar with practice governance.** All elements will be scored.

You will receive the time and date of your scheduled practice visit once the shortlisting process is complete.

## Appointment and Allocation Process

A consistent scoring system will be used for all stages of the application process.

Scoring is taken from:

- Record Card Audit
- Equality, Diversity and Inclusion Certificates (within the last year)
- Education qualification certificate and/or any relevant completed modules (if applicable)
- Structured questions

All applicants will be ranked in order of practice visit score. Allocation is determined by ranking and the number of available posts across the region, covering all three Integrated Care Boards (Cheshire & Merseyside, Greater Manchester, Lancashire & South Cumbria) in line with the national directive.

Once all practice visits have taken place, you will be contacted to advise you on the outcome of your application, appointable or not appointable, by the end of April 2025. We will endeavour to keep to the timelines provided.

If you are successfully appointed, this does not guarantee that you will be allocated a Foundation Dentist. This will depend on the number of graduating dentists allocated to the Northwest and the preferencing process for the FD within the National Recruitment system.

## Appeal Process

Grounds for appeal only relate to procedural errors or deviations from the established process. The applicant must provide supporting documentation or evidence, by emailing [england.dental.nw@nhs.net](mailto:england.dental.nw@nhs.net) within 3 days of outcome letter.

## Educational Supervisor Declarations & Data Protection Act 2018

### DATA PROTECTION CONSIDERATION

Information contained in or derived from unsuccessful applications and/or the recruitment or interview process may be retained in both manual and computerised format for similar

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purposes, in line with NHS England’s data retention policy. The Agency may use any educational or employment details contained in or derived from your application to approach persons or organisations for any references, which may be required. By completing an application, you are consenting to the continued processing of all such sensitive data as outlined above.

## Summary Timeline

Key Dates	
Applications open for New Education Supervisors	2 December 2025 at 12:00
Applications close	12 January 2025 at 11:59
Practice Visit	1 February 2025 to early April 2025
Application outcome notification	By end of April 2025
Foundation Dentists allocation date by National Recruitment Office	TBC
Study day for all NEW Educational Supervisors this will be conducted in person at The North West Dental Training Hub, Altrincham	27 June 2025 <b>Please Save the Date</b>
Posts commence	1 September 2025

Please note: NHSE WT&E reserves the right to amend the process in case of extenuating and/or unforeseen circumstances. If this occurs, applicants will be notified.