

Dental Foundation Training New Educational Supervisor Application Process September 2024 (PILOT)



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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 pilot process sets out the guidance for ES approval for the September 2024 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.

NHSE, WT&E is committed to meet requirements as set out by the Advancing Dental Care (ADC) Review recommendations. This includes co-ordination and alignment of all postgraduate training placements, by distributing the placements across the Northwest in partnership the integrated care boards.

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

Conflicts of Interest

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

Study Days

There are 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

Number of Days working at practice	Clinical Supervisor (Must be named, have a minimum of 3 years' experience post-graduation and be currently working at the practice)	Named, Current Performer (Must be currently working at the practice as a dental performer)
ES works 5 days (10 sessions) at the practice	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.
ES normally works 4 days (8 sessions) at the practice	Clinical Supervisor to be nominated for 5 th day	Will require a named, current performer who is on site, to cover absence e.g., holidays, sickness, to support the FD.
ES normally works 3 days (6 sessions) at the practice	Clinical Supervisor to be nominated for 4 th and 5 th day	ES must be in attendance 3 days (6 sessions)/week – when the FD is on site (please consider the study day programme).

How to Apply - New Applicants

All those wishing to apply to be an ES for September 2024 will need to complete the online ES Application Form 2024 and Practice Self-Audit Assessment Document **ES Application Form**:

The MS Forms application will go 'live' on **1st December 2023 at 12:00 hrs** with a closing date of **14th January 2024 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.

<https://forms.office.com/e/ArfxF1YNzd>

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 **by 14th January 2024**.

How to Apply – Current Educational Supervisor

All ESs wanting to continue as an ES for September 2024 will need to complete:

1. MS Form expression of Interest (please note; this is NOT an application Form)
2. MS Form ES Application Form
*with a closing date of **5th December 2023 at 23:59***
3. Practice Self-Audit Assessment
*Email to england.dental.nw@nhs.net by **5th December 2023 at 23:59***

If you have not received any emails regarding the process, please check your junk mail before contacting the team above.

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

Practice visits will be conducted between December and early April 2024. 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.

There are 3 parts to the visit:

- A. Record card audit – 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.
Certificates for Validation must be available for:
Equality & Diversity Certificates (within last 3 years)
Education qualification certificate and/or any relevant completed modules (if applicable)
Radiography equipment critical exam test from your radiation protection folder
- 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.

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.

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, by the end of April 2024. 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 appellant must provide supporting documentation or evidence, by emailing 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 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. I hereby consent to the continued processing of all such sensitive data as outlined above.

Summary Timeline

Key Dates	
Applications open for New Education Supervisors	1 December 2023 at 12:00
Applications close	14 January 2024 at 11:59
Practice Visit	8 December 2023 to 12 April 2024
Application outcome notification	By end of April 2024
Foundation Dentists allocation date by National Recruitment Office	TBC
Study for all NEW Educational Supervisors this will be conducted in person	18 June 2024 Please Save the Date
Dental Schools confirm BDS results	TBC
Posts commence	1 September 2024

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.