

## Dental Section - Job Description – Educational Supervisor

<b>GENERAL DENTAL PRACTICE FOUNDATION EDUCATIONAL SUPERVISOR</b>	
<b>Main Purpose of Job:</b>	To supervise and support a Foundation Dentist (FD) in primary dental care, so that the FD is able to work unsupervised in the general, personal and salaried dental services at the end of Dental Foundation Training.
<b>Role of the Educational supervisor:</b>	<ul style="list-style-type: none"> <li>To interact with the FD providing tuition, advice, information and facilities to fulfil the aims and objectives of Dental Foundation Training (DFT)</li> <li>To prepare for the role of educational supervisor by acquiring knowledge of the educational processes, the interpersonal skills necessary and learning how to apply them in the primary dental care / practice setting</li> <li>To liaise with the DFT Training Programme Director (TPD) and Associate Dean for Dental Foundation Training (ADDFT) as necessary to ensure that the FD completes DFT successfully</li> </ul>
<b>Duties and Responsibilities:</b>	<p>The Provider should:</p> <ol style="list-style-type: none"> <li>Allow placement of the FD with the practice, who will be employed by the Lead Employer as a salaried Dental Foundation Trainee under the terms of the agreed Trainee's contract</li> <li>Prepare and conduct weekly tutorials in protected time for the FD</li> <li>To be available to give guidance in both clinical and administrative matters by working <b>clinically</b> in the same premises as the FD for not less than three days per week excluding the study day</li> <li>Provide the FD with satisfactory facilities, support and relevant opportunities so that a wide range of NHS clinical practice is experienced and so that as far as is reasonably possible the FD is fully occupied providing NHS work</li> <li>Assess and monitor the FD's progress and professional development ensuring that the Portfolio is maintained and kept up-to-date</li> <li>Provide appropriate feedback to the FD</li> <li>Allow and require the FD to attend the DF study programme of approximately 30 days, and ensure that the FD's holidays do not lead to absence from the study days</li> <li>Acquire the skills necessary to undertake the role of educational supervisor and to undertake training in assessment through participation in educational courses prior to the employment of a FD in the practice and during the training period, as required</li> <li>Attend educational supervisor and assessment meetings and the required number of study day sessions as stipulated in the person specification and educational supervisor agreement</li> <li>Educational supervisor should not take leave during the first month of the FD contract</li> <li>Educational supervisors should make suitable arrangements for the support of their FD during any absence that is agreed with the Training Programme Director</li> <li>Ensure the aims and objectives are fulfilled so that the FD can achieve satisfactory completion of the year and receive a certificate of completion at the end of the training period</li> </ol>