

**Dental Foundation Educational
Supervisor
Applicant Guide – New Sites
Only**

**Recruitment & Selection of
Dental Foundation Educational
Supervisors, Health Education
England, North West**

2023 – 2024 Cohort

DFT Educational Supervisor – Applicant Guide – New Sites Only

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Introduction

Thank you for your interest in the position of Educational Supervisor in the HEE NW Dental Foundation Training (DFT) Region. The purpose of this applicant guide is to provide you with information to assist you in your application and to inform you of the process for being selected as a DFT Educational Supervisor (ES), formerly known as Dental Trainer. Included in the appendices of this document are the Person Specification for existing educational supervisors. Further documentation relating to the position is also enclosed for your information.

HEE NW have an allocation of Dental Foundation placements that are set by the Department of Health and funded via Health Education England. Each Dental Foundation (DF) trainee is assigned to a dental practice with an approved DF trainer who is their Educational Supervisor.

This document explains the forms, timeline, methodology and sets out the guidance for trainer approval for the September 2023 cohort of trainees across HEENW

HEE NW is committed to continually raising the standards of dental training across HEE NW and as part of this commitment we seek to improve the quality of training provided by Educational Supervisors, their teams and the workplace environment.

HEE NW is also committed to meet requirements as set out by the Advancing Dental Care (ADC) Review recommendations. This includes co-ordination and distribution of postgraduate training posts, so that it is better aligned to areas with the highest levels of oral health inequalities, and equitable distribution of postgraduate dental training places. As such, recruitment of all training sites will reflect this recommendation.

We look forward to receiving your application and working with you in the near future.

Yours faithfully,

The HEE NW Dental Foundation Training Team

Dental Foundation Training

Dental Foundation Training (DFT) is a one-year course designed for recently qualified dentists to experience NHS Primary Dental Care. The programme is based on sound educational principles and is designed to provide in-depth professional guidance to help a dentist make the transition from comparatively inexperienced graduate to competent practitioner.

During the one-year course, Foundation Dentists (FDs) increase skill and competence as professional practitioners. In addition, they gain insight into practice management. The Educational Supervisor is available and accessible in the workplace and plays a key role in supporting the Foundation Dentist in this important developmental year.

The DFT curriculum can be found [COPDEND website](#).

Dental Blue Guide

The Dental Blue Guide produced by COPDEND is the Reference Guide for Postgraduate Dental Foundation Training in England, Wales and Northern Ireland.

Please note that the Dental Blue Guide Second Edition – September 2022 recommends Minimum Clinical Requirements to demonstrate Satisfactory Completion which include:

1. Two Cobalt Chrome Prostheses
2. Four extractions of special difficulty (which may involve bone removal and/or flaps): one undertaken as ADEPT with ES by the end of Month 4.

Therefore, it is expected that a DFT Training practice would ensure that the FD would get experience of the above as part of a broad range of clinical experience during their training year.

The Dental Blue Guide can be found on the [COPDEND website](#).

Educational Supervisor Role

Educational Supervisors can opt to share the role and responsibilities of education for one Foundation Dentist. However, there is only one ES who has overall responsibility.

This is a demanding and challenging pivotal position, which calls for an individual who can combine a pragmatic approach to development with leadership, motivational and influencing skills. An efficient team player, you will have the ability to create a supportive and encouraging environment within which a Foundation Dentist can practice and improve his/her dental and management skills.

The objective of Dental Foundation Training is that the Foundation Dentist (FD) should be eligible to practice unsupervised as a performer within the General Dental Services. The role of

Educational Supervisor is therefore to directly supervise, support, encourage, educate, assess and mentor a Foundation Dentist in order to achieve this objective.

Conflict of Interest

Any Educational Supervisor with a close personal or business relationship with any of the Foundation Dentist applicants must declare this at the outset of the process and will not be permitted to be ranked by that Foundation Dentist.

Study Days

Study days may be on variable days. You will need to ensure that your FD's surgery is available for them to use clinically 5 days a week in their normal working hours.

Flexibility in Training

This reflects the change in General Dental Practitioners landscape where many different practice models now operate across the region. HEE NW aim to increase flexibility in eligibility for the role of Educational Supervisor.

This increase in flexibility will facilitate more General Dental Practitioners with differing practice circumstances, including part-time dentists, to apply for the role of Educational Supervisors. It is anticipated this will be more inclusive and further improve the quality of training.

Therefore, there are several arrangements which HEE NW will accept outlined below. These will be accepted provided applications demonstrate clearly how the practice/ group/ joint arrangements can provide consistent and high-quality supervision and support for the Foundation Dentist/s.

1. One ES provides full time supervision for one FD working in the same dental practice.

The ES and FD must be on the same site (evidence will be requested), at the same time for a minimum of 21 hours over 3 days per week (not including study days), as per the ES contract. In addition to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can act to provide cover for you during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

2. Two individual practitioners may wish to take on the role of ES (each with an allocated FD) within the same practice.

The practice must be able to demonstrate they can accommodate two FDs full time and meet performance management requirements, as well as demonstrate robustly that both FDs will gain access to sufficient number of patients. The ES and FD must be on the same site, at the same time for a minimum of 21 hours over 3 days per week, as per the ES

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contract for their assigned FD. In addition to have a named performer (s) who is/are suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and if applicable, your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

3. Joint training

One ES and one Clinical Supervisor (CS) provide full time supervision for one FD working in the same dental practice (joint trainers). The ES and FD must be on the same site, at the same time for a minimum of 21 hours over 3 days per week, as per the ES contract. One ES will be designated as lead supervisor and will be point of contact with HEE. In addition to have a named CS who is suitably experienced (at least 3 years qualified), on the practice NHS contract **at the point of application**, who is currently practicing clinically **at the proposed site** that can provide cover for you, and your joint Educational Supervisor, during all periods of absence e.g. holidays, sickness, on days ES is not working clinically, etc.

Forms

All those wanting to apply to be a trainer for September 2023 will need to complete the Application Form, which will also act as an Eligibility Form.

Before you complete this form, **please ensure you have read the relevant Person Specification** for New Educational Supervisors that are available on the HEE NW website and as Appendix 1 to this document:

Please note that the Person Specification drives the recruitment; it lists the essential and desirable criteria and attributes required for the role of DF trainer, as well as the training site including workplace requirements.

Trainer Recruitment Process

The first part of the recruitment process consists of the submission of an Application Form via Microsoft Forms. The link to the form can be found on our website <https://www.nwpgmd.nhs.uk/application-process-educational-supervisor-september-2023-2024>

The MS Forms application will go 'live' on 18th November 2022 at 09:00 hrs with a closing date of 4th January 2023 at 17:00 hrs.

In addition to the completion of the application form, you will also need to upload several documents to support your application.

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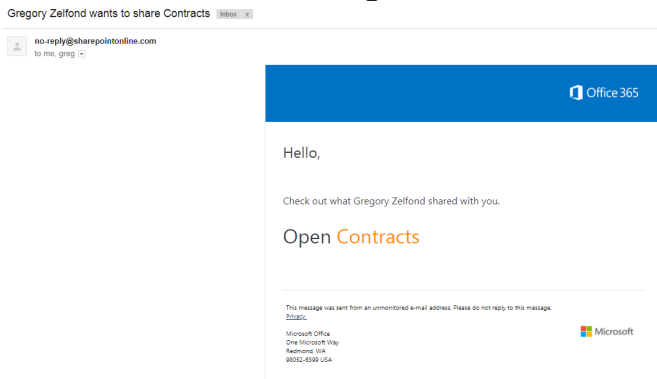
Upon receipt of your MS Forms application, HEE NW will contact you within 2 working days after submission of your application via the email address you submitted on your application form and will grant you access to your own personal SharePoint File which will be held on our secure network.

Instructions for uploading supporting documents to your SharePoint file

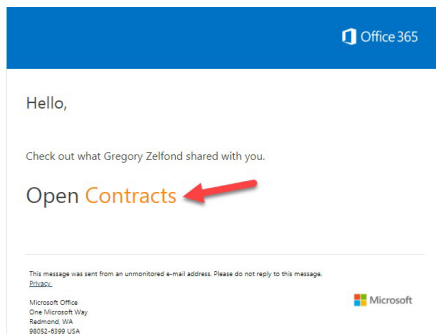
You will receive a separate email from HEE NW, with a request to share your designated folder, which is held on a secure section of OneDrive. Please remember to check your SPAM or JUNK folder as this email is sometimes re-directed there.

Steps for the recipient

1. The external user gets an email that looks like the one below

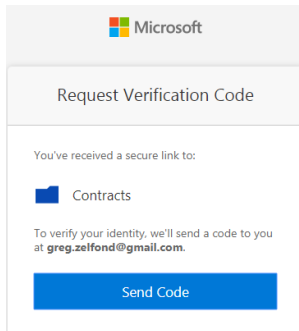


2. User clicks on the link included in the email



3. The user needs to verify their identity by clicking **Send Code**

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4. Another email is sent to the recipient with the code. The user needs to use it within 15 minutes.

Hello,

For security purposes, you must enter the code below to verify your account to access Contracts. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:
20588949

Having problems with the code?

View the error and make sure that the email identifier is "D515P6B". If it's not, look for an updated email or try requesting a new code.

Enter Verification Code

You've received a secure link to:

Contracts

To open this link, enter the code we just emailed to greg.zelfond@gmail.com. [Send again](#)

20588949 **1**

Verify **2**

Keep me signed in






Once the user enters the code and clicks **Verify...**

5. The user gets access to the contents of the folder shared. Your folder will look like this:

SURNAME, FirstName

6. If you click on this folder, you will find a list of sub-section folders:

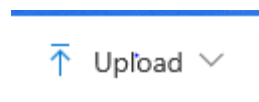
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 Name ↑ ▾	Modified ▾
 01 Self Assessment Form	Yesterday at 09:52
 02 CPD Summary	Yesterday at 09:52
 03 E&D Certificate	Yesterday at 09:53
 04 PG Certificate	Yesterday at 09:53

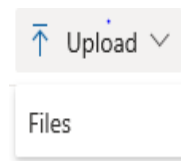
Upload the relevant documents you are submitting with each folder.

The first document you will need to upload will be the self audit assessment form. You will find the template for this form on our website <https://www.nwpgmd.nhs.uk/application-process-educational-supervisor-september-2023-2024>. Please download a copy and save on your PC/Laptop – complete, and then follow the instructions to upload into the folder.

Once you have completed the form on your PC, you will now be ready to upload into this folder. To do this, please do the following:



Click



The following screen will appear with a drop down list

Click on the icon marked 'files', and you will then be directed to select what file you want to upload from your PC – repeat this process until all relevant documents are inserted into each folder.

If you have any problems at all, please do not hesitate to contact dental.nw@hee.nhs.uk

Evidencing your documents

Evidence will be submitted by the Educational Supervisor electronically, to a designated secure folder. **Please be aware that failure to upload the documents will impact your application scoring.**

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Please provide the following evidence and only submit the information requested.






Please ensure your submission includes your full name and GDC number so we can easily identify your submission.

Your dedicated folder

Once you have accessed your account, the file structure will look like this:

 Name ↑ ▾	Modified ▾
 SURNAME, FirstName	A few seconds ago

Click on your folder name and the file structure will show

 Name ↑ ▾	Modified ▾
 01 Self Assessment Form	Yesterday at 09:52
 02 CPD Summary	Yesterday at 09:52
 03 E&D Certificate	Yesterday at 09:53
 04 PG Certificate	Yesterday at 09:53

Folder 1- Self Assessment Form

Please download a copy of the self-assessment form from our website <https://www.nwpgmd.nhs.uk/application-process-educational-supervisor-september-2023-2024> onto your PC/laptop and save and rename. Complete on your PC/laptop, save and then upload this version into this folder. Please note, this form is a WORD document. You may experience problems if trying to complete on a MAC which converts WORD documents into PAGES. You will be unable to complete the boxes to be checked. You must use WORD to complete this document.

Please do not send as PAGES document as this will also be rejected.

It is also important that the naming of this document is kept as short as possible. Please do not upload documents which have a file name of over 25 characters.

Folder 2 - CPD Summary - 24 Months

Please provide a CPD Summary for the last 24 months, to evidence that you are up to date with your current GDC five-year cycle. You DO NOT need to upload individual certificates of courses attended.

Folder 3 - Equality and Diversity Certificate

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Please submit an Equality & Diversity certificate here. This should be dated within the last 3 years. If submitting an eLfH certificate, to ensure the submission is GDC compliant, please ensure you submit both the certificate and the programme/course summary activity report.

Folder 4- Education Qualification Certificate

This folder is for your PG Cert education qualification only. Please submit your official certificate of completion or official evidence of enrolment on a course (correspondence from university). If you are enrolled and have completed modules but not completed the course, please provide evidence of your learning plan.

Please ensure that your submission includes the date of completion/enrolment.

Please leave this folder empty if you have not yet embarked on any of the above.

Submission of BDS certificate is not required.

Application and Practice Visit Process 2023-2024

Introduction

Noted below is a summary of the process to be used in your application to be deemed appointable as an Educational Supervisor for the cohort starting September 2023.

The process will involve three parts:

1. Review and shortlisting of application form
2. Practice Visit
3. Interview

Review and shortlisting of application form

Once the closing date for submission has passed (4th January 2023), your application will be reviewed to ensure that all required criteria are met.

Once approved a practice visit date will be agreed where members of the HEE NW team will visit the practice.

Practice Visits

We will be conducting practice visits between the middle of February 2023 up until the end of March 2023. Due to the tight timescales involved we would be grateful if you could please keep to your scheduled timed visit.

You will receive the date of your scheduled practice visit (within 14 days after the submission of your application).

HEE will conduct the practice visit, looking at the proposed Foundation Dentist's surgery and the policies and protocols of practice. Appendix 2 indicates some of the important items that

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should be available to the Foundation Dentist. The decontamination process will also be reviewed. This part of the visit will require a representative of the practice to be available to produce the required evidence requested. It would be beneficial if the Practice Manager and/or Decontamination Lead Nurse could be available to aid with this. This is to ensure that the practice is a safe place for a foundation dentist to be placed.

As part of the practice visit a clinically qualified representative of HEE will examine the record cards of four patients you have provided care for. The following will be applied.

1. The patients will be randomly selected from the appointment book. They should be NHS patients. The patients will be selected from cases seen after September 2022.
2. The following treatment categories will be reviewed
 - i. Caries patient (Adult)
 - ii. Periodontal Disease patient
 - iii. Endodontic Case
 - iv. Child patient with caries
3. The appointment book will be reviewed from the beginning of September 2022 until a suitable case is found. If no suitable cases are found in September, then the HEE representative will look at patients seen in October 2022 and then November 2022, until a suitable case is found.

In reviewing these cases the HEE representative will follow a set template which has criteria that an experienced general practitioner would be completing routinely to comply with NHS rules and regulations and demonstrate best clinical practice. Any documents requiring signatures have been removed from the review. The record card review will be scored, and this score will contribute to the ranking process of the applicant.

We would appreciate it if you could try and accommodate the practice visit at your allocated times. Please note, there is limited flexibility in these, due to the number of practices being reviewed in a short period. If you have any mitigating circumstances and require a different date, then please contact karen.stowell-smith@hee.nhs.uk who can discuss this with you and try and arrange an alternative date. However, please note that due to the tight timescales and the reduced availability of the visiting representatives that this may not be possible.

Interview

Following your practice visit, you will then be invited to attend for a virtual interview.

Your DFT Educational Supervisor interview will take place via Microsoft Teams. You can access MS Teams by downloading the app to your desktop or via the web browser. Please note that you will not need to pay for access to this software. More information about joining a meeting via Microsoft Teams can be found [here](#).

Please follow the instructions below.

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- In preparation for your interview, please ensure that you have provided your preferred email address and telephone number. You will receive a link to join the interview as a “guest” to this email address.
- You should click the link to join the interview at your allocated interview time.
- If the internet connection fails or there are any other problems, a member of the interview panel will call you on your preferred telephone number.

We recommend that:

- You find a quiet, well-lit location for the interview, ideally where there is limited background noise.
- You ensure that your computer is plugged into the mains or has full battery life.
- You elevate your laptop, so it is at face-level.
- You remember to activate the camera function and unmute yourself so that you can be seen and heard by the panel.
- You have a glass of water and a pen and notepad next to you.

Once you have joined the meeting, the Chair of the selection panel will take the lead and introduce the other panel members.

You are not permitted to use the video recorder function or record the interview in any way.

The panel will include the following individuals as a minimum:

Associate Dean for Dental Foundation Training
Training Programme Director
Lay Member (who will observe the process only)

The interview will consist of a two-way discussion to answer any questions or concerns you have about becoming an Educational Supervisor and ensure you are aware of the commitment you need to make to ensure development of the foundation dentist that will be placed in your practice.

What happens after Interviews?

You will not receive notification of the outcome from interview until after the last panels have been held. You will be informed of the outcome of your application – appointable or not appointable.

If you have any concerns, please contact Donna Holden, Postgraduate Dental Dean
donna.holden@hee.nhs.uk

Appointment Process

If approved, you will be placed on a list of those who are approved.

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Final appointment will be determined by the number of existing and new DF trainers who are considered suitable to be appointed as well as by geographical location deemed relevant to HEE training requirements.

Applicants who are deemed appointable (approved) but are not appointed will be part of the reserve list and can remain on this list for up to two years. HEE NW reserve the right to recheck eligibility before appointment.

Appointment as a Trainer

After the process above is complete, all applicants will be contacted on or after 6th May 2023 to inform them if they are appointable and whether they will have a Foundation Dentist assigned for a 1st September 2023 start.

The appointment will be subject to an annual review process, which will include completion of an appraisal and a satisfactory performance review.

Please note that in registering you agree to the following:

- I give consent for HEENW to take up references, which may include the General Dental Council (GDC), NHSE, CQC, and other regions of HEE NW where relevant.
- I give consent for HEE NW to approach NHS England to seek information on any contract breaches, remedial notices, complaints, and/or investigations, which may adversely affect the suitability of the applicant or practice as a training practice.
- If appointed, I consent for my details being published on the HEE website for DFT recruitment purposes.
- I confirm that I am/we are registered on Maxcourse.
- I understand that if I am appointed as an Educational Supervisor, I am obliged to comply with HEE NW policies and procedures under the nationally agreed Educational Supervisor/DFT contract (if applicable)
- Even if I am appointed as Trainer, I accept and am aware that this does not guarantee I will be allocated an FD.

HEE NW reserves the right to amend the process in case of extenuating and/or unforeseen circumstances. If this occurs, applicants will be notified.

Educational Supervisor Declarations & Data Protection Act 1998

As part of the Educational Supervisor application applicants will be asked to confirm they have read and agree to the following policies; therefore please ensure you read the statements below.

Data Protection Act 1998 and declaration

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration.

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; usually for a minimum of three months and a maximum of eighteen months. 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.

DFT New Educational Supervisor Appointment for September 2023 Summary Timeline

Key Dates	
Applications open (09.00 hrs)	18 November 2022
Applications close (17:00 hrs)	4 January 2023
Practice Visit/Record Card Audit	14 February to 21 March
Interviews (via MS Teams)	March/April 2023
Application outcome notification	6 May 2023
Posts commence	1st September 2023

Appendix 1 Dental Section - Person Specification – Educational Supervisor

GENERAL DENTAL PRACTICE FOUNDATION EDUCATIONAL SUPERVISOR					
FACTORS		CRITERIA	MEANS OF ASSESSMENT		
			Application	Interview	Practice Visit
EXPERIENCE	ESSENTIAL	▪ At least 4 years in NHS Primary Care as a performer post DFT with some managerial experience	✓		
		▪ A provider or Performer who can demonstrate involvement and influence on the running of the practice and practice policy	✓	✓	
	DESIRABLE	▪ A Provider with managerial responsibility who is a practice owner or an equity holder	✓		
		▪ Experience of Dental Foundation Training Year One	✓		
		▪ Experience of Teaching	✓		
QUALIFICATIONS & TRAINING	ESSENTIAL	▪ Registerable Dental Qualification	✓		
		▪ Registered with the General Dental Council	✓		
		▪ Proven commitment to Postgraduate Education and verifiable CPD hours to a minimum of GDC requirements	✓	✓	
		▪ Have an appropriate educational qualification or be enrolled on an approved course	✓	✓	
		▪ Have the written support of the relevant NHS England Area Team	✓		
KNOWLEDGE, SKILLS & ATTITUDES	ESSENTIAL	▪ High clinical and ethical standards	✓	✓	✓
		▪ Provides a wide range of treatment	✓	✓	✓
		▪ Up to date on current best practice and the legal framework of General Dental Practice	✓	✓	✓
		▪ Work as part of a team within a well run and stable practice	✓		✓
		▪ A willingness to re-organise own daily routine and that of the practice to take into account the presence of a Foundation Dentist		✓	
		▪ Has developed a critical faculty for self-assessment and can demonstrate this		✓	
	DESIRABLE	▪ Can demonstrate involvement in staff training and developments	✓	✓	✓
		▪ Experience in leading small groups or tutorials	✓		
		▪ Experience of presentations	✓	✓	
		▪ Computer Literacy	✓		
PRACTICE	ESSENTIAL	▪ Educational Supervisor must complete at least 1,000 UDAs per year on a wide range of patients – not child only contract.	✓		
		▪ At least 30% of practice income should be from NHS work confirmed in writing. The NHS work should be on a wide range of patients.	✓		
		▪ Appropriate workload for the Foundation Dentist	✓	✓	
		▪ Educational supervisor/Foundation Dentist surgeries available	✓		✓
		▪ Adequate time commitment for training	✓	✓	✓

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		<ul style="list-style-type: none"> ▪ Valid satisfactory Dental Reference Service report that meets the national current standards for NHS dental service 	✓		
		<ul style="list-style-type: none"> ▪ Valid satisfactory DFT inspection report that meets the educational requirements for training 			✓
		<ul style="list-style-type: none"> ▪ Registered experienced Nurse for the Foundation Dentist 	✓		✓
		<ul style="list-style-type: none"> ▪ Internet and email access at the practice available for the Foundation Dentist 	✓		✓
SPECIAL REQUIREMENTS	ESSENTIAL	<ul style="list-style-type: none"> ▪ To work clinically for minimum of 3 days per week in practice on days that FD present 	✓		✓
		<ul style="list-style-type: none"> ▪ To attend 14 sessions of described educational activity related to Dental Foundation Training 		✓	
	DESIRABLE	<ul style="list-style-type: none"> ▪ In practice on all non-study days 	✓		

Appendix 2

NW Dental Training Practice Equipment

2023 – 2024 Cohort

Some practices in the past have set aside a small budget for the Foundation Dentist so they can purchase materials/equipment which they have experience with and can justify its use; this is to be recommended and encouraged since it not only affords the FD an opportunity to research new materials and gain experience but also offers a route into tutorials based around practice expenses.

It is expected that the following should be available in practice for the Foundation Dentist to use.

1. Surgical kit – including surgical handpiece and retractors – to enable a flap to be cut and bone to be removed.
2. Rotary endodontic system – a rotary endodontic system should be available for the Foundation Dentist to use when completing molar endodontics.
3. A digital camera suitable for dental photography – the Foundation Dentist will be required to do several case presentations over the course of the foundation programme so a camera capable of taking good quality reproduceable pictures would help with this task.