

Educational Supervisor Application for 2022-23

Completing the Application Forms

Introduction

This is to be read in conjunction with the Health Education England—Midlands and East Educational Supervisor Application Form. The application form allows the Selection Committee to assess and score your application with the most suitable information before them; so please take time and care when completing the forms. Please try to answer the questions openly and with reflection, to give a full account of yourself.

Selection is a competitive process as each DFT Scheme will take only a fixed number of Foundation Dentists. Thus, once the Committee has selected those who meet the standards required to be an Educational Supervisor, the best of these will be appointed as Educational Supervisors to one of the Health Education England—Midlands and East Schemes.

Some experienced Educational Supervisors are appointed to a multi-year appointment, and subject to a satisfactory performance review, will therefore already occupy some of the places available on the schemes. This will leave a variable number of unfilled places on the schemes. These places will be filled with the highest ranking applicants from the selection process. If there is not a place on a Scheme available for an applicant they will drop out from the allocation process but still be “reserve Educational Supervisors”.

Before you start

Ensure you have installed on your computer (Mac or PC):

Adobe Acrobat Reader DC

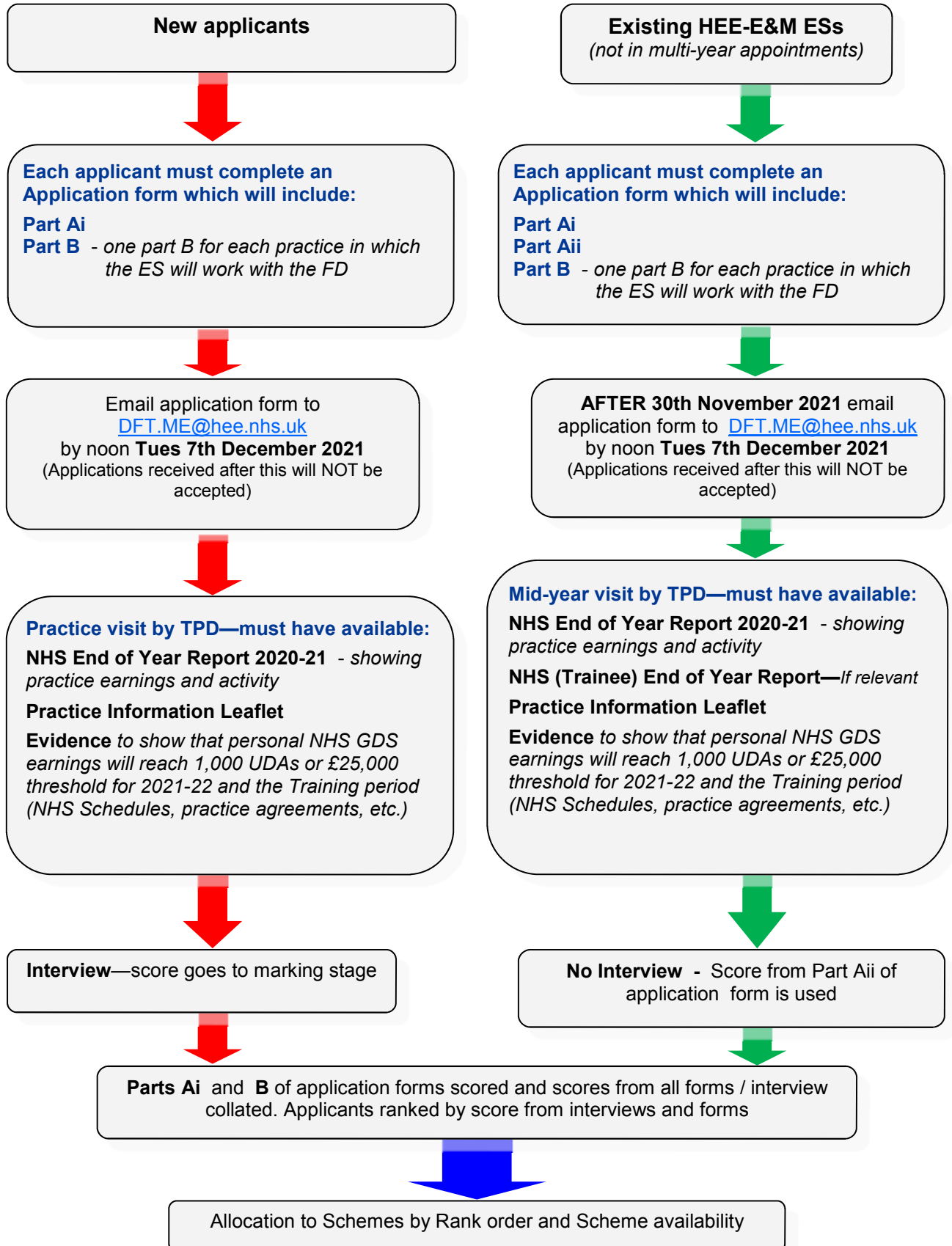


If you do not have this edition you must download Adobe Reader DC from this link:

<https://acrobat.adobe.com/uk/en/products/pdf-reader.html>

You can **NOT** complete the forms on a tablet or phone (*iPad etc.*).

Application Process



Completing the forms

Download the Application form from the HEE-M&E website and save in a folder. You also need to download and read the Educational Supervisor Information booklet 2022-23, together with the Practice and Person Specifications.

Open the Adobe Reader app / programme
Using the 'File' then 'Open' command, open the application form you have downloaded.

Save your application form with the addition of your name,
e.g.- **joe smith Application.pdf**

Please answer all of the questions in turn. The forms are interactive and will introduce supplementary questions and pages as necessary. Some answer boxes will increase in size to allow you to enter as much information as you need; others are restricted in size to limit your answers to a fixed length. Some sections have + and - signs to allow you to add items to your answers. Your forms can be saved when partially complete. **Incomplete applications will not be accepted.**

Please DO **NOT** USE JUST BLOCK CAPITALS TO COMPLETE THE FORM; normal mixed Upper and Lower Case is essential.

When all the information is correctly entered, before signing, please carefully check and save an unsigned version. You can now sign the form and save again, making sure your name is on the saved file.

Navigate to each section with the mouse, or alternatively the 'tab' key will lead you through in a stepwise fashion. The tick boxes will self complete if clicked with a mouse.

If you are certain all is complete you must now apply a digital signature, which incorporates your name and date and a secure certificate. When you add your electronic signature you will **NOT** be able to alter the form any further. *(Please see the document about digital signing for full information. You can download this from the HEE-M&E website).*

You can now attach your form to an email and send it to:
DFT.ME@hee.nhs.uk
It must reach HEE-EoE before noon on Tues. 7th December 2021

If you are a current HEE-M&E ES you cannot send your forms before 1st December 2021 - Part Aii requires information not available until end of November 2021

What happens after submission?

Check that you have received an acknowledgement email from DFT.ME@hee.nhs.uk
During periods of high submission there may be a delay to receipt of acknowledgment.

Your application will be passed to your local TPD

Existing HEE-M&E ES

New Applicant

TPD makes contact to:

- Arrange (Virtual) Practice Visit
- Send copy of the Clinical Records Audit form for you to complete
- Request NHS Reports to be emailed (*downloaded from NHS Compass Portal*)

TPD makes contact to:

- Arrange Mid-Year Meeting
- Send copy of the Clinical Records Audit form for you to complete
- Request NHS Reports to be emailed (*downloaded from NHS Compass Portal*)

Prepare for Practice Visit—make time available to discuss your application with TPD

At Mid-Year Visit the TPD:

- Checks and discusses progress of FD
 - Checks and verifies your form
- Discusses content of Part A(ii)—ES Performance Summary
 - Inspects practice
- Examines any requested practice documents
- Checks Clinical Records Audit
 - Completes **TPD's Report**

At Practice Visit the TPD:

- Checks and verifies all forms
 - Inspects your practice
- Examines any requested practice documents
- Checks Clinical Records Audit
 - Completes **TPD's Report**

Your form and TPD reports are sent to HEE-M&E who request reports from NHS England and the GDC Fitness to Practice team. These along with your application and TPD report will be referenced by the selection panel for scoring purposes.

Interviews and scoring take place online during March and April

Points for Discussion at Practice 'Visit' or Meeting

During the visit, the TPD will have several items of Dental Foundation Training policy and information to discuss with you. At this stage, if there are any queries please feel free to discuss them with the TPD. A list of the points that the TPD will probably bring up is as follows:

Clinical Policy

Clinical Freedom, NHS treatment, Private treatment. Materials: choice, availability, economy of use.

Workload

Full range of NHS treatment available to the Trainee. Sufficient work available to the Trainee.

Where are patients to be obtained? - Existing book? New book? Transfer of patients?
New patient enquiries. Recall rate and attendance.

Administration

Policies on: Collection of patient charges. Private fees. Salary. Trainee involvement in management issues. Clinical Governance records.

Practice Commitment

Involvement of other team members. Discussions within practice. Preparation plans for DFT. Enthusiasm from other performers.

Trainer Commitment

Open access arrangements. Tutorial arrangements. E-Portfolio. Study Days. Discipline.

Trainee

Contract. Surgery time and surgery availability. Clinical supervision.

Health Education England - Midlands and East

 DFT.ME@hee.nhs.uk

Checklist for submission

	Send by Email	Available for Practice 'Visit' / Meeting
<p>1 Completed Application Form - one for each applicant. Within the application form you must complete:</p> <p>Part Ai (Everyone) Part Ai (Current ESs) Part B one for each practice in which the applicant will work with the FD.</p>	●	
<p>2 NHS End of Year Report 2020-21 - showing practice earnings and activity</p>		●
<p>3 NHS (Trainee) End of Year Report - for those who were ESs during 2020-2021</p>		●
<p>4 Evidence to show that personal NHS GDS earnings will reach £25,000 threshold for 2021-22 and the Training period (NHS Schedules, practice agreements, etc.)</p>		●

DFT.ME@hee.nhs.uk

Have available for practice 'visit' / meeting

