

# Educational Supervisor Application for 2023-24

## Completing the Application Form

### Introduction

This is to be read in before making an application to be an Educational Supervisor for Dental Foundation Training or Dental Therapist Foundation Training. Information Guides and the application form can be downloaded from the HEE website using these buttons.

[Dental Foundation Training  
Information and Application Form](#)

[Dental Therapist Foundation Training  
Information and Application Form](#)

Guidance about downloading and opening the application form is given below,

The application form allows the Selection Committee to assess your application with the most suitable information before them; so please take time and care when completing the form. Please try to answer the questions openly and with reflection, to give a full account of yourself.

Selection is a competitive process as each Scheme will take only a fixed number of Foundation Dentists or Dental Therapists. If there is not a place on a Scheme available for an applicant they will be appointed as 'reserve Educational Supervisors', and may be offered a place if another applicant withdraws from the process.

### Before you start

The Application Form is a highly interactive type of .pdf file, and will open and work only with Adobe Reader on a computer. (Not on a phone or tablet) If you attempt to open the form in any alternative reader or browser, it will not open properly and will probably give you a strange error message .

Many computers are set up to open .pdf files, by default, in alternative programmes or web browsers. In particular, Windows 10 tries to open the form in 'Edge' web browser, whilst Macs try to open the form in their own 'Preview' reader. The forms will then not open and differing error messages will appear telling you that about 'out-of-date' versions of Adobe Reader and many other terrible fates that may befall you! To avoid these difficulties and to ensure that the forms are opened in Adobe reader, please follow these steps.

- Download and save the application form in a folder or on the desktop of your computer (this process will not work on a phone or tablet). You may need to 'right click' on the web page button and use the 'Save link as" ( or similar) command.
- When the file is saved, open Adobe Reader on its own, and then use the 'File' command (top left corner) and then 'Open' command to browse to the place where you have stored the file

Adobe Reader should then open the form and you should have no further problems. You will be asked to save the form with a new name. You can also save the form at any time whilst completing it and then return to it later. Please ensure you have installed on your computer (Mac or PC) **Adobe Acrobat Reader DC** If you do not have this you can download Adobe Reader DC from this link: <https://acrobat.adobe.com/uk/en/products/pdf-reader.html>

# Application Process

## New applicants

Each applicant must complete an Application form which will include information about themselves and the practice(s) where the trainee will work. You will be asked for names of Joint ESs.

Email the completed application form to [DFT.EoE@hee.nhs.uk](mailto:DFT.EoE@hee.nhs.uk) by noon **Friday 23rd December 2022** (Applications received after this will NOT be accepted)

**Practice visit by TPD:**  
**Will need email to TPD before hand:**  
**NHS End of Year Report 2021-22** - showing practice earnings and activity  
**Practice Information Leaflet**  
**Evidence to show that practice will reach 1,000 UDAs for 2022-23 and the Training period (NHS Schedules, practice agreements, etc.)**  
**Copies of Core CPD Certificates listed in the application form**  
*At the visit the TPD will verify the information on the form about you and the practice, and will also verify a clinical records audit form which will be sent to you before the visit.*

**No Interview**—form goes to panel stage

**All application forms** assessed by independent panel and outcomes assigned, together with conditions or comments as necessary.

Allocation to Schemes by location, experience and suitability.

## All Current ESs

*The form is a re-application form and a Performance Review form.*

Each applicant must complete an Application form which will include information about themselves and the practice(s) where the trainee will work. You will be asked for names of Joint ESs.

Email the completed application form to **Your TPD and to** [DFT.EoE@hee.nhs.uk](mailto:DFT.EoE@hee.nhs.uk) by noon **Friday 23rd December 2022** (Applications received after this will NOT be accepted)

**Mid-year visit by TPD:-**  
**Will need email to TPD before hand:**  
**NHS End of Year Report 2021-22** - showing practice earnings and activity  
**Practice Information Leaflet**  
**Evidence to show that practice will reach 1,000 UDAs for 2022-23 and the Training period (NHS Schedules, practice agreements, etc.)**  
**Copies of Core CPD Certificates listed in the application form**  
*At the visit the TPD will verify the information on the form about you, the practice and your training performance, and will also verify a clinical records audit form which will be sent to you before the visit.*

**No Interview**—form goes to panel stage

# Completing the forms

Download the Application form from the HEE-EoE website and save in a folder. You also need to download and read the Educational Supervisor Information booklet 2023-24, 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 (Last name, First name)  
e.g.- **smith joe 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.

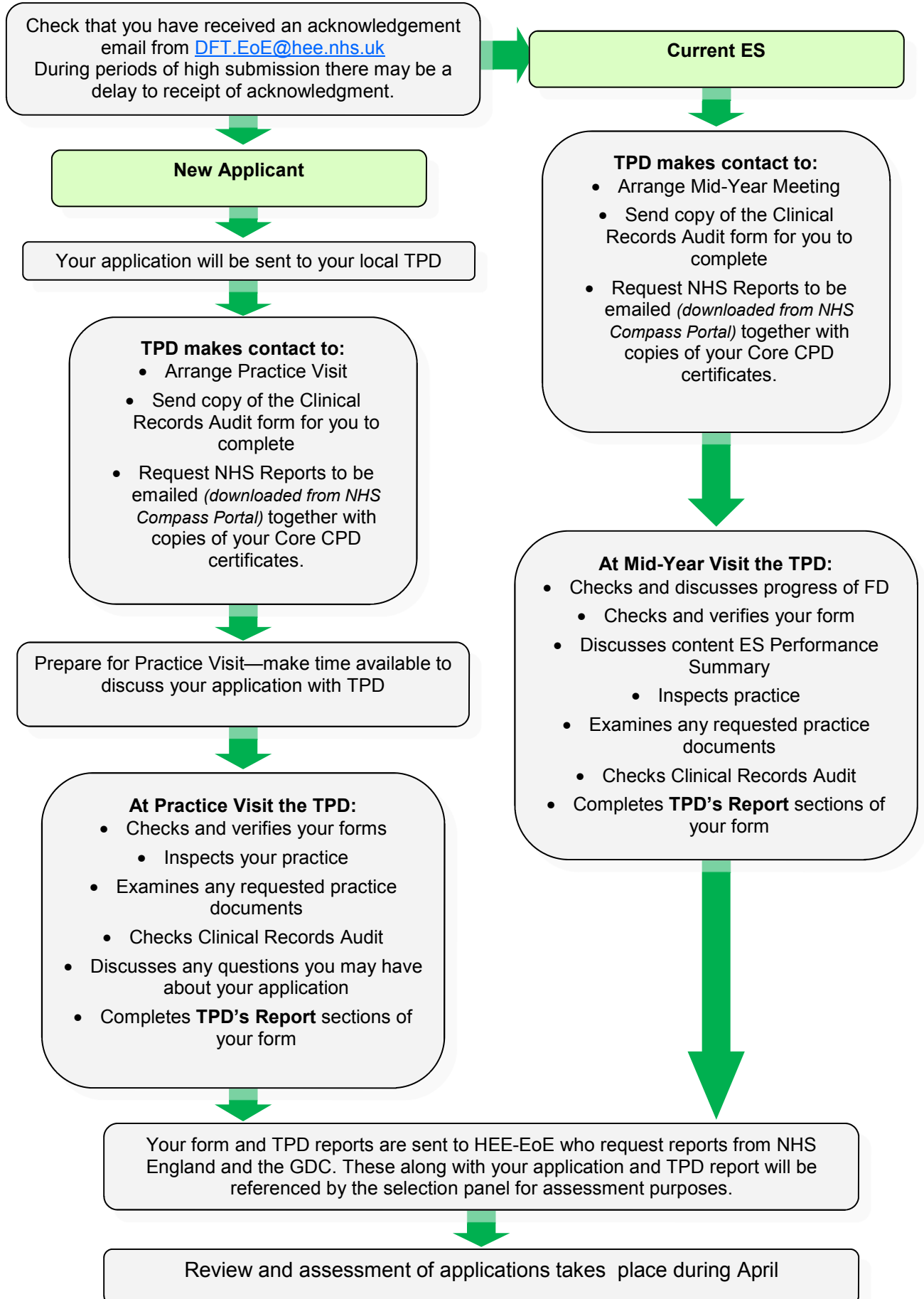
When all the information is correctly entered, before signing, please carefully check and save an unsigned version. You can now sign the form and save again, making sure your name is on the saved file.

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 website).*

You can now attach your form to an email and send it to:  
[DFT.EoE@hee.nhs.uk](mailto:DFT.EoE@hee.nhs.uk)  
**If you are a current ES you Must also send a copy to your TPD.**  
**It must reach HEE-EoE (and your TPD) before noon on Friday 23rd December 2022**

# What happens after submission?



## Points for Discussion at Practice 'Visit' or Meeting

During the visit, the TPD will have several items of 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. 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 East of England

 [DFT.EoE@hee.nhs.uk](mailto:DFT.EoE@hee.nhs.uk)