

Trainer Application Forms for 2015-16

Completing the Application Forms

Introduction

These notes are to be read in conjunction with the Trainer Application Form Parts 1 to 4. The application forms are designed to allow the Selection Committee to make their assessment of each applicant with the most suitable information before them. The forms may seem to be long and complex, but in fact much of the information needed is straightforward.

Application Process

New applicants and Trainers returning after a break of one or more years will be assessed with the use of an interview as part of the process. HEEoE Trainers in their first year of training will also require an interview, but HEEoE Trainers with a longer continuing experience will not require an interview. All current HEEoE Trainers who are re-applying will need to complete a Training Summary (Part 3) (Individually in the case of Joint Trainers) outlining their training experience during the present Training year.

HEEoE Trainers who have been appointed for more than one year, subject to satisfactory performance review, are not required to re-apply until their term of appointment is due to expire. Instead, as before, there is a Performance Review form to complete, which will be discussed with the Training Programme Director (TPD) at the mid-year visit.

All applicants will need to supply electronic copies of the practice NHS contract end of year report 2013-14 from the NHS Dental Services Portal. Those who were Trainers last year (Aug 2013-Aug 2014) will also need to supply a copy of the 'Trainee Report' about their Trainee's activity, also from the NHS Dental Portal. A table outlining this appears below.

If your personal GDS earnings were less than the minimum £25,000 in the year ended March 31st 2014 you will need also to supply some evidence in the form of practice agreements etc. that you will be able to maintain a 'minimum annual commitment of £25,000 NHS gross practice earnings during the NHS year of appointment and at all times whilst training'.

| Applicant | Process | Forms | Additional Documents at practice / mid-year visit |
|--|---|--------------------------------------|--|
| New applicants, non HEEoE Trainers, and Trainers returning after a break of one or more years. | An interview will be part of your selection process. | Part 1 Part 2 Part 4 | <ul style="list-style-type: none"> Practice Information Leaflet. NHS Practice End of Year Report 2013-14. NHS Schedules |
| Existing HEEoE Trainers who were not training during the last complete DFT year (2013-14). | An interview will be part of your selection process plus scoring of your Training Summary and TPD Report. | Part 1 Part 2 Part 3 Part 4 | <ul style="list-style-type: none"> Practice Information Leaflet. NHS Practice End of Year Report 2013-14. NHS Schedules. |
| Existing HEEoE Trainers who were also training during the 2013-14 DFT year. | An interview will NOT be part of your selection process - only scoring of your Training Summary and TPD Report. | Part 1 Part 2 Part 3 Part 4 | <ul style="list-style-type: none"> Practice Information Leaflet. NHS Practice End of Year Report 2013-14. NHS 'Trainee End of Year Report'. NHS Schedules. |

Preparation

Before you complete the forms, please read them through thoroughly and carefully. Many of the questions that may arise from the application are probably dealt with in the Trainer Information Guide or on the Health Education East of England (HEEoE) website. However, if there are any points which do need further elucidation please contact either HEEoE direct, or the Training Programme Director who is associated with the Scheme local to you. The relevant names and telephone numbers are given on page 3 of this document. Please note that this year there is no ranking of choice of Scheme. The Selection Committee will appoint the best Trainers, but there is a limit of twelve training practices per Scheme.

Please do not forget to consult with your local Area Team before making the application to be sure that you have their support. This is an important part of the selection process and will be confirmed during the appointment process.

Completing the Forms

The forms are designed so that they must be completed on a computer using Adobe Reader. The use of Adobe Reader is essential as otherwise the forms may not save correctly, or when opened at HEEoE all the information is not visible. Some computers, Apple Macs especially, may be set so that .pdf files are opened in software which is not Adobe Reader. All may seem fine until the saved document is found not to contain your information.

Even if you have an earlier version installed, please take the trouble to download the newest edition of Adobe Reader, <http://www.adobe.com/products/reader.html> and open it, before opening the Application forms from their saved location using the 'OPEN' command.

Once you have opened the form it is recommended that you save it with your name as an identifier; e.g. **JohnSmithPart1.pdf** . It is very important that you identify your application in this way. When saving, please ensure you 'Save As' a 'pdf' file. DO NOT save as 'text' or 'Word online'. If you are using a version of Adobe Reader earlier than version XI please ensure that you use the 'Save As' function when saving and not the 'Save a Copy' function, as 'Save a Copy' will not allow you to save any changes to the document.

When each part of the application is opened in Adobe Reader a toolbar will open which states 'Please fill out the following form.....'. There is also a button on the right of this toolbar which allows highlighting of all the areas on the form to be completed. You can navigate to each section with the use of a mouse, or alternatively the 'tab' key will lead you through the areas in a stepwise fashion. The tick boxes will self complete if clicked with a mouse or the 'space' key.

Please DO NOT USE BLOCK CAPITALS TO COMPLETE THE FORM; normal mixed upper and lower case will be much easier to read.

Please ensure that all of the questions are answered. If a question is not relevant or has a 'nil' answer, please indicate this. **Forms which are not complete will be returned and the application will not be accepted.** The forms can be saved again either when complete or when partially complete.

The completed forms need to be saved, and then submitted by post and email.

Submitting the Application—Paper Copy

One copy of the completed application will need to be printed and signed by yourself. This needs to be sent to the Dental Education Office at HEEoE, together with all the required additional documentation. Parts 1,2 and 4 can be submitted from 1st October 2014. **Existing HEEoE Trainers cannot submit the Part 3 of their applications before 1st December 2014** as you will be unable to complete all the date related sections of Part 3. However this does not preclude you from completing Sections 1, 2 and 4 ready for submission. It is important that the application arrives at the Postgraduate Dental Education Office before **midday on Wednesday 10th December 2014.**

Submitting the Application—Electronic Copy

The saved electronic copies of the forms also need to be emailed to HEEoE before **midday** on **Wednesday 10th December 2014** at the following email address:

HEEE.DFTrecruitment@nhs.net

Please make sure that you have saved the files with your name identifying them, and that they are attached to the email. It may be worth including your email address as a 'cc.' to help prevent errors of omission or submission.

Verification of Applications

We will not be in a position automatically to acknowledge receipt of your postal application so we recommend that you contact HEEoE to check that it has arrived.

A copy of the application will be forwarded to the TPD for your local Scheme. If everything in your application has been appropriately completed, the TPD will contact you to arrange a practice visit, and, if necessary, sort out any queries which may arise from your application.

If you are already an HEEoE Trainer, your TPD will be asked to complete a report (Part 5) after your mid-year visit. A specimen copy of this can be downloaded from the HEEoE website.

The local Area Team with which you hold a contract will be contacted about your application and will be asked to complete a report (Part 6), detailing your contractual arrangements and confirming their support for your application. A copy of this too can be downloaded.

Interview Dates and Availability

Interviews are to be held in the period 19th to 25th February 2015. If there are any dates within this period that are inconvenient to you please indicate this on Part 1 of the Application.

Practice Visit

If you are a new or returning applicant you will receive a practice visit. At the visit, the TPD, who may be accompanied by another dental practitioner, will wish to see the practice running and will wish to verify some aspects of your application. Thus it will be necessary for you to put aside about one hour of your time for this visit, and it will be necessary to be able to see the proposed Trainee's surgery and also your surgery.

The TPD will need to see your NHS end of year (2013-14) practice contract report, and if you were a Trainer last year, your FD report for the year 2013-14. You must download these from the NHS Dental Portal, together with current NHS schedules. The TPD will also want electronic copies of these NHS Portal .pdf files.

The visitors will also need to see some patient records, some recent radiographs, and the appointment books.

There is a short self Audit of patient records to be completed and the TPD will send you a copy of the Audit pro-forma before the visit with instructions for its completion. This Audit will be verified at the visit so you will need to have access to the records for the patients included in the audit.

When the visit is completed, the TPD will summarise the findings on a record form (Part 7) which will be put before the Selection Committee. A specimen copy of this can be downloaded from the HEEoE website.

Points for Discussion

During the visit, the TPD will have several items of 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. Professional Development Portfolio. Day Release Course. Discipline.

Trainee

Contract. Surgery time and surgery availability. Clinical supervision.

TPDs

BASILDON Mr. Graham Bishop
☎ 01622 728159
✉ graham.bishop@nhs.net

BEDFORD Dr. Peter Cranfield *Regional Advisor*
☎ 01462 434323
✉ pcranfield@nhs.net

ESSEX COAST Miss Hannah Woolnough
☎ 01473 254873
✉ hannah.woolnough@nhs.net

IPSWICH Mr. Jason Stokes
☎ 01603 628963
✉ jasonstokes@nhs.net

NORWICH Mr. Andrew Furniss
☎ 01760 721385
✉ andy.furniss@nhs.net

PETERBOROUGH Mr. Uday Patel
☎ 01767 681100
✉ uday.patel1@nhs.net

WELWYN GARDEN CITY Mrs. Elinor Japp
☎ 07730 532739
✉ elinor.japp@nhs.net

Health Education East of England Dental Education Office

Dental Foundation Training Administrator,
Health Education East of England,
2-4 Victoria House, Capital Park,
Fulbourn, Cambridge. CB21 5XB

☎ 01223 596943

☎ 01223 596967

✉ elizabeth.hope@nhs.net

Checklist for submitting Application

| | Email | Post | Available for Practice Visit |
|--|--------------------------|--------------------------|------------------------------|
| 1 Completed Part 1 Form - one for each applicant | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 Completed Part 2 Form - one for each practice in which the Trainee will work. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 Completed Part 3 Form - for all current HEEoE Trainers only | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 Completed Part 4 Form - one for each applicant | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 NHS End of Year Report 13-14 - showing practice earnings and activity | | | <input type="checkbox"/> |
| 6 NHS (Trainee) End of Year Report - for those who were Trainers during 2013-2014 | | | <input type="checkbox"/> |
| 7 Practice Information Leaflet | | | <input type="checkbox"/> |
| 8 Evidence to show that personal NHS GDS earnings will reach £25,000 threshold for 2014-15 and the Training period (NHS Schedules, practice agreements, etc.) | | | <input type="checkbox"/> |

HEEE.DFTrecruitment@nhs.net

Dental Foundation Training Administrator,
Health Education East of England,
2-4 Victoria House,
Capital Park,
Fulbourn, Cambridge.
CB21 5XB

Have available for practice visit