

Person Specification for Health Education East of England Foundation Trainers 2015-16

ONE YEAR		TWO YEARS		THREE YEARS	
PERSONAL SITUATION					
TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
A dentist who practices in primary dental care within the NHS with a minimum annual commitment of £25,000 NHS gross practice earnings during the NHS year of appointment and at all times whilst training	Contract, practice agreements and NHS schedules and reports				
A dentist who will be present in the practice for at least three days coincident with the Trainee	Practice timetables and agreements				
A person who as a performer can demonstrate relevant involvement and influence in the running of the practice and policy	Practice contracts and agreements	A performer with managerial responsibility	Practice contracts and agreements	A performer with proven managerial responsibility	Achieved recognised practice quality award. e.g. BDA Good Practice Scheme
Who is available and accessible to patients through an efficient appointments system and other methods of access	Practice agreements, appointment books and timetables.	Proven record of availability	Clinical Governance records Feedback from TPDs		
Who is in a stable relationship with his or her practice	Practice records and agreements				
Who has no serious on-going (or previous serious and upheld) complaints against them or is under performance review or an ARM of a professional indemnifier	Checks with GDC, local Area Team, etc				
EXPERIENCE					
TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
Who has had significant experience in primary dental care as an NHS performer (or equivalent), (typically four years of full time experience at initial appointment)	Records of past employment				
High clinical standards	Qualifications, References, audits, clinical patient records, radiographs, reports, interview.	High clinical standards in relation to Foundation Training	Feedback from Trainees and TPDs Evidence from study sessions Postgraduate Clinical Qualification(s)	Proven high clinical standards in relation to Foundation Training	Postgraduate Clinical Qualification(s) Practice records

High ethical standards	Qualifications, audits, clinical patient records, radiographs, reports, interview.	Has demonstrated high ethical standards in Foundation Training	Examples of situations in Foundation Training where high ethical judgement has been demonstrated	
Who understands the legal framework of General Dental Practice	Qualifications, personal records, practice documentation.,			
Who provides a wide range of treatment within the NHS	Clinical records, appointment book, practice contract and agreement.			
Knowledge of the aims and objectives of Foundation Training and practice education.	Prior experience as a Trainer as evidenced by records or attendance at a suitable course, eg: HEEoE Introduction to Foundation Training course (to be held in Jan 2014)			

SKILLS

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
Who provides a wide range of treatment to a wide range of patient groups	Clinical records, appointment book, practice contract and agreement.				
Able to cope with change, who is flexible and can handle uncertainty	Examples of past experiences Ability to accommodate TPD visit.				
To be enthusiastic about their profession	Records of patient questionnaires References and interview Records of past employment and performance.				

Who works as part of a team within a well-run practice

Practice meeting records. Examples of past experience. Interview. References.

Who owns or runs a well-organised practice. Including a structured training programme for staff

Practice meeting records. Examples of past experience

Who can demonstrate knowledge of interview and appointment skills and diversity training.

Evidence of completion of suitable courses (including on-line courses) within last three years

Who is willing to re-organise own daily routine and those of the practice to take account of the presence of a Foundation Dentist

Evidence of planning for Training year
Past history of Foundation (Vocational) Training. Interview

Able to communicate effectively with patients and other team members

Patient satisfaction questionnaires. clinical records, references. Practice meeting records

EDUCATION and QUALIFICATIONS

TOPIC

Who can prove an effective commitment to postgraduate education and training by certificates or other records of attendances at postgraduate courses in the four year period before application

EVIDENCED BY

Lists and certificates of courses attended

Commitment to continuing professional development and lifelong learning

Evidence of educational planning.
Previous VT Trainer experience
Membership of professional associations
Practice meetings records

TOPIC

In possession of a current Professional development Portfolio and evidence of its application

EVIDENCED BY

Educational Records and certificates. Portfolio.

TOPIC

Who can prove a commitment to postgraduate education and training by possession of PG Cert Ed or other educational or suitable managerial postgraduate qualification

EVIDENCED BY

Qualification Certificates

Understanding of the Principles of Clinical Governance in General Dental Practice	Practice records Educational course attendance records	Evidence of clinical governance application	Practice records.	High educational commitment , standards and experience	Evidence from Trainee and TPD feedback. Achieving or undertaking Postgraduate Education qualifications.
Knowledge of the Principles of Risk Management in General Dental Practice	Practice records Educational course attendance records	Evidence of risk management application Including: Practice Complaints Procedure, Adverse Events Monitoring, Risk Assessment Programme	Practice records		
Knowledge of the learning process and modern teaching methods	Evidence of past teaching experiences	Record of good teaching and use of modern teaching and assessment tools	Evidence from Trainee feedback and TPD feedback.		
Can show an understanding of experiential learning in Foundation Training	Evidence from Trainee and TPD feedback Interview	Can show evidence of experiential learning in Foundation Training	Evidence from Trainee feedback and TPD feedback.		
FOUNDATION (VOCATIONAL) TRAINING EXPERIENCE					
TOPIC Knowledge of the function of Foundation Training	EVIDENCED BY Previous successful experience as a Trainer as evidenced by HEEoE records or attendance at a suitable course, eg HEEoE Introduction to Foundation Training course (to be held in Jan 2015)	TOPIC Successful completion of a minimum of one year as a Foundation / VT Trainer, but normally two years.	EVIDENCED BY HEEoE Records Feedback records from TPD and Trainee	TOPIC Completion of at least three years as VT / Foundation Trainer – with excellent educational performance	EVIDENCED BY Trainee/TPD feedback. Quality of PDP completion etc. Records from Study Day assessment sheets
VALUES					
TOPIC Who can demonstrate that Foundation Training is an undertaking of value and growth in human terms rather than in practice financial and management terms	EVIDENCED BY Interview, Practice records, References	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY

Who has an understanding of the importance of good role models, and learning from example	Interview Practice records References	Can give examples of mentoring and leadership by example.	Interview Practice records. References. Feedback from TPDs	Who is interested in adding knowledge to general practice or can show a commitment to Continuing Professional Development of themselves and those they work with.	Successful presentation to courses. Past training record from feedback of TPDs
Must have a working knowledge of, and apply in their working environment, the values of the NHS Constitution.	Interview, Practice records, References				
Able to cope with change, who is flexible and can handle uncertainty.	Practice Records. Interview.	Can demonstrate successful outcomes for difficult situations.	Feedback from TPDs.		

ASSESSMENT SKILLS

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
An understanding of the need for assessment as part of a good learning process.	Interview. Practice records. References. or Attendance at a suitable course, eg: HEEoE Introduction to Foundation Training course (to be held in Jan 2015)	Past record as a successful Foundation / VT Trainer with well documented and completed portfolio.	Feedback from TPD Records of attendance at Courses on Assessment.		

TEAM PLAYER

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
Who works as part of a team within a well-run practice	Practice records. Interview.	Who can demonstrate involvement in staff training and development with the necessary teaching skills	Practice records. Interview Feedback from TPDs		