

Educational Supervisor Application for 2018-19

Completing the Application Forms

Introduction

This is to be read in conjunction with the Educational Supervisor Application Form Parts A, B and C. The application forms allow 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 twelve Trainees. Thus, once the Committee has selected those who meet the standards required to be a Trainer, the best of these will be appointed as Educational Supervisors to the seven HEE-EoE Schemes. Again this year applicants have a choice for the scheme in which they would wish to be based. Part A Form asks for your ranked preference of three Schemes. Each scheme has only 12 places and there are 7 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 being allocated to their first choice. When a scheme is full (all 12 Trainer places already allocated) the higher ranking candidates will be offered their "second choice". If that second scheme is also already full then their "third choice" will be offered. If a candidate has chosen 3 schemes that are already full by the time their ranking is reached 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):

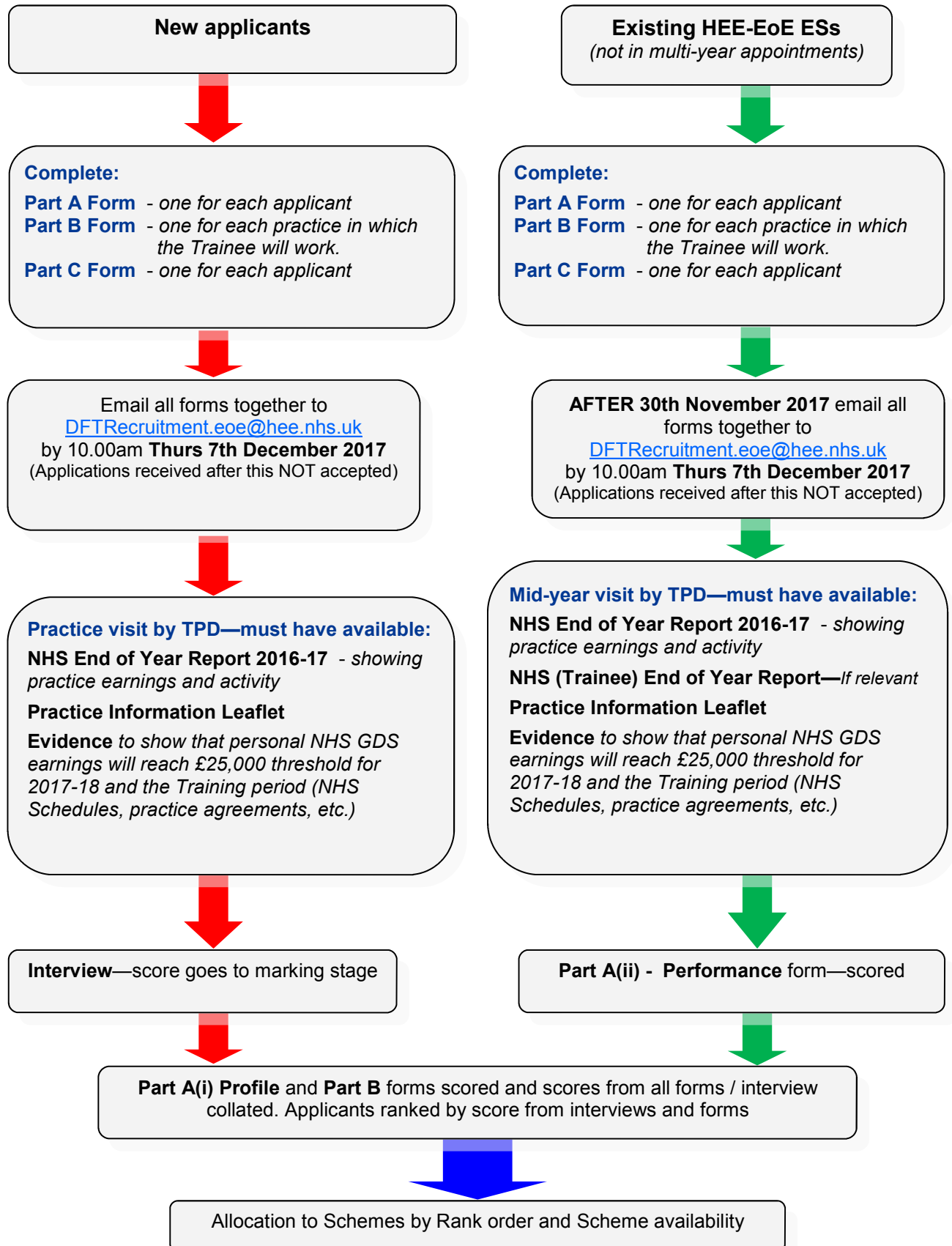
Adobe Acrobat Reader DC 

**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 (*iPad etc.*).

Application Process



Completing the forms

Download from the HEE-EoE website, and save in a folder, the forms that you require. Everyone needs **Part A**, **Part B** and **Part C**. You also need to download and read the Educational Supervisor Information booklet 2018-19, together with the Practice and Person Specifications.

Open the Adobe Reader app / programme
Using the '**File**' then '**Open**' command, open each of the forms you have downloaded. If the areas to be completed are not highlighted in blue, click on the 'Highlight Existing Fields' button at the top right corner.

Save each form in turn with the addition of your name, e.g. **joe smith Part A.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 on each form, before signing, please carefully check and save the form again, making sure your name is on each of the saved files.

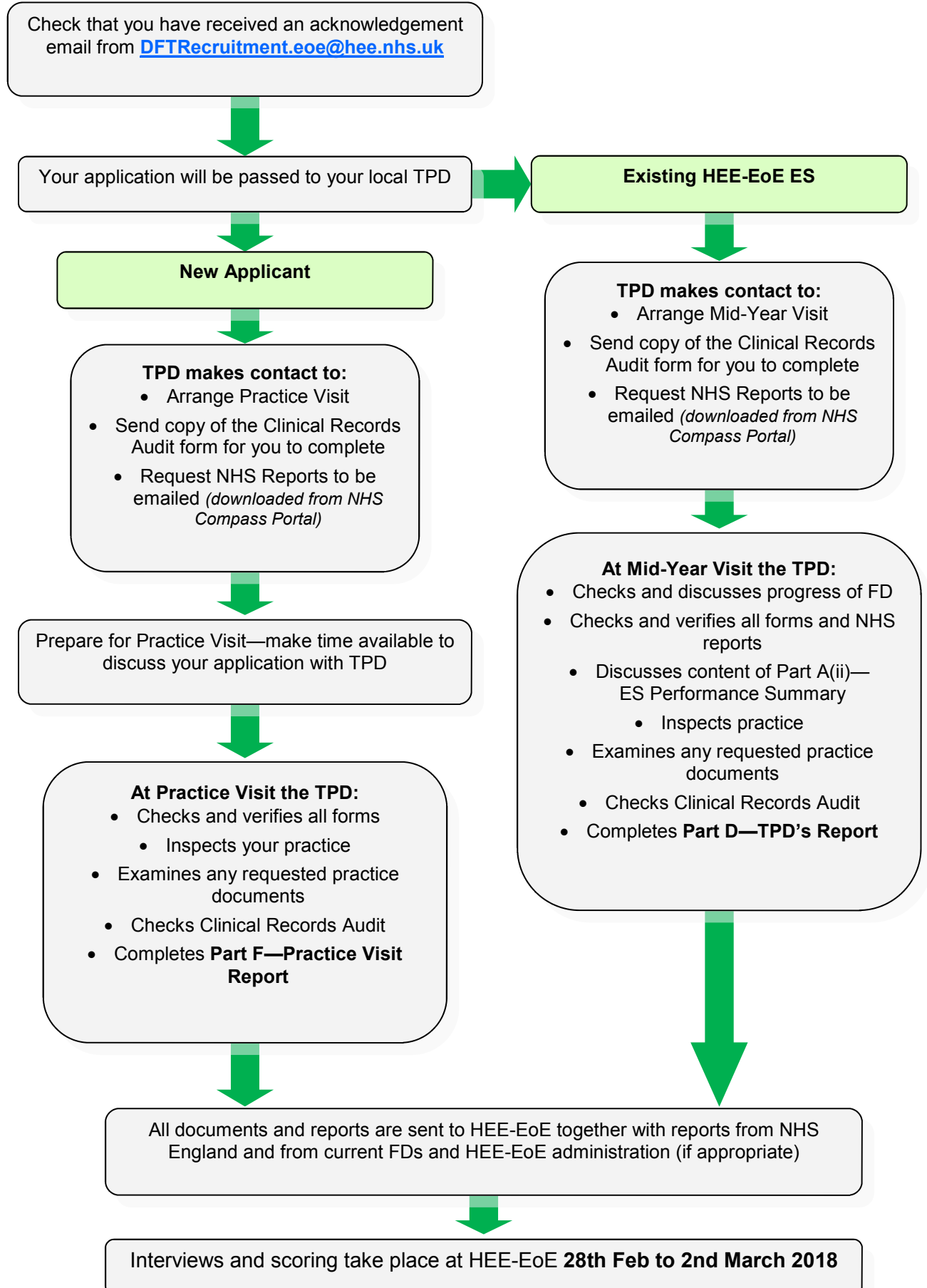
Navigate to each section with the mouse, or alternatively the 'tab' key will lead you through in a stepwise fashion. The tick boxes will self complete if clicked with a mouse.

If you are certain all is complete you must now apply a digital signature to **Part A** and **Part C**. This 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-EoE website).*

You can now email all your forms together to
DFTRecruitment.eoe@hee.nhs.uk
They must reach HEE-EoE before 10.00 am on Thurs 7th December 2017

If you are a current HEE-EoE ES you cannot send your forms before 1st December 2017 - Part A(ii) requires information not available until end of November 2017

What happens after submission?



Points for Discussion at Practice Visit

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 - East of England

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☎ 01223 597768

✉ DFTRecruitment.eoe@hee.nhs.uk

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✉ andy.furniss@hee.nhs.uk

Peterborough

Uday PATEL

☎ 01767 681100

✉ uday.patel@hee.nhs.uk

Stevenage

Elinor JAPP

☎ 07730 532739

✉ elinor.japp@hee.nhs.uk

Checklist for submission

	Email	Available for Practice Visit
1 Completed Part A Form - one for each applicant	<input type="checkbox"/>	
2 Completed Part B Form - one for each practice in which the Trainee will work.	<input type="checkbox"/>	
3 Completed Part C Form - one for each applicant	<input type="checkbox"/>	
4 NHS End of Year Report 2016-17 - showing practice earnings and activity		<input type="checkbox"/>
5 NHS (Trainee) End of Year Report - for those who were ESs during 2017-2017		<input type="checkbox"/>
6 Practice Information Leaflet		<input type="checkbox"/>
7 Evidence to show that personal NHS GDS earnings will reach £25,000 threshold for 2017-18 and the Training period (NHS Schedules, practice agreements, etc.)		<input type="checkbox"/>

DFTRecruitment.eoe@hee.nhs.uk

Have available for practice visit