

# Person Specification for Health Education England - East of England Dental Foundation Training Educational Supervisors 2017-18

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 (Commitment shared evenly for Joint Educational Supervisors)	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		
A dentist who is in a stable relationship with his or her practice	Practice records and agreements				
A dentist 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
A dentist 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				

A dentist with 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
A dentist with high ethical standards	Qualifications, audits, clinical patient records, radiographs, reports, interview.	Has demonstrated high ethical standards in Dental Foundation Training	Examples of situations in Dental Foundation Training where high ethical judgement has been demonstrated		
A dentist who understands the legal framework of General Dental Practice	Qualifications, personal records, practice documentation.				
A dentist with who provides a wide range of treatment within the NHS	Clinical records, appointment book, practice contract and agreement.				
A dentist with 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: HEE-EoE Introduction to Foundation Training course (to be held in Jan 2017)				

## SKILLS

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
A dentist with who provides a wide range of treatment to a wide range of patient groups	Clinical records, appointment book, practice contract and agreement.				
A dentist who is able to cope with change, who is flexible and can handle uncertainty	Examples of past experiences Ability to accommodate TPD visit.				

A dentist who is enthusiastic about their profession

Records of patient questionnaires  
References and interview  
Records of past employment and performance.

A dentist 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

A dentist 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.

A dentist who is willing to re-organise their 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 Dental Foundation (Vocational) Training. Interview.

A dentist who is able to communicate effectively with patients and other team members

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

## EDUCATION and QUALIFICATIONS

### TOPIC

A dentist 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

### TOPIC

### EVIDENCED BY

### TOPIC

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

### EVIDENCED BY

Qualification Certificates

A dentist with commitment to continuing professional development and lifelong learning	Evidence of educational planning. Previous DFT Trainer/ES experience Membership of professional associations Practice meetings records	In possession of a current Professional development Portfolio and evidence of its application	Educational Records and certificates. Portfolio.	
A dentist who demonstrates understanding of the Principles of Clinical Governance in General Dental Practice	Practice records Educational course attendance records	Evidence of clinical governance application	Practice records	
A dentist with 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	
A dentist with 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	High educational commitment, standards and experience  Evidence from Trainee and TPD feedback. Achieving or undertaking Postgraduate Education qualifications.
A dentist who can show an understanding of experiential learning in Foundation Training	Evidence from Trainee and TPD feedback Interview	Can show evidence of experiential learning in Dental Foundation Training	Evidence from Trainee feedback and TPD feedback	

## FOUNDATION (VOCATIONAL) TRAINING EXPERIENCE

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
A dentist with knowledge of the function of Foundation Training	Previous successful experience as a Trainer/ES as evidenced by HEE-EoE records or attendance at a suitable course, eg HEE-EoE Introduction to DFT course (to be held Jan 2017)	Successful completion of a minimum of one year as a Dental Foundation (VT) Trainer /ES, but normally two years.	HEE-EoE Records Feedback records from TPD and Trainee	Completion of at least three years as Dental Foundation (VT) Trainer /ES, – with excellent educational performance	Trainee/TPD feedback. Quality of PDP completion etc. Records from Study Day assessment sheets

## VALUES

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
A dentist who can demonstrate that Dental Foundation Training is an undertaking of value and growth in human terms rather than in practice financial and management terms	Interview, Practice records, References				
A dentist 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
A dentist who can demonstrate a working knowledge of, and in their working environment an application of, the values of the NHS Constitution.	Interview, Practice records, References				
A dentist who is 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
A dentist with 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: HEE-EoE Introduction to Dental Foundation Training course (to be held in Jan 2017)	Past record as a successful Dental Foundation (VT) Trainer/ ES with a 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
A dentist 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		