

PLVE Mentor Application Winter 2017

Completing the Application Forms

Introduction

This is to be read in conjunction with the PLVE Mentor Application Form Parts A, B, C and the Agreement of Payment Form. 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.

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

All Applicants

Complete:
Part A Form - one for each applicant
Part B Form - one for each practice in which the Performer will work.
Part C Form - one for each applicant
Agreement of Payment Form - one for each Performer

Email all forms together to
dftba.eoe@hee.nhs.uk
by 10.00am **Thursday 7th December 2017**
(Applications received after this NOT accepted)

Practice visit by TPD—must have available:
NHS End of Year Report 2016-17 - showing practice earnings and activity
Practice Information Leaflet
Evidence to show that personal NHS GDS earnings will reach £25,000 threshold for 2017-18 and the duration of the PLVE Programme (NHS Schedules, practice agreements, etc.)

Interview—score goes to marking stage

Part A and Part B forms scored and scores from all forms / interview collated.

Suitable candidates approved as PLVE Mentors

Completing the forms

Download from the HEE-EoE website the forms that you require. Everyone needs **Part A, Part B, Part C and Agreement of Payment**. You also need to download and read the PLVE Mentor Information booklet, 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 BLOCK CAPITALS TO COMPLETE THE FORM; normal mixed Upper and Lower Case is essential.

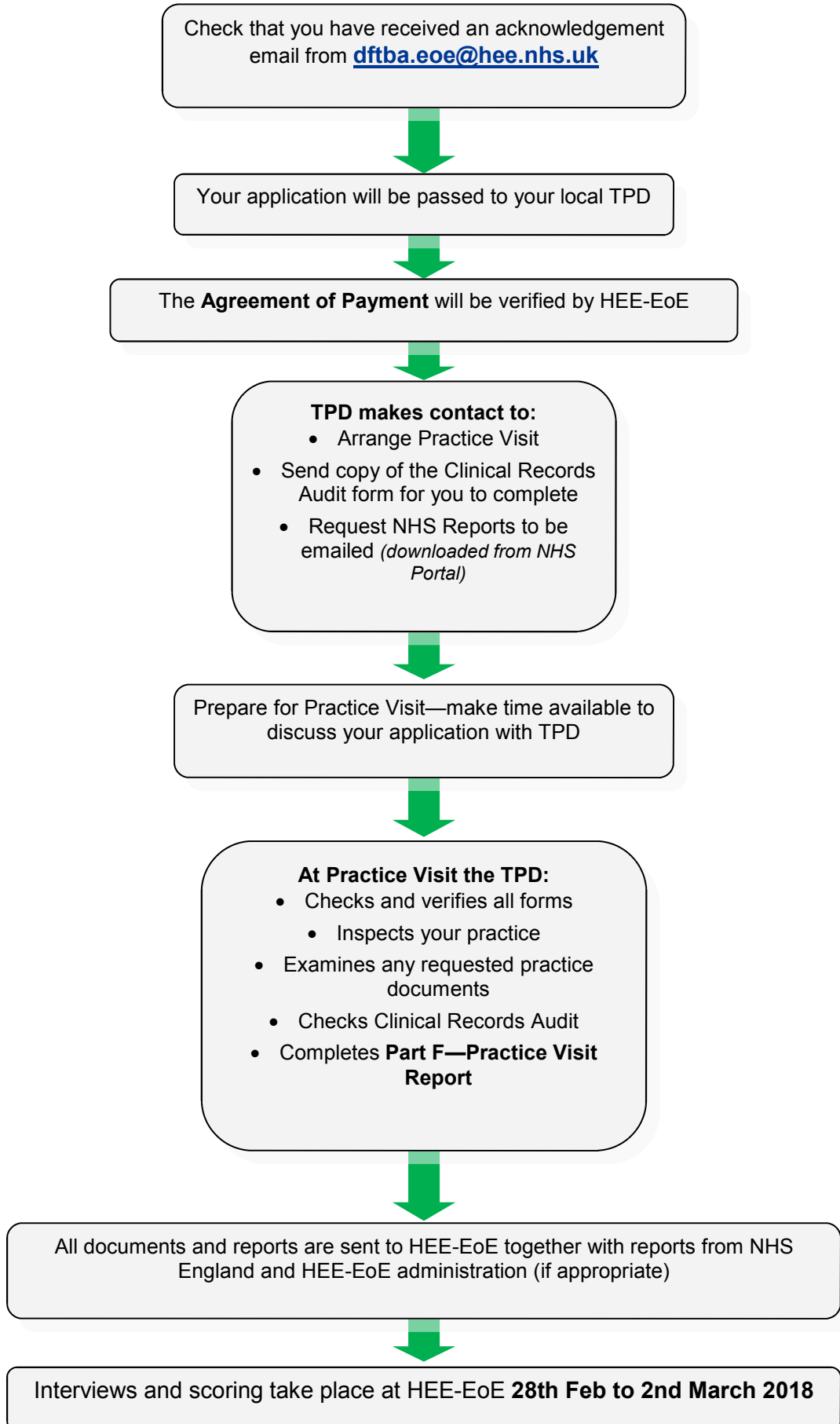
When all the information is correctly entered on each form, before signing, please carefully check and save the form again, making sure your name is on each of the saved files.

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 the **Agreement for Payment, Part A, Part B 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
dftba.eoe@hee.nhs.uk
They must reach HEE-EoE before 10.00am Thursday 7th December 2017

What happens after submission?



Points for Discussion at Practice Visit

During the visit, the TPD will have several items of DFTQ 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 Performer in Training. Sufficient work available to the Performer in Training.

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. Performer in Training involvement in management issues. Clinical Governance records.

Practice Commitment

Involvement of other team members. Discussions within practice. Preparation plans for DFTQ. Enthusiasm from other performers.

Trainer Commitment


Open access arrangements. Tutorial arrangements. Study Days. Discipline.

Trainee

Contract. Surgery time and surgery availability. Clinical supervision.


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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 Performer will work.	<input type="checkbox"/>	
3 Completed Part C Form - one for each applicant	<input type="checkbox"/>	
4 Completed Agreement of Payment Form	<input type="checkbox"/>	
5 NHS End of Year Report 16-17 - showing practice earnings and activity		<input type="checkbox"/>
6 NHS (Trainee) End of Year Report - for those who were ESs during 2016-2017		<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 2017-18 and the duration of the PLVE Programme (NHS Schedules, practice agreements, etc.)		<input type="checkbox"/>

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Have available for practice visit