

East Of England Dental Foundation Training and Dental Core Training Programmes

Trainee Representative - Terms of Reference (TOR)

Why do we need Trainee representation?

Trainee representation is a key element in the development and monitoring of Dental Foundation Training (DFT) and Dental Core Training (DCT). Representatives play a valuable role in providing feedback and helping to shape new initiatives.

What do Trainee Representatives do?

The main role of DFT and DCT Representatives is to seek, collate and report the opinions of Trainees within Training Programmes in the East of England on issues such as:

- Education and Training
- e-Portfolios
- Careers advice

Specifically, DFT and DCT Representatives will:-

- Liaise with the other DFT and DCT Trainee Representatives to gain information on facts and opinions relating to the operation of the Training Programmes.
- Solicit Trainee opinion via a variety of media.
- Attend meetings with Health Education England - East of England (HEE EoE) or other Trainee Representatives as required.
- Represent the views of Dental Trainees on matters discussed at the Dental Education Board Meetings in person or by written report, once a year.
- Provide information to the School Management Team for reporting at national forums, such as the COPDEND meetings.
- Assist in the effective communication between Trainees, Supervisors, Training Programme Directors and the Dental Team at HEE EoE, and vice-versa.
- Be proactive in supporting the development of the Dental Quality Management programme.
- Provide an advisory resource to the Director of Dental Education, Regional Dental Foundation Training Advisor, Dental Core Training Advisor and the Management Board on issues regarding Training Policies, the HEE EoE website and Training Programmes.
- Participate in HEE EoE multi-disciplinary Trainee Representative Forum meetings.
- Provide feedback to HEE EoE on your role and also on the Training or Education Events you attend as a Representative.

DFT and DCT Trainee Representatives will be requested to attend meetings and Training Events including:-

- HEE EoE Dental Education Programme Quality Management visits
- Dental Education Board Meetings
- HEE EoE focus groups
- National e-Portfolio groups
- COPDEND
- Careers meetings, locally and nationally

It is anticipated that these duties will be divided up between Trainee Representatives, so that each Representative would only need to commit to approximately 2-3 days per year.

Provision of support to attend meetings

HEE EoE will reimburse travel expenses for meetings attended by Trainee Representatives. Arrangements to cover absence from the Trainee Representative's Scheme, Practice or Trust should be made in the usual way. Leave for HEE EoE DFT and DCT meetings falls under professional leave and appointed Representatives will not be expected to use annual leave for their duties. Should a meeting fall during a time when annual leave is already booked, arrangements can be made for another Representative to attend.

How Many Dental Foundation and Dental Core Training Representatives are there, and how are they chosen?

In order to ensure a pool of Trainees who can provide representation across all required roles, there will be 7 DFT Trainee Representatives (one per DFT Scheme) and 8 DCT Representatives (one per DCT Unit). Trainees will be invited shortly after commencing their Training at their specific introductory Training Schemes (i.e. induction residential or first Regional Hospital Study Programme meeting) to nominate a Representative for their individual Training year.

Those expressing an interest in becoming a DFT or DCT Representative would need to demonstrate to their relevant Educational Supervisor or Training Programme Director:-

- Why they would like to be DFT or DCT Representative
- What relevant experience of group representation they have
- How they would seek feedback from fellow Trainees to ensure fair representation
- Indicate if they have a specific area of interest.

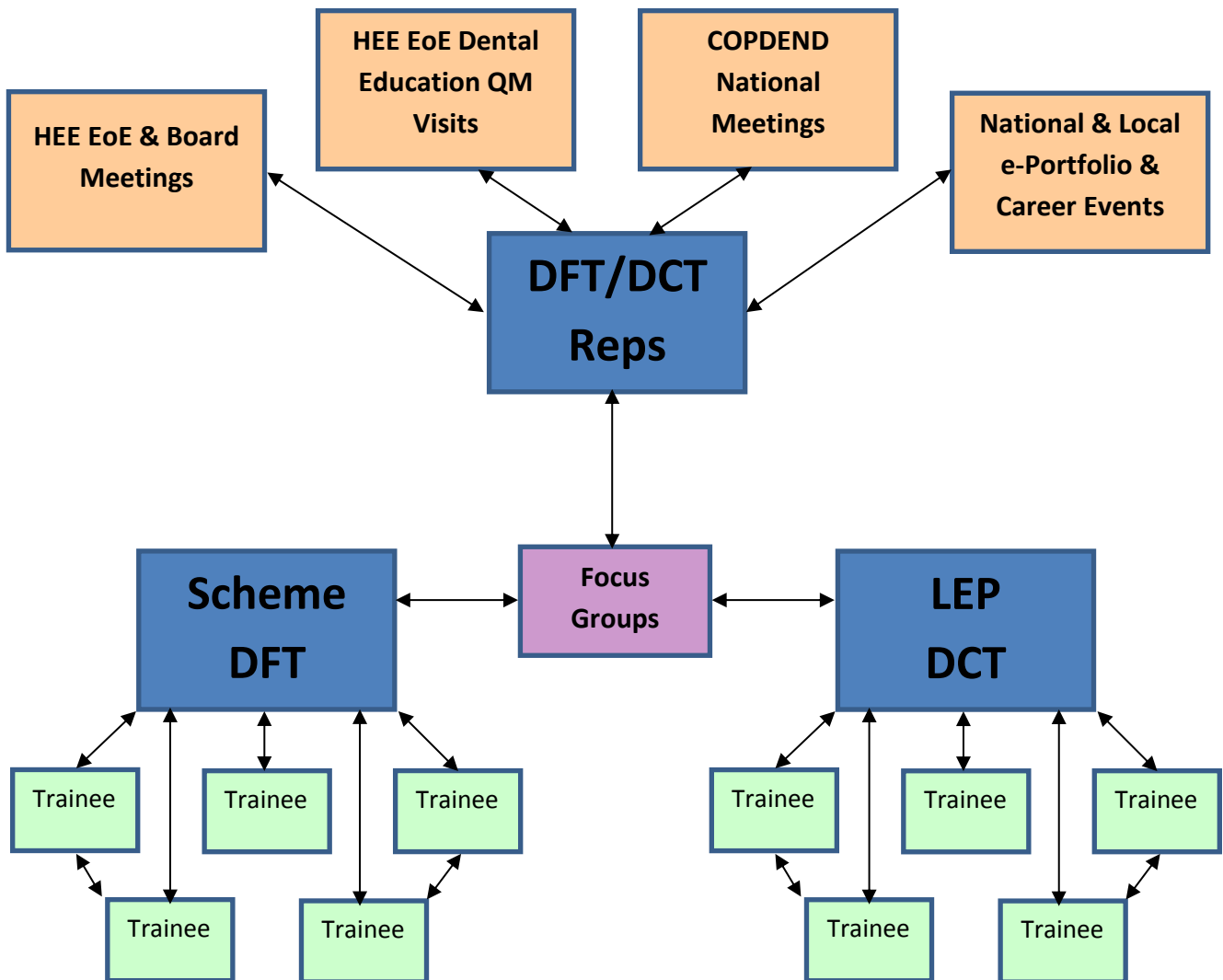
In order to build continuity, those who are appointed as a DFT Representative will have the option to become a DCT Representative, if they undertake Dental Core Training.

It is proposed that all DFT Schemes will have one DFT Trainee Representative to collate the feedback from their Scheme. It is proposed that all DCT Units should have a Representative who can collate feedback from all 13 Local Education Provider (LEP) Hospital Trust colleagues involved in Dental Core Training in the East of England. Focus groups may be formed to address specific issues, and these could occur 3-4 times a year at Training days for each group.

Recognition of Achievement

HEE EoE and its Dental Training Teams greatly value Trainee representation and recognise that this should be evidenced through individual Trainee portfolios. Participation as a Trainee Representative is formally recognised through the provision of an annual certificate, as well as certificates to identify attendance at specific Training Events such as focus groups.

How can I be represented in the HEE EoE Dental Programme?



The Trainee Representative roles and responsibilities can also be found online [here](#).