

# Educational Supervisor Application for 2021-22

## Completing the Application Forms

### Introduction

This is to be read in conjunction with the Health Education England—Midlands and East Dental Therapist Foundation Training Educational Supervisor Application Form. The application form allows 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):

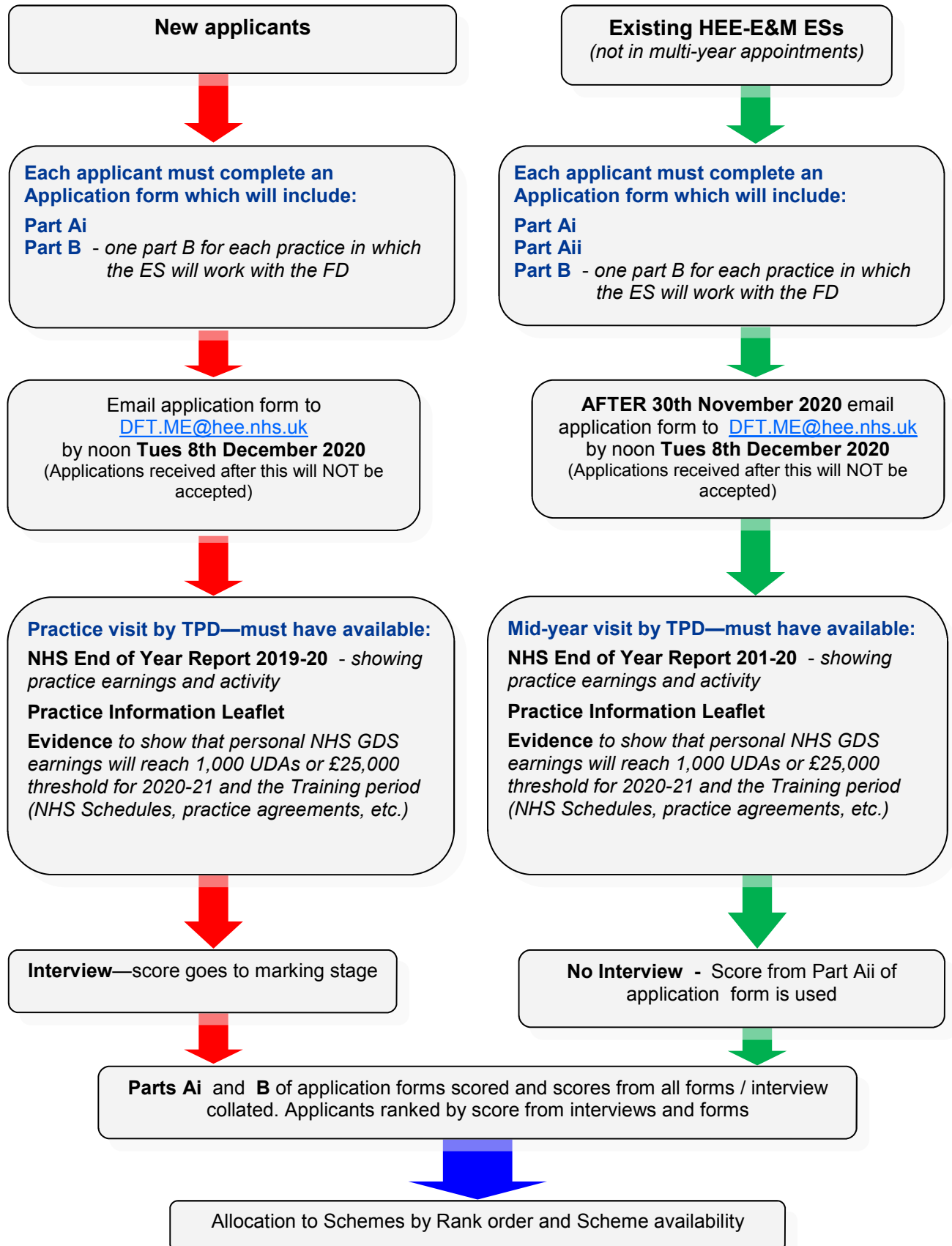
**Adobe Acrobat Reader DC** 

**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 or phone (*iPad etc.*).

# Application Process



# Completing the forms

Download the Application form from the HEE-M&E website and save in a folder. You also need to download and read the DTFT Educational Supervisor Information booklet 2021-22, 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 your application form with the addition of your name, e.g. - **joe smith DTFT Application.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, which 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-M&E website).*

You can now email your form to [DFT.ME@hee.nhs.uk](mailto:DFT.ME@hee.nhs.uk)  
**It must reach HEE-EoE before noon on Tues. 8th December 2020**

**If you are a current HEE-M&E ES you cannot send your forms before 1st December 2020 - Part Aii requires information not available until end of November 2020**

# What happens after submission?

Check that you have received an acknowledgement email from [DFT.ME@hee.nhs.uk](mailto:DFT.ME@hee.nhs.uk)  
During periods of high submission there may be a delay to receipt of acknowledgement.

Your application will be passed to your local TPD

**Existing HEE-M&E ES**

**New Applicant**

**TPD makes contact to:**

- Arrange Virtual Practice Visit
- Send copy of the Clinical Records Audit form for you to complete
- Request NHS Reports to be emailed (*downloaded from NHS Compass Portal*)

**TPD makes contact to:**

- Arrange Mid-Year Meeting
- Send copy of the Clinical Records Audit form for you to complete
- Request NHS Reports to be emailed (*downloaded from NHS Compass Portal*)

Prepare for Practice Visit—make time available to discuss your application with TPD

**At Mid-Year Visit the TPD:**

- Checks and discusses progress of FD
- Checks and verifies all forms and NHS reports
  - Discusses content of Part A(ii)—ES Performance Summary
    - Inspects practice
  - Examines any requested practice documents
  - Checks Clinical Records Audit
  - Completes **TPD's Report**

**At Practice Visit the TPD:**

- Checks and verifies all forms
  - Inspects your practice
- Examines any requested practice documents
- Checks Clinical Records Audit
- Completes **TPD's Report**

All documents and reports are sent to HEE-M&E together with reports from NHS England and from current FDTs and HEE-M&E administration (if appropriate)

Interviews and scoring take place online during April and May

## Points for Discussion at Practice 'Visit' or Meeting

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 DTFT. 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 - Midlands and East

 [DFT.ME@hee.nhs.uk](mailto:DFT.ME@hee.nhs.uk)

# Checklist for submission

	Send by Email	Available for Practice 'Visit' / Meeting
<p><b>1 Completed Application Form</b> - one for each applicant. Within the application form you must complete:</p> <p><b>Part Ai</b> (Everyone)  <b>Part Ai</b> (Current ESs)  <b>Part B</b> one for each practice in which the applicant will work with the FDT.</p>	<input type="checkbox"/>	
<b>2 NHS End of Year Report 2019-20</b> - showing practice earnings and activity		<input type="checkbox"/>
<b>3 Practice Information Leaflet</b>		<input type="checkbox"/>
<b>4 Evidence to show that personal NHS GDS earnings will reach £25,000 threshold for 2019-20 and the Training period (NHS Schedules, practice agreements, etc.)</b>		<input type="checkbox"/>

[\*\*DFT.ME@hee.nhs.uk\*\*](mailto:DFT.ME@hee.nhs.uk)

**Have available for practice 'visit' / meeting**