

# Person Specification for Health Education England – Midlands and East Dental Foundation Training Educational Supervisors 2019-20

## ESSENTIAL

### PERSONAL SITUATION

#### TOPIC

A dentist who practices in primary dental care within the NHS with a minimum annual commitment of 1,000 UDAs or £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)

#### EVIDENCED BY

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 Foundation Dentist

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

Who is available and accessible to patients through an efficient appointments system and other methods of access

Practice agreements, appointment books and timetables.

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, NHS England Local Area Team, etc

## DESIRABLE

#### TOPIC

#### EVIDENCED BY

A performer with managerial responsibility

Practice contracts and agreements. Achieved recognised practice quality award. e.g. BDA Good Practice Scheme

Proven record of availability

Clinical Governance records  
Feedback from TPDs

### EXPERIENCE

#### TOPIC

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)

#### EVIDENCED BY

Records of past employment

#### TOPIC

#### EVIDENCED BY

A dentist with high clinical standards	Qualifications, References, audits, clinical patient records, radiographs, reports, interview.	High clinical standards in relation to Foundation Training	Postgraduate Clinical Qualification(s) Practice records Feedback from Foundation Dentists and TPDs Evidence from study sessions
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 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-M&E Introduction to Foundation Training course		

## SKILLS

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.	An established member or owner of 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

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

A dentist who demonstrates understanding of the Principles of Clinical Governance in General Dental Practice

Practice records  
Educational course attendance records

A dentist with knowledge of the Principles of Risk Management in General Dental Practice

Practice records  
Educational course attendance records

A dentist with knowledge of the learning process and modern teaching methods

Evidence of past teaching experiences

A dentist who can show an understanding of experiential learning in Foundation Training

Evidence from Foundation Dentist and TPD feedback  
Interview

### 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

In possession of a current Professional development Portfolio and evidence of its application

Educational Records and certificates. Portfolio.

Evidence of clinical governance application

Practice records

Evidence of risk management application  
Including:  
Practice Complaints  
Procedure, Adverse Events  
Monitoring, Risk Assessment  
Programme

Practice records

Record of good teaching and use of modern teaching and assessment tools

Evidence from Foundation Dentist and TPD feedback.  
Achieving or undertaking  
Postgraduate Education qualifications.  
Evidence from Foundation Dentist feedback and TPD feedback

Can show evidence of experiential learning in Dental Foundation Training

## FOUNDATION (VOCATIONAL) TRAINING EXPERIENCE

### TOPIC

A dentist with knowledge of the function of Foundation Training

### EVIDENCED BY

Previous successful experience as a Trainer/ES as evidenced by HEE-M&E records or attendance at a suitable course.

### TOPIC

Successful completion of a minimum of one year as a Dental Foundation (VT) Trainer /ES, but normally two years.

### EVIDENCED BY

HEE-EoE Records Feedback records from TPD and Foundation Dentist

## VALUES

### TOPIC

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

### EVIDENCED BY

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

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.

### TOPIC

Who is interested in adding knowledge to practice or shows a commitment to Continuing Professional Development of themselves and their teams.

### EVIDENCED BY

Successful presentation to courses.  
Past training record from feedback of TPDs

Can demonstrate successful outcomes for difficult situations.

Feedback from TPDs.

## ASSESSMENT SKILLS

### TOPIC

A dentist with an understanding of the need for assessment as part of a good learning process.

### EVIDENCED BY

Interview. Practice records. References. Or Attendance at a suitable course,

### TOPIC

### EVIDENCED BY

## TEAM PLAYER

### TOPIC

A dentist who works as part of a team within a well-run practice

### EVIDENCED BY

Practice records. Interview.

### TOPIC

Who can demonstrate involvement in staff training and development with the necessary teaching skills

### EVIDENCED BY

Practice records. Interview  
Feedback from TPDs

## REQUIREMENTS FOR THREE YEAR APPOINTMENT

### TOPIC

Past record as a successful Dental Foundation (VT) Trainer/ ES with a well-documented and completed portfolio.

### EVIDENCED BY

Feedback from TPD  
Records of attendance at Courses on Assessment.

### TOPIC

Past record as an excellent Dental Foundation (VT) Trainer/ ES with a well-documented and completed portfolio, and proven ability to cope with most educational challenges.

### EVIDENCED BY

Feedback from TPD  
Records of attendance at Courses on Assessment.