

Person Specification for Health Education England – East of England Dental Foundation Training Educational Supervisors 2023-24 - November 2022

ESSENTIAL	DESIRABLE	EVIDENCED BY
ELIGIBILITY		
TOPIC	TOPIC	EVIDENCED BY
Full inclusion on the relevant Performers List of NHS England or Wales, or the equivalent in Northern Ireland	No conditions in place or investigations on-going	Performer List Number NHS England Area Team/NHS Wales Local Health Board reference/equivalent in Northern Ireland
Fully registered with the GDC as a dentist	No conditions on registration	Up to date certificate of registration
BDS/BChD or equivalent relevant professional qualification		Directorate will check against GDC website
Current professional Indemnity		Copy of current certificate
Contract holder agreement to supply required staff, facilities and resources		Signed letter of commitment from contract holder
ES to be present in the practice at the same time as the FD for a minimum of three days per week (or, in the case of joint ESs for a minimum of three days a week in the same practice in the aggregate)	ES(s) present full time	Completed timetable in application form and verified at practice visit
NHS Commitment UDAs: a minimum commitment of 1000 UDAs for an individual ES (personally delivered), balanced distribution for joint trainers (400 UDAs minimum or 150 hours over six months working for an NHS body), to be verified at the practice visit. All applicants will be required to show evidence of their continuing commitment during the year of appointment and all subsequent training years. Personal commitment of no more than 8000 UDAs based on 10 clinical sessions per week	Personal commitment is no more than 6000 UDAs	NHS Dental Services Year End Statement to March , For NHS pilot practices: a report from the practice software showing the ES applicant providing 150 hours or more treatment of NHS patients in the six months immediately preceding application
KNOWLEDGE		
TOPIC	TOPIC	EVIDENCED BY
Has attended an ES preparation course operated by HEE Local Office/Deanery.		Attendance certificate

EXPERIENCE

TOPIC	TOPIC	EVIDENCED BY
<p>Minimum four years post full GDC registration at 1 September in the year of commencement of ES post, in a general practice environment.</p> <p>Currently working on a GDS, PDS or CDS contract arrangement or in an NHS pilot practice/prototype.</p> <p>Minimum of 12 months in the proposed training practice by 1 September in the year of commencement of the ES post</p>	<p>A practitioner who can evidence additional relevant skills that will enhance the training experience</p>	<p>Application Form and GDC website</p>
<p>Experience in training, managing or directing others</p> <p>ES is involved in practice management such as training of other dental professionals, supervising staff</p>	<p>Experienced in conducting PDPs, appraisals and performance management for staff, setting objectives, running formal training sessions. Involved in undergraduate / postgraduate teaching.</p> <p>Have direct line management responsibilities</p>	<p>Application Form and interview</p>

SKILLS AND QUALIFICATIONS

<p>Ability to be a dental educator</p> <p>Completed or enrolled on a HEE Local Office/Deanery certificated teaching and learning course specific to Dental Foundation Training</p>	<p>Certificated mentor or coach</p> <p>Relevant educational qualifications</p>	<p>Copies of all certificates as requested on the application form – professional, academic and for training programmes attended by the applicant relating to ES requirement.</p> <p>Interview</p>
<p>Minimum of 15 hours verifiable CPD in the 12 months preceding the application including GDC recommended/core topics</p>	<p>More than 20 hours of verifiable CPD in the 12 months preceding application</p>	<p>Certificates</p>
<p>Up to date Personal Development Plan covering previous and current year</p>		<p>PDP submission as part of application form</p>
<p>Participation in clinical audit and peer review within the last three years</p>		<p>Evidenced at practice visit and/or certificate</p>
<p>Equality and Diversity training completed within the last three years</p>		<p>Certificate</p>
<p>Bullying and Harassment management procedures training completed within the last three years</p>		<p>Certificate</p>
<p>Information Governance training completed</p>		<p>Certificate</p>