

PLVE Validation Supervisor Application Summer 2019

Completing the Application Forms

Introduction

This is to be read in conjunction with the PLVE Validation Supervisor Application Form and the Agreement of Payment for VS Approval 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 or phone (*iPad etc.*).

Application Process

All Applicants

Each applicant must complete an Application form which will include:

Part Ai

Part B - one part B for each practice in which the ES will work with the FD

Agreement of Payment for VS Approval Form - one for each applicant

Joint applicants will each need to complete their own form.

Email all forms together to

plve.me@hee.nhs.uk

by **10.00am Friday 24th May 2019**
(Applications received after this will NOT be accepted)

Practice visit by TPD—must have available:

NHS End of Year Report 2018-19 - showing practice earnings and activity

Practice Information Leaflet

Evidence to show that personal NHS GDS earnings will reach 1,000 UDAs or £25,000 threshold for 2019-20 and the duration of the PLVE Programme (NHS Schedules, practice agreements, etc.)

Other items as specified by TPD

Interview—score goes to marking stage

Parts Ai and B of application forms scored and scores from all forms / interview collated.

Suitable candidates approved as PLVE Validation Supervisors

Completing the forms

Download from the HEE-M&E website the **Application** and **Agreement of Payment for VS Approval** forms that you require. You also need to download and read the PLVE Validation Supervisor 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 VS 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 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 **Application Form**, and the **Agreement of Payment for VS Form**. 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-M&E).*

You can now email all your forms together to
plve.me@hee.nhs.uk
They must reach HEE before 10.00am Friday 24th May 2019

What happens after submission?

Check that you have received an acknowledgement email from plve.me@hee.nhs.uk

Your application will be passed to your local TPD

The **Agreement of Payment for VS Approval** will be verified by HEE

TPD makes contact to:

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

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

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 together with reports from NHS England and HEE administration (if appropriate)

Interviews and scoring take place at HEE:
West Midlands (Birmingham) - **19th August 2019**
East Midlands (Leicester) - **21st August 2019**
East of England (Cambridge) - **22nd August 2019**

Points for Discussion at Practice Visit

During the visit, the TPD will have several items of PLVE 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 VED. Sufficient work available to the VED
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. VED involvement in management issues. Clinical Governance records.

Practice Commitment

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

VS Commitment

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

VED

Contract. Surgery time and surgery availability. Clinical supervision.

Health Education England - Midlands and East

 plve.me@hee.nhs.uk

Checklist for submission

	Send by Email	Available for Practice Visit
1 Completed Application Form - one for each applicant. Within the application form you must complete: Part Ai (Everyone) Part B one for each practice in which the applicant will work with the VED.	<input type="checkbox"/>	
2 Completed Agreement of Payment for VS Approval Form	<input type="checkbox"/>	
3 NHS End of Year Report 18-19 - showing practice earnings and activity		<input type="checkbox"/>
4 NHS (Trainee) End of Year Report - for those who were DFT ESs during 2018-2019		<input type="checkbox"/>
5 Practice Information Leaflet		<input type="checkbox"/>
6 Evidence to show that personal NHS GDS earnings will reach £25,000 threshold for 2019-20 and the duration of the PLVE Programme (NHS Schedules, practice agreements, etc.)		<input type="checkbox"/>

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Have available for practice visit