

# Person Specification for Health Education England - Midlands and East Performers List Validation by Experience (PLVE) 2021-22

## ESSENTIAL

## DESIRABLE

### PERSONAL SITUATION

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
* A dentist who practices in primary 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 supervising (commitment shared evenly for joint supervisors).	Contract, practice agreements and NHS schedules and reports.		
* A dentist who will be present in the practice for at least 60% coincident with the Validation Experience Dentist. (N.B. the Validation Experience Dentist must not work unsupervised in practice at any time.)	Practice timetables and agreements.		
* A person whom as a performer can demonstrate relevant involvement and influence in the running of the practice and its policies.	Practice contracts and agreements.	A performer with managerial responsibility.	Practice contracts and agreements. Achieved recognised practice quality award e.g. Good Practice Scheme.
* A dentist who is available and accessible to patients through an efficient appointment system and other methods of access.	Practice agreements, appointment books and timetables.	Proven record of availability.	Clinical governance records.
* A dentist who is in a stable relationship with their practice. (minimum six months in post).	Practice records and agreements.		
* A dentist who has no serious or 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, local NHS England area team etc.		

### EXPERIENCE

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
* A dentist who has had significant experience in primary dental care as an NHS performer (typically four years of full time experience at initial appointment).	Records of past employment.		
* A dentist with high clinical standards.	Qualifications, audits, clinical patient records, radiographs, reports & interview.		
* A dentist with high ethical standards.	Qualifications, audits, clinical patient records, radiographs, reports & interview.		
* 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 to a wide range of patients within the NHS.	Clinical records, appointment book, practice contract & practice agreement.		
* A dentist with knowledge of the function, aims and objectives of Performance List Validation by Experience.	Application form & interview.	Prior experience as Dental Foundation Trainer or PLVE supervisor.	Application form, reference from HWW-M&E & interview.

## SKILLS

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
* A dentist who is able to cope with change, who is flexible and can handle uncertainty.	Examples of past experiences. Ability to accommodate HEE practice visit.	Can demonstrate successful outcomes for difficult situations.	Feedback from colleagues.
* A dentist who is enthusiastic about their profession.	Records of patient questionnaires, references, records of past employment, records of past performance & interview.		
* A dentist who works as part of a team within a well-run practice.	Practice meeting records, examples of past experience, references & interview.	An establishes member or owner of a well-organised practice including a structured training programme for staff.	Practice meeting records, examples of training programme & examples of past experience.
* A dentist who can demonstrate knowledge of interview skills, appointment skills and diversity training.	Evidence of completion of suitable courses (including online 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 PLVE dentist.	Evidence of planning for training year.	Past history of experience as Dental Foundation Trainer or PLVE supervisor.	Application form, reference from HWW-M&E & interview.
* A dentist who is able to communicate effectively with patients and other team members.	Patient satisfaction questionnaires, clinical records, references & practice meeting records.		
* A person who understands the importance of mental health awareness and resilience within the NHS workforce.	Evidence of attendance at suitable training course & interview.	A person who is and is proactive in their practice in promoting mental health awareness and staff resilience.	Evidence of policies, facilitated staff training & interview.

## EDUCATION and QUALIFICATIONS

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
* A dentist who can prove an effective commitment to postgraduate education and training.	Certificates or other records of attendances at postgraduate courses in the four year period before application.	Further education and training either in education (PG Cert. Ed) or suitable managerial qualification.	Qualification certificates.
* A dentist with commitment to continuing professional development and lifelong learning.	Evidence of educational planning, membership of professional associations, previous training experience & practice meeting records.	In possession of a current professional development portfolio and evidence of its application.	Educational records, educational certificates & portfolio.
* A dentist who demonstrates understanding of the principals of clinical governance in General Dental Practice.	Practice records & educational course attendance records.	Evidence of clinical governance application.	Practice records.
* A dentist with knowledge of the 'Principals of Risk Management in General Dental Practice'.	Practice records & educational course attendance records.	Evidence of risk management application including:- practice complaints procedure, adverse events monitoring & risk assessment programme.	Practice records.

* A dentist with knowledge of the learning process and modern teaching methods.	Evidence of past teaching experience.	Record of good teaching and use of modern teaching & assessment tools.	Evidence of those taught achieving postgraduate education qualifications. If previous PLVE/DFT trainer, evidence that VED/FD passed portfolio on first attempt.
* A dentist who can show an understanding of experiential learning.	Interview.	Past history of experience as Dental Foundation Trainer or PLVE supervisor.	Evidence from FD or VED feedback form, reference from HWW-M&E & interview.

## VALUES

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
* A dentist who can demonstrate the Performance List Validation by Experience is an undertaking of value and growth in human terms rather than just in practice financial and management terms.	Proposed contract UDA & payment terms, practice records, references & interview.		
* A dentist who has an understanding of good role models and learning from example.	Interview, practice records & references.	A dentist who is interested in adding knowledge to practice or who shows a commitment to Continuing Professional Development of themselves and their teams.	Successful presentation of courses.
* 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.		

## ASSESSMENT SKILLS

TOPIC	EVIDENCED BY	TOPIC	EVIDENCED BY
* A dentist with an understanding of the need for assessment as part of a good learning process.	Interview, practice records, references or attendance at a suitable course.		
* Past record as a successful PLVE supervisor with a VED with a well-documented and completed portfolio.	Feedback from HEE-M&E & records of attendance on courses. Particular attention will be given to specific feedback given at previous recruitment and whether any progress was made in the intervening time.	Satisfaction of previous VED.	VED feedback form.
* Continued adherence with most updated version of person and practice specification.	Application, practice visit & panel review in line with most recent practice & person specification.		