

NORTHERN IRELAND GENERAL PROFESSIONAL TRAINING SCHEME

JOB DESCRIPTION

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| Title of Post | Trainer (2 year fixed term post) |
| Responsible to: | Adviser on General Professional Training |
| Accountable to: | Postgraduate Dental Dean |
| This is a demanding and challenging pivotal position, which calls for an individual who can combine a pragmatic approach to development with leadership, motivational and influencing skills. An efficient team player, you will have the ability to create a supportive and encouraging environment within which a trainee can practice and improve his/her dental and management skills. | |
| Job Summary | GPT covers three dental areas - General Dental Services (GDS), the Community Dental Service (CDS) and the Hospital Dental Service (HDS). The trainee divides his/her time between the three services spending two to three days per week within GDS. This position as trainer carries with it the responsibility of supporting and encouraging the trainee and ensuring that s/he enjoys the benefits of the three dimensions of this programme in a seamless and co-ordinated manner. |

Appointment of this position includes the following duties

- 1 To employ a trainee as a salaried assistant under the terms of the nationally agreed Trainee's contract which will include operational responsibility with regard to managing annual leave and maintaining appropriate records
- 2 To develop a comprehensive induction programme in keeping with the elements and timeliness outlined in the Training Portfolio. This requires the trainer to be present within the training practice through the initial induction period. (It is envisaged that the induction period should last no longer than 8 weeks)
- 3 To be available to the GPT Trainee for guidance in clinical, managerial and administrative matters and to be able to provide help to the Trainee on request or where necessary by working in a surgery to which he or she has good access for 2-3 days a week.
- 4 To assess and monitor the trainee's progress and professional development by a variety of methods including direct observation of procedural skills (DOPS), question and answering, record inspection.
- 5 To complete DOPS as required in the Portfolio ie at least one per week for the first 8 weeks and thereafter at least one per month for the first training year. One of the first 8 DOPS will be completed by an Adviser and an additional external DOP will be completed before month 5. At least a further 18 DOPS will be completed as specified in the second training year.
- 6 To issue the required number of Patient Assessment Questionnaires (PAQs) ie 30 twice yearly and to facilitate the completion of Team Assessment of Behaviour (TAB) forms (9) per training year.
- 7 To ensure that the results from the above monitoring is recorded in the Training Portfolio and any feedback is used to work with the trainee and Advisers to develop a Personal Development

Plan that seeks to address identified training needs.

- 8 To ensure that the trainee keeps the Training Portfolio contemporaneous and that all Trainer feedback is evidenced by comment and signature.
- 9 To provide timely, relevant and constructive feedback to the trainee on a formal / informal basis as required to meet the individual needs of the trainee.
- 10 To provide the GPT Trainee with adequate administrative support and the full-time assistance of a suitably experienced dental nurse.
- 11 To provide the GPT Trainee with the opportunity of leading at least one team meeting as defined in the Training Portfolio.
- 12 To develop the skills necessary to undertake the role of Trainer and to undertake training in assessment through participation in educational courses prior to the employment of a trainee and during the training period as required.
- 13 To provide evidenced assistance to the trainee with case presentations and input into the writing up of 3 key skills as defined by FGDP(UK)
- 14 To provide satisfactory facilities (including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilised between patients) and relevant opportunities so that a wide range of NHS practice is experienced and so that as far as is reasonably possible the GPT Trainee is fully occupied.
- 15 To be involved in 14 sessions of approved GPT/VT educational activity during each training year.
- 16 To plan, develop and deliver a one-hour fortnightly tutorial, during normal working hours (excluding lunchtime) and to record these in the Training Portfolio. A total of forty-eight tutorials should be provided over the 2 training years, at least 30 of which should be topics identified in the Tutorial guide provided.
- 17 To liaise with the GPT Adviser as necessary and to set time aside to be available for Adviser visit/s as required, including ad hoc visitations.
- 18 To facilitate and encourage the trainee's attendance at the study days (approx 30 per year) and to ensure that holidays do not lead to absence from these.
- 19 To engage and participate fully in 360° appraisal at the end of the training period when introduced.
- 20 To advise on the final certification of the trainee's completion of General Professional Training.
- 21 To comply with all changes that may be introduced as part of the ongoing review of GPT.
- 22 To inform the Dean in writing if the circumstances of either the Trainer, the GPT Trainee or the practice change in such a way as to alter the contract of employment between the Trainer and the Trainee.

This job description is intended to be an outline of the job as it is currently perceived by the Agency and may be subject to review in light of the changing needs of the service. It is not intended to be rigid or inflexible, but should be regarded as providing guidelines within which the post holder will work

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