

# DENTAL EDUCATIONAL SUPERVISOR APPLICANTS GUIDE

## 2024-25



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## **Appendices**

- I** Dental Foundation Educational Supervisor (Trainer) Job Description
- II** Dental Foundation Educational Supervisor (Trainer) Person Specification
- III** Practice Assessment

## **Attachments**

- Foundation Dentist Contract – (Sample) Northern Ireland version
- Side letter
- Educational Agreement - (Sample) between NIMDTA and the Educational Supervisor
- Educational Agreement - (Sample) between NIMDTA and the Foundation Dentist

## Introduction

Thank you for your interest in the position of Educational Supervisor (ES) in the Northern Ireland Dental Foundation Training (DFT) Scheme.

The purpose of this applicants guide is to provide you with information to assist you in your application and to inform you of the process for being selected as a DFT Educational Supervisor.

Included in the appendices of this document are the Job Description along with the Person Specification. Further documentation relating to the position is also enclosed for your information.

We look forward to receiving your application and working with you in the near future.

Yours faithfully,

The Dental Foundation Training Team



## Dental Foundation Training

Dental Foundation Training is a one year course designed for recently qualified dentists to experience NHS Primary Dental Care. The programme is based on sound educational principles, and is designed to provide in-depth professional guidance to help a dentist make the transition from comparatively inexperienced graduate to competent practitioner.

During the one year course, Foundation Dentists (FDs) increase skill and competence as professional practitioners. In addition they gain insight into practice management. The Educational Supervisor is available and accessible in the work place and plays a key role in supporting the Foundation Dentist in this important developmental year.

### Dental Blue Guide

The Dental Blue Guide produced by COPDEND is the Reference Guide for Postgraduate Dental Foundation Training in England, Wales and Northern Ireland.

Please note that the Dental Blue Guide Second Edition – September 2022 recommends Minimum Clinical Requirements to demonstrate Satisfactory Completion which include:

1. Two Cobalt Chrome Prostheses
2. Four extractions of special difficulty (which may involve bone removal and/or flaps): one undertaken as ADEPT with the ES by the end of month 4.

**Therefore it is expected that a DFT Training practice would ensure that the FD would get experience of the above during their training year.**

### Dental Foundation Training Payments

Payments for the role of Educational Supervisor are itemised within Determination IV of the Statement of Dental Remuneration, see below link:

[https://bso.hscni.net/wp-content/uploads/2023/10/SDR\\_2023-\\_Version2.pdf](https://bso.hscni.net/wp-content/uploads/2023/10/SDR_2023-_Version2.pdf)



## Dental Foundation Training - Schemes

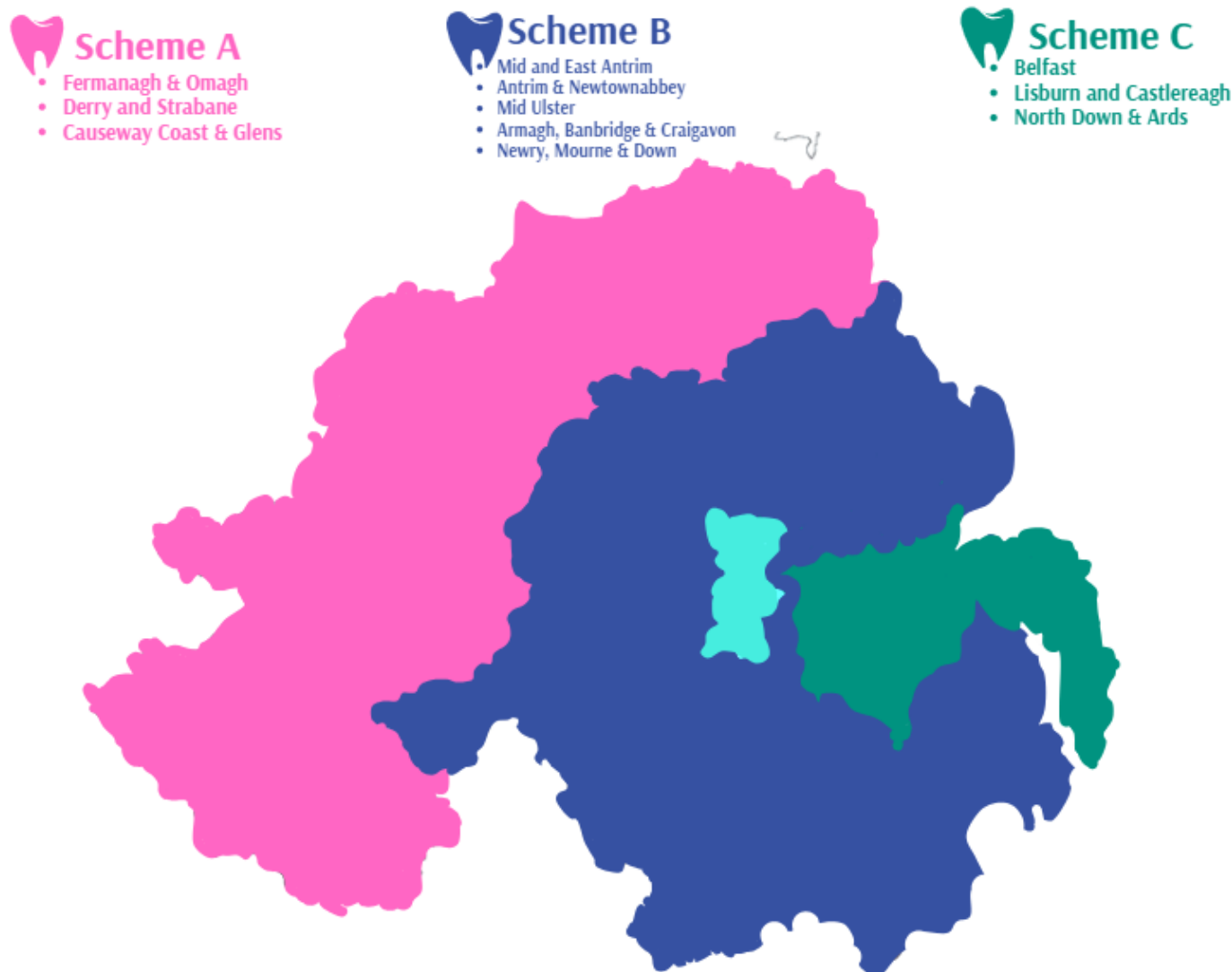
Dental Foundation Training places will be allocated into three separate schemes for the 2024-25 training year. The three schemes are outlined in the map below.

Educational Supervisors who are recruited and appointed will be allocated to one of these three schemes based on geographical area using postcodes.

FDs appointed to NI will be required to undertake two separate consecutive ranking processes:

- Schemes; in order of preferred choice
- Educational Supervisors within their scheme; in order of preferred choice

Further information on FD ranking is available on page 22 of this guide.



## NIMDTA Opportunities

In recent years it has been highlighted that the traditional model of one Educational Supervisor to one Foundation Dentist is proving increasingly restrictive for General Dental Practitioners wishing to apply for the role.

This reflects the change in General Dental Practitioners landscape where many different practice models now operate across the region. In response to this feedback NIMDTA introduced the Joint training model which has been piloted successfully over a number of years. NIMDTA would like to build on the success of the “Joint training model” and further increase flexibility in eligibility for the role of Educational Supervisor.

This increase in flexibility will facilitate more General Dental Practitioners with differing practice circumstances, including part-time dentists, to apply for the role of Educational Supervisors. It is anticipated this will be more inclusive, increase trainer applications and further improve the quality of the scheme.

Therefore there are 5 arrangements which NIMDTA will accept outlined below. These will be accepted provided applications demonstrate clearly how the practice/ group/ joint arrangements can provide consistent and high quality supervision and support for the Foundation Dentist/s.

### 1. **One ES to one FD**

The ES provides full time supervision for one FD working in the same dental practice or in two different dental practices in the same dental group. In the event this occurs across two sites in the same group the ES and FD must be on the same site for 21 hours per week as per the ES contract. The FD would need to have the presence of a nominated clinical supervisor at the second site. This could be an experienced associate who can evidence three years or more practice in a GDS practice. The three years should not include foundation or vocational training.

### 2. **Joint training, Two ES's to one FD**

Two ESs provide full time supervision for one FD working in the same dental practice or separate dental practices in the same dental group (joint trainers).

### 3. One ES to two FDs

One ES provides full time supervision for two FDs in the same practice. This option is not available to single handed practices. The practice must be able to demonstrate they can accommodate two FDs full time. Please note those appointed to this role must have a minimum of 3 years' experience in the role of an appointed ES at the point of Scheme commencement.

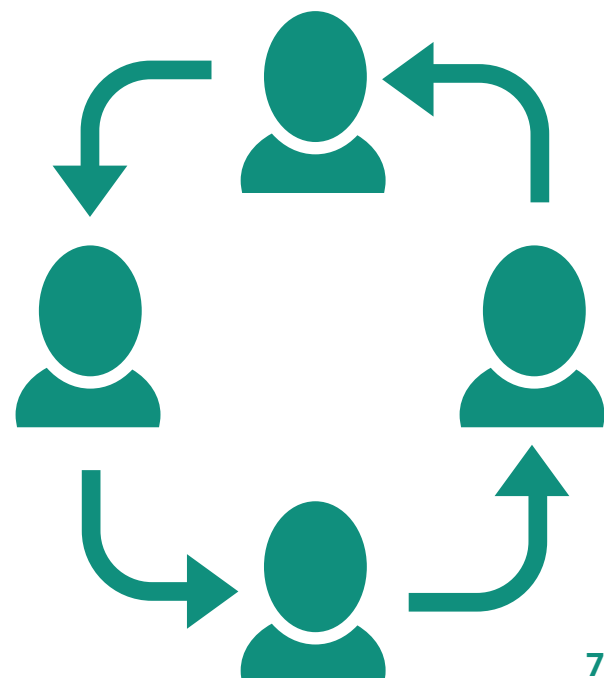
### 4. Two ES's to two FD's

Two individual practitioners may wish to take on the role of ES (each with an allocated FD) within the same practice. The practice must be able to demonstrate they can accommodate two FDs full time.

Other potential combinations:

### 5. Alternative Arrangement

NIMDTA is keen to work with experienced ESs to provide high quality placement opportunities. In the event an experienced ES (more than 3 years' experience in the role) considers they can deliver the role to a high standard and within the commitments of the current contract (23/24) in an arrangement other than that outlined above, their application will be considered by the shortlisting panel. This may or may not progress. It is up to applicants to demonstrate how they can meet the conditions of the contract and maintain the quality of placement for a new graduate.



## Re-Appointment of Educational Supervisors

NIMDTA will no longer offer a three year appointment as an Educational Supervisor. This is a change to the current arrangements for returning Educational Supervisors. Returning Educational Supervisors will no longer undertake a yearly interview to return to scheme the following year.

Reappointment will be based on the completion of a:

- Returners Form
- Practice Assessment Information Document
- Practice Profile

It is expected that alongside the documents listed above Educational Supervisors will complete all requirements necessary during the training year to include ARP, ePortfolio, attendance at mandatory educational events and review of documentation as issued by the Dental Foundation Training team.

Educational Supervisors who have a break from training for three years or more will be required to submit an application form for re-appointment.

Practice visits will continue to take place every three years.





## Joint Educational Supervisor Role

Educational Supervisors working within the same dental practice or separate dental practices (under the same ownership) can opt to share the role and responsibilities of education for one Foundation Dentist.

**The application process for joint Educational Supervisors is the same as that of an individual Educational Supervisor. Both Educational Supervisors will need to be successfully appointed through the application and recruitment process as outlined further in this document.**

Division of the roles, duties and responsibilities will be managed at a local level, with agreement of the allocated NIMDTA Dental Adviser/ TPD.

NIMDTA will require one of the two Joint Educational Supervisors to be identified as the lead supervisor. The lead Supervisor will provide a point of contact and play an important role in ensuring quality management and consistency of the education provision.

## Support Educational Supervisor Role

There is a potential within the Dental Foundation Training scheme that further to successful appointment as an Educational Supervisor, you may be added to a list of Support Educational Supervisors, should you not be allocated a Foundation Dentist following the ranking process.

If you wish to be considered as a Support Educational Supervisor you must indicate this within the NIMDTA Dental Educational Supervisor Questionnaire section of the Application form.

Support Educational Supervisors are engaged, should it become necessary to relocate a Foundation Dentist within the training year. This may be due to personal, performance or environmental reasons.


Remuneration, training grants and allowances are payable at the same rate on a pro-rata basis.



## Application Process for new Educational Supervisors


If you wish to apply to become a Dental Educational Supervisor for September 2024 you should familiarise yourself with the three stage application process below.

**Stage One** - The application form for the position of Educational Supervisor must be completed in full in conjunction with the associated Practice Profile & Practice Assessment. The application form is an online process and can be found at <https://jobs.hscni.net/>.



**Stage Two** - In order to assess that your practice is a suitable physical and educational environment for the Foundation Dentist, a visit to your practice will be arranged. Practice Assessments are carried out by a member of the NIMDTA Dental team and an independent Dental Assessor.

Please note that you must successfully pass stages one and two to proceed to an interview at stage three. This means you will only be invited to attend interview if these aspects are deemed satisfactory.



**Stage Three** - Prospective Educational Supervisors will be invited to interview. This will be a virtual interview.

# Application Timeline & Online Information Sessions

Please familiarise yourself with the timeline detailed below:

Applications open - Monday 15 January 2024

Introduction to Dental Foundation Training - Tuesday 30 January 2024

Closing date for applications - Monday 19 February 2024, 12:00

Practice Assessments - March/ April 2024

Interview Preparation Course - 16 April 2024

ES Interviews - Tuesday 30 April 2024

Schemes Start - 1st September 2024

In the past many applicants have benefited from attending the online **Introduction to Foundation Training** session. This will be offered to new applicants on Tuesday 30 January 2024. A link will be provided to login to this online session.

Please email [dentalfoundation.nimmdta@hscni.net](mailto:dentalfoundation.nimmdta@hscni.net) to book your place on the Introduction to Foundation Training or Interview Preparation Course.

## Guidance notes for application from returning Educational Supervisors

A returning ES is defined as one who has trained in the three training years preceding the current recruitment round i.e. those who have trained a FD in 23-24, 22-23, 21-22. Returning ES's will no longer be required to complete a yearly interview.

Please complete the below documentation to apply as a **returning** Educational Supervisor for the 2024-25 training scheme:

- Educational Supervisor Self Declaration <https://forms.office.com/e/mfGKfRTfDS>
- Practice Profile <https://forms.office.com/e/hDjgzS3iHJ>
- Practice Assessment Information template <https://forms.office.com/e/qWFmkEXE5K>

The self declaration, profile and practice information template must be completed by the closing date of **19 February 2024**.

The practice assessment information template is required for your Practice Assessment.

The Practice Profile will be made available to Foundation Dentists on the NIMDTA website to inform their ranking. **Please ensure all information provided is accurate at the time of submission.** There will be an opportunity to update this information prior to publication.

# Guidance notes for application from new Educational Supervisors

A new ES is defined as one who has not trained in the past or has not trained in the three training years preceding the current recruitment round.

Please follow the below steps to apply as a **new** Educational Supervisor for the 2024-25 training scheme:

- Visit <https://jobs.hscni.net/> and complete the electronic application form
- Complete the Practice Profile <https://forms.office.com/e/hDjgzS3iHJ>
- Complete the Practice Assessment Information template <https://forms.office.com/e/hDjgzS3iHJ>

The Practice Profile and Practice Assessment Information template must be completed by the closing date of **19 February 2024**.

This information is required for your Practice Assessment.

The Practice Profile will be made available to Foundation Dentists on the NIMDTA website to inform their ranking. **Please ensure all information provided is accurate at the time of submission.** There will be an opportunity to update this information prior to publication.

The Job Description and Person Specification (**Appendices I & II**) should be read in advance of completion of the application form. The person specification details the skills, abilities and experience necessary to successfully undertake the duties of this post and you should demonstrate these on the application form.

The criteria for shortlisting will be derived from the person specification and the information provided in your application form will be assessed against this criteria. It is therefore essential that you clearly show how you match each requirement on the person specification. A copy of the person specification is attached as **Appendix II**.

## Shortlisting

The shortlisting panel will assess applications against the essential criteria outlined in the person specification. Applicants will be notified of the outcome of this shortlisting process by email.

## Guidance notes for Joint Applications

In Joint Educational Supervisor applications please follow the outlined guidance below:

- An individual application form must be submitted by both applicants.
- Confirmation must be given within the NIMDTA Dental Educational Supervisor Questionnaire section of the application form that it is a joint application.
- Only one practice profile and practice assessment will be required per joint application. This will be submitted separately from the online HSCNI jobs application form.
- Should the case arise that one of the applicants in a proposed joint application is not successfully appointed the other applicant may have the opportunity to undertake the full Educational Supervisor role and responsibilities, should all relevant requirements be met.



## Interview Process

Applicants invited to interview will be assessed by a trained selection panel, against selection criteria stated in the relevant person specification.

The panel will be made up of representation of the following:

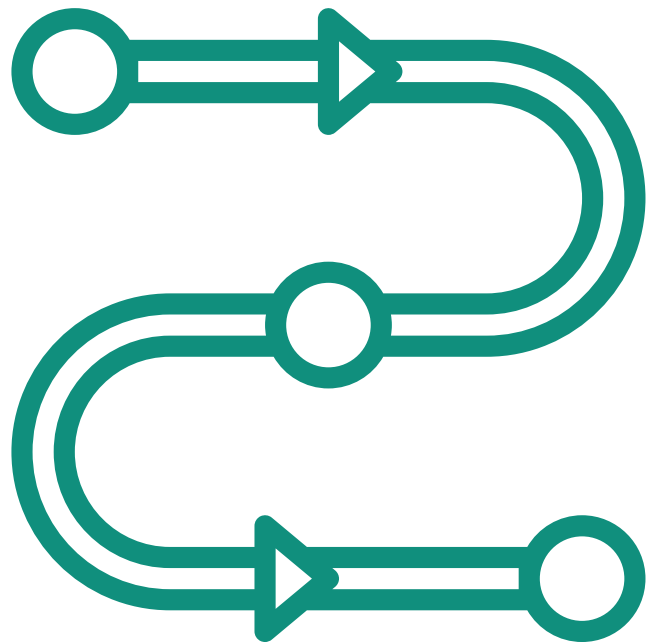
- NIMDTA Staff member/ Dental Team member
- Dental Assessor

A Lay Representative will also oversee the recruitment and selection process.

In the case of joint Educational Supervisor application both applicants will be interviewed and marked separately and independently.

## Interview Locations

Interviews will be held online. Whilst we will endeavour to accommodate changes to the schedule this may not always be possible.





## Practice Assessment

Part of the criteria for the position of Educational Supervisor is that a suitable practice environment is offered for the prospective Foundation Dentist.

Certificates will be awarded further to the assessment, following completion of all necessary requirements on the action plan (as stipulated by the visiting team). Practice Assessment certificates are valid for 3 years.

Practices must have completed all elements of their action plan, submitted evidence to NIMDTA and been awarded a Certificate in order to be included within the ranking list for FDs. Alternatively evidence must be provided to NIMDTA that satisfactory progress is being made on the action list, in order to be included in the ranking list for FDs.

Please refer to **Appendix III** for further details of what is required.

The purpose of the practice assessment is to verify the information provided within the Practice Assessment Information template and to assess the facilities available within the practice. A copy of this information will be referred to in the course of the assessment.

On completion of the verification of information submitted, the findings will be discussed with the applicant.

Should a visit have already taken place for the practice within the last three years for a different ES, a visit will be scheduled with the new ES.

Practice assessments will be scheduled for March/ April 2024. You will be notified of your assessment date in advance of the visit and the assessment will normally take two hours. **The visiting team will require the applicant/s to be available for the duration of this visit.**



## References

Page 7 of the online application form 'Referee Details' includes some generic wording as follows: "Please name two referees (not relatives) at least one should have knowledge of present work and be in a supervisory or managerial capacity."

Please note that this is generic wording included in all HSC applications. We understand that a number of prospective Dental Educational Supervisors will be unable to provide referees that meet this criteria; please note that this is not a mandatory requirement of the Dental Educational Supervisor application and the system should let you progress without this criteria being met.



## Educational Supervisor Declarations & Data Protection Act 1998

As part of the Educational Supervisor application applicants will be asked to confirm they have read and agree to the following policies; therefore please ensure you read the statements below.

### Data Protection Act 1998 and declaration

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration.

Information contained in or derived from unsuccessful applications and/or the recruitment or interview process may be retained in both manual and computerised format for similar purposes; usually for a minimum of three months and a maximum of eighteen months. The Agency may use any educational or employment details contained in or derived from your application to approach persons or organisations for any references, which may be required. You hereby consent to the continued processing of all such sensitive data as outlined above.



## Investigations declaration

NIMDTA aims to provide Foundation Dentists with the best possible training practice; therefore in your application you will be asked to confirm whether you are currently or have been involved in the last 3 years, in any issues, problems or disputes with any of the following bodies that has resulted in an investigation, formal or informal or that has resulted in interviews or meetings with your Dental Director and/or their representatives or representatives from any of the bodies listed.

- General Dental Council
- RQIA
- SPPG
- DoH
- BSO

It is at the discretion of the PGDD if he/ she wishes to remove the dentists from the allocation list if he/ she is concerned about any information shared by another agency.



## Offer of Appointment

Offers of appointment to the position of Educational Supervisor will be sent via email. Please note this email will include a **date by which each ES must confirm acceptance of appointment**.

**ES's who do not confirm they accept their appointment by date stated in the email will not be appointed to train.**

ES's appointed but not allocated a FD will be held on a list by NIMDTA (Support Trainer list), in the event that a training placement is required for a FD during the training year. There is no remuneration while on this list. This list is valid for one training year only.

Appointed ES's can opt out of the Support Trainer list as held by NIMDTA.

In the event that NIMDTA do not obtain the required number of Educational Supervisors in the first recruitment round, a second recruitment round may be undertaken.



## Foundation Dentist Allocation process

Potential Foundation Dentists will be allocated to regional schemes by the DFT National Recruitment Office who are responsible for DFT recruitment in England, Wales and Northern Ireland.

Foundation Dentists who have been allocated to Northern Ireland will be invited to rank Schemes A, B and C.

An allocations panel will allocate FDs to schemes based on their recruitment outcome and their preference for each scheme available.

Following FD allocation to scheme FDs will be requested to rank all appointed Educational Supervisors within that scheme.

The highest ranked Foundation Dentist at recruitment will be matched with their highest ranked preference of Educational Supervisor. This process will be continued until all positions have been filled.

In the event that there are more appointed ES's than placements required within that scheme, then a number of ES's will not have an opportunity to train a Foundation Dentist.

Foundation Dentists will be given 48 hours to decide if they wish to accept or reject the placement. If they reject the placement they will not be offered any further placement in Northern Ireland. DFT National Recruitment Office will then be asked to allocate further Foundation Dentists from the waiting list to Northern Ireland.

Allocations will be communicated to FD's and ES's by NIMDTA. Notification will also be sent to ES's who have not been allocated an FD. These communications will be issued at the earliest opportunity.

Please note that a small number of FDs may have an additional academic or leadership component to their training. This may translate to a Less than full time practice contract for months 4-12 of the programme.

Once appointed, Educational Supervisors cannot refuse to accept a Foundation Dentist. If they do so, they will remove themselves from the training scheme for 2024-25.



## Conflict of interest

Any Educational Supervisor with a close personal or business relationship with any of the Foundation Dentist applicants must declare this at the outset of the process and will not be permitted to be ranked by that Foundation Dentist.



## Enquiries and NIMDTA Support

If you have any questions or concerns in relation to the recruitment process, please contact Katie Symington, Dental Training Manager, by email [Katie.symington@hscni.net](mailto:Katie.symington@hscni.net) or by telephone 028 95360070.

Please find below NIMDTA Dental staff responsible for managing the process of Dental Recruitment, admin staff have access to the following shared email address: [DentalFoundation.nimdta@hscni.net](mailto:DentalFoundation.nimdta@hscni.net).

### Contacts:

**Adrian Farquharson, Associate Postgraduate Dental Dean (Dental Foundation Training)**

[adrian.farquharson@hscni.net](mailto:adrian.farquharson@hscni.net)

**Katie Symington, Dental Training Manager**

[katie.symington@hscni.net](mailto:katie.symington@hscni.net)





# Glossary

## APGDD

Associate Postgraduate Dental Dean: The APGDD has responsibility for Dental Foundation Training. The APGDD also deputises for the PGDD as required.

## DFT

Dental Foundation Training: This is a one year long training programme. FD's are recruited nationally and are allocated to NIMDTA following the recruitment process. NIMDTA is responsible for managing the training programme.

## Foundation Educational Supervisor (ES)

An Educational Supervisor is the employer of the Foundation Dentist for the duration of their training year. They are responsible for managing the trainee and their educational progress during their placement. They pay the salary of the Foundation Dentist and authorise leave etc.

## FD

Foundation Dentist: A Foundation Dentist has been appointed nationally to undertake a year long training programme within a Deanery. They are allocated to a training practice within NI to undertake their training. They are employed by their training practice.

## **Lay Representative**

Lay representatives are recruited by NIMDTA to bring a valuable non-clinical perspective to various aspects of Deanery work. The purpose of the lay representative is to bring knowledge and experience that, combined with a non-clinical perspective, provide objectivity, transparency and adherence to due process.

## **NIMDTA Dental Advisor/ TPD**

The DFT Advisers/ Training Programme Directors (TPDs) are responsible for the organisation and running of the Dental Foundation Training Schemes. Their role includes managing the Foundation Dentists and their Educational Supervisors, planning and facilitating the Study Day Programme, monitoring the Foundation Dentists' progress throughout their training as well as providing a pastoral role.

## **PGDD: Postgraduate Dental Dean**

The PGDD has responsibility for all areas of work undertaken by the Dental Team at NIMDTA. The PGDD is a member of national groups including COPDEND.

## NORTHERN IRELAND DENTAL FOUNDATION TRAINING SCHEMES

### JOB DESCRIPTION

<b>Title of Post</b>	Educational Supervisor (Trainer)
<b>Responsible to:</b>	Advisers/ TPD in General Dental Practice (DFT)
<b>Accountable to:</b>	Associate Postgraduate Dental Dean
<b>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 Foundation Dentist can practice and improve their dental and management skills.</b>	
<b>Job Summary:</b>	The objective of Dental Foundation Training is that the Foundation Dentist (FD) should be eligible to practise unsupervised as a principal within the General Dental Services. The role of Educational Supervisor is therefore to support, encourage, educate, assess and mentor a Foundation Dentist in order to achieve this objective.

#### **Appointment of this position includes the following duties:**

- 1 To create and maintain an environment conducive to learning for the Foundation Dentist.
- 2 To employ a Foundation Dentist as a salaried assistant under the terms of the nationally agreed Foundation Dentist's contract which will include operational responsibility with regard to managing annual leave and maintaining appropriate records.
- 3 To develop and implement a comprehensive induction programme in keeping with the elements and timeliness outlined in the Training Portfolio. This requires the Educational Supervisor to be present within the training practice at least 21 hours per week when the Foundation Dentist is in the practice (It is envisaged that the induction period should last 8 weeks).  
 Where an Educational Supervisors role is jointly shared, agreement for division of the above provision can be made locally, with approval from the allocated NIMDTA Dental Adviser/ TPD.
- 4 To be available to the Foundation Dentist for guidance in clinical, managerial and

administrative matters and to be able to provide help to the Foundation Dentist on request or where necessary by working in a surgery to which he or she has good access for not less than three days per week when the Foundation Dentist is in the practice.

Where an Educational Supervisors role is jointly shared, agreement for division of the above provision can be made locally, with approval from the allocated NIMDTA Dental Adviser/ TPD.

- 5 To provide the Foundation Dentist with adequate administrative support and the full-time assistance of a registered dental nurse.
- 6 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 Foundation Dentist is fully occupied.
- 7 To assess and monitor the Foundation Dentist's progress and professional development, deploying the stipulated workplace based assessments, question and answering, record inspection.
- 8 To complete 18 ADEPTS as required in the ePortfolio i.e. at least one per week for the first 8 weeks and thereafter at least one per month for the training period.
- 9 To complete 10 Case Based Discussions CbD as required in the ePortfolio.
- 10 To facilitate the required number of Patient Assessment Questionnaires (PSQs) i.e. 30 and to facilitate the completion of Multi-Source Feedback (8).
- 11 To ensure that the results from the above monitoring is recorded in the ePortfolio contemporaneously and any feedback is used to work with the Foundation Dentist and Dental Adviser/ TPD to develop a Personal Development Plan that seeks to address identified training needs.
- 12 To ensure that the Foundation Dentist keeps the ePortfolio contemporaneously and that all Educational Supervisor feedback is evidenced by comment.
- 13 To provide timely, relevant and constructive feedback to the Foundation Dentist on a formal/ informal basis as required to meet the individual needs of the Foundation Dentist.
- 14 To provide the Foundation Dentist with the opportunity of leading at least one team meeting as defined in the ePortfolio.
- 15 To develop the skills necessary to undertake the role of Educational Supervisor and to undertake training in assessment through participation in educational courses prior to the employment of a Foundation Dentist and during the training period as required.
- 16 To provide evidenced assistance to the Foundation Dentist with case presentations.
- 17 To attend 14 sessions of approved dental foundation educational activity during the training year. In the case of joint Educational Supervisor roles you may be able to

share attendance; however there may be occasions when both supervisors will be required to attend training days. A programme of attendance will be agreed locally and approved by the allocated NIMDTA Dental Adviser/ TPD.

- 18 To plan, develop and deliver a one-hour weekly tutorial during normal working hours (excluding lunchtime) and to record these in the ePortfolio. A total of 40 tutorials to be provided over the training period (excluding any one to one training at dedicated induction training).
- 19 To liaise with the Dental Adviser/ TPD as necessary and to set time aside to be available for all Adviser visit/s planned or unplanned, including ad-hoc visitations.
- 20 To facilitate and encourage the Foundation Dentist's attendance at the study days (approx. 30 per year) and to ensure that holidays do not lead to absence from these.
- 21 To engage and participate fully in 360° appraisal at the end of the training year.
- 22 To advise on the final certification of the Foundation Dentist's satisfactory completion of Dental Foundation Training.
- 23 To comply with all changes that may be introduced as part of the ongoing review of Dental Foundation Training.
- 24 To inform the Postgraduate Dental Dean in writing if the circumstances of either the Educational Supervisor, the Foundation Dentist or the practice change in such a way as to alter the contract of employment between the Educational Supervisor and the Foundation Dentist or the ability of the Educational Supervisor to fulfil the requirements of the position.

## **NORTHERN IRELAND DENTAL FOUNDATION TRAINING SCHEMES**

### **PERSON SPECIFICATION**

**POST:** Educational Supervisor

**RESPONSIBLE TO:** Advisers/ TPD in General Dental Practice (DFT)

**ACCOUNTABLE TO:** Associate Postgraduate Dental Dean

#### **APPLICANTS PLEASE NOTE:**

**Applicants must clearly demonstrate in the application form evidence of qualifications and experience as set out in the under noted criteria. Only information contained in the application form will be considered at the shortlisting stage.**

### **ESSENTIAL REQUIREMENTS**

1. Hold a BDS or equivalent.
2. Registered with the General Dental Council.
3. Currently practicing within the General Dental Services or equivalent and hold professional indemnity and have declared any pending investigations with professional bodies.
4. Have the equivalent of 4 years post qualification experience in GDS at the time of taking up post in September 2024.
5. Have at least 12 months experience, in your proposed training practice, within General Dental Services, by the start date of September 2024.
6. Work in a practice where at least 20% of the practice gross earnings from dentistry is attributable to Health Service gross earnings, as per your most recent DA1 form.
7. A dentist who is a principal or an associate who can demonstrate involvement and influence in the management and protocols of the practice and developing practice policies.

8. Have a current certificate of satisfactory practice assessment issued by NIMDTA for the relevant training year(s) or actively working towards this by following a time limited action plan issued by NIMDTA following a practice assessment by date of appointment.
9. A dentist who can demonstrate commitment to postgraduate education and training by certificates or other records of attendances at postgraduate courses held within the last 12 months.
10. A dentist who provides a wide range of treatment.
11. Participation in official peer review and/or clinical audit within the last 5 years which has been approved by CAPRAP.
12. A dentist who works effectively as part of a team within a well-run practice.
13. Demonstrate a capability to play a key role in staff development and training.
14. A dentist who is able to demonstrate effective communication.
15. A dentist who is able to support, encourage, educate, assess and mentor a Foundation Dentist in order to ensure that the Foundation Dentist should be eligible to practise unsupervised as a principal within the General Dental Services.

### **DESIRABLE REQUIREMENTS**

1. Possession of MFGDP, DGDP, MGDS, MJDF or equivalent
2. Possession of Postgraduate Certificate in Clinical Education

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

## Appendix III

### Practice Assessment

Please review the Training Practice Assessment Report, which is available on the NIMDTA website, prior to your Practice Assessment, as this document will provide you with more information on the assessment process and the information that the visiting team will be reviewing during your Assessment. You should have the list of documentation, as detailed within Section One of the Practice Assessment document, prepared and available for the assessors on the day of their visit to your practice. It is recommended that this information is collated and placed in one file for the assessors to review.

As the following documentation is deemed essential, if on reading through this, you find that there is documentation which you do not have at present or you require assistance or advice on how to obtain it please contact Katie Symington, Dental Training Manager, on 028 95360070.

- Professional indemnity certificate
- GDC Annual practicing certificate for potential Educational Supervisor
- Current SDR
- BNF
- Evidence of verifiable continuing professional development for potential Educational Supervisor (range of certificates of participation over previous 18 months)
- Evidence of GDC registration of nursing staff
- Evidence of verifiable continuing professional development for DCPs (range of certificates/ evidence of participation in in-house training sessions)
- Evidence of all clinical staff being vaccinated against Hepatitis B