

Guidance Notes

2020/21: Dental Foundation Trainer Recruitment

Health Education England, London and Kent, Surrey, Sussex (LKSS)

Introduction

HEE London and Kent, Surrey, Sussex (HEE LKSS) have an allocation of Dental Foundation placements that are set by the Department of Health and funded via Health Education England. Each Dental Foundation (DF) trainee is assigned to a dental practice with an approved DF trainer who is their Educational Supervisor. S/he may also be their employer. If the DF trainer is not the employer because of practice arrangements, the employer shall sign the employment contract with the DF trainee and the employer and DF trainer shall sign the educational agreement with HEE LKSS.

This document explains the forms, timeline, methodology and sets out the guidance for trainer approval for the September 2020 cohort of trainees across HEE LKSS

HEE LKSS is committed to continually raising the standards of dental training across HEE LKSS and as part of this commitment we seek to improve the quality of DF Educational Supervisors.

Forms

All those wanting to apply to be a trainer in 2020 will need to complete the **Eligibility Form**, which will also act as an **Application Form**. These forms including **the Person Specification** for new and existing trainers are available on the London and South East website. The specifications differ because the recruitment process differentiates between those cohorts of applicants (see below). Please note that the Person Specification drives the recruitment; it lists the essential and desirable criteria and attributes required for the role of DF trainer.

Trainer recruitment process

The first part of the recruitment process consists of the submission of an Eligibility Form and the submission of a variety of documents to support the application including the most recent mid and end of year activity reports from the BSA for the training practice and the applicant's core GDC recommended CPD (on the template provided) and other CPD records for the past 2 years. This process is completed via our online platform (e trainer <http://www.etrainer.ewisdom-london.nhs.uk>). All documents required should be updated on this site. If all the correct and relevant supporting documents are not received by the closing date and time, the application via the eligibility form will NOT be accepted. All supporting evidence must be received AT THE POINT OF APPLICATION. Missing or incorrect documents will NOT be accepted AFTER submission of an application under any circumstances.

Eligible applicants, who are deemed potentially appointable at interview, will be contacted to arrange a practice visit. The practice must be deemed suitable according to criteria determined by HEE LKSS for an applicant to be accepted as a trainer. Practice visits will be scheduled between 3rd February 2020 and 15th May 2020. The practice visit will be carried out by two HEE employees.

Eligible applicants who are both deemed potentially appointable at interview and have had a successful practice visit, will be placed on a list of those who are potentially appointable. This does not guarantee appointment. Final appointment will be determined by the number of existing DF trainers who are considered suitable to be reappointed as well as location deemed relevant to HEE training requirements. Applicants who are deemed potentially appointable (approved) but are not appointed will be part of the reserve list and can remain on this list for up to two years. HEE LKSS reserve the right to recheck eligibility before appointment.

There is a different process for those who have **not** been a DF trainer for the past three calendar years (new applicants) and those who are existing or recent trainers (existing trainer applicants). Existing quality data will inform the process for those who are experienced trainers, along with the practice visit and any interview scores. For new applicants, HEE LKSS does not hold this information and new applicants are assessed on the *potential* shown at interview as well as the practice visit.

Appointment as a trainer

After the process above is complete, all applicants will be contacted regarding whether they have been successful or not. The appointment will be subject to annual review, appraisal and satisfactory performance – as above.

New Trainer Interviews

The interviews will take place either in Stewart House, Russell Square London WC1B 5DN or at a venue in London and South East area to be confirmed. Processes will be the same at each. There will be one interview panel and a clinical assessment panel. All applicants will need to be assessed by both panels.

Interview Panel will cover Governance, Clinical and Educational aspects of DF training for new trainer applicants.

Clinical Panel will involve clinical assessment based on cases.

Panels may comprise the following

- HEE Dean or Associate Dean
- HEE TPD
- NHS England representative

- Other HEE appointed personnel
- Established educators
- Lay representatives

All questions and the marking scheme will relate to the essential and /or desirable criteria on the relevant Person Specification.

Please note that in registering you agree to the following:

I give consent for LKSS to take up references, which may include the General Dental Council (GDC), other regions of HEE LKSS where relevant.

I give consent for HEE LKSS to approach NHS England to seek information on any contract breaches, remedial notices, complaints, and/or investigations, which may adversely affect the suitability of the applicant or practice as a training practice.

- I confirm that I am/we are registered on eWisdom.
- I understand that if I am appointed as an educational supervisor, I am obliged to comply with HEE LKSS policies and procedures under the nationally agreed Educational Supervisor/DFT contract (if applicable)

Note

HEE LKSS London & South East reserves the right to amend the process in case of extenuating and/or unforeseen circumstances. If this occurs, applicants will be notified.

Dental Foundation Recruitment 2020

Key dates	
Applications open (17:00 GMT)	Monday 4 November 2019
Applications close (17:00 GMT)	Monday 2 December 2019
Application outcome notification	Monday 16 December 2019
Interview invitations sent out by	Friday 20 December 2019
Deadline for Interview confirmation (4pm)	Monday 6 January 2020
Interview week	Week commencing 20 January 2020
Interview offers released no later than	Friday 29 May 2020
Posts commence	1 September 2020