

**NHS Education for Scotland**  
*Trainer Person Specification Checklist*

FACTORS		CRITERIA (additional requirements for multiple training in bold type)	MEETS CRITERIA
<b>Education and Professional Qualifications</b>	Essential	<ul style="list-style-type: none"> <li>• BDS or equivalent</li> <li>• Registered with GDC</li> </ul>	
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>• <i> Holding or working towards MFDS, MJDF or other relevant qualification</i></li> <li>• <i> Holding or working towards a relevant qualification in educational practice</i></li> </ul>	
<b>Experience/ Training</b>	Essential	<ul style="list-style-type: none"> <li>• An experienced dentist with high clinical and ethical standards, personally providing a wide range of NHS treatments.</li> <li>• Normally four years full-time equivalent (3 years for TVT) experience in NHS Primary Dental Care – excluding time spent in Vocational Training or Dental Core Training</li> <li>• <b>Significant previous experience in DVT for multiple training</b></li> <li>• Management experience appropriate to service type (GDS/PDS), and be able to demonstrate involvement in and influence on decisions about e.g. staff recruitment and or training, purchasing etc.</li> <li>• CPD meets NES requirements over the five complete calendar years preceding the relevant VT year. (see relevant appendix)</li> <li>• A minimum of half of CPD hours in this period has been undertaken by attendance at recognised face to face courses</li> <li>• To have attended a minimum of two hours CPR training within the calendar year preceding the relevant VT year</li> <li>• To have a written personal development plan that demonstrates a balance between requirements for clinical and educational roles</li> <li>• Evidence of ongoing activity to meet criteria for compliance with NHS Terms of Service with respect to Clinical Audit, including leading or co-leading in the design of an audit project.</li> <li>• To have attended a recognised course in recruitment and selection within the last five years and by the start of the visitation period</li> <li>• To have completed training in Equality &amp; Diversity by the start of the visitation period</li> </ul>	
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>• <i> Practice owner.</i></li> <li>• <i> Financial/budget management experience</i></li> <li>• <i> Minimum of 12 months' experience in the proposed training practice</i></li> <li>• <i> Has undertaken courses in Complaints Handling, in Child Protection and in Legal and Ethical Issues</i></li> </ul>	
<b>Specific aptitude and abilities</b>	Essential	<ul style="list-style-type: none"> <li>• Knowledge of the educational requirements around Lifelong Learning set out by the GDC</li> <li>• Awareness of current priority issues within NHS dentistry</li> <li>• Works in a practice with evidence of team working and inter-professional learning within primary dental care</li> <li>• IT proficient</li> <li>• Able and willing to undertake assessment of trainees and to give quality feedback</li> <li>• Can demonstrate knowledge and skills required to train in the clinical context of primary dental care</li> </ul>	
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>• <i> Able to deliver small group teaching relevant to VT</i></li> <li>• <i> Training/experience as a mentor/coach</i></li> </ul>	
<b>Interpersonal skills</b>	Essential	<ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Able to motivate, engage and influence others</li> </ul>	
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>• <i> Can demonstrate effective presentation skills</i></li> <li>• <i> Can demonstrate effective negotiation and relationship-building skills</i></li> </ul>	
<b>Other factors</b>	Essential	<ul style="list-style-type: none"> <li>• To have a base in NHS general/public dental practice which meets current vocational training standards – to have overall practice earnings of at least £27,800 (current at 01/06/2015) in the relevant period</li> <li>• Based in the training practice for a minimum number of hours based on the type of training e.g. 21 hours per week for DVT <b>or 28 hours per week for multiple training or 12 hours for TVT</b> (see relevant appendix)</li> <li>• Willing and able to provide private access to internet at the practice during working hours</li> <li>• Can provide satisfactory DRO and health board reports which confirms no more than 2 Grade 3/Grade C scores in aggregate, no grade 4 scores and no health board issues within the 3 complete calendar years preceding the relevant VT year. This must be supported by evidence of sufficient NHS treatment to generate DRO reports. <i>(If associate with restricted management authority, principal to meet VT DRO criteria also.)</i></li> <li>• Is free from adverse health board or PSD reports or GDC Fitness to Practise outcomes.</li> </ul>	
	<i>Desirable</i>	<ul style="list-style-type: none"> <li>• <i> Based full-time in the training practice</i></li> </ul>	

CPD Guidance for Dental Vocational Trainers

NES Dental Vocational Trainers are expected to comply with the following CPD requirements:

**Core Subjects**

The following subjects are mandatory:

1. Medical Emergencies. NES requires that Trainers undertake verifiable annual training, of at least 2 hours' duration and ideally involving the whole dental team in the dental practice setting, including CPR. This must have been done in the calendar year prior to when the training year starts.
2. Infection Control and Decontamination. As well as lecture-based education which may have been attended, NES requires that NES in-practice infection control training has been undertaken at least once within the three years up to the end of the calendar year prior to when the training year starts.  
*Note - PDS clinics should contact Irene Black from NES ([irene.black@nes.scot.nhs.uk](mailto:irene.black@nes.scot.nhs.uk)) who will then contact the Health Board Infection Control Nurse to request the aims and learning outcomes to determine whether any local training was equivalent to NES training.*
3. Radiography and Radiation Protection. NES requires Trainers to have attended an appropriate course, complying fully with the IRR/IRMER regulations within the five years up to the end of the calendar year prior to when the training year starts. Note that compliance with IRMER regulations requires more than a simple attendance at a radiography course. Advice and guidance on IRMER requirements are available on the BDA's website at <http://www.bda.org/dentists/advice/practice-mgt/health-safety/rp/is.aspx>

Additionally, NES requires that Trainers undertake training in the following subjects, at appropriate intervals, to be determined from time to time by NES, to take into account legislative changes and current best practice:

1. Equality and Diversity – using a NES approved online training programme. Trainers on the START course will be issued with a login for such a course and advised of the modules which must be completed by the commencement of the visitation period. Current and returning trainers who have previously completed the modules must complete any modules which have subsequently been updated by the time of commencement of the visitation period, and must repeat this training at least every three years.
- 2.

Employment Legislation – **New** Trainers on the START course will undertake this on their first training day. **Current and Returning** Trainers must confirm they undertook this training in the last 5 years on their application form and must read update documents which will be issued in due course. **Returning** trainers who completed this training over five years ago must attend the session on employment legislation which is run as part of the START Part 1 course and should discuss this with the VT Hub or at their mentoring visit.

**General Guidelines**

- Balance: Trainers should undertake an appropriate range of CPD topics that are fit for purpose in their roles both as a GDS/PDS practitioner and as a Trainer. If a dentist has the vast majority of his/her CPD relating to a specialised subject, such as Endodontics or Implantology, this may be viewed as unbalanced and may therefore be deemed unacceptable.
- Trainers should document their learning needs, including those related to their training role, within a Personal Development Plan. Support for PDP planning is available within all regional postgraduate centres via CPD/PDP Tutors.
- Learning Methods: Whilst we accept that blended learning can be beneficial, and that there are many ways in which CPD can be undertaken, if there is a gross imbalance (e.g. 100% online/journal learning) this will normally be deemed unacceptable by the Review Panel, as peer contact and face-to-face interaction during educational events is considered beneficial. It is expected that Trainers will have undertaken a minimum of half of the hours of CPD by face to face attendance at recognised courses.
- NES accept 100 hours of verifiable CPD as a minimum commitment on the part of Trainers, but would, in general, expect Trainers to significantly exceed this level. For prospective trainers who are not yet 5 years post training, a pro rata commitment to CPD is required.
- No single subject area (e.g. Implantology), including the START course, shall be recognised for a contribution of more than 15 hours towards the minimum 100 hour CPD total.
- If the total hours of NES CPD, after discounting as above, are less than 100 hours, evidence may be requested for all non-NES CPD as part of a verification / audit process.
- If the total hours of NES CPD exceed 100 hours, the only certification that will generally be requested is for Core CPD.

The GDC currently require dentists to undertake a minimum of 100 hours of verifiable CPD over the dentist's five year CPD cycle. Trainers should be familiar with current GDC educational requirements which are similar, but not identical to NES requirements. For example, in addition, the GDC recommend that all clinical registrants undertake CPD covering legal and ethical issues and handling complaints.