

# Performers List Validation by Experience (PLVE)

Validation by Experience Dentist (VED)

Validation Supervisor (VS)

HEENW Guidance Pack



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### What is Performers List Validation by Experience (PLVE)?

As from April 2006 dentists are required to have a Dental Foundation Training (DFT) Number.

To gain a DFT number a dentist must:

- demonstrate they have completed one year of foundation training in the UK (by presentation of a certificate)

OR

- demonstrate that they are exempt from DFT requirements (under the regulations in the National Health Service Performers List Amended Regulations 2005). (NB. There are a number of exemption categories – the main exemption applies to fully qualified dentists coming to work in the United Kingdom from an EEA member state where they are fully licensed to practice as a dentist).

If the dentist does not have a DFT number NHSE will allow the VED to join the list as a Performer in Training. In order to gain a full Performer's Number NHSE will request the dentist to fulfil certain requirements. PLVE is one of these requirements.

**PLVE Acceptance criteria** At the present time Health Education England is not able to accept applications into PLVE from dentists who cannot provide clinical references relating to two recent\* posts (one of which will usually be a current post) each of which lasted at least three months (continuous period) without a significant break, or where this is not possible, a full explanation as to why that is the case and the names and addresses of two alternative referees. **\*\*Recent' is defined as 'working within a dentist's full scope of practice within the previous two years' and is based on the AoMRC Return to Practice Guidance (2017 Revision).**

To clarify, the minimum clinical experience threshold for dentists to be accepted into the PLVE programme is three months full time pro rata within the last 2 years, where full time is 37.5 hours per week.

### What are the Aims of the Process?

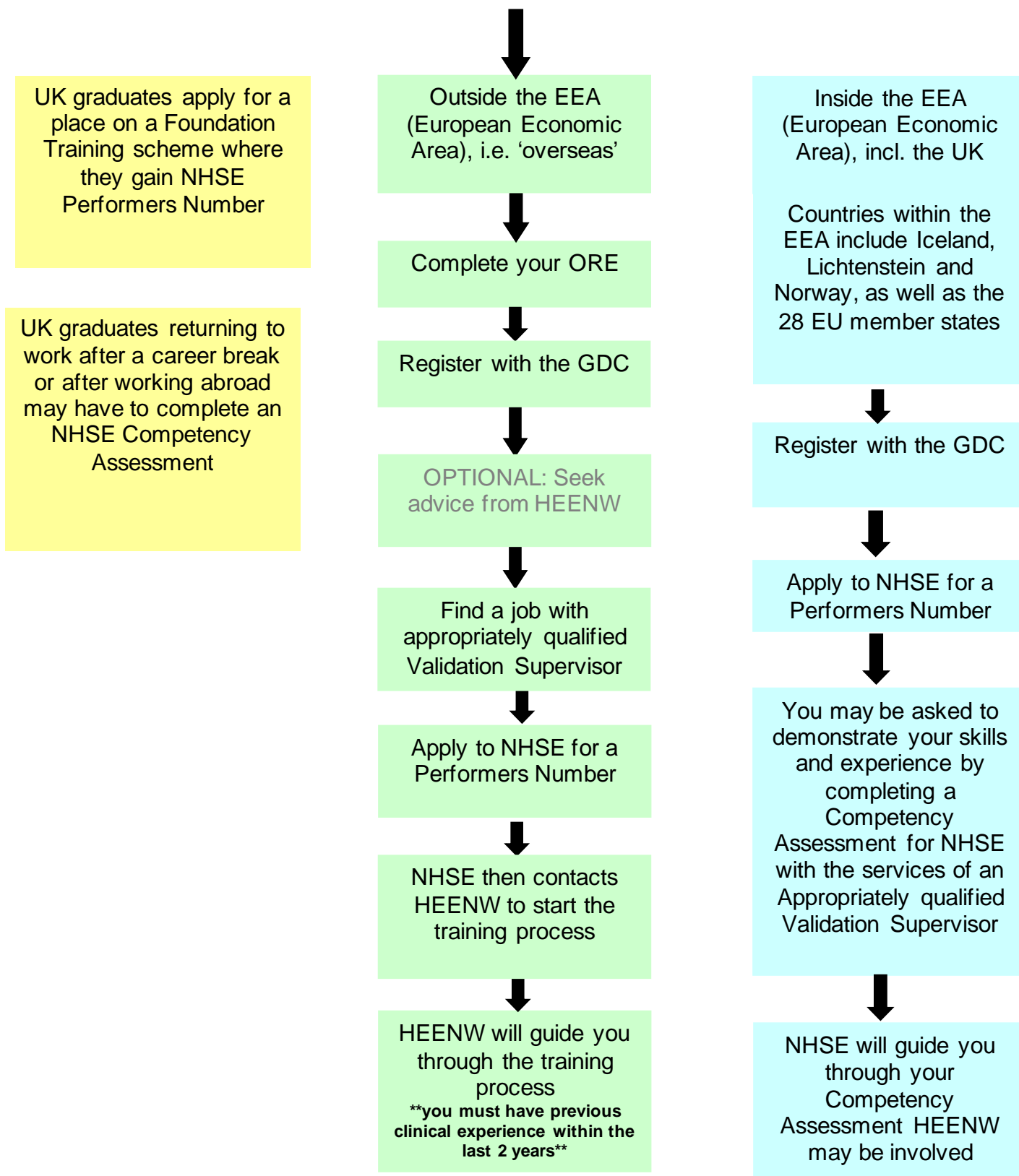
PLVE aims to ensure the VED gains the full breadth of clinical experience available on the NHS in a supervised and safe practice, alongside an experienced clinician. It aims to bring overseas dentists / dentists without formal NHS DFT training up to the same level as a dentist who has completed standard DFT, in terms of their knowledge of working within the NHS and bring the dentist in line with the requirements of English Law as it pertains to dental practices.

This guidance pack gives you details of the PLVE process including how to put together an e-Portfolio (which HEENW will use to assess experience and skills). The assessment of your previous experience is standardised within a defined framework modelled on the competencies for UK Dental Foundation Training.

When you have completed the PLVE process, the ePortfolio will provide evidence that you have fulfilled the requirements for entry onto the NHSE Performers List.

## How do you get a Performer Number? Flow Chart 1

Where did you qualify?



### First Steps – Applying for a Performers Number

All dentists wishing to apply for Performers List Validation by Experience (PLVE) should look at the National Performers List application process.

<https://pcse.england.nhs.uk/services/performers-lists/dental-performers-list-for-england/>

To enter onto a NHSE performer's list and work in NHS Primary Care, UK graduating dentists must provide their Local Area Team at NHSE with their Foundation Training number (awarded on satisfactory completion of Dental Foundation Training).

Dentists who qualified from outside the EEA may complete DFT (if offered a rarely available place). Alternatively, they have the option to complete the 'PLVE' pathway.

Dentists who qualified from within the EEA (i.e. Iceland, Lichtenstein and Norway, and the 28 EU member states) must complete the requirements of the country in which they studied. It is then an NHSE decision as to whether they can demonstrate they are professionally and managerially competent to work within the NHS or not.

1. The dentist initially applies to the regional Primary Care Support England (PCSE) office to enable entry onto the relevant Performers List.
2. NHS England or its agent processes the application and informs Health Education England, working across the North West (HEENW) if the applicant is suitable for PLVE.
3. HEENW contact the dentist and inform that they are suitable for PLVE. The PLVE application process begins.
4. If the application is approved the assessors appointed by the HEE local office will inform NHS England.
5. NHS England or its agent will write to the dentist formally shortly after, by confirming the Performer status. Once this notification is received, the dentist and supervisor should advise Health Education England of the start date for the PLVE programme.
6. If the proposed PLVE practice and/or the PLVE Mentor are not approved as suitable for supervised training, HEENW will notify NHSE so that alternative arrangements can be sought. The applicant will normally have to find another potential PLVE practice and/or Mentor. Charges will not be refunded.

### Frequently Asked Questions – Answered

Over the past few months HEENW has dealt with an increasing number of enquiries and it may be timely to provide some advice on the differences and appropriateness of each pathway.

#### ***What are the aims of the Performers List Validation by Experience (PLVE) pathway?***

PLVE aims to ensure the VED gains the full breadth of clinical experience available on the NHS in a supervised and safe practice, alongside an experienced clinician. It also aims to bring overseas dentists, up to the same level as a UK DFT in terms of their knowledge of working within the NHS and with the requirements of English Law as it pertains to dental practices.

#### ***How is PLVE demonstrated?***

This is demonstrated by the production of a portfolio of evidence derived over a period of training. The portfolio has sections relating to professional skills and practice management abilities. As the VED progresses through their training period they will acquire evidence which will enable them to demonstrate their competence in each of various required fields.

#### ***What about funding?***

Unlike DFT there is no central additional funding available. VEDs complete their portfolio whilst working in an approved practice alongside an approved VS, helping the practice to complete its NHS contract.

Please see **appendix 2** for National Charging Structure.

These fees are charged to the training practice, but the practice may wish to arrange for the VED to pay some or all the charges.

#### ***What does the process mean for the practice Validation Supervisor?***

On application to NHSE for inclusion on to the performer list, the practice where the VED will be working will be asked to name the proposed VS. This means that the proposed VS must be able to demonstrate their ability to supervise the VED. This is achieved through satisfactory completion of an appropriate training course or through previous, recent (within the last 2 years), experience within the DFT or PLVE programme. Once NHSE has approved the VS a referral is made to HEENW and the practice will be inspected by HEENW. The inspection is required to check that the practice and facilities are up-to-date, safe and suitable for a VED to work in. This will also include a short interview with the proposed VS.

The VS is required to be present in the practice to supervise, advise and help the VED. They must be prepared to “channel” appropriate patients towards the VED, so they get the breadth of clinical experience. They may be required to assist the dentist in completing their portfolio, including specific advice on practice policies etc.

They must allow the applicant to take time out to complete any courses recommended by HEENW.

#### ***How long does the process take?***

There is no set time as this varies from applicant to applicant.

There are several variables that can affect the length of the process:

- Time of application to training start date. This depends on the timely submission of the VED's and VS's applications, the availability of the Training Programme Director (TPD) for PLVE (or NHSE DPA) and the TPD for DFT as to when the practice visit takes place.
- Training period – must be for a minimum of 3 months for those with recent PRIVATE clinical experience in a general dental practice and a maximum of 12 months (based on a full-time working pattern). Part-time training will require a pro-rata training period. There is a minimum requirement of 3 days clinical work per week.
- The portfolio assessment – depends on the availability of the HEENW Assessment Panel and is assessed by a representative from HEENW and NHSE.

### ***What about a 'Competency Assessment'?***

A 'Competency Assessment' is where NHSE assesses whether a UK dentist who has had a break from NHS provision or an applicant from within the EEA is competent, safe and up to date to practise.

Frequently NHSE will ask a dentist to produce a similar portfolio to that required for VEDs, because it is testing out the same areas of knowledge.

### ***What courses would you recommend before / during training?***

If you haven't already completed the following courses, you will need to complete them as part of your training:

- Introduction to working in the NHS or Equivalent
- Medical Emergencies
- Disinfection and Decontamination
- Radiography and Radiation Protection (IRMER)

### **GDC Recommend**

- Legal and Ethical Issues
- Complaints Handling
- Oral Cancer: Early Detection
- Safeguarding Children and Vulnerable Adults (minimum level 2)

Other courses will be recommended in discussions with the TPD and / or the VS.

Information on courses can be found on HEENW website:

<https://www.maxcourse.co.uk/henw/guestHome.asp>

### ***If I have a problem who do I go to for help?***

As the VED, you should speak to your VS in the first instance. It is their responsibility to give you advice and support. If this is not appropriate, or you need further help (particularly with the portfolio) you should contact the TPD.

### ***What are the Educational Agreements?***

The Educational agreements are signed by the VED/VS and outline the responsibilities you both have during the PLVE process. By signing this you both confirm with HEENW your understanding of your roles.

### ***What are Health Education England North West's responsibilities?***

HEENW is responsible for the quality of your training experience. They will ensure the practice and VS are suitable and capable for your PLVE. If there are any problems with the practice or VS, HEENW will intervene and make suggestions on improvements or changes. If HEENW is unhappy with the practice or VS they also have the responsibility to suggest changes as appropriate.

### ***What happens if I need more time or if my portfolio is assessed as incomplete?***

From the date the VED starts work in the practice, they have 12 months (full time, or pro-rata part-time) in which to complete their training and submit the final version of their portfolio. In extenuating circumstances this may not always be possible. If this is the case, the VED should arrange to meet with the VS and the TPD to discuss next steps.

### ***What happens on completion?***

Once the HEENW Assessment Panel are satisfied that all competences have been completed and that you have fulfilled all the requirements of PLVE, you will be issued with a certificate of completion by the Associate Dean for Conduct and Performance (this includes your PLVE number). The certificate will also be sent to NHSE who will issue you with a full Performer's Number.

### ***Where can I get further information?***

You can speak to NHSE or contact:

Mr Philip Dawson  
Associate Dental Dean for Conduct & Performance  
[Philip.dawson@hee.nhs.uk](mailto:Philip.dawson@hee.nhs.uk)

Mr Michael Stoker  
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## **Performers List Validation by Experience in More Detail**

- The Application Form
- The Personal Development Plan (PDP)
- HEENW Educational Agreements
- In-practice training
- Validation Supervisor (VS) support
- The e-portfolio



### The Application Form

When you apply for PLVE at HEENW you will be asked to complete a structured application form which includes information about your clinical experience.

The application form and discussion with the TPD at the first meeting will form the basic assessment of the training you require (This meeting follows the referral from NHSE and the approval of the training practice and VS).

#### **The Application Form**

The Sections of the application form:

Section 1 - Structured CV

Section 2 - Record of Clinical Experience

Section 3 - Data Protection Declaration

Appendix 1 - Guidance on CPD Record Keeping

Appendix 2 - VS Educational Agreement

Appendix 3 - VED Educational Agreement

Appendix 4 - Contractual Hours Agreement

### Personal Development Plan

At the beginning of your PLVE programme you will be asked to develop a Personal Development Plan (PDP). Your PDP will continue to be developed throughout your training, with the support of your VS. A copy of your PDP must be uploaded to the ePortfolio within one month of starting work at the practice.

Your PDP will ensure that you satisfy all competencies required for your portfolio of evidence within your training period, highlighting the courses you need to complete and the clinical competencies you need to work on. The PDP will also help you to focus your time during training on the areas of experience or clinical skills that need to be improved or developed.

A PDP is a means of identifying your development needs and desires and devising the best way to satisfy these requirements. This process is part of Clinical Governance (CG) and it is a government requirement that all clinicians in the NHS must have, and use, a PDP. The specific purpose of a PDP for you, the PLVE applicant, is to meet the competency standards. At the end of the training period you will present a version of your PDP clearly demonstrating what you have already achieved and with a plan for your future development.

There are many forms and tables available to help you write your PDP however the simpler they are, the easier they are to use. The table below shows one example you could use.

#### **Developing the Plan**

- Before creating a PDP, it is important that you take the time to think – reflect - about your practice.
- The use of SWOT (strengths, weaknesses, opportunities, threats) analysis or appraisal can be helpful.
- Educational needs should be precise. Ask yourself the question - What exactly do you want to be able to do? Be specific.

## HEENW PLVE Guidance Pack (VED/VS)

- Each of the competencies you are required to reach might require several actions.
- Once a plan is created it is important to find the resources to fulfil the educational needs you have highlighted.
- Although courses and lectures are important, think of other resources (e.g. support from your VS or the TPD, peer review / learning groups, internet resources, reading journals, focused team meetings).
- Your PDP will and should change as you progress through PLVE, it should be updated at regular intervals and when goals have been achieved.

For help and information on what constitutes 'Recommended CPD' please visit the GDC webpage: <https://www.gdc-uk.org/education-cpd/cpd/recording-and-submitting-cpd>

### HEENW Educational Agreements / Contractual Hours Agreement

There are three educational agreements that need to be signed;

- The first is the Education Support Agreement for VS
- The second agreement is the Agreement for VED. This agreement sets out your responsibilities during the PLVE process.
- The third is the Educational Requirements Form
- There is a Contractual Hours Agreement that requires the signatures of both the VS and the VED.

It is the responsibility of the VED/VS to ensure these agreements are signed and returned to HEENW with your completed application form and uploaded to the e-Portfolio.

### In Practice Training

You will be required to complete a period of in-practice training supervised by your named VS. This training period must last for a minimum of three months and a maximum of 12 months based on a full-time contract (or the equivalent part time). If in part-time clinical practice, there will be a minimum requirement of 3 days a week.

Within the first 1-2 months of beginning work at the practice your VS will carry out a Direct Observation of Procedural Skills (DOPS) with you on both a New Patient Examination and on a Simple Restoration and submit a report on the standards achieved via the e-portfolio.

Within the first month you will meet with your VS to develop your PDP. During your training period you will then be required to complete the recommendations within your PDP and any further recommendations developed during discussions with the TPD and the VS. As previously mentioned, you should continue to develop your PDP throughout your training.

The workload, measured in UDAs, **should not exceed 1500** over the first 6 months of PLVE based on full time working patterns.

It is the responsibility of both you and your VS to ensure you gain experience in a broad range of clinical areas. If you have any problems or issues with your professional or managerial skills, you should discuss these with your VS and work through them together.

### Validation Supervisor Support

It is particularly important that your VS can support you through your training. It is their responsibility to meet with you on a regular basis (weekly) and on an impromptu basis when you need support and advice.

The VS will sign an agreement with you agreeing to support you through your training and help you:

- to develop your PDP
- to complete any training highlighted in your PDP, or by the TPD
- by assessing your clinical skills.

### **Tutorials**

It is your VS' responsibility to meet with you on a regular basis **(weekly and not during lunch hours or after working hours)** and on an impromptu basis when you need support and advice. During your tutorials you should discuss one or more of the following with your VS:

- the milestones you have achieved on your PDP
- your progress within the PLVE process, in relation to the portfolio competences
- your progress on the compilation of your portfolio of evidence
- your clinical skills or experience
- any issues you might be experiencing

### **Early Stage Review**

The VS should complete the Early Stage Review Report before the VED meets with the TPD for their second meeting. Further information will be detailed in the ePortfolio.

### **Interim Stage Review**

This will be completed in the same way as above at the mid-stage of PLVE programme.

### **Final Review of Competence**

This should be completed around 10 weeks prior to VED's anticipated end date.

### **Work Based Assessments**

You will need to complete at least one of each of the following forms. They can also be completed in advance of tutorials:

- **Direct Observation of Procedural Skills (DOPS)**  
2 to be completed within two months of start of training and to consist of a new patient exam and a simple restoration to assess basic communication and clinical skills.  
DOPS assessments are used to record judgements on the performance of the VED following an evaluator's observation of a specific patient encounter or case. The VS should give feedback as soon as possible after the event, whereby the VED's insight into their own performance will also be evaluated.

- **Dental Evaluation of Performance (D-EP)**

D-EP is used to record judgements on your performance following observation of a specific patient encounter or case. Feedback should be given as soon as possible after the event, whereby your insight into your own performance will also be evaluated. The GDC definition for insight is applied, this being the ability to recognise weaknesses, the resolution to make the necessary changes to overcome them and doing it.

- **Dental Case-Based Discussion (D-CbD)**

D-CbD requires you to present a case (including patient records and associated documents) to your VS, who will judge your performance in terms of the clinical judgements you make etc. Once your VS has made their assessment, feedback is given (insight is assessed during this part of the process) and the case is discussed in more detail.

- **Patient Assessment Questionnaire (PAQ) – to be driven by the VS**

### The ePortfolio

You are required to complete an e-portfolio of evidence to demonstrate your competency in several different areas. These competences are those accepted as essential requirements for dentists wishing to work within NHS General Dental Practice.

The e-portfolio is a work-in-progress during your training and the completed portfolio will be used for your final assessment at the end of the PLVE process.

The portfolio is vital to your satisfactory completion of PLVE as it allows you to demonstrate to the HEENW Assessment Panel that you are competent in the necessary areas.

- The e-portfolio is split into four main sections covering Professionalism, Managerial competences, Communication and Clinical skills.
- These are then split into sub-sections which are the individual competences you are required to demonstrate.
- Within each sub-section you are expected to prove your competency with specific evidence – this may be production of a certificate, with reflection and learning outcomes (confirming attendance on a course and what you learned that can be applied to improve your practise), anonymised patient records (to show what treatments and procedures you have undertaken), or reflective writing (in which you describe / explain in more detail what you have done, understand and applied to your practice). The Competency Framework and Guidance describes each of the sub-sections in detail, including the evidence you need to produce to complete the competency. It gives an overview of the types of evidence which you need for your portfolio.

#### **Other items in your e-portfolio:**

- **Future PDP** (This is in addition to the original PDP at the start of PLVE)

This document looks forwards, at the future training / development you plan once you are working without supervision and is produced following completion of an Individual Peer Review (with HEENW trained appraiser).

- **Clinical Experience Report**

You will have completed this as part of your original application form. It acts as a record of the range of procedures carried out during your previous posts (you only need to record

the dates of the first five occasions that each procedure was carried out). Depending on your experience, there may be gaps in the check list at the beginning of the PLVE process. This information needs to be completed in the ePortfolio. The checklist needs to be updated and completed for your portfolio submission to demonstrate that you no longer have any gaps in your experience

- **CPD & Education Log**

Your CPD & Education log looks backwards at any training or development you have completed during your training. It is best if you update the log at the time that you complete any CPD or other educational activities undertaken during PLVE.

- **SCRIPT Dental**

This relates to on-line training in antimicrobial prescribing and is available on the Dental ePortfolio. Its interactive content encourages safe, effective and appropriate prescribing practice. It allows for flexible and adaptable learning. Each of the 7 modules contains formative assessments to consolidate and extend the VED's knowledge.

You will also need to include at least one of each of the following:

- Direct Observation of Procedural Skills (DOPS)
- Dental Evaluation of Performance (D-EP)
- Dental Case-based Discussions (D-CbD)
- Patient Assessment Questionnaire (PAQ).

### **The Portfolio Assessment (Final RCP Process)**

- a. Once the e-portfolio of evidence has been completed by the VED, it will be reviewed by an RCP panel against the requirements set by the Postgraduate Dental Dean and the PLVE Competencies Evidence Checklist (see Appendix 2).
- b. The purpose for review and sign-off is to confirm that that the VED has demonstrated knowledge and experience equivalent to that of a dental practitioner who has satisfactorily completed (dental) foundation training.
- c. A maximum of three re-submissions of evidence is permitted within the PLVE Period, including any approved extension(s) but excluding maternity leave or long-term sickness.
- d. Once each panel member has made their assessment, the TPD will inform you whether you have successfully completed PLVE, or whether you require an extension to your training.

When you have successfully completed PLVE you will be required to complete a PLVE questionnaire, a certificate will then be generated. HEENW will inform NHSE Local Area Team that you have completed PLVE and NHSE Local Area Team will inform you once your Performer List conditions have been removed.

## **The Validation Supervisor and Practice**

The practice plays an important part in the PLVE process by creating a safe educational environment and providing support for the VED to develop. The VS is central to the VED's

experience, supervising the VED during their working hours, as well as offering advice and guidance where required.

### Expectations of the Practice

The practice will provide HEENW with a copy of a practice inspection approval certificate completed within the last two years (provided by NHSE or HEENW). If this is not available, the practice will be inspected by the TPD for PLVE and a TPD for DFT representative.

During the training period (i.e. when the VED is employed in the practice):

- The practice must allow the VED time to complete any additional training / attend educational activity required (as highlighted in one-to-one's or on their PDP)
- Allow the VED and VS time to meet for reviews (early stage, interim and final stage) and tutorials on a regular basis (weekly, not during lunch hours) and on an impromptu basis when the VED requires support and advice
- Provide a dedicated surgery and nurse for the VED for 37.5 hours per week for 48 weeks of the year (or part time equivalent) to treat adults and children under the NHS
- Allow the VED the opportunity to perform the full range and breadth of treatments available on the NHS, including molar endodontics, chrome partial dentures and crown and bridge work
- Provide satisfactory facilities (including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilized between patients or be disposed of according to Department of Health guidelines)
- Provide adequate administrative support

### The Role of the Validation Supervisor

The PLVE process differs from standard DFT in that most dentists who take part in the process already have some degree of experience in primary care dentistry. This means that the focus of the process is not so much on 'clinical training', but on work experience, particularly in terms of NHS Primary Care Dentistry experience. There is, as such, not as strong a VS-VED working relationship as with DFT, or as much expected of the VS. The role is to *mentor* the VED during their working hours, offering advice and guidance where required, meeting with them on a regular basis and helping them to develop their PDP and portfolio.

#### **VS person specification**

Any practitioner considering application for the role of VS must fulfil the following specifications:

- Normally have been working in NHS primary care for at least four years as a performer with some managerial experience. This does not include the Foundation Training year
- Be fully included on a performers list, without conditions
- As a minimum the VS must have completed a short Educating-the-Trainer course within the last 2 years to prepare them for their role. Ideally completion of a Postgraduate Certificate, Teaching and Learning in Clinical Practice at Edge Hill University (or equivalent)
- Be compliant with all GDC guidance (including all CPD requirements)
- Demonstrate commitment to a wide range of NHS treatment
- Not be subject to any NHSE / HB or GDC investigations or concerns
- Satisfy the conditions of the educational support agreement
- Normally have a contractual commitment to working with the NHS covering all mandatory service of not less than 1000 UDA's per annum

**(The VED's workload – measured in terms of UDA's – should not exceed 1500 over the first six months of PLVE training, based on full time working patterns).**

- Provide no more than 10,000 UDAs per annum personally unless he/she can evidence that the excess UDAs are provided by a Therapist.

### Responsibilities of the Validation Supervisor

The VS agrees to the following as part of their role in the PLVE process:

- They will submit a completed application form to HEENW
- The VS will be present in the practice at all times while the VED is working (i.e. for a minimum of three days a week) for the duration of the training period
- They will provide HEENW with a copy of the written employment contract (or agreement) with the named VED before the VED starts work
- They will ensure HEENW Educational Agreements and Contractual Agreements are signed by the VED and by the VS, and submitted to HEENW with the completed application form
- Within the first 2 weeks of beginning work at the practice the VS will carry out a Direct Observation of Procedural Skills (DOPS) with the VED on both a New Patient Examination and on a Simple Restoration and submit via e-portfolio within 1 month.
- They will also ensure the VED's initial PDP is uploaded to the e-portfolio within one month of VED starting work at the practice
- The VS will set time aside to be available for TPD visit/s as required, including ad-hoc visitations
- They will set time aside for: Interim Reviews (early stage, interim and final stage), tutorials with the VED on a regular basis (weekly) and on an impromptu basis when the VED requires support and advice
- They will advise HEENW of the VED's progress (via the e-portfolio)

### The Validation Supervisor Application

To apply to be a VS you must complete the following steps:

- Submit a completed application form to HEENW to establish your suitability for the role.
- If you have not had prior experience as either a VS (in PLVE) or as a VS (in DFT) you will be required to complete a Training-the-Trainer course, or equivalent, to prepare you for your role

Following approval by the NHSE you must maintain the position of VS throughout the process.

#### **The Application Form**

It is important that, as VS, you can support the VED through the PLVE process, primarily so that the standard of the VED on completion is comparable to the standard of a UK graduate who has completed mainstream DFT.

Following the published report on Competency Assessment (Prof Alison Bullock, Dec 2010, funded by COPDEND), the role of the VS was highlighted as an area of great importance for achieving the same standards of Dental Foundation Training. An application form has been developed, in place of a formal interview, to ensure you (the VS) have the right amount of experience to support the VED through the process.

The application form is divided into 5 parts:

1. Personal Details
2. Registration and Qualifications
3. Experience
4. CPD
5. Declarations

Parts 1-3 are to assess your competence and experience within primary care dentistry to ensure you have sufficient experience to guide the VED.

Part 4 is to assess your commitment to learning and continuing professional development, with the view that a practitioner demonstrating good practice will pass this on to the VED.

Part 5 covers the administrative issues like working hours, the agreements you make with HEENW on application and your signature.

### Validation Supervisor Approval

Following submission of your application form to HEENW, with evidence of your suitability to take on the role of VS, and payment of the required fee, your practice will be visited by HEENW TPD and a TPD for DFT (see below for more information). If the VS and practice are deemed suitable for PLVE, confirmation will be sent following the practice visit approving both for a 24-month period.

### The practice visit

The practice must demonstrate its suitability as a training practice for the PLVE process:

1. The practice must be able to demonstrate that it fulfils current health and safety standards. To do so the practice must: either submit a copy of a recent (within the last 2 years) practice inspection approval certificate (provided by NHSE or HEENW); OR it will be inspected by an HEENW TPD or NHSE DPA and a TPD for DFT representative. If the practice requires an inspection you will be sent the relevant documentation via email.
2. The VS must be able to demonstrate that he / she is suitable for the educational needs of a VED

On receipt of the VED and VS application forms, PLVE administration fee and, where applicable, a copy of the latest practice inspection certificate, the HEENW Administrator for PLVE will contact the practice to organise the record keeping audit and practice visit.



### Validation Supervisor training

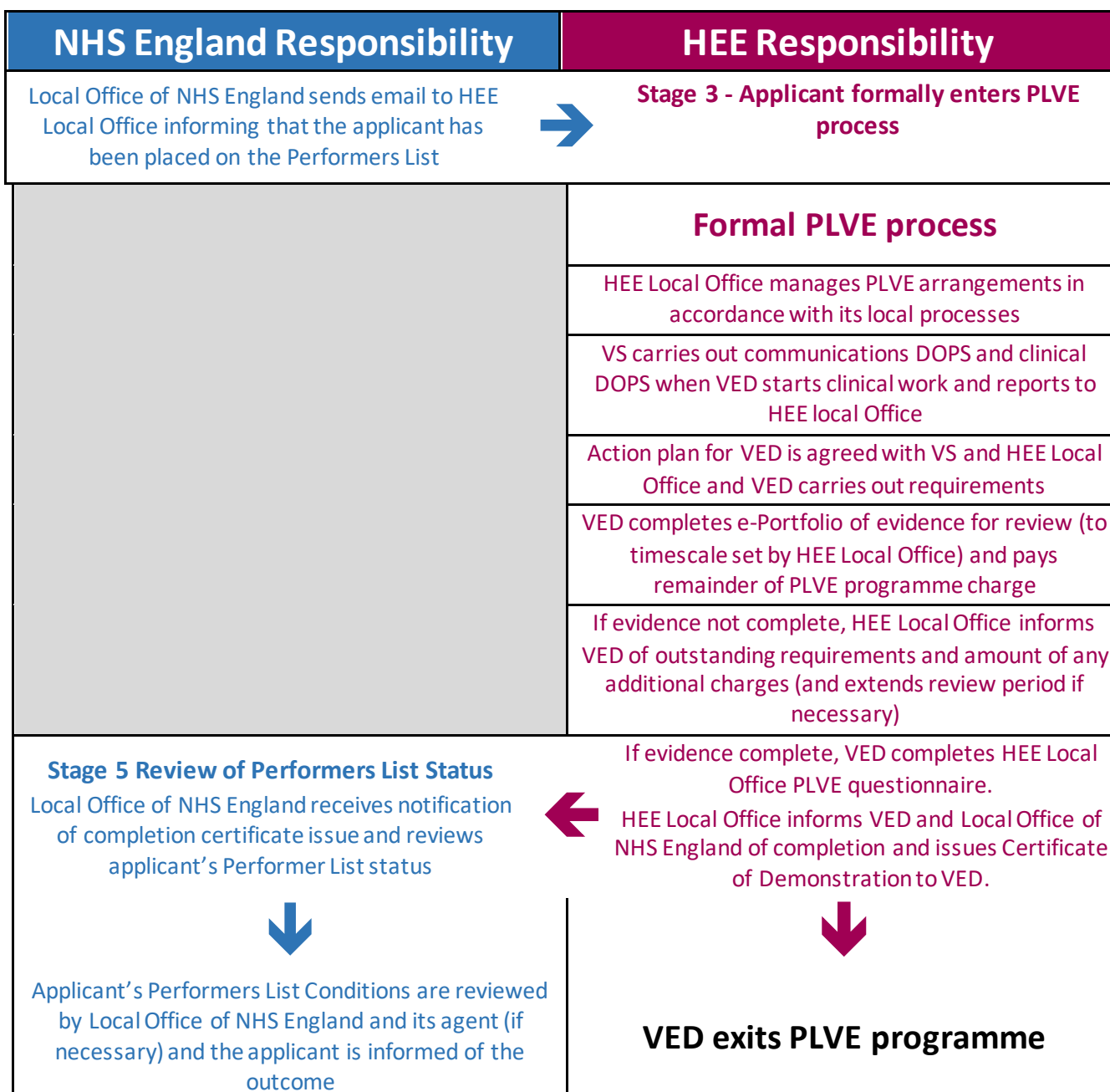
The training will cover topics such as:

- Assessing and supporting the applicant
- Developing a detailed and structured PDP
- Mentoring skills for tutorials / discussions regarding the PDP and portfolio
- Use of the PLVE paperwork for case-based discussions / DEPs / Audit / Early stage review log.



## Appendix 1: Process for the Management of Applications

Where elements of the process are delegated to a third party, it is important to ensure that, in accordance with Regulation 30(2)(c)(iii), the dentist has been assessed by a post-graduate dental dean or director of postgraduate dental education to have demonstrated knowledge and experience equivalent to that of a dental practitioner who has satisfactorily completed foundation training.	
NHS England Responsibility	HEE Responsibility
<b>Stage 1N-</b> Local Office of NHS England informed by CAPITA that applicant may need to undertake PLVE	<b>Stage 1H –</b> HEE Local Office informed by applicant that they may need to undertake PLVE and identifies proposed practice Validation Supervisor (VS)
Local Office of NHS England determine if there are any issues with the proposed practice and VS	HEE Local Office confirms that PLVE required and seeks confirmation from Local Office of NHS England that there are no outstanding issues with proposed practice and VS
	HEE Local Office (or its agent) sends Assessment of Clinical Experience (ACE) form to the applicant Application forms and guidance packs are sent out to both Applicant and potential VS
Local Office of NHS England ensures that there are no outstanding issues and informs HEE Local Office	HEE Local Office requests initial payment and, once received, reviews ACE and application information, checks that proposed VS and placement practice meet its criteria for appointment and decides on approval or otherwise
	If approved, HEE Local Office sets educational requirements, informs applicant and VS
<b>Stage 2 – Entry on to Performers List</b> Local Office of NHS England adds applicant on to Performers List, with the requirement that the applicant needs to complete PLVE	HEE Local Office contacts Local Office of NHS England ( <i>and/or its agent</i> ), confirms approval and duration of PLVE period.
	



### Appendix 2: National Charging Structure

Current on 1 April 2017 but may be subject to change

Item	Cost (£)
<b>Standard Basic Charges</b>	
Initial assessment of application	<b>400</b>
<b>The above charge is payable in advance for all PLVE applications and is non-returnable. Applications cannot proceed until this payment has been made</b>	
PLVE programme charge, including first assessment of evidence portfolio and report	<b>800</b>
<b>The above charge is payable on first submission of the VED's portfolio of evidence. Portfolio assessment cannot proceed until this payment has been made</b>	

<b>Additional modular costs</b> (where required)	
<b>Payment in advance is required for all modular costs</b>	
Supervised pre-start assessment by Validation Supervisor (VS) in CSU (if required)	<b>500</b>
Practice assessment visit	<b>650</b>
Validation Supervisor interview at practice	<b>500</b>
Combined practice assessment and VS interview at one visit to practice	<b>810</b>
VS interview at HEE Local Office venue	<b>180</b>
TPD (or equivalent) meetings/visits at practice (per meeting/visit)	<b>330</b>
TPD (or equivalent) meetings at HEE Local Office venue (per meeting)	<b>180</b>
Additional portfolio reviews as required (per review)	<b>280</b>
HEE Induction programme (per module of 3.5/4.0 hours). Not available in all areas	<b>90</b>
Assessors' travel (per mile)	<b>Locally set rate</b>

### Appendix 3: PLVE Competency Evidence Portfolio Requirements

<b>Domain – Professionalism</b>			
<b>Competency</b>		<b>Evidence required</b>	<b>Location</b>
P01	Have an up to date Personal Development Plan (PDP) indicating professional aims and objectives	Copy of Personal Development Plan with training needs identified for next 12 months after PLVE period	Upload to e-Portfolio
		Reflection upon recent courses attended	Study day log
P02	Aware of and understand the requirements of the GDC document “Standards for the Dental Team”	Evidence of tutorial or attendance at HEE Local Office approved course on GDC requirements,	Tutorial log or study day log
		Reflection demonstrating understanding of the requirements	Tutorial log or study day log
P03	Understand practice-based NHS complaints procedures	Reflection upon any complaint received, its management, and relevant learning	Significant event log
		Evidence of tutorial or attendance at HEE Local Office approved course on NHS complaint management	Tutorial log or study day log
		Reflection demonstrating understanding of NHS complaints management	Tutorial log or study day log
P04	Work with patients and colleagues demonstrating courtesy and professional integrity	Results of NHS patient satisfaction survey (questionnaires)	PSQ via e-Portfolio
		Reflection demonstrating learning from the survey results	Reflective log
		Summary of multi-source feedback (MSF) outcomes from colleagues and staff (minimum of 8 where possible)	MSF via e-Portfolio
		Reflection demonstrating learning from the feedback outcomes	Reflective log
		Practice appraisal outcomes	Upload to e-Portfolio
P04 cont.		IRCP*/FRCP reports confirm professional working relationships <i>*if required</i>	IRCP/FRCP reports
P05	Knowledge and understanding of Clinical Audit and Peer Review	NHS-based audit and peer review during PLVE period.	Upload to e-Portfolio

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P06	Commitment to Lifelong Learning and professional development, including Core CPD	Records of GDC required CPD for previous 12 months (or during PLVE if longer), including reflections	Study day log
		Evidence of participation in Core CPD as required by the GDC including Medical Emergencies; Disinfection and Decontamination; Radiography and radiation protection; Legal and ethical issues; Complaints handling; Early detection of Oral Cancer; Safeguarding children and vulnerable adults (level 2). Evidence of subsequent reflection on topics.	Study day log. Course certificates uploaded
		Evidence of tutorials and attendance at HEE Local Office approved courses on all elements identified in the PDP and/or by the HEE Local Office. Includes mandatory PLVE courses. Reflection upon all tutorials and courses.	Tutorial log or study day log. Course certificates uploaded

### Domain – Management & Leadership

Competency		Evidence required	Location
M01	Able to demonstrate good record keeping	Evidence of tutorial or attendance at HEE Local Office approved course on record keeping. Reflection upon course.	Tutorial log or study day log
		Record keeping audit (2 cycles) completed for a minimum of 15 NHS patient records per cycle. Use HEE Local Office template with FGDP(UK) Standards, if available.	Upload to e-Portfolio
		Reflection demonstrating understanding of the principles of good record keeping	Include within audit
		Record card review completed prior to ESR	Record card review
M02	Able to refer patients to specialist colleagues	Evidence of a tutorial on referral protocols and writing referral letters	Tutorial log
		Reflection demonstrating understanding of the principles of referrals	Tutorial log
M03	Able to prescribe drugs / therapeutics for patients safely and with knowledge	Evidence of tutorial or attendance at HEE Local Office approved course on prescribing and drug interactions	Tutorial log or study day log

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	of potential drug interactions	Reflection demonstrating understanding of the protocols	Tutorial log or study day log
		Prescribing audit using FGDP(UK) template covering 3 months period	Upload to e-Portfolio
		Certificated completion of full Dental SCRIPT training resource	Certificates uploaded to e-Portfolio
M04	Appropriate training in up to date IRMER regulations and Radiation Protection	Evidence of attendance at IRMER or equivalent radiological training within past five years (5 hours verifiable CPD minimum)	Study day log
		Reflection demonstrating understanding of the regulations and procedures of dental radiology	Study day log
M05	Knowledge of Cross Infection Control procedures to HTM 01-05 standards	Evidence of tutorial or attendance at HEE Local Office approved course on Cross Infection Control procedures to HTM 01-05 standards	Tutorial log or study day log
		Reflection demonstrating understanding of infection control procedures	Tutorial log or study day log
M06	Knowledge of H&S policies and regulations including COSHH	Evidence of tutorial or attendance at HEE Local Office approved course on Health & Safety and COSHH requirements	Tutorial log or study day log
		Reflection demonstrating understanding of Health & Safety principles and requirements	Tutorial log or study day log
		Reflection demonstrating understanding of the COSHH regulations	Tutorial log or study day log
M07	Awareness of NHS regulations in providing treatment for patients	Evidence of attendance at a HEE Local Office approved NHS dentistry induction programme or equivalent training	Study day log
		Evidence of tutorial or attendance at HEE Local Office approved course on NHS regulations	Tutorial log or study day log
M08	Understanding of Employment and Contract Law in UK	Copy of the practice employment contract/associate agreement	Upload to e-Portfolio
		Reflection demonstrating understanding of the basic principles of relevant employment and contract law	Tutorial log, study log reflective log

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M09	Ability to recognise and deal with medical emergencies in the Dental Practice	Copy of CPR training certificate within the previous 12 months	Upload to e-Portfolio
		Reflection demonstrating understanding of the principles of managing medical emergencies	Study day log
M10	Knowledge of current Safeguarding Children and Vulnerable Adults level 2 requirements and their application in practice	Evidence of tutorial on Safeguarding	Tutorial log
		Reflection demonstrating understanding of the principles of Safeguarding	Tutorial log

### Domain: Clinical

Competency		Evidence required	Location
CL 02	Patient examination & diagnosis	ADEPTs and CbDs demonstrating a broad range of diagnostic skills.	ADEPT logs and CbD logs
		Reflections demonstrating understanding of the principles of patient examination and diagnosis	Any log involving reflection
	Treatment planning & patient management	ADEPTs and CbDs demonstrating a broad range of treatment planning and patient management skills.	ADEPT logs and CbD logs
		Reflections demonstrating understanding of the principles of treatment planning and patient management	Any log involving reflection
CL 02 cont.	Health promotion & disease prevention	Clinical experience log demonstrating the performance of preventative procedures to conserve tooth structure, prevent dental disease and maintain oral health	Clinical experience log
		Reflection demonstrating understanding of the principles of health promotion and disease prevention	Any log involving reflection
		Audit demonstrating compliance with the national toolkit 'Delivering Better Oral Health' (2 cycles)	Upload to e-Portfolio
	Dental emergencies	Clinical experience log demonstrating experience in the management of dental emergencies	Clinical experience log
		ADEPTs and/or CbDs demonstrating experience in the management of dental emergencies	ADEPT logs and CbD logs

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	Local anaesthesia, pain & anxiety control	Reflection demonstrating understanding of the principles of appropriate management of pain control and anxiety in patients	Any log involving reflection
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CL02 cont.	Periodontal therapy & management	Clinical experience log demonstrating management of periodontal conditions	Clinical experience log.
		ADEPTs and CbDs demonstrating appropriate management of periodontal conditions	ADEPT logs and CbD logs
		Reflection demonstrating understanding of the principles of periodontal therapy and management	Any log involving reflection
	Hard & soft tissue surgery	Clinical experience log and complex treatment log demonstrating the performance of extractions, including 4 'extractions of special difficulty'	Clinical experience log and complex treatment log
		ADEPTs and CbDs demonstrating effective extractions and management of buried roots, etc.	ADEPT logs and CbD logs
	Management of the developing dentition	Reflection demonstrating understanding of the principles of management of the developing dentition, including IOTN and other indices	Any log involving reflection
	Restoration of teeth	Clinical logs demonstrating the provision of simple and complex restorative treatments, including 12 indirect restorations and 12 endodontic cases	Clinical experience log and complex treatment log
		ADEPTs and CbDs demonstrating the provision of simple and complex restorative treatments	ADEPT logs and CbD logs
	Replacement of teeth	Clinical logs demonstrating the provision of fixed and removable prostheses, including 2 bridges, 12 acrylic dentures and 2 Co-Cr dentures	Clinical experience log and complex treatment log
		ADEPTs and CbDs demonstrating the provision of a range of fixed and removable prostheses	ADEPT logs and CbD logs



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CL02 cont.	Previous Experience of Working in NHS Primary Care Dentistry (where applicable – normally not relevant)	CV and reflection on learning achieved through previous experience (where applicable)	Upload and reflective log
		Evidence of previous experience of providing a broad range of treatments on NHS patients	BSA Schedules uploaded

Domain: Communication			
Competency		Evidence required	Location
CO01	Able to communicate with patients appropriately	Results of NHS patient satisfaction survey – see also Competency P04	PSQ results on e-Portfolio
		Reflection demonstrating learning from survey results and understanding of the importance of effective patient communication – see also Competency P04	Reflective log
		Evidence from DOPS at the commencement of training	DOPS logs
		Evidence of CbDs and ADEPTs undertaken on NHS patients during PLVE period	ADEPT logs and CbD logs
CO02	Understanding of the importance of teamwork in dentistry	Evidence of involvement in staff training and practice meetings	Study day log or reflective log
		Reflection upon MSF results and demonstrating understanding of the importance and application of team working – see also Competency P04	Reflective log

### Appendix 4: Educational Agreement VED

#### PERFORMERS LIST VALIDATION BY EXPERIENCE

#### EDUCATIONAL AGREEMENT

This is an Educational Agreement between the Postgraduate Dental Dean or their representative and a Validation by Experience Dentist (VED) undertaking a period of Performers List Validation by Experience (PLVE) under Regulation 30 (2) (c) of The National Health Service (Performers Lists) (England) Regulations 2013 SI 2013 No.335

#### **INSERT VALIDATION BY EXPERIENCE DENTIST NAME**

The purpose of this agreement is to set out obligations of a Validation by Experience Dentist undertaking a PERIOD of Performers List Validation by Experience. This is not a contract of employment. This educational agreement is limited to the period of set out in the educational requirements document (unless an extension is agreed by the Training Programme Director).

As the VED named above I agree to carry out, to the best of my abilities, the duties listed below for a period of **[INSERT NUMBER]** months, commencing on **[INSERT DATE]**.

I agree to meet the obligations listed below

- Work in the same premises as the VS for the duration of the training period. Not to work in any other premises without the prior agreement of the Postgraduate Dental Dean or their representative.
- Conduct an initial planning exercise with my VS to identify my strengths and weaknesses and draw up a personal development plan (PDP), which must be agreed with a local representative of the HEE Local Office. This development plan should be aimed at delivering those requirements which the HEE Local Office Assessment Panel has identified as necessary for me to undertake to demonstrate experience equivalent to the completion of Foundation Training.
- Be prepared to seek guidance and help in both clinical and administrative matters where necessary.
- Take part in appropriate tutorials (such tutorials to be of suitable duration, and recorded in my portfolio).
- Submit my completed portfolio of evidence for assessment by one month before the end of the training period.
- Participate in identified training when necessary within the context of the training programme identified by the HEE Local Office Assessment Panel.

Failure to meet any of the obligations listed above will be considered a breach of this agreement which may result in immediate withdrawal of approval as a VED by the HEE Local Office.

## HEENW PLVE Guidance Pack (VED/VS)

<b>SIGNATURE:</b>		<b>TPD for PLVE</b>		<b>Date</b>
<b>SIGNATURE:</b>		<b>Validation by Experience Dentist</b>		<b>Date</b>
<p>I acknowledge the importance of these responsibilities. If I fail to meet them I understand that the Postgraduate Dental Dean or their representative may require me to meet with him/her to discuss why I have failed to comply with these conditions. I understand that this document does <i>not</i> constitute an offer of employment.</p>				
<b>SIGNATURE:</b>		<b>Validation by Experience Dentist</b>		<b>Date</b>

SAMPLE

### Appendix 5: Educational Agreement VS

Health Education England North West

#### PERFORMERS LIST VALIDATION BY EQUIVALENCE

#### EDUCATIONAL AGREEMENT

This is an Educational Agreement between the Postgraduate Dental Dean or their representative and a Validation Supervisor (VS) under Regulation 30(2)(c) of the National Health Service (Performers Lists) (England) Amendment Regulations 2013 SI 2013 No. 335

### **INSERT VALIDATION SUPERVISOR NAME**

The purpose of this agreement is to set out the terms of your accreditation as a vs in respect of a Validation by Experience Dentist (VED) undertaking a programme of Performers List Validation by Experience (PLVE). This is not a contract of employment.

This training agreement is limited to the training programme in connection with the VED named below. Nothing in this agreement should be construed as approval for the vs to act as an Educational Supervisor in formal one-year Dental Foundation Training.

As the approved vs named above I agree to carry out, to the best of my abilities, the duties listed below for a period of **[INSERT NUMBER]** months commencing on **[DATE]**.

I agree to meet the obligations listed below in respect of **[INSERT NAME OF VED]**

- Work in the same premises as the VED, in a surgery which allows ready access to and for the VED, for not less than three days a week.
- Provide no more than 10,000 UDAs per annum personally unless I can evidence that the excess are provided by a Therapist.
- Ensure that the VED has access to adequate administrative support and the full-time assistance of a suitably experienced dental nurse.
- Conduct an initial assessment interview to identify the VED's strengths and weaknesses and draw up the VED's personal development plan (PDP), which must be agreed with the Postgraduate Dental Dean or their nominated deputy. The development plan should be aimed at delivering those requirements which a HEE Local Office Assessment Panel has identified as necessary for the VED to demonstrate experience equivalent to the satisfactory completion of Dental Foundation Training.
- Be available for guidance in both clinical and administrative matters and provide help on request or where necessary.
- Prepare and conduct appropriate tutorials (such tutorials to be of suitable duration and recorded in the VED's portfolio).
- Provide satisfactory clinical and other facilities for the VED.
- Provide relevant training opportunities so that a wide range of NHS practice is experienced.

## HEENW PLVE Guidance Pack (VED/VS)

- To monitor and assess the VED's progress and professional development using the methods required by the Postgraduate Dental Dean or their representative as evidenced by the relevant document provided for this purpose; to give feedback to the VED; and to liaise with the HEE Local Office nominated representative as necessary.
- Ensure that the portfolio and the processes involved in assessment of the VED are documented and kept up-to-date and ensure that the completed portfolio is available to the HEE Local Office for assessment at least one month before the end of the prescribed period.
- Participate in identified training at my own expense when necessary to undertake the role of vs within the context of the training programme identified by the HEE Local Office Assessment Panel.
- Ensure that the VED has access to appropriate dental reference material within the practice. (Journals, CD Roms, books, Department of Health documentation, etc.)
- Advise on the final certification of the VED at the completion of the Performers List Validation by Equivalence programme. Inform the PGDD (in writing) if the circumstances of either the vs, the VED or the practice change in such a way as to alter the contract of employment of the VED, or the ability of the VED or the VS to meet the obligations of this Educational Agreement.
- Provide e-mail access linking the VED and VS with the HEE Local Office.
- To advise on the final certification of the VED with regard to satisfactory demonstration of completion of PLVE

Failure to meet any of the obligations listed above will be considered a breach of the agreement which may result in immediate withdrawal of approval as VS by **HEENW**.

<b>SIGNATURE:</b>		<b>TPD for PLVE</b>		<b>Date</b>
<b>SIGNATURE:</b>		<b>VALIDATION SUPERVISOR</b>		<b>Date</b>

**Collection & use of personal information:**

The data collected about you will be stored on Health Education England's North West database. The information held will be used to communicate with you and may be shared with NHS and other related organisations in relation to your employment, training and assessment within Health Education England. These organisations include the Department of Health, GDC, Royal Colleges/Faculties and Trusts. Health Education England will process all personal data in accordance with the eight principles of good practice as set out in the Data Protection Act (1998). Should you have any questions regarding the use of your data please contact the Data Protection/FOI Lead on 0116 4788 625 or write to Christopher Brady, FOI, Data Protection and Briefing Lead, Health Education England, Westbridge Place, 1 Westbridge Close, Leicester LE3 5DR

I acknowledge the importance of these responsibilities. If I fail to meet them I understand that the Postgraduate Dental Dean or their representative may require me to meet with him/her to discuss why I have failed to comply with these conditions. I understand that this document does *not* constitute an offer of employment.

<b>SIGNATURE:</b>		<b>VALIDATION SUPERVISOR</b>		<b>Date</b>
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Appendix 6: Contractual Hours Agreement

**Performers List Validation by Experience  
Contractual Hours Agreement**

I, [VS] \_\_\_\_\_ confirm that  
[VED] \_\_\_\_\_ will work under  
the following arrangement of hours during the Performers List Validation by Experience  
process.

The applicant will work \_\_\_\_\_ hours per week. (Full-time 37.5hpw)

If there are any changes to these arrangements, I undertake to inform Health Educational England  
North West of the changes, and the reasons for them, immediately.

SIGNATURE: \_\_\_\_\_  
VS

SIGNATURE: \_\_\_\_\_  
VED

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_  
VS

***Please sign and return a copy of this agreement to the following address:***

Sarah Roberts  
Health Education England North West  
Dental Section  
Regatta Place  
Brunswick Business Park  
Summers Road  
Liverpool L3 4BL  
Email: [sarah.roberts2@hee.nhs.uk](mailto:sarah.roberts2@hee.nhs.uk)

### Appendix 7: General Data Protection Regulation (GDPR) Declaration



The General Data Protection Regulation (GDPR) is a new regulation that will replace the current Data Protection Directive (1995) and will come into effect from 25<sup>th</sup> May 2018. Health Education England (HEE) is committed to upholding the Six Principals of good information handling practice as set out under GDPR. Further information and your rights explained, can be found on the [Information Commissioner's Office website](#).

Where appropriate, information is shared with those who have a responsibility for the organisation, management and delivery of the PLVE process, to help them execute their function in the planning, monitoring and delivery of PLVE programmes for dentists. The information from your application form will only be seen by the Training Programme Director, Post Graduate Dean and Programme Officer for PLVE at HEE.

HEE collects and uses your personal information for the following purposes:

To manage your training and programme

To quality assure training programmes and ensure that standards are maintained

To maintain patient safety through the management of performance concerns

To comply with legal and regulatory responsibilities

To contact you about training opportunities, events, surveys and information that may be of interest to you

I understand that the information provided in the application form will be processed in accordance with GDPR and agree for my information to be shared as set out above. I agree to the use of my personal information as explained above and in the HEE [Privacy Notice](#) . (Please tick the box on the left to confirm).

I understand that I have the right to withdraw consent at any time or exercise any other rights under GDPR by contacting HEEs PLVE Programme Officer at [sarah.roberts2@hee.nhs.uk](mailto:sarah.roberts2@hee.nhs.uk) . (Please tick the box on the left to confirm).

<b>SIGNED:</b>	
<b>NAME</b> ( <i>in CAPITALS</i> ):	
<b>GDC Number:</b>	
<b>Today's Date:</b>	

## Appendix 8: Clinical Audit Form

	Periodontal Screening & Management	Appropriate Radiography	Soft tissues examined	Medical History	Clinical Narrative	Consent and estimates	Evidence of Patient Risk assessment:	Total
Patient ID-initial and DOB	BPE Score -1 Management of Screening-1  2 Points	Justification-1 Quality-1 Report-1  3 Points	Intra oral 1 Extra oral 1  2 Points	Documented-2 Dated and signed-2  4 Points	Examination -1 Treatment Plan logical approach 1  2 Points	Evidence of written options & costings 1 Consent-2 Estimate (NHS FP17 DC06)-2  5 Points	Caries- Perio- Cancer- Recall- Tooth surface loss- <u>If all present</u> 1 Point	19 Points
<b>Adult Dentate Patients</b>								
1								
2								
3								
4								
5								
<b>Child Adolescent Patients</b>								
	2 points	3 points	2 points	4 points	2 points	5 points	1 point (cancer risk N/A)	19 Points
1								
2								

### REFERENCES

- (1) Faculty of General Dental Practitioners (UK) Clinical examination and record keeping. Good practice guidelines. London. FGDP(UK), 2016 3<sup>rd</sup> Edition
- (2) Faculty of General Dental Practitioners (UK) Selection Criteria for Dental Radiography. London. FGDP(UK), 3<sup>rd</sup> Edition, 2013
- (3) Dental Recall – Recall Interval Between Routine Dental Examinations – Clinical Guidance NICE 2004
- (4) Delivering Better Oral Health – an evidence-based toolkit for prevention – 2<sup>nd</sup> Edition DOH 2009
- (5) Guidelines for Periodontal screening and Management of Children and Adolescents under 18 years of age –British Society of Periodontology 2012
- (6) Standards for Dental Professionals 2013. (Medical history standard 4).
- (7) <http://www.bsperio.org.uk>
- (8) *Antimicrobial prescribing for general dental practitioners FGDP (UK) May 2012*

**Notes to practitioners: 5 record cards of adult dentate patients (including 2 perio cases) and 2 record cards of child adolescent patients who have recently undergone treatment. Practitioners should refer to best practice guidance from the publications noted above. A minimum score of 80% has been the standard set.**

<b>Total Score</b>	<b>/ 133</b>
<b>Convert to %</b>	<b>100</b>
<b>Pass 107 (80%)</b>	



Appendix 9: Clinical reference – Dental

STRICTLY PRIVATE & CONFIDENTIAL

This professional reference should verify factual information and comment on the strengths and weaknesses of the applicant as an indicator of his / her suitability for appointment. This is not a personal testimonial but an objective assessment of competencies.

Please note that we require a clinical reference relating to a recent post, which has lasted at least three months without a significant break.

***When providing references for colleagues, your comments must be honest and justifiable; you must include all relevant information which has a bearing on the colleague’s competence, performance, reliability and conduct.***

Applicant’s name	
GDC number	

Please state the dates the applicant worked with you:			
Date started		Date finished	
Position held		Practice / Hospital	

Was the applicant subject to any disciplinary procedure, formal or otherwise, during their time with you?
YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please give details:

Please give your opinion regarding the applicant’s present knowledge, skills and personal attributes by ticking the appropriate boxes on the next three pages. Statements are provided to give examples of behaviours that would constitute different levels of performance, though this is not intended to be an exhaustive list. Please use the space provided to give examples of the applicant’s behaviour that support the rating you have given them in each area, this is **essential if you have given a rating of 1 or 2.**

<b>Clinical expertise:</b> Capacity to apply sound clinical knowledge and an awareness of the need to fully investigate problems. Makes clear, sound and proactive decisions, reflecting good clinical judgement.			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Cause for concern	Weak	Satisfactory	Good to excellent

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Comments / evidence:			
<p><b>Communication skills:</b> Capacity to adjust behaviour and language (written / spoken) as appropriate to needs of differing situations. Actively and clearly engages patient (and colleagues) in equal / open dialogue.</p>			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Uses technical language that patients do not understand, ignores what they have to say	Can be lacking in clarity and coherence when speaking to patients	Often uses lay language to help patients understand	Always speaks clearly, gives adequate time and checks patients understand
Comments / evidence:			
<p><b>Empathy and sensitivity:</b> Capacity and motivation to take in patient / colleague perspective, and sense associated feelings. Generates safe / understanding atmosphere. An understanding approach.</p>			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Is not sensitive to the feelings of patients and treats them in an impersonal manner	Shows some interest in the individual and occasionally reassures patients	Usually demonstrates empathy towards patients	Always shows empathy and sensitivity, gives reassurance to the patient
Comments / evidence:			
<p><b>Problem-solving skills:</b> Capacity to think / see beyond the obvious, analytical but flexible mind. Maximises information and time efficiently, and creatively.</p>			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Misses minimal cues and symptoms, lets assumptions guide diagnosis	Often relies on surface information and doesn't probe deeper	Usually thinks beyond surface information, picks up on cues / minimal symptoms	Thinks beyond surface information and gets to the root cause
Comments / evidence:			
<p><b>Organisation and planning:</b> Capacity to organise information in a structured and planned manner, think ahead, prioritise conflicting demands, and build contingencies. Meets deadlines.</p>			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

## HEENW PLVE Guidance Pack (VED/VS)

Is always late for meetings / deadlines and unable to prioritise tasks	Is often late for meetings and deadlines and disorganised with paperwork etc.	Usually able to prioritise tasks and organise paperwork	Excellent at managing time and prioritising tasks
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Comments / evidence:

**Learning and development:** Ability to identify own learning and development needs, commits time and resources to appropriate training and development activities.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Reacts badly to constructive criticism or feedback, not interested in own development	Needs assistance in identifying own training needs / developing personal targets	Often learns from experience, generally reacts well to constructive criticism	Actively seeks out and welcomes constructive criticism/feedback

Comments / evidence:

**Ability to deal with pressure:** Capacity to put difficulties into perspective, retaining control over events. Aware of own strengths / limitations, able to “share the load.”

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Can be irrational under pressure	Finds it difficult to share workload with others	Often recognises when to share workload with others, usually remains calm under pressure	Remains calm under pressure at all times, recognises when to share work load

Comments / evidence:

Was their attendance / timekeeping satisfactory?

YES  NO  If no, please give details

This reference is based upon (tick as appropriate):

Opinion of Consultant / Trainer / Supervisor	<input type="checkbox"/> a
Close observation of colleague	<input type="checkbox"/> b
Opinion of Employer	<input type="checkbox"/> c
General Impression	<input type="checkbox"/> d
Would you be happy to work with this dental practitioner again?	YES <input type="checkbox"/> NO <input type="checkbox"/>

## HEENW PLVE Guidance Pack (VED/VS)

**If you have any other comments regarding this applicant and his / her application for this post, please give details here:**

--

<b>Signature</b>		<b>Name</b> (print in block capitals)	
<b>Position held</b>		<b>Contact telephone number</b>	
<b>GDC number (of referee)</b>		<b>Date</b>	
<b>Email address</b>			

It is **essential** that this form is stamped with **an official hospital or practice stamp**. If no stamp is available, please attach a compliment slip signed by the consultant or professional providing the reference. Forms received without a stamp or a signed compliment slip will be returned. Delays in the receiving references can result in the applicant being prevented from working under the terms of the Performers List Regulations.

**Contact address**  
Please print clearly or stamp

Thank you for completing this reference.