

# Educational Supervisor Application for 2018-19

## Completing the Application Forms

### Introduction

This is to be read in conjunction with the Educational Supervisor Application Form Parts A, B and C. The application forms allow the Selection Committee to assess and score your application with the most suitable information before them; so please take time and care when completing the forms. Please try to answer the questions openly and with reflection, to give a full account of yourself.

### Before you start

Ensure you have installed on your computer (Mac or PC):

**Adobe Acrobat Reader DC**



**If you do not have this edition you must download Adobe Reader DC  
from this link:**

<https://acrobat.adobe.com/uk/en/products/pdf-reader.html>

You can **NOT** complete the forms on a tablet (*iPad etc.*).

# Application Process

All Applicants

**Complete:**

**Part A Form** - one for each applicant

**Part B Form** - one for each practice in which the FD will work.

**Part C Form** - one for each applicant

Email all forms together to

[dftba.eoe@hee.nhs.uk](mailto:dftba.eoe@hee.nhs.uk)

by 10.00am **Thursday 30th November 2017**

(Applications received after this NOT accepted)

**Interview**—score goes to marking stage

**Part A** and **Part B** forms scored and scores from all forms / interview collated.

**Practice visit — must have available:**

**NHS End of Year Report 2016-17** - showing practice earnings and activity

**Practice Information Leaflet**

**Evidence** to show that personal NHS GDS earnings will reach £20,000 or 1000 UDAs threshold for 2017-18 and the duration of the PLVE Programme (NHS Schedules, practice agreements, etc.)

Suitable candidates approved as Educational Supervisors

# Completing the forms

Download from the HEE website the forms that you require. Everyone needs **Part A, Part B and Part C**. You also need to download and read the ES Information booklet, together with the Practice and ES Specification.

Open the Adobe Reader app / programme  
Using the '**File**' then '**Open**' command, open each of the forms you have downloaded. If the areas to be completed are not highlighted in blue, click on the 'Highlight Existing Fields' button at the top right corner.

Save each form in turn with the addition of your name, e.g. **joe smith Part A.pdf**

Please answer all of the questions in turn. The forms are interactive and will introduce supplementary questions and pages as necessary. Some answer boxes will increase in size to allow you to enter as much information as you need; others are restricted in size to limit your answers to a fixed length. Some sections have + and - signs to allow you to add items to your answers. Your forms can be saved when partially complete. **Incomplete applications will not be accepted.**

Please **DO NOT** USE BLOCK CAPITALS TO COMPLETE THE FORM; normal mixed Upper and Lower Case is essential.

When all the information is correctly entered on each form, before signing, please carefully check and save the form again, making sure your name is on each of the saved files.

Navigate to each section with the mouse, or alternatively the 'tab' key will lead you through in a stepwise fashion. The tick boxes will self complete if clicked with a mouse.

If you are certain all is complete you must now apply a digital signature to **Part A, Part B and Part C**. This incorporates your name and date and a secure certificate. When you add your electronic signature you will **NOT** be able to alter the form any further. *(Please see the document about digital signing for full information. You can download this from the HEE website).*

You can now email all your forms together to  
[dftba.eoe@hee.nhs.uk](mailto:dftba.eoe@hee.nhs.uk)  
**They must reach HEE before 10.00am  
Thursday 30th November 2017**

# What happens after submission?

Check that you have received an acknowledgement email from [dftba.eoe@hee.nhs.uk](mailto:dftba.eoe@hee.nhs.uk)



- HEE makes contact to:**
- Send copy of the Clinical Records Audit form for you to complete
  - Request NHS Report to be available (*downloaded from NHS Portal*)
  - Arrange Practice Visit after interview

Prepare for Practice Visit—make time available to discuss your application with visitor

- At Practice Visit the visitor:**
- Checks and verifies all forms
    - Inspects your practice
  - Examines any requested practice documents
  - Checks Clinical Records Audit
  - Completes **Part F—Practice Visit Report**

All documents and reports are sent to HEE together with reports from NHS England and HEE administration (if appropriate)

Interviews and scoring take place at HEE **Friday 15th December 2017**

## Points for Discussion at Practice Visit

During the visit, the visitor will have several items of DFT policy and information to discuss with you. At this stage, if there are any queries please feel free to discuss them with the visitor. A list of the points that the visitor will probably bring up is as follows:

### Clinical Policy

Clinical Freedom, NHS treatment, Private treatment. Materials: choice, availability, economy of use.

### Workload

Full range of NHS treatment available to the Performer in Training. Sufficient work available to the Performer in Training.

Where are patients to be obtained? - Existing book? New book? Transfer of patients?  
New patient enquiries. Recall rate and attendance.

### Administration

Policies on: Collection of patient charges. Private fees. Salary. Performer in Training involvement in management issues. Clinical Governance records.

### Practice Commitment

Involvement of other team members. Discussions within practice. Preparation plans for DFT. Enthusiasm from other performers.

### Trainer Commitment

Open access arrangements. Tutorial arrangements. Study Days. Discipline.

### Trainee

Contract. Surgery time and surgery availability. Clinical supervision.


## Health Education England - East Midlands

Land Registry Building, Westbridge Place, 1, Westbridge Close, Leicester, LE3 5DR

 [dftba.eoe@hee.nhs.uk](mailto:dftba.eoe@hee.nhs.uk)

### North West


Alexander HANNAH

 [alexander.hannah@hee.nhs.uk](mailto:alexander.hannah@hee.nhs.uk)

### Associate

Postgraduate Dean

Kath EASTWOOD

 [kath.eastwood@hee.nhs.uk](mailto:kath.eastwood@hee.nhs.uk)

### North East

Jonathan FARMER

 [jonathan.farmer@hee.nhs.uk](mailto:jonathan.farmer@hee.nhs.uk)

### Central

Robert PARKER

 [robert.parker@hee.nhs.uk](mailto:robert.parker@hee.nhs.uk)

### South

Idnan MEHMOOD

 [idnan.mehmood@hee.nhs.uk](mailto:idnan.mehmood@hee.nhs.uk)

# Checklist for submission

	Email	Available for Practice Visit
1 <b>Completed Part A Form</b> - one for each applicant	<input type="checkbox"/>	
2 <b>Completed Part B Form</b> - one for each practice in which the FD will work.	<input type="checkbox"/>	
3 <b>Completed Part C Form</b> - one for each applicant	<input type="checkbox"/>	
5 <b>NHS End of Year Report 16-17</b> - showing practice earnings and activity		<input type="checkbox"/>
7 <b>Practice Information Leaflet</b>		<input type="checkbox"/>
8 <b>Evidence to show that personal NHS GDS earnings will reach £20,000 or 1,000 UDAs threshold for 2017-18 and the duration of the PLVE Programme (NHS Schedules, practice agreements, etc.)</b>		<input type="checkbox"/>

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Have available for practice visit