

# DCP Leadership Fellow Posts Candidate Pack

WT&E Midlands



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**Post:** NHSE Midlands Leadership Fellows (3 posts)

**Clinical Specialty:** Primary Care

**Employer:** Ideally secondment from current substantive employer, but host organisations can be organised

**Duration:** Fixed Term Contract 12 months

**Commencing:** September 2024

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Dear Applicant

Thank you for expressing an interest in the NHSE Fellowship Dental Leadership Fellow Programme. We hope that after reading the enclosed information you will feel enthusiastic about applying to join our scheme.

If you require any further information, please do not hesitate to get in contact.

Best wishes,



**Fleur Kellett**

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## About the posts

NHS England are pleased to offer 3 DCP Dental Leadership Fellow posts.

This post will have a 0.4 WTE Leadership component -Thursdays and Fridays.

The remainder of the working week (up to 0.6WTE to allow for part time working) will be spent in, or supporting, primary care NHS dentistry in the Midlands. If you are unsure whether your working patterns meet this, please contact Fleur Kellett, Associate Dean.

You will be seconded from your substantive (clinical) employer for 2 days a week and it is expected you would continue in your current clinical role for the remainder of your working week. For DCPs working on a self-employed basis there will be the option to retain this working arrangement and be employed 0.4WTE on a Thursdays and Friday for the Leadership aspect of the role.

Commencing in September 2024 the 3 posts are open to all DCP registrant groups who have been registered for at least 12 months working in, or supporting, NHS primary dental care in the Midlands.

The successful postholders will take part in the monthly dental leadership development programme. The posts come with significant NHSE funding (up to £4000) towards registration fees for an academic qualification, short course or other development activity which has been agreed by the Associate Dean for Dental Leadership Fellows.

The posts are suitable for:

- DCPs at various stages of their clinical career
- DCPs looking for non-clinical professional experience
- DCPs looking to enhance their professional portfolio and CVs
- DCPs starting out in their leadership journey.

If you do not have a substantive (clinical) employer for the clinical component NHSE can look to place you with a host organisation, these are available across the Midlands region.

You should seek the support of your substantive (clinical) employer prior to application, if they require additional information regarding this, please contact Fleur Kellett, Associate Dean. We are keen to support anyone interested in this role and understand that circumstances are going to vary between individuals and employers therefore NHSE can be flexible in our approach and urge you to contact us to discuss any queries.

## Spread of Registrant Groups

NHS England are keen to ensure that leadership opportunities are open to all DCP registrant groups. We are looking for the successful candidates to belong to different DCP registrant groups. This may mean that applications from some DCP registrant groups may close early. In the event not having suitable applicants across the different DCP registrant groups NHS England reserve the right to appoint more than one candidate from a particular group.

## What is a Dental Leadership Fellow?

The NHS, like most developed world health systems, is faced with multiple complex challenges; an aging population, the increasing burden of long-term conditions and comorbidities, on-going health system redesign, and the integration and application of scientific advances - all set against a background of financial constraint and the need to improve productivity alongside quality of care.

The scope of these challenges necessitates that all registrants develop leadership skills, both to improve current service delivery and positively impact future health systems.

Midland Dental Leadership Fellow posts offers Dental Registrants the opportunity to develop their skills in leadership, management, strategy and project management outside of their normal clinical practice.



During the Fellowship you will have the opportunity to acquire, develop and share knowledge and skills in leadership and will be challenged to think and behave differently in your leadership roles.

## Who will I work with?

During the 12 months you will work with the other fellows on the scheme, members of the NHSE team including close working with the Dental Workforce Development team led by Jennie Ross, Associate Dean, and Local Dental Network (LDN) chairs across the Midlands region. You are likely to attend LDN meetings where local clinicians, members of HealthWatch, Commissioning Managers, Managed Clinical Network (MCN) Chairs, Integrated Care Board (ICB) representatives all come together to discuss developments in their region.

If you want to know more about LDNs and MCNs log into our [Postgraduate Virtual Learning Environment](#) and visit the section on Midlands LDNs. If you have not already signed up for access please fill out this [form](#) for registration.

### [What kind of projects will I do?](#)

Previous projects completed by our DCP fellows have included:

#### *Project Sphere*

A collaboration project with the Deputy Chief Dental Officer which focused on improving and promoting reporting pathway and support systems for the dental team following a Patient Safety Event. The purpose of this project was to initiate a shift away from blame culture towards a fair, learning culture.

#### *DCP Networking Project*

The main objective of this project was to set up a networking group for DCPs to enable closer working with LDNs and MCNs and facilitating DCPs representation and input at these important meetings.

#### *Neglect Task and Finish Group*

This project involved working with a LDN to create a child neglect '7-minute briefing' for distribution to all NHS Primary Care dental practice in the Midlands region.

#### *DCP Mentoring Network*

Working with the East Midlands Local Dental Network chairs to create a mentoring network for those working within NHS dentistry, including DCPs. This included upskilling DCPs to be able to provide mentoring, as well as spreading information about the scheme and the benefits of mentoring to DCPs in the region.

Jyoti Sumel has recorded [Eastman Dental Podcast](#) talking about her career journey including her experience as a Leadership Fellow. We encourage DCPs interested in applying for this opportunity to listen to this Podcast.

One of the main aims of the DCP Leadership Fellow posts is to work with our Dental Workforce Development team to improve relationships between NHSE and your registrant groups. This might involve setting up study groups or peer support networks or helping develop initiatives to upskill your registrant groups. During the year we would like you to plan, run and evaluate a training event.

From 2021 to 2023, I became an NHSE Midlands (WT&E) Clinical fellow, one of the first in the Midlands. This opportunity so early on in my career has opened many doors and led me to opportunities I did not know were available to me. I have led various projects, written a GDC blog, and a publication in the BADT and The Dentist Magazine. I never imagined I would ever speak at conferences or to large crowds until I was pushed by my supportive mentors, Fleur Kellet and Deborah Manger, to overcome my imposter syndrome.

The main project during my fellowship was 'Project Sphere' I led this project alongside my mentor Jason Wong MBE, to create a positive patient safety culture. As a group, we created patient safety huddle sheets and a human factors-based supporting document and led a positive patient safety webinar.

The General Dental Council created a leadership network and I was chosen to represent on the panel, alongside various established individuals. Being involved allows me to be a voice for Dental Therapists and ensure we are considered when decisions and changes are made.



I believe my career path would not have led me to leadership without my vital years undertaking the fellowship. This helped me gain support from various mentors from within and outside Dentistry. Our range of study club topics allowed me to learn about a range of topics from project management, and sustainability to public speaking.

I have recently won Dental Therapist of the Year in the 2023 Probe Awards and the Philips Shine On award at the Clinical Dentistry Awards 2023. I believe it was my hard work during the fellowship years making a difference and being proactive in my projects that led to me achieving these dental awards.

The leadership fellowship led to my success in gaining my new role as the Training Programme Manager for the East of England Dental Therapist Foundation Training Scheme. The skills and experience I gained from the fellowship provided me with the insight to undertake this role. It helped me to stand out from the other applicants. I hope the base of the fellowship will continue to inspire me through my career and I look forward to more opportunities arising.

Jyoti Sumel  
Leadership Fellow 2021-2023

When embarking on my Fellowship year I was unsure what to expect, my employer encouraged me to apply as I was looking for something to new challenge me, having been in the same role for 6 years. I am passionate about raising the profile of Dental Nurses and there are few opportunities to develop beyond the practice, so this fellowship was a unique opportunity to try something interesting.

Once I started, it was a whole new experience. I found myself in regional NHS meetings with a feeling I shouldn't be there! I was involved in regional projects where I learnt how to run and lead the projects, do a business case proposal, liaise with stakeholders and keep people motivated, and so much more. We had regular meetings with a life coach who gave us many useful tools for personal growth and development, this was an amazing time for exploring and challenging our self-belief.



The fellowship year has given me more confidence and changed the expectations I have for myself. I am currently studying towards a post graduate certificate in medical and healthcare education and have since moved job roles in my organisation to the clinical governance lead and workforce development co-ordinator, so am facilitating learning within the organisation.

I would encourage DCPs to apply to the fellowship programme as it is a unique opportunity and I feel that you should take every opportunity that comes your way as you never know what it will lead to.

Letitia Choudhury  
DCP Leadership Fellow 2022-2023



## Leadership Fellow Programme

### Induction

There will be a mandatory full day NHSE induction on Wednesday 4<sup>th</sup> September 2024 at the NHSE Office in Birmingham.

### Continued Professional Development

The opportunity for Continued Professional Development (CPD) is supported and encouraged by the fellowship programme, within funding, time and available facilities.

### Friday Study Clubs

Once a month on a Friday the Dental Leadership Fellows have a virtual breakfast study club where dental leaders from a variety of organisations share their leadership experiences, insight and knowledge. The initial schedule is pre-arranged but fellows have the ability to shape the topics covered, there is a small budget available for booking speakers.

### Group Coaching

Once a month on a Friday the Dental Leadership Fellows to have access to a professional coach. These sessions create a safe place for the cohort to share and explore their experience of the Fellowship and anything they are finding challenging. The sessions are flexible in format and content and can change to meet the needs of the groups.

Focus for coaching may include:

- building/understanding strengths and passions
- developing emotional intelligence and empathy
- understanding self and how to work with people different to you
- future career planning
- space for individual Fellows to be coached on particular challenges for example having courageous conversations

### One to One meetings with the Associate Deans

Supportive one-to-one meetings with Fleur Kellett occur on a regular basis throughout the year. These meetings will be used to review your projects, professional development and general wellbeing.

## Terms and Conditions of Service

Terms and conditions are in alignment with your substantive (clinical) employer. If NHS England needs to facilitate securing employment for the post, Terms and conditions will align with Lead Employers terms for Agenda for Change employees.

## Remuneration and Contract of Employment

NHSE in the Midlands will reimburse the substantive (clinical) employer via the Education Contract where applicable, or otherwise by invoice for 0.4WTE of salary costs (to include employer oncosts).

NHSE in the Midlands will reimburse the Fellow up to £4,000 towards registration fees for an academic qualification which has been agreed by the Associate Dean for Fellows.

## Tenure

The appointment is a fixed term for one year.

## Contractual Notice Period

The agreed minimum period of notice by both sides for DCPs employed under these terms and conditions of service is three months.

## Annual Leave

Annual leave will be aligned with that of your current substantive (clinical) employer. If NHS England need to facilitate securing employment for the post, Annual Leave will align with Lead Employers terms for Agenda for Change employees.

## Registration

Candidates must have full registration and a license to practise with the GDC for the duration of the appointment.

## Travel Expenses

There will be an element of travel within the region. There are 4 face-to-face NHSE events throughout the year, travel and accommodation (if required) costs are fully covered for these.

Additional costs will be reviewed on an individual basis.

## Key Dates for your Diary

### Recruitment Timeline

Dates	Stage
15 <sup>th</sup> April 2024	Applications open
3 <sup>rd</sup> May 2024	Application deadline
10 <sup>th</sup> May 2024	Candidates notified of shortlisting outcomes
23 <sup>rd</sup> May 2024	Virtual interviews – SAVE THE DATE
24 <sup>th</sup> May 2024	Candidates notified of interview outcomes
June/July 2024	Contract arrangement window (guidance will be issued)
4 <sup>th</sup> September 2024	Fellowship commences
2 <sup>nd</sup> September 2025	Fellowship ends and final presentations

If successfully appointed all Leadership Fellows will be required to attend the following events:

- Leadership Fellow Induction Wednesday 4<sup>th</sup> September 2024, NHSE Birmingham Office
- Dental Foundation Trainee Careers Day 5<sup>th</sup> and 6<sup>th</sup> December 2024 Aston University
- BDIA Dental Showcase March 2025 (date tbc) London
- Foundation Dentist Induction and Fellow Final Presentations 1<sup>st</sup> and 2<sup>nd</sup> September 2025 Birmingham

## Eligibility and Selection Criteria

Candidates must meet the following **eligibility requirements** to apply for the scheme:

	Specification	Criteria		Evidence Application Form (AF) or Interview (I)
		Essential	Desirable	
Essential Qualifications/ Requirements	<ul style="list-style-type: none"> <li>GDC Registered DCP</li> <li>Minimum of one year’s clinical practice post registration</li> <li>Currently working within/or supporting NHS primary care within the Midlands</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		AF AF
Knowledge, Skills, Training and Experience	<ul style="list-style-type: none"> <li>Evidence of professional development since qualification</li> <li>Evidence of emerging leadership within practice e.g. Undertaking an improvement project in practice, leading training, staff development initiative</li> <li>Participation in a professional network or regional meeting</li> <li>Robust IT literacy skills and able to use Office 365</li> <li>Demonstrates understanding of the basic principles of audit, evidence-based practice and patient safety</li> <li>Writing experience in clinical and/or non-clinical topics or peer reviewed publications and/or other communication medium (e.g. blog, letters, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	AF AF/I AF AF AF/I AF

<p>Qualities</p>	<ul style="list-style-type: none"> <li>• Good written and oral communication skills</li> <li>• Good organisation skills</li> <li>• Honesty and reliability</li> <li>• Able to work collaboratively within a multi-disciplinary team</li> <li>• Shows initiative, drive and enthusiasm</li> <li>• Seeks and acts of feedback regarding own effectiveness and areas for development</li> <li>• Ability to cope under pressure and to manage uncertainty, demonstrates initiative and resilience</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
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