

**DRAFT UNCONFIRMED ACTION MINUTES OF THE MEETING OF CDO ENGLAND/COMMITTEE OF
POSTGRADUATE DENTAL DEANS & DIRECTORS UK**

CDO ENGLAND/DEANS MEETING

Date: 25 June

Present: Barry Cockcroft (Chair), Helen Falcon, Derek Sprague, Joanne Marvell, Malcolm Smith, Nicholas Taylor, Andrew Dickenson, Brian Grieveson, Alex Baxter, David Felix, Elizabeth Jones, Greg Heath, Stephen Lambert-Humble, Ian Sharp (for Karen Elley), James Spencer (for Paul Cook), Debbie Marriott and Gail Fletcher (Secretary)

Apologies: Paul Cook, Karen Elley, Jane Luker, Jon Cowpe, David Hussey, Patrick Mitchell

No	Discussion	Action agreed	Action by	Date by
3.	<p>Matters arising from the previous minutes:</p> <p>The minutes of the previous meeting have been circulated and agreed.</p> <p>4.4 - Standard National Dental Foundation Trainee employment contract update – legal advice:</p> <p>NT informed the meeting that an amendment regarding maternity/paternity arrangements is currently under discussion. He confirmed that as the DFT contract is a fixed 1 year contract there is no entitlement to return. The legal advice is that it is a short term contract with employer.</p>	<p>NT to contact Hill Dickinson LLP to arrange a DFT contract workshop at the Educators Conference 27 Nov 14.</p> <p>JM to discuss funding arrangements for legal advice for DFT contract.</p>	<p>NT</p> <p>NT</p>	<p>27 Nov 14</p> <p>30 Sep 14</p>

	<p>7.1 - COPDEND/BAOMS Joint Agreement update:</p> <p>HF informed the meeting of the proposed COPDEND DCT curriculum development project which will be discussed at the COPDEND executive meeting 10 – 11 Jul 14. Prior to the start of the project there is a requirement to find a base line and 3 surveys have been developed aimed at trainees, trainers and Directors of Medical Education (DME).</p> <p>7.2 – Shadowing OMFS units update:</p> <p>All data has been forwarded to HEE</p> <p>10.3 NHS Orthodontics pathway guide – COPDEND representation:</p>	<p>HR & HF & JM to write a suggested covering letter for the DME survey.</p> <p>CDO to approach Wendy Reid regarding joint signatories of the covering letter for the DME or equivalent survey.</p> <p>HF informed the meeting that COPDEND representation on the Dental Commissioning Guide groups are:</p> <p>Orthodontics - Paul Cook Restorative– Elizabeth Jones Oral Surgery – Helen Falcon Special Care – Jane Luker</p>	<p>HF, JM</p> <p>CDO</p>	<p>30 Jun 14</p> <p>14 Jul 14</p>
3.1	<p>Travel & subsistence claims from dentists attending DFT training courses – update:</p>	<p>CDO to discuss at HEE Local Area Team (LAT) contract manager’s meeting.</p> <p>To be an agenda item at the next CDO England/Deans meeting.</p>	<p>CDO</p> <p>Secretariat</p>	<p>22 Oct 14</p> <p>22 Oct 14</p>
3.2	<p>Dental Gold Guide and Academic Training arrangements for UK wide adoption:</p>	<p>To be included in the RSG funding bid submitted to HEE.</p>	<p>HF/JM</p>	<p>31 Jul 14</p>

3.3	Leadership Development – opportunities for dentists and teams update:	HE to forward a copy of the COPDEUK Conference report to Elizabeth Lynam.		
3.4	Data sharing between DSC and COPDEND:	BG will continue to work with Callum Youngson, on Lift Up data collection. HF to write to Callum Youngson as Chair DSC to take this forward. MS to investigate inclusion of connecting with undergraduate system as part of the specification for the new foundation dentists e-portfolio (2015)	BG HF MS	Ongoing 31 Jul 14 31 Dec 14
3.5	Shadowing OMFS units concerns – update:	JM to arrange a meeting with Alan Ryan to discuss concerns	JM	22 Oct 14
3.6	Dental Registrants in difficulty update: An update was given by NT.	Deans agreed to provide twice yearly reports re DFT via the Safe Transition survey. HF to write to CDO regarding increased activity for the attention of David Geddes, Head of Primary Care Commissioning for NHS England	All HF	Ongoing 31 Aug 14
	QA assurance of non-funded NTN's	To be an agenda item at next CDO England/ Deans meeting 22 Oct 14.	Secretariat	22 Oct 14

4.	HEE Matters:			
4.2	MDRS Oriel data Sub Group – update: HF informed the meeting on the Oriel presentation given to the DFT Working Group meeting 24 Jun 14 by Robin Marchant and Jonathan Howes.	Proposal and potential issues identified to be an agenda item at the DFT Board Meeting 15 Jul 14.	Secretariat	15 Jul 14
4.3	Dentistry in MDRS – update on when Dental Specialties are moving to National Recruitment: There was a discussion regarding communication with SAC Chair in relation to move towards National Recruitment Forum.	HF to write to DF.	HF	31 Jul 14
4.4	Dental HEE AG meeting 12 Jun 14 update: An update was given by NT.			
4.5	Education and Training Tariffs 2015-16 inclusion of dental tariff update:	JM to email Jenni Field and Sam Haskell to ask for an update.	JM	31 Jul 14
4.6	Medical Gold Guide 2015 – 5 th Edition:	Agreed revised Dental Gold Guide is needed. A bid for project management support has been submitted to HEE Recourse Steering Group.	JM	
4.7	HEE Workforce Planning 2014 – 15 – Call for Evidence COPDEND response: A response has been submitted by COPDEND.			

5.	NHS England Matters:			
5.1	Access to online NHS training programmes by dental teams update: There are differing levels of access experienced by Dental Teams across HEE.			
5.2	NHS England/HEE arrangements for paying DFT costs:	Clarification is needed about a Service Level Agreement (SLA) between NHS England and HEE regarding DFT.	DS	30 Sep 14
6.	Department of Health:			
6.1	Dental Contract Reform – Engagement 2014 – deadline for response is 31 Jul 14:	The COPDEUK report to be submitted as part of this consultation process.	HF/ Secretariat	31 Jul 14
7.	DFT Issues:			
7.1	DFT 2014 additional places and funding: CDO informed the meeting that the outcome of consultation should be announced soon regarding DFT salary. The 2 year programme should not be affected The CDO advise Deans to plan on the basis that there will be a reduction in the salary.	Deans to clarify position how many additional places can be funded.	All	02 Jul 14
7.3	DFT Satisfactory Completion of Dental Foundation Training Project update: MS informed the meeting that all is on track. This will need to be underpinned by legislation. He is working on a Dental Foundation version of the Dental Gold Guide.	MS to liaise with JM to ensure that necessary changes to legislation are highlighted.	MS/JM	30 Sep 14

	Concerns were raised regarding support for individuals who do not satisfactorily compete.			
7.4	Curriculum Consultation update: Consultation closed on the 30 Jun 14.	Final working draft to be used during 2014/15. Publication due Sep 14.		
7.5	BDA/Eastman Careers Day:	Deans to make local decision about attendance by trainees.	All	
8.	Dental Core Training – plans for curriculum & assessment framework: It is anticipated that Dental Core Training will move to National Recruitment for 2016. Funding for a high level project is included in the RSG bid submitted to HEE.			
9.	Policy Document – Removal of trainees from a setting or organisation in relation to serious concerns – dental version:			
	The draft policy document was discussed. It was noted that there are no relevant GDC educational standards. The Chair thanked AB for his efforts in producing this document.	The potential development of standards for specialty education by the GDC is to be discussed at the COPDEND/GDC liaison meeting on the 15 Jul 14. CDO & JM to discuss way forward and raise with Wendy Reid.	HF CDO/JM	15 Jul 14 22 Oct 14
10.	NACPDE – future plans: NACPDE activity return 2013 – 14 and COPDEND Contact Us activity return for the same period was discussed.	CDO/JM to review EJ to forward NACPDE KPIs to CDO/JM.	EJ	30 Jun 14

11.	Any other business:			
11.1	<p>Dental Vocational training Authority (DVTA) data & COPDEND databases.</p> <p>HF informed the meeting that there is no central registry for data completion regarding DFT since 2006.</p>	<p>JM to consider options.</p> <p>DM to liaise with DBMG regarding data currently collected.</p> <p>To be an agenda item at next CDO England Deans meeting.</p>	<p>JM</p> <p>DM</p> <p>Secretariat</p>	<p>22 Oct 14</p> <p>30 Jun 14</p> <p>22 Oct 14</p>
11.2	<p>Blood Borne viruses :</p> <p>There are dental students who have blood borne viruses who will soon be applying for DFT and require regular blood tests & occupational health assessments and support</p>	<p>HF to write to CDO regarding the management of students with blood borne viruses.</p>	<p>HF</p>	<p>14 Sep 14</p>
11.3	<p>SLH informed the meeting of the following NICE consultations:</p> <p>Oral health promotion Local authorities Care homes</p>			

11.4	<p>CDO England Roadshow:</p> <p>The CDO informed the meeting that he is considering implementing a series of CDO roadshows to discuss contract reform.</p>	CDO will email Deans with format and agenda once confirmed	CDO	30 Sep 14
12.	<p>Date of next meeting:</p> <p>22 Oct 14, 10.30 - 1.00, Committee Rm 1&2 RCS, London</p> <p>Provisional dates for 2015:</p> <p>26 Feb 15, 10.30 – 1.00, London, venue TBC</p> <p>25 Jun 15, 10.30 – 1.00, London. venue TBC</p> <p>28 Oct 15, 10.20 – 1.00, London, venue TBC</p>			