



CONFIRMED
MINUTES OF THE COMMITTEE OF
POSTGRADUATE DENTAL DEANS & DIRECTORS UK

09 – 10 OCTOBER 2014

COPDEND EXECUTIVE MEETING

Present: Helen Falcon (Chair), Paul Cook, Karen Elley, David Felix, Brian Grieveson, Malcolm Smith, Nicholas Taylor, Jane Luker, Elizabeth Jones, Jon Cowpe, Stephen Lambert-Humble, Paul Cook, Greg Heath, Andrew Dickenson, David Hussey, Victor Gehani, Pat Briggs, Linda Prescott-Clements, Charlotte Carr; & Charlotte Teague (pm 10 Oct 14 only) & Gail Fletcher (Secretary)

Apologies: Alex Baxter & Ceri Negrotti

Date	Serial No	Title & Discussion	Action Agreed	Action By	Date By
09 Oct 14	1	<p>Welcome and Apologies:</p> <p>The Chair welcomed Victor Gehani (Patch Associate Dean North Central London) to the meeting.</p> <p>Apologies were received from Alex Baxter & Ceri Negrotti (Chair COPDEND Dental Business Managers Group).</p>			

	2.	Minutes of the previous meeting 29 Apr 14: The minutes of the previous meeting were circulated and agreed.			
	3.	Matters arising from the previous meeting, 10 – 11 Jul 14 not on the agenda: 12.4ii Approval of Trainers: 25.2 Doctors & Dentists in Training Online Generic Induction package (DITOGI): Prescribing e-learning package:	JC to forward a copy of the Welsh Educational Supervisors Agreement to all. AD to forward overview to Deans. KE to investigate cost implications of SCRIP and to send overview.	JC AD KE	31 Oct 14 31 Oct 14 31 Oct 14
	3.1	Resource Steering Group (RSG) – COPDEND bid update: HF informed the meeting of a Resource Steering Group bid submitted to HEE. HF has been asked to prioritise the bid and has asked if a member of staff can be employed.	HF will update Deans when she knows the result of the bid.	HF	28 Nov 14
	3.2	Dental Lead: HF informed the meeting that Derek Sprague has been appointed LETB Director for HEE South West. It is hoped he will continue in his role as HEE national Lead for Dentistry.			
	4.	Specialty Training			

4.1	<p>MDRS – Dental Advisory Group and Dental Recruitment Sub Group update:</p> <p>There was a discussion regarding the move to National Recruitment. Whilst there is no absolute deadline, common standards will be expected for all medical and dental recruitment.</p>	<p>HF to advise stakeholders affirming that all Deans are supportive of the move towards national recruitment for dental speciality by 2016 and dental core as soon as possible.</p>	HF	31 Oct 14
4.2	<p>Post CCST Training – Speciality Posts</p> <p>There is lack of factual information about post CCST training. COPDEND agreed to compile information about requirements and options.</p>	<p>Speciality Training to be discussed in depth at the next COPDEND Business Meeting on the 10 Dec 14.</p>	All/Secretariat	10 Dec 14
4.	<p>GDC Consultation on the GDC Standards for Speciality Education update:</p> <p>For information.</p>			
4.4	<p>National ARCP Dental & Maxillofacial Radiology and Oral Medicine:</p>	<p>JL to pilot for DMFR and review report to COPDEND.</p> <p>JL & JC agreed to draft a Governance Framework for regional/national ARCPs.</p> <p>To be an agenda item at the next COPDEND Executive meeting 12 – 13 Feb 15.</p>	<p>JL</p> <p>JL & JC</p> <p>Secretariat</p>	<p>12-13 Feb 15</p> <p>12-13 Feb 15</p> <p>12-13 Feb 15</p>

	4.5	DPH Speciality National Recruitment Plans: Alex Baxter was not present.	Report from AB to be requested for 10 Dec 14.	Secretariat/AB	10 Dec 14
	4.6	Training to Consultant Level: There was a discussion regarding the delivery of speciality training in a primary care environment.	To be an agenda item at the COPDEND Executive meeting 12-13 Feb 14.	AB/Secretariat	12-13 Feb 15
	5.	Dental Core Training:			
	5.1	DCT Job Analysis and SJT survey: An update was given by KE. It was agreed that a further project planning meeting would be arranged.	KE to lead a DCT project planning meeting. All Deans are invited to attend on the 22 Oct 14.	KE/All	22 Oct 14
	5.2	DCT Trainee Surveys re Cross Over and Induction: A discussion on the results of the surveys was given by AD. It was agreed that an exit survey needs to be introduced. The proposed survey is to be discussed and agreed at the COPDEND meeting 12 – 13 Feb 15. It was noted that ENT cross over is now only happening in a small number of Trusts and is being phased out. Some definite guidance would be useful.	AD working with MS, EJ, Ann Shearer (Scotland), Caroline Harvey (HESW) & Collette Balmer (HENW (Mersey) to refine the survey. To Be an agenda item at the COPDEND Executive meeting 12-13 Feb 15. HF to write to CDO/DS and report to Dental	AD, MS, EJ, Ann Shearer, Caroline Harvey & Colette Balmer Secretariat/HF	12-13 Feb 15 12-13 Feb 15

			HEE AG re ENT cross over.		
	6.	DCT E Induction Project: Charlotte Teager, Professional Advisor for Technology Enhanced Learning (TEL) gave an overview of HEE's Technology Enhanced Learning (TEL) programmes. Deans advised that within dentistry there will need to be a requirement to monitor access to programmes to allow tracking by Deans for verifiable CPD provision.	AD & AB to conduct a scoping exercise to include requirements identify gaps and identify funding opportunities. AB and AD to discuss with Charlotte Teager arrangements for implementation.	AD & AB AB & AD	10 Dec 14 10 Dec 14
	7.	Dental Foundation Training:			
	7.1	Satisfactory Completion of Dental Foundation Training Project update: Charlotte Carr, Project Manager, Satisfactory Completing of Dental Foundation Training and MS gave a summary of the Satisfactory Completion of Dental Foundation Training project. COPDEND agreed a formal consultation process on the proposed model will be needed. Exact mechanism to be agreed with CDOs and national bodies. The process for implementation was discussed.	A high level Stakeholder meeting to be set up. MS to lead an audit of minimum numbers of clinical procedures required for satisfactory completion. Deans agreed to the piloting of one or more elements across LETBs/Deaneries in 2014/15. Piloting of all elements in all LETBs/Deaneries agreed for	Charlotte Carr MS All	12 Dec 14 31 Dec 14 Ongoing

			August/September 2015 starters.		
	7.2	<p>DFT curriculum – to note key changes from previous versions:</p> <p>Linda Prescott-Clements highlighted the major changes to the DFT curriculum 2015 from previous versions.</p> <p>The Chair thanked Linda Prescott-Clements for her considerable contribution in producing the updated framework.</p> <p>It was agreed to publish the curriculum as a working draft for 2015.</p> <p>Deans agreed to use this document for trainees starting from March 2015.</p> <p>Once agreed the assessment framework will be included and document finalised.</p>	<p>Linda Prescott-Clements to finalise document.</p> <p>All agreed to implement with effect from March 2015.</p> <p>Curriculum 2015 – final draft to be published and circulated.</p>	<p>Linda Prescott-Clements</p> <p>All</p> <p>Secretariat</p>	<p>17 Oct 14</p> <p>28 Feb 15</p> <p>24 Oct 14</p>
	7.3	<p>Quality Evaluation of DFT National Recruitment - Draft Interim Report – Action Plan:</p> <p>The draft interim report on the quality evaluation of Dental Foundation Training produced by Professor A Bullock was circulated for information.</p>	<p>To be considered by the Dental Foundation Training National Recruitment Board.</p>	<p>Secretariat</p>	<p>04 Nov 14</p>
	8.	Workforce Planning Strategic matters:			
	8.1	<p>Dental Workforce planning questionnaire and joint COPDEND/JCPTD covering letter:</p> <p>There was a discussion regarding the deadline. DF confirmed that responses received after the 30 Nov 14 would be included.</p>	<p>Deans agreed to complete survey before 30 Nov 14.</p> <p>COPDEND Secretariat to collate.</p>	<p>All</p> <p>Secretariat</p>	<p>30 Nov 14</p> <p>19 Dec 14</p>

		It was agreed that Deans would complete as necessary and support the SACs in completion.	To be an agenda item at the 12-13 Feb 15 COPDEND Executive meeting.	Secretariat	12-13 Feb 15
	9.	Lifelong Learning Strategic matters:			
	9.1	<p>QA of CPD Consultation Response:</p> <p>The consultation process closed on the 30 Sep 14. Linda Prescott-Clements tabled the draft report.</p> <p>The draft outcomes were discussed. A Steering Group meeting has been arranged for the 05 Nov 14 to consider the results of the consultation</p> <p>The COPDEND Quality Assurance Framework for Dental CPD will be launched at the COPDEND Educators Conference on the 27 Nov 14.</p>	Final document to be printed and published on COPDEND website.	Secretariat	08 Dec 14
	9.2	<p>GDC – Quality Control for Verifiable CPD in Dentistry:</p> <p>The GDC Quality Control Guidance for verifiable CPD was published Sep 14.</p>	Deans to note.	All	Ongoing
	10.	HEE Strategic Matters:			
		There was a discussion regarding the role and responsibilities of the Postgraduate Dental Dean nationally and locally.	<p>KE & HF to draft a Beyond Transition – Postgraduate Dental Education and Training future governance arrangements discussion paper.</p> <p>Agenda item at the CDO England/Deans meeting 22 Oct</p>	<p>KE & HF</p> <p>Secretariat</p>	<p>22 Oct 14</p> <p>22 Oct 14</p>

			14.		
	11.	COPDEND – process for the election of Chair/Officers for 2016 – 18: The dates for the election have been confirmed and agreed. There was a discussion regarding COPDEND governance arrangements if Chair of COPDEND is not an English Dean.	Deans to note and action. HF to draft COPDEND Terms of Reference and update COPDEND Constitution.	All HF	10 Dec 14 10 Dec 14
	12.	Stakeholder Liaison & Meetings:			
	12.1	GDC – Annual Review of Education 2012/13; The GDC Annual Review of Education 2012/13 has been published.	To be an agenda item at the next COPDEND/GDC liaison meeting	Secretariat	28 Feb 14
	12.2	JCPTD update – JCPTD/COPDEND joint training day:	To be discussed at the next JCPTD meeting.	DF	24 Oct 14
	12.3	HEE – Dental HEEAG meeting 11 Sep 14 – items for COPDEND: A synopsis of the Dental HREEAG meeting held on the 11 Sep 14 was given by HF			
	12.4	COPMeD meeting 09 Oct 14: A COPDEND report was submitted and circulated to Deans.			
	12.5	Standing Committee for Postgraduate Medical Education (English Deans) 25 Sep 14: AD attended the meeting on behalf of COPDEND.	AD will circulate a report of the meeting.	AD	10 Oct 14

	12.6	National Dental Commissioning Group update: An overview of the National Dental Commissioning 'Group meeting 20 Aug 14 was given by HF.			
	12.7	Dental Commissioning Guidelines updates: Deans agreed there should be a generic statement about training impact in all guides.	Deans on the Dental Commissioning Guidelines Groups to share drafts. EJ has been asked to produce a questionnaire to circulate to Dental Core Trainees regarding Restorative Guide	HF, JL, EJ & PC EJ	31 Oct 14 30 Nov 14
	12.8	LPN Dental Steering Group meeting 11 Sep 14: A verbal update was given by SLH.			
	12.8i	LPN Assembly 09 Sep 14: HF attended the LPN Assembly on the 09 Sep 14. There were workshops looking at co-commissioning and shared approaches to dental, optical and pharmacy.			
	12.9	CQC Meeting 10 Sep 14 update: New dental format will be circulated for consultation. ? COPDEND response required.		Secretariat	10 Dec 14
	13.	Dental Foundation Training Operational Matters:			
	13.1	DFT Budgets for 2015-16:			

		It was noted that there is likely to be a significant pressure on budgets if sufficient Dental Foundation Training places are funded to meet UK Dental Schools outturn.			
	13.2	DFT applications who are deemed not appointable at National Recruitment:	To be an agenda item at the DFT WG meeting 04 Nov 14.	Secretariat	04 Nov 14
	13.3	DFT Education Agreement: NT has been working with Hill Dickinson to renew Dental Foundation Training employment contract and educational agreements.	NT to circulate updated draft DFT contract and Educational Agreement to Deans for comment by 30 Nov 14. DFT contract review/amendments to be an agenda item at the CDO England/Deans meeting.	NT/All Secretariat	30 Nov 14 26 Feb 15
	14.	Dental Core Training Operational matters;			
	14.1	Deans agreed to align the DCT recruitment process where possible for posts commencing Sep 15 in England and Wales. Scotland and Northern Ireland will have an August start.	KE to forward a table of key dates to Deans. Once agreed to be published on COPDEND website.	KE Secretariat	20 Oct 14 14 Nov 14
	15.	Speciality Training Operational Matters:			
	15.1	ARCPs/Externals: There was a discussion regarding composition of the external panels. DF requested a copy of HETV best practice guide.	DF to discuss best practice model at JCPTD. HF to send HETV document.	DF HF	12-13 Feb 15 30 Nov 14
	15.2	Recruitment to academic posts – NIHR & National Recruitment:	Deans agreed to implement national guidelines	All	Ongoing

		There was a discussion regarding benchmarking and the line of appointability.	To be an agenda item at the COPDEND/MDRS liaison meeting 22 Oct 14.	Secretariat	22 Oct 14
	15.3	Run through Training for post CCST posts: A verbal update was given by PC.	To be an agenda item at the next COPDEND Business meeting.	Secretariat	10 Dec 14
	15.4	Special Care Dentistry Post CCST: KE drew the attention of the meeting to RCS (England)'s recently published Career Development Framework for consultant appointments in Special Care Dentistry.	To be an agenda item at the next COPDEND Business meeting.	Secretariat	10 Dec 14
	15.5	Issues with training programmes in Oral Medicine and Special Care Dentistry: There was a discussion regarding Consultant posts requirements not matching training curricula.	To be included in the COPDEND meeting 10 Dec 14. EJ will obtain legal opinion.	Secretariat EJ	10 Dec 14 10 Dec 14
	15.6	Training of Trainers in Special Care Dentistry: DF informed the meeting that he has someone who can conduct this training and will reimburse travel expenses for speaker.		DF	Ongoing
	16.	Lifelong Learning Operational matters:			
	16.1	Dental Foundation Therapist Curriculum update: Confirmed Linda Prescott-Clements will provide educational support.	SLH will write to Deans to ask for a nomination from each LETB/Deanery that has a Therapist Foundation Scheme to be a member of the Dental Foundation Therapist Curriculum Steering Group.	SLH	07 Nov 14

	16.2	Update on e-learning materials:	Deans agreed to fund the Child Protection and the Dental Team e-learning package for a final 2 years ending December 2015. Deans agreed that the budget would not exceed 2K per year for this project.	SLH	Feb update
	16.3	The Appraisal DVD & Workbook update:	The remaining Appraisal DVD & Workbooks in stock will be distributed to LETBs/Deaneries.	JL	27 Nov 14
	17.	Communication and Stakeholder involvement Operational matters: An update was given by HF.			
	18.	Dental Registrants in Difficulty update: An update was given by NT.	NT to review information currently on the COPDEND website. NT to recruit members from the DRID Steering Group to lead workshop(s) at the Dental Educator Conference 27 Nov 14.	NT NT	31 Dec 14 27 Nov 14
	18.1	DFT Safe Transition Survey 2014: The Chair thanked all for completing the survey.	To be an agenda item at the CDO England/Deans meeting 22 Oct 14.	Secretariat	22 Oct 14
	18.2	Implications of the recent NHSE Guidance on managing performer concerns: Annex 6 – Dental; Deans are not aware of this document.	MS to forward an electronic copy	MS	31 Oct 14

			To be an agenda item at CDO England Deans meeting 22 Oct 14.	Secretariat	22 Oct 14
	19.	SAS Doctors: A Charter for SAS Doctors published by the Royal College of Physicians of Edinburgh was circulated for information.			
	20.	Educators Conference – 27 Nov 14 update; BG is the Lead Dean for DFT programme NT is the conference lead for FD contract & DRIDs	Final programme and requirement to be confirmed with Secretariat by the 31 Oct 14 Final programme and requirements to be confirmed with Secretariat by the 31 Oct 14.	BG NT	31 Oct 14 31 Oct 14
	21.	BDA Conference 07-09 May 2015 update: SLH informed the meeting that stand A6 has been reserved for COPDEND at the BDA Conference 2015. It will be linked with HENW stand as before.			
	23.	Dental Business Managers summary report: The Dental Business Managers summary report was circulated to Deans for information.			
	24.	COPDEND Website Development:			
	24.1	Redevelopment of COPDEND website project plan:	Proposal to be amended to	Secretariat	10 Dec 14

			include review of COPDEND logo. To be reviewed 10 Dec 14		
	25.	COPDEND Budget 2014/15 update: HF informed the meeting that any under spend cannot be carried forward to the next financial year.			
	26. 26.1	Any other Business: Core & Speciality Training data collection: The annual Core and Speciality Trainee data collection exercise will take place as at 31 Dec 14.	Deans to note and alert Business Managers.	NT/BG	31 Dec 14
		Proposed COPDEND Meetings 2015: 12-13 February 2015 – Edinburgh (Residential) 21 April 2015 – London tbc 09-10 July 2015 – Rookery Hall, Nantwich, CW5 6DQ (Residential) 08-09 October 2015 – East of England (Residential) 10 December 2015 – London tbc Proposed CDO England/Deans meetings 2015: 26 February 2015 – London 25 June 2015 – London 28 October 2015 – London Proposed Celtic Deans meetings 2015: Meeting dates tbc Proposed COPDEUK Conference 2015:			

		<p>13 May 2015 – London</p> <p>Proposed Educators Conference 2015:</p> <p>Date and location tbc</p> <p>COPDEND Executive meeting dates 2016:</p> <p>11-12 February 2016 – Health Education North West (Mersey)</p> <p>14-15 July 2016 – Health Education East Midlands tbc</p> <p>13-14 October 2016 – Health Education West Midlands</p>			
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