

CONFIRMED (at 24 Jun 14 meeting) ACTION MINUTES FROM THE MEETING OF CDO ENGLAND/COMMITTEE OF POSTGRADUATE DENTAL DEANS & DIRECTORS UK



CDO ENGLAND/DEANS MEETING

Date: 26 February 2014

No	Discussion	Action agreed	Action by	Date by
1.	<p>Welcome and Apologies:</p> <p>The Chair welcomed Joanne Marvell, Andrew Dickenson, Jane Ford and Debbie Marriott to the meeting.</p> <p>Apologies were received from Derek Sprague, Paul Cook, Jon Cowpe, Malcolm Smith, David Felix, David Hussey, Wendy Reid and Patrick Mitchell.</p>			
2.	<p>Minutes of the previous meeting 31 Oct 13:</p>			
2.1	<p>There is still inconsistencies with travel and subsistence claims from dentists attending dental foundation training courses:</p>	<p>BG and Deans to email HF with concerns. HF will draft a letter highlighting COPDENDs concerns and asking that a consistent approach be developed across England and circulate for Deans' comment prior to sending to the CDO.</p> <p>CDO to request that this is an agenda item at the next NHS England Area Team meeting.</p>	<p>BG/All</p> <p>CDO</p>	<p>24 Mar 14</p> <p>30 Apr 14</p>

3.	Matters arising from the previous minutes:			
3.1	GDC Safe Transition data collection and sharing:	Proforma to be circulated to all Deans to return to Secretariat.	All/Secretariat	31 Mar 14
		A collated report is to be produced for Dental HEE AG (will need to be tabled due to timeframe).	SLH	07 Apr 14
		Dental HEE AG agenda item	CDO	09 Apr 14
3.1ii	A single COPDEND process for collection of data regarding Dental Foundation trainees in difficulty was agreed to take place twice yearly - 30 Sep & 28 Feb of each year.			
3.2	Dental Gold Guide and Academic Training –arrangements for UK wide adoption:	CDO England to raise at next UK CDOs meeting	CDO	06 Mar 14
3.3	Contract Reform – Workforce transition plans:			
3.3i	DF Salaries payment – There is still uncertainty around Governance and accountability arrangements for payments made by NHS BSA on behalf of HEE.	HF to write to CDO/JM outlining concerns.	HF	31 Mar 14
3.3ii	COPDEUK 2014:	HF to write to CDO inviting/requesting nominations regarding dental contact reform and development of managed clinical network.	HF	07 Mar 14

3.5	Dentistry in MDRS – inclusion of dental recruitment in the business planning cycle for 2014/15: There is still uncertainty regarding when all dental specialties are moving to national recruitment.	HF to write to DF as Chair of JCPTD and James Parker, Chair of ABSTD requesting information about dates for all specialties' inclusion in national recruitment. All Lead Deans to raise with SAC Chairs individually.	HF Lead Deans	31 Mar 14 31 May 14
3.6	Access to online NHS training programmes by dental teams update: AB informed the meeting that NHS dentists and DCPs do not have free access to NHS training programmes. He had to pay for staff in his area to have access.	CDO/JM will investigate and take forward.	CDO/JM	25 Jun 14
3.7	QA of non NHS funded specialty training update:	CDO is arranging a meeting with COPDEND Chair, DSC Chair and a GDC representative to discuss.	CDO	30 Apr 14
3.8	Standard Reference for DFT Appointments update:	The DFT standard reference form has been agreed. Secretariat to publish form on the COPDEND website and forward the link to DFT Board/WG members. Noted that employers and Area Teams are responsible for seeking references.	Secretariat/All	07 Mar 14
4.	HEE Matters:			
4.2	Dental Workforce Development – HEE Workplan: CDO advised that CfWI were undertaking work to advise about a DCP Workforce Plan. A meeting is scheduled for	COPDEND to send a representative to the meeting. KE is COPDENDs Workforce lead.	Secretariat	08 Apr 14

	the 08 Apr 14.			
4.3	<p>Leadership Development – opportunities for dentists and teams:</p> <p>Jane Ford, Regional Dental Lifelong Learning Advisor & Workforce Education Support Advisor, HWW North East informed the meeting that she is working towards the Nye Bevan leadership award.</p> <p>CD is aware that there is a lack of opportunity for primary care dentist and teams to access the NHS Leadership Programmes.</p>	<p>Jane Ford to write to HF describing her experience of the programme.</p> <p>HF to write to Jan Sobireaj, Managing Director, NHS Leadership Academy outlining concerns regarding integrity of opportunity for dental primary care practitioners to access these programmes.</p>	<p>JF</p> <p>HF/JM</p>	<p>31 Mar 14</p> <p>31 Mar 14</p>
4.4	<p>Standard National Dental Foundation Trainee employment contract update – legal advice:</p> <p>NT advised that legal advice is now urgently required regarding the contract. Further advice will be needed for the DFT Person Specification to ensure alignment with Performer List regulations before applications for 2015 opens.</p>	<p>NT to forward details to JM who will contact the HEE legal team.</p>	<p>NT/JM</p>	<p>31 Mar 14</p>
6.	DFT Issues			
6.3	<p>DFT 2014 – Additional places and salaries:</p> <p>Deans to approach LETBs to request funding for additional places. This is to be reviewed on a regular basis</p> <p>A consultation of a revised salary scale for DF Trainees from April 2014 needs to ensure that trainees employed</p>	<p>JM to let Secretariat know if paper written by the CDO re DFT 2014 additional places can be distributed to Deans.</p> <p>Secretariat to email Deans requesting confirmation of additional DFT places for 2014.</p>	<p>JM</p> <p>Secretariat</p>	<p>14 Mar 14</p> <p>07 Mar 14</p>

	on 2 year longitudinal programmes are not disadvantaged.	Deans to approach LETBs regarding funding for additional places. To be an agenda item at the DFT WG meeting on the 24 Mar 14. Simon Bowen to write to CDO with details of longitudinal training schemes in Yorks & Humber and Newcastle for reassurances re salary (12 at YH & Newcastle)	All Secretariat SB	09 Apr 14 24 Mar 14 14 Mar 14
6.4	Number of undergraduates census 2014 – 18:	HF to discuss with incoming DSC Chair the introduction of a formal agreement to collect this data. JM to share this data with HEE data collection unit and seek confirmation how this data should be collected in future.	HF/BG JM	31 Mar 14 31 Mar 14
7.	Dental Core Training & Specialty:			
7.1	COPDEND/BAOMS Joint Agreement update: Noted that cross cover with ENT and plastics not supported by Dental Protection Ltd.	Meeting arranged between HF/Mike Davidson to discuss final draft of the COPDEND/BAOMS agreement.	HF	24 Mar 14
7.2	Shadowing OMFS units update: Patrick Mitchell has written to NHS employers; reply received suggested trainees should use annual leave for shadowing.	JM will escalate concerns within HEE.	JM	31 Mar 14

<p>8.</p> <p>8.1 & 8.2</p>	<p>COPDEND UK wide Workforce Data collection: Two exercises had been completed as at 31 Dec 13:</p> <p>Core Trainee numbers Specialty Trainee numbers:</p>	<p>KE to co-ordinate with Dental Business Managers future data collection. Consider moving to 31 Mar annually.</p> <p>Secretariat to send final numbers to Jonathan Howes and publish summary information on COPDEND website.</p> <p>JM to share data with HEE.</p> <p>KE to produce a summary paper for the CDO to submit to NHS England. EJ will provide bullets on issues for CDO meeting with UK CDOs as KE on leave.</p>	<p>KE</p> <p>Secretariat</p> <p>JM</p> <p>KE/EJ</p>	<p>25 Jun 14</p> <p>21 Mar 14</p> <p>31 Mar 14</p> <p>14 Mar 14</p>
<p>9.</p>	<p>NACPDE – future arrangements:</p> <p>CDO requested data on the NACPDE activity levels.</p> <p>HF informed the meeting that the “Contact Us” enquiries section of the COPDEND website receives a large number of information/advice requests from overseas dentists.</p> <p>JM confirmed medical queries were now managed via HEE website.</p>	<p>EJ to ask Margaret Wilson to provide information as to number/type of enquires received and forward to CDO.</p> <p>Secretariat to send report of COPDEND enquires to CDO.</p>	<p>EJ</p> <p>Secretariat</p>	<p>31 Mar 14</p> <p>31 Mar 14</p>
<p>10.</p> <p>10.1</p>	<p>Any other business:</p> <p>Introduction of Tariff for Medical Training Posts from April 2014:</p> <p>The introduction of a tariff for medical training posts</p>	<p>AB/Deans to write to HF regarding concerns about</p>	<p>AB/All</p>	<p>25 Mar 14</p>

	<p>potentially disadvantages dental training.</p> <p>A Trust based costings exercise was taking place in Jan & Jun for all training jobs.</p>	<p>implementation of medical tariff and copy JM.</p> <p>Deans to note costings exercise.</p>	All	25 Mar 14
10.2	<p>Specification for a national professional support unit:</p> <p>David Geddes, Head of Primary Care Commissioning, NHS England has asked for comments from COPDEND.</p> <p>NT informed the meeting that there is a working group for Deanery staff supporting Dentists in Difficulty meeting on the 20 Mar 14. It was agreed that Deans would forward all (de-personalised) active cases.</p>	<p>HF to respond on behalf of COPDEND.</p> <p>Deans to send NT information about active cases for consideration at the Working Group meeting on the 20 Mar 14.</p>	<p>HF</p> <p>All</p>	<p>31 Mar 14</p> <p>20 Mar 14</p>
10.3	<p>NHS Orthodontics pathway guide – COPDEND representation:</p> <p>HF informed the meeting that she had receive a request for COPDEND representation. Paul Cook has agreed to represent COPDEND.</p>	<p>Secretariat to forward COPDEND nomination to Cem Yatak.</p>	Secretariat	07 Mar 14
10.4	<p>Calder Central booking system:</p> <p>Deans expressed serious concerns regarding this central conference and meetings booking system which was ineffective and proving a significant burden on HEE budgets, Costs were uniformly higher that before Calders was introduced</p> <p>JM advised to highlight concerns to local MDs of LETBs.</p>	<p>Deans to highlight concerns with LETB MDs and Heads of Finance.</p> <p>Post meeting note Sean Hinchliffe is the responsible manager at HEE (sean.hinchliffe@nhs.net).</p>	All	Ongoing
11.	Date of next meeting:			

	25 June 2014, London, 10.30 – 1.00, Main Room, Friends House, NW1 2BJ 22 October 2014, London, 10.30 – 1.00, Committee Room 1&2, RCS, London			
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