



Confirmed Minutes
OF THE COMMITTEE OF
POSTGRADUATE DENTAL DEANS & DIRECTORS UK

10 – 11 JULY 2014

COPDEND EXECUTIVE MEETING

Present: Helen Falcon (Chair), Paul Cook, Karen Elley, David Felix, Colette Balmer (for Brian Grieveson), Malcolm Smith, Nicholas Taylor, Jane Rooney (for Jane Luker), Elizabeth Jones, Alex Baxter, Jon Cowpe, Stephen Lambert-Humble, Paul Cook, Greg Heath, Caillin Redican (Patch Associate Dean HE NWL), Roop Kaur (HE KSS), Patrick Kavanagh & Jane Pierce (GDC, pm 10 Jul 14 only)

Apologies: Andrew Dickenson, David Hussey, Brian Grieveson, Jane Luker & Debbie Marriott

Date	Serial No	Title & Discussion	Action Agreed	Action By	Date By
10 Jul 14	1.	<p>Welcome and Apologies:</p> <p>The Chair welcomed Colette Balmer, Jane Rooney, Caillin Redican & Roop Kaur to meeting.</p> <p>Apologies have been received from Andrew Dickenson, David Hussey, Brian Grieveson, Jane Luker & Debbie Marriott.</p>			
	2.	<p>Minutes of the previous meeting 29 Apr 14:</p>			

		The minutes of the previous meeting have been circulated and are agreed.			
	3.	Matters arising from the previous meeting not on the agenda:			
	3.1	COPDEND Logo: It was suggested that the re-design of the COPDEND website may be an appropriate time to change the logo. Take into account that COPDEND is UK wide.	Website group to review and make a recommendation.	JL, AD & SLH	09-10 Oct 14
	4.	Speciality Training			
	4.1	COPDEND/MDRS liaison meeting 24 Jun 14: The proposed MDRS Governance Chart was tabled. There is to be Dental Advisory Group and a Dental Recruitment sub-group. Terms of reference are required for both groups. There is a lack of clarity regarding home countryS involvement with MDRS. There was a discussion regarding involvement of the SAC in National Recruitment.	A Lead Dean for both groups is to be identified. EJ, PC, SLH & DF would like to be involved EJ agreed to draft Terms of Reference for both groups with involvement of PC, SLH & DF. Clarity is to be sought from CDO regarding SAC involvement.	EJ, PC, SLH & DF EJ HF	09-10 Oct 14 09-10 Oct 14 31 Aug 14
	4.2	Dental Gold Guide update: HF informed the meeting that a RSG (Resource Steering Group) bid has been submitted to HEE for project management.			

5.	DFT:				
5.1	DFT Assessed Completion Project update: An update was given by MS. The Steering Group meet regularly and every LETB/Deanery is represented. MS confirmed that the RCP model is linked to revised curriculum and current Performer List Regulations. It was identified that a Governance workstream will need to be included and that there is a need for HEE legal input. There was a discussion regarding the structuring of the assessment process. It was agreed there is a requirement to pilot the process of assessment. Operational guidance will be required for the March 2015 pilot. A questionnaire will also be developed for feedback on the process.		MS to add a Governance task & finish group. MS to contact HEE legal team for input. Deans agreed to run a pilot scheme March 2015. The DFT Assessed Completion Steering Group meets in September. They will forward detailed guidance to Deans regarding requirements for the pilot. Guidance for conduct of the pilot will be a principle agenda item at the next COPDEND Executive meeting.	MS MS All MS MS/Secretariat	31 Aug 14 31 Aug 14 31 Mar 15 30 Sep 14 09-10 Oct 14
5.2	DFT Curriculum consultation update: A summary of the progress to date was given by HF. The main feedback surrounds avoidance of duplication and clarifying expectations of knowledge and experience.				

		Deans asked that Linda Prescott-Clements was congratulated on the process.	MS to advise Linda Prescott-Clements	MS	31 Aug 14
	6.	DCT			
	6.1	Dental Core Training: There was a discussion regarding this project and the requirement for a Lead Dean.	KE was confirmed as Lead Dean for DCT.	KE	Ongoing
		Job analysis & design of a competency framework & selection criteria for DCT: HF informed the meeting that a proposal for the job analysis & SJT for DCT has been received from Work Psychology Group.	Deans agreed to fund this project.	HF	31 Jul 14
		DCT Steering Group membership: It was agreed that the COPDEND DCT Steering Group membership should include Ian Sharp (HE WM), Ann Shearer (NES), Nigel Fisher (HE NWL), Will McLoughlin (Wales), and Colette Balmer or Anne Begley (HE NW).	KE to approach Ian Sharp to Chair the Steering Group.	KE	31 Jul 14
	6.2	DCT Surveys (Dental Core Trainees, DMEs & Deans): HF informed the meeting that there are 3 proposed surveys. The DCT Trainee Survey and the Deans Survey has been distributed. Wendy Reid and Barry Cockcroft have agreed to sign the covering letter that will accompany the DME survey. It is anticipated that preliminary data will be available by the end of August 2014 and an update be submitted to the Dental HEEAG meeting 11 Sep 14.	It was agreed to extend the deadline for these surveys to the 31 Jul 14. HF to chase. Report required by 31 Aug 14.	AD/DM HF AD/DM	31 Jul 14 18 Jul 14 31 Aug 14

			To be included in the Dental HEE AG 11 Sep 14 agenda.	HF	04 Sep 14
6.3	<p>DCT Induction Working Group:</p> <p>HE EoE leads on a National working group for induction.</p> <p>KE informed the meeting that there is an E-learning induction programme (not specifically for dental) being currently used in the West Midlands.</p>	<p>KE will share the modules that are available with AB.</p> <p>AB to give an update as to current situation at the end of Aug 14.</p> <p>To be included in the Dental HEE AG 11 Sep 14 agenda.</p>	<p>KE</p> <p>AB/HF</p> <p>HF</p>	<p>31 Jul 14</p> <p>31 Aug 14</p> <p>04 Sep 14</p>	
6.4	<p>HEE RSG Bids:</p> <p>HF informed the meeting that a bid for funding has been submitted to HEE by Joanne Marvell. The bid includes:</p> <p>DCT Curriculum Assessment Framework Dental Gold Guide update Setting up QA assurance framework for postgraduate dental programmes (foundation & core training) Development of a DCT curriculum framework including project management support.</p> <p>No reply has yet been received.</p>	<p>HF to follow up with Joanne Marvell</p>	<p>HF</p>	<p>31 Aug 14</p>	
7.	Workforce Modelling:				
7.1	Dental Workforce planning – guidance for Deans:				

		<p>An overview was given by KE regarding information from SACs to inform Speciality Trainee workforce planning.</p> <p>The data would be collected annually. Deans agreed that this information is needed.</p> <p>Concerns were raised about whether some specialities could accurately gather the data.</p> <p>There was a discussion regarding type of question to be asked and the need for guidance notes to accompany the questionnaire.</p> <p>It was agreed that this should be presented to the SAC jointly from COPDEND and JCPTD.</p>	<p>KE/DF to develop questionnaire and produce some guidance notes for completion.</p> <p>To be an agenda item at the next JCPTD meeting.</p>	<p>KE/DF</p> <p>DF</p>	<p>30 Sep 14</p> <p>15 Oct 14</p>
	8.	Lifelong Learning:			
	8.1	<p>Foundation Training for Dental Therapists – curriculum development:</p>	<p>The proposal submitted by Prescott Clements Associates was agreed by Deans.</p> <p>Stephen Lambert-Humble will be Lead Dean for the project.</p>	<p>All</p> <p>SLH</p>	<p>ongoing</p>
	9.	Dental Registrants in Difficulty update:			
		<p>NT updated the meeting on the 20 Mar 14 DRIDs workshop and the follow-up meeting held on the 29 Jul 14.</p> <p>It was identified that there is a need to collect data about resources used and referral source.</p>	<p>NT and DRID group to suggest data to be collected and a report submitted at the next CDO England Deans meeting.</p>	<p>NT</p>	<p>22 Oct 14</p>

		Deans agreed that there is a need to capture this data prior to Oct 14.	NT to develop a data collection form and forward to Deans to complete.	NT	30 Sep 14
	10.	HEE Strategic Matters:			
	10.1	HEE Beyond Transition update: There was a discussion regarding HEE Beyond Transition. There was a discussion regarding funding arrangements for DCP training. .	HF will forward DS email requesting DCP training costs which was sent to all DEQs. Deans to ask finance staff to complete.	HF All	11 Jul 14 11 Jul 14
	11.	Proposed GDC Standards for Speciality Education:			

		<p>HF welcomed Jane Pierce and Patrick Kavanagh from the GDC to the meeting.</p> <p>A presentation on the proposed GDC standards for Speciality Education was given.</p> <p>After the consultation process closes the results will be presented to the GDC Council. The GDC are also setting up an Education QA forum where the results will also be presented and would like COPDEND involvement. The date is yet to be decided but Sep/Oct 14 has been suggested.</p> <p>A discussion on initial thoughts and suggestions was led by KE.</p> <p>It was suggested that the GDC engage with JCPDT regarding the proposed standards.</p>	<p>Jane Pierce/Patrick Kavanagh to liaise with HF regarding the GDC Education QA forum.</p> <p>KE to produce a draft COPDEND response and circulate to Deans for comment.</p> <p>KE to submit COPDEND collective response to Secretariat for submission to the GDC.</p>	<p>Jane Pierce/ Patrick Kavanagh</p> <p>KE/All</p> <p>KE</p>	<p>31 Aug 14</p> <p>15 Jul 14</p> <p>22 Jul 14</p>
	12.	Stakeholder Liaison & Meetings			
	12.1	<p>GDC – Joint working – COPDEND/GDC liaison meeting 15 Jul 14:</p> <p>HF informed the meeting that the draft agenda for this meeting includes:</p> <p>Dental Registrants in Difficulty Workplace/Clinical supervisors Standard training day for trainers on fitness to practise in October Temporary Registration (supervisors on premises) Revalidation of CPD (COPDEND QA of CPD)</p>	<p>HF to send proposed agenda items to the GDC.</p>	<p>HF</p>	<p>14 Jul 14</p>

		DCT survey			
	12.3	<p>Dental HEE AG meeting 12 Jun 14 – items for COPDEND:</p> <p>The notes from this meeting have been circulated.</p> <p>It was agreed that the draft policy document – Removal of (Dental) Trainees from a setting or organisation in relation to serious concerns should be considered at the next Dental HEE AG meeting on the 11 Sep 14.</p>	HF to request this is added to the agenda items for the Dental HEE AG meeting 11 Sep 14.	HF	31 Aug 14
	12.4	Feedback from COPMeD 05 - 06 Jun 14:			
	12.4i	Part time training:	To be included as part of the Dental Gold Guide revision.	DH/All	Ongoing
	12.4ii	<p>Approval of trainers:</p> <p>It was agreed in principle that the GMC standard is the standard COPDEND will adopt in the absence of GDC guidance.</p> <p>It should be noted that some Educational Supervisors are medically qualified.</p>	<p>KE/HF to produce guidance and circulate to Deans and publish on the COPDEND website.</p> <p>JC will forward work he is doing in Wales to Deans.</p>	<p>KE/HF</p> <p>JC</p>	<p>30 Sep 14</p> <p>05 Sep 14</p>
	12.4iii	<p>Inter Deanery transfers:</p> <p>COPMeD are developing guidance on exceptional Dean to Dean transfer arrangements.</p>	Once COPMeD guidance is published to be included as part of the Dental Gold Guide revision.	DH/All	Ongoing
	12.6i	<p>Dental Commissioning Guidelines:</p> <p>The aim is to publish the guides by the 31 Mar 15.</p>	HF to enquire if there will be a	HF to email	31 Aug

			commissioning guide for paediatric dentistry.	Serbjit Kaur.	14
		<p>Oral Surgery & related Specialties:</p> <p>The group has met once so far. There was a discussion about whether there might be a guide for OMFS.</p>			
		<p>Special Care Dentistry:</p> <p>The group has met once. Tasks have been assigned to group members; JL is tasked with providing training numbers.</p>			
		<p>Restorative Dentistry:</p> <p>The Restorative group has met once, the next meeting is scheduled for 17 Sep 14.</p> <p>There was a discussion about mono specialities.</p>			
		<p>Orthodontics:</p> <p>The group has met twice.</p>			
	12.7	<p>LPN Chairs meeting:</p> <p>SLH has agreed to represent COPDEND at 11 Sep 14 meeting.</p>	EJ will be the COPDEND representative at future meetings.	EJ	Ongoing
	12.8	<p>GMC Education & Training Roundtable 11 Jun 14:</p> <p>JC briefed the meeting on a GMC Education and Training</p>			

		roundtable he recently attended.			
11 Jul 14	13.	Foundation Training Operational Matters:			
	13.1	DFT Contract – synopsis of changes to DFT 2014 contract: NT highlighted the changes to the DFT 2014 contract. Deans asked for a document to be circulated highlighting changes made. It was agreed that this would be a suitable topic for a workshop at the Educators Conference in November 2014.	Deans to send a copy of their Educational Agreement with Dental Foundation Trainers to NT. NT to produce a guidance sheet highlighting changes to the contract and circulate to Deans. NT to contact Michael Wright from Hill Dickinson LLP regarding leading a workshop at the Educators Conference in Nov 14. NT to arrange contract review Apr 15.	All NT NT NT	31 Aug 14 31 Aug 14 22 Jul 14 30 Apr 15
	13.2	FT 2014/15 Additional places & funding: To date 1003 have been allocated. 11 UK applicants currently do not have a place. It is anticipated that this number will reduce.			
	13.3	DFT 2014/15 Key issues:			
	13.3i	Oriel: A draft risk assessment is being produced and will be reviewed by the DFT Board on 15 Jul 14. Concerns remain regarding assessment centre bookings and the fitness to	Secretariat to circulate to Deans the papers for the DFT Board Meeting 15 Jul 14.	Secretariat	18 Jul 14

		<p>practise declaration.</p> <p>The final decision regarding Oriel implementation for DFT National Recruitment will be made on the 18 Aug 14 by the MDRS Board.</p>			
	13.3ii	<p>DFT National Recruitment 2014 – interim review recommendations:</p> <p>HF informed the meeting that she has received a draft interim report from Alison Bullock. Generally the report is positive but there are some recommendations to improve the process/</p>	Recommendations to be addressed by DFT Working Group.	Secretariat	21 Aug 14
	13.3iii	<p>Deanery engagement in the recruitment process:</p> <p>Assessment centres for 2014/15 are confirmed as Newcastle, Birmingham, Bristol, London, Belfast and Manchester.</p>	To note.		
	13.iv	<p>DFT Presentation to Undergraduates:</p> <p>It was noted that this needs to be updated. The presentation will be updated for 2014/15 and a major rewrite will be needed for the 2015/16 process.</p>	NT, MS & Richard Herbert (for JC) to revise presentation.	NT, MS & Richard Herbert	18 Jul 14
	14.	Core Training Operational Matters:			
	14.1	<p>COPDEND/BAOMS agreement update:</p> <p>Nothing further to report.</p>			Ongoing
	14.2	<p>DCT Recruitment – withdrawal from DCT posts:</p> <p>There was a discussion regarding the number of</p>			

		<p>withdrawals from DCT posts and what can be done to reduce this.</p> <p>It was agreed in principle that offers to post should be released at the same time across the UK.</p>	MS, KE & EJ to produce an options and proposal paper for Oct 14 COPDEND.	MS, KE & EJ	09-10 Oct 14
	15.	Speciality Training Operational Matters:			
	15.1	<p>QM of Self Funded Training Posts:</p> <p>Has been agreed in principle by the DSC. HF is waiting for formal response.</p>	Once received, document to be circulate to Deans and published on COPDEND website.	HF/Secretariat	31 Aug 14
	15.2	<p>ARCP Good Practice:</p> <p>For information.</p>	<p>Secretariat to forward whole document to Deans.</p> <p>Deans to circulate similar documents if held.</p> <p>To be an agenda item at the COPDEND Executive meeting in Oct 14.</p>	<p>Secretariat</p> <p>All</p> <p>Secretariat</p>	<p>15 Aug 14</p> <p>30 Sep 14</p> <p>09-10 Oct 14</p>
	15.3	<p>JCPTD report:</p> <p>DF informed the meeting of the new JCPTD structure.</p> <p>There has been a request submitted to the GDC look at mediated entry.</p>			
	15.3i	SAC plans for National Recruitment:			

		Orthodontics and Paediatric Dentistry currently use National Recruitment. Special Care Dentistry, Oral Medicine, Dental and Maxillofacial Radiology and Oral Microbiology have said they plan to bring in during 2015. Dental Public Health plans to introduce during 2016. The implementation dates for Restorative Dentistry and Oral Surgery are still to be confirmed.			
	15.3ii	<p>ARCPs/externals:</p> <p>A questionnaire regarding how HEE regions manage ARCPs was circulated by EJ.</p> <p>Clarification is required regarding standards and composition of ACRP including Lay Chairs.</p>	<p>EJ will share the results of the questionnaire with Deans.</p> <p>DF & EJ to devise draft standards for discussion at next COPDEND meeting.</p>	<p>EJ</p> <p>DF/EJ</p>	<p>31 Aug 14</p> <p>09-10 Oct 14</p>
	15.4	<p>Post CCST Recruitment to Orthodontic posts:</p> <p>An update was given by PC. Consideration is being given to having 2 diets of assessment per year.</p> <p>19 have been interviewed and PC will circulate results to Deans and confirm if individual results can be released.</p> <p>Issues have been identified during preferencing stage; “period of grace” and ARCP outcomes. It was recognised agreed that there is a requirement for an agreed ARCP standard.</p>	<p>To circulate results of benchmarking exercise with Deans.</p> <p>PC to confirm with Gary Waltham if results can be shared with individuals.</p> <p>JCPDT/ COPDEND offer joint training for TPDs. DF & HF to have a conversation about way forward.</p>	<p>PC</p> <p>PC</p> <p>DF/HF</p>	<p>31 Aug 14</p> <p>31 Aug 14</p> <p>31 Dec 14</p>

	15.5	ISCP Rollout – further training requirements & survey: There is variation across different specialties and around the country. A one-off training event is to be arranged by JCPTD and will include “hands on” sessions.	Deans are to forward suggestions for content of the day to DF.	All/DF	09- 10 Oct 14
	16.	Lifelong Learning:			
	16.1	COPDEND Research Project – QA of CPD update: An update on the project was given by JC/HF. Good progress is being made. The final document will be launched at the Educators Conference 27 Nov 14. A consultation will be held in September.	All to note.		
	16.2	Appraisal Skills DVD: It was agreed that COPDEND would fund 500 copies of the Appraisal Skills DVD.	SLH to confirm COPDEND order and send invoice for payment to JC.	SLH/JC	31 Jul 14
	16.3	Child Protection and the Dental Team: There is a requirement for a clear document trail.	BDA will be picking this up. COPDEND will not fund any further investment.	SLH	09- 10 Oct 14
	17.	Communication & Stakeholder Involvement Operational Matters:			
	17.1	BDA Conference – evaluation of April 2014: A report on the BDA Conference 2014 was circulated by SLH. It was agreed that this was a useful exercise and should be continued and Deans would continue to ask staff	All to note.		

		to support this venture. It was identified that there is a need for assistance in stand set up/clear down. Clear briefing notes/administrative instructions are required. There was a discussion regarding producing COPDEND information leaflets to distribute during the event.		SLH	09 – 10 Oct 14
	17.2	BDA Conference – Manchester Central Convention Complex 07-09 May 2015:	It was agreed that there would be a COPDEND presence at the BDA Conference 2015.	SLH/Secretariat	
	17.3	Educators Conference 27 Nov 14 – Draft Programme: The draft programme was circulated and agreed. There was a discussion regarding identification of Key Note Speakers.	The CDOs of the Home Countries are to be invited as delegates. The Lead Deans for the CPD programme are JC & SLH (who is unable to attend the conference). JC to Lead on 27 Nov 14 The Lead Dean for the DFT programme is NT as MS is on holiday.	HF/Secretariat JC NT	31 Aug 14 27 Nov 14 27 Nov 14
	18.	Regional Reports; exceptional items only for discussion: NT briefed the meeting on the current and potential HE NW structure. HF thanked NT for sharing his experiences.			
	19.	Dental Business Managers summary report:			

		The DBMG Report submitted by the Chair of DBMG was circulated.			
20.	SAC Lead Dean Role & Responsibilities – update Terms of Reference:	Minor amendments are required. Clarification of start date of tenure is also required.	HF to make amendments and circulate to Deans and post on COPDEND website. DF to share with JCPTD.	HF/Secretariat DF	31Aug 14 30 Nov 14
21.	COPDEND/NCAS Agreement:		To be considered as an agenda item for the next Dental HEE AG.	HF	11 Sep 14
22.	COPDEND – process for the election of Chair/Officers for 2016-18:	HF informed the meeting that she would not be standing as COPDEND Chair once her term of office ends in December 2015. There was a discussion regarding role of COPDEND Chair and what would happen if a non English Dean is appointed.	Paper outlining process for elections to be agreed Oct 14 HF to consult CDOs regarding role of Chair COPDEND and write a job role/description and circulate to Deans. The election for Vice Chairs COPDEND will take place February 2015.	Secretariat HF Secretariat	09 – 10 Oct 14 09-10 Oct 14 28 Feb 14
23.	COPDEND Meetings – review of current format and meeting schedule:				

		Deans advised the current schedule is working well. The COPDEND Business meeting 02 Sep 14 is cancelled.	Agreed to continue with current format. Secretariat to send reminder	All Secretariat	Ongoing 22 Aug 14
	24.	AOMRC – A Charter for Postgraduate Medical Training: It was agreed that the document circulated is to be forwarded to the trainees group.	Secretariat to circulate to Chair Specialty Trainees Group.	Secretariat	22 Aug 14
	25.	Any other Business:			
	25.1	FGDP(UK) Board meetings Oct 14 – Oct 16:	SLH to confirm if he is able to represent COPDEND at these meetings. Secretariat to send meeting dates to SLH.	SLH Secretariat	22 Aug 14 15 Aug 14
	25.2	HE WM Doctors and Dentists in Training Online Generic Induction (DITOGI). KE informed the meeting that HE WM has developed an online DITOGI.	KE agreed to forward a copy of the DITOGI training programme to AB & AD.	KE	21 Jul 14
	25.3	Professional Eligibility for the NHS Bursary Scheme - Call for Evidence: SLH drew the attention of the meeting to this request for evidence which has been send to all DEQs. It is requesting what is currently available and is also an invitation to identify future requirement. The closing date for replies is the 11 Jul 14.	Deans to respond locally.	All	11 Jul 14

25.4	<p>COPDEND Executive meeting arrangements:</p> <p>NT confirmed that the COPDEND Executive meeting scheduled for 09 - 10 Oct 14 will be held in the Grange Hotel, Grange over Sands, Cumbria, LA11 6EJ:</p> <p>http://www.grange-hotel.co.uk/</p>			
	<p>Future COPDEND meetings:</p> <p>Business meeting dates:</p> <p>10 Dec 14 – Friends Meeting House, London, NW1 2BJ</p> <p>COPDEND Residential dates 2014:</p> <p>09 – 10 October 2014, Grange Hotel, Grange over Sands, North West Deanery</p> <p>COPDEND Residential dates 2015:</p> <p>12-13 February 2015 – Scotland 09-10 July 2015 – Defence 08-09 October 2015 – East of England</p> <p>Educator Conference – 27 November 2014</p> <p>27 November 2014 – Mercure Manchester Piccadilly Hotel, M1 4PH</p>			