



**MEETING OF THE COMMITTEE OF
POSTGRADUATE DENTAL DEANS & DIRECTORS UK**

29 April 2014

AGENDA

COPDEND BUSINESS MEETING

10.00 – 4.30 PM

| Timings | Serial No | Agenda Item | Lead | Purpose | Documents attached |
|----------------|------------------|---|-------------|--------------------------|---------------------------|
| 09.45 – 10.00 | | Coffee on Arrival | | | |
| 10.00 | 1. | Welcome and Apologies: | HF | | |
| 10.05 – 11.30 | 2. | Dental Core Training – Development of a Curricula and Assessment Framework: | HF | Discussion | Yes |
| | 2.1 | Specific issues: 2.1i Crossover with ENT: 2.1ii Shadowing and Induction re ENT crossover: | PM | Discussion | Verbal |
| | 2.2 | Proposed Data collection/survey: | AD/AB | Discussion | Yes |
| 11.30 – 11.45 | | Morning Coffee | | | |
| 11.45 – 13.00 | 2.3 | DCT Project Plan: Funding and budgets: Specification, bids, agreements, contracts: Project Steering Group membership: Project management support: Accountability framework: Timescales and priorities for development: Educationalist expertise and support: | All | Discussion/ Agreement | Verbal |
| | 2.4 | Agreeing priorities: | All | Discussion/ Agreement | Verbal |
| 1.00 – 1.30 | | Lunch | | | |
| 1.30 - 1.40 | 3. | Minutes of the previous meeting – 06-07 Feb 14: | HF | Agreement | Yes |

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|----------------|-----------|--|-------|----------------------------|---------|
| 1.40 – 1.55 | 4. | Matters arising from the previous minutes, not covered in the agenda: | HF | Information/ Agreement | |
| | 4.1 | Dental Registrants in Difficulty workshop 20 Mar 14 report: | NT | Information | Verbal |
| | 4.2 | ISCP Rollout – requirement for additional training update: | DF | Information | Verbal |
| | 4.3 | COPDEND Business Plan 2014/15: | HF | Information/ Agreement | |
| | | 4.3i HENE DFT Project Support 2014/15: | MS | | Yes |
| | | 4.3ii Proposed Educational Projects: | HF | | Yes |
| 1.55 – 2.15 | 5. | COPDEND Workstream - Dental Foundation Training: | | | |
| | 5.1 | Satisfactory Completion Project Update: | MS/BG | Information/ Agreement | Yes |
| | 5.2 | DFT National Curriculum Consultation update: | HF | Information | Verbal |
| | 5.3 | DFT 2014 – Funding of Additional Places: | HF | Information/ Discussion | Verbal |
| | 5.4 | Standard National Dental Foundation Trainee employment contract update: | NT | Discussion/ Agreement | Yes |
| 2.15 – 2.30 | 6. | Specialty Training: | | | |
| | 6.1 | National Recruitment Plans: | DF | Information | Verbal |
| | 6.2 | Quality Management of Self Funded Training posts – update: | HF | Information | Yes |
| 2.30 – 2.45 | 7. | COPDEND Workstream– Workforce Planning: | | | |
| | 7.1 | Dental Workforce data: Specialty training numbers: | KE | Discussion/ Agreement | Yes x 2 |
| | 7.2 | CfWI meeting 08 Apr 14 – feedback, COPDEND response required? | KE | To note | Yes |
| 2.45 – 3.00 | | Afternoon Tea | | | |
| 3.00 – 3.10 | 8. | COPDEND Workstream – Lifelong Learning: | | | |
| | 8.1 | QA of Dental CPD update: | SLH | Information | Yes |
| | 8.2 | Appraisal Skills DVD – partnership with COPDEND: | SLH | Information/ Discussion | Verbal |
| | 8.3 | Child Protection & the Dental Team update: | SLH | Information/ Discussion | Verbal |
| 3.10 – 3.30 | 9. | COPDEND Workstream - Communications and Stakeholder Engagement: | | | |
| | 9.1 | The Dentistry Show 28 Feb – 01 Mar 14: | HF | Information | Verbal |

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|-------------|------------|---|-----------|------------------------|--------|
| | 9.2 | BDA Conference 10 -12 Apr 14 – summary evaluation: | SLH | Information | Verbal |
| | 9.3 | MDRS Oriel meeting 02 Apr 14: | HF | Information | Verbal |
| | 9.4 | Dental HEE AG meeting 09 Apr 14 – feedback (COPDEND report circulated 01 Apr 14): | HF | Information | Verbal |
| | 9.5 | COPDEND Website meeting 15 Apr 14 – feedback | JL/AD/SLH | Information | Verbal |
| 3.30 – 3.40 | 10 | Dental Business Managers priorities and processes to support national workstreams: | KE/DM | Information/ Agreement | Yes |
| 3.40 – 3.50 | 11. | GDC Matters: | | | Yes |
| | 11.1 | Regulation of the Dental Specialties Consultation update: | JL | Information | |
| | 11.2 | Education and Quality Assurance Stakeholder Forum – COPDEND Representation: | HF | Information | Verbal |
| 3.50 – 4.00 | 12. | NHS England Call to Action meeting 07 Apr 14 and COPDEND Response (deadline 16 May 14): | HF | Discussion/ Agreement | Yes |
| 4.00 - 4.10 | 13. | Lead Dean Role and Responsibilities Terms of Reference agreement and tenure: | HF | Discussion/ Agreement | Yes |
| 4.10 – 4.20 | 14. | COPDEND Research – request from Peninsula – views of Dental Foundation Trainers: | JC | Information | Verbal |
| 4.20 – 4.30 | 15. | Any Other Business: | | | |
| 4.30 | | <p>COPDEND Meetings 2014:</p> <p>COPDEND Business meeting dates: 02 Sep 14 – Friends House, London, NW1 2BJ 10 Dec 14 – Friends House, London, NW1 2BJ</p> <p>COPDEND Executive meeting dates: 10–11 Jul 14 – Crown Plaza Hotel, Crawley, RH11 7SX 09-10 Oct 14 – HE NW 12-13 Feb 15 – Scotland</p> <p>CDO England/Deans Meetings: 25 Jun 14 – Main Room, Friends House London, NW1 2BJ 22 Oct 14 – Committee Rm 1&2, RCS, London, WC2A 3PE Feb 15 – date and venue tbc</p> <p>COPDEUK: 14 May 14 – Ambassadors Hotel, London, WC1H 0HX</p> <p>Educator Conference: 27 Nov 14 – Mercure Manchester Piccadilly Hotel, M1 4PH</p> | | | |