

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

**Date: 22 October 2014**

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**Present:** Barry Cockcroft, Chief Dental Officer (Chair), Helen Falcon, Malcolm Smith, Nicholas Taylor, Andrew Dickenson, Brian Grieveson, Alex Baxter, David Felix, Elizabeth Jones, Stephen Lambert-Humble, Karen Elley, Paul Cook, Jane Luker, Jon Cowpe, Joanne Marvell and Gail Fletcher (Secretary)

**Apologies:** Derek Sprague, David Hussey, Greg Heath

No	Discussion	Action agreed	Action by	Date by
1.	<p><b>Welcome and Apologies:</b></p> <p>The Chair welcomed all to the meeting.</p> <p>Apologies were received from Derek Sprague, David Hussey and Greg Heath.</p>			

<b>2.</b>	<p><b>Minutes of the previous meeting 25 Jun 14:</b></p> <p>The minutes of the previous meeting were agreed.</p>			
<b>3.</b>	<p><b>Matters arising from the previous minutes:</b></p>			
3.1	<p><u>Occupational Health arrangements for trainees with blood borne viruses:</u></p> <p>The Chief Dental Officer England stated that all dental students entering undergraduate courses are tested for blood borne viruses. The concern is that there is on further testing.</p> <p>A paper is due to be published regarding the management of these cases. Funds will also be allocated to manage these cases. The protocol will be the same for doctors and dentists.</p> <p>The Lead is Helen Parkinson.</p>	<p>HF to contact to Helen Parkinson outlining COPDENDs concerns.</p> <p>Deans to confirm local LETB/Deanery arrangements and NHS England arrangements.</p> <p>DF to forward a letter from Jeremy Bagg to HF.</p>	<p>HF</p> <p>All</p> <p>DF</p>	<p>30 Nov 14</p> <p>Ongoing</p>
<b>4.</b>	<p><b>NHS England Matters:</b></p> <p>The CDO informed the meeting that the revised structures are at the consultation.</p>			

<p>4.i</p>	<p><u>Dental Foundation Training Budget:</u></p> <p>HF reported that some LETB finance leads are having difficulty knowing what monies to pass on to Area Teams. The patient charge deduction appears to be the issue.</p>	<p>JM to investigate and consider issuing guidance.</p>	<p>JM</p>	<p>30 Nov 14</p>
<p>4.ii</p>	<p><u>Dentistry and CCGs:</u></p> <p>There was a discussion regarding the number of patients who arrive at hospital emergency departments with dental ailments.</p> <p>There was a discussion regarding proposed boundary changes and difficulties because HEE and NHS England boundaries will not be aligned. The Chief Dental Officer England confirmed that this has already been highlighted within NHS England.</p>	<p>Deans to liaise locally via LPNs.</p>	<p>ALL</p>	
<p>4.1</p>	<p><u>Implications of the recent NHS England Guidance relating to Management of Performance Lists:</u></p> <p>HF had raised this at the recent NHS Commissioning Group with David Geddes.</p> <p>An update was given by MS. Concerns were raised regarding implications for Foundation Dentists' Performer List status.</p>	<p>MS asked for input from Deans to support revisions to this document. MS to liaise with David Geddes.</p> <p>MS to circulate procedure he has adopted in his LETB.</p>	<p>MS</p> <p>MS</p>	<p>10 Dec 14</p> <p>10 Dec 14</p>

5.	<b>HEE Matters:</b>			
5.1	<p><u>Resource Steering Group (RSG) bid:</u></p> <p>JM informed the meeting that the RSG bid has been submitted. 45K has been allocated for 4 projects.</p> <p>Funds are available to take forward a mapping exercise for Dental Core Training. The funds allocated can be used to pay for a member of staff to work on the Dental Core Training project. The post will have to be advertised internally to all LETBs and a business case written.</p> <p>JM informed the group that HEE are setting up a workforce group to include dental. An external Chair has been approached and CfWI will help with capacity.</p> <p>There is a requirement to update the Dental Gold Guide.</p>	<p>JM and KE to liaise regarding Dental Core Training project requirement and writing the business case for a member of staff to manage the project.</p> <p>JM to advise whether staffing can be found from current sources.</p>	<p>JM/KE</p> <p>JM</p>	<p>Ongoing</p> <p>30 Nov 14</p>
5.2	<p><u>Beyond Transition update:</u></p> <p>Beyond Transition Phase 1 is complete.</p> <p>Derek Sprague has been appointed Local Director for the South West. He will continue in his role as HEE Dental Lead and Co Chair of Dental HEEAG.</p> <p>Beyond Transition Phase 2 will look at reducing duplication of roles within LETBs.</p>			

5.3	<p><u>Future Governance arrangements for Postgraduate Dental Deans (England):</u></p> <p>KE briefed the meeting about the paper she has drafted.</p> <p>HF thanked KE for her input into this paper.</p> <p>Governance arrangements will need to ensure consistency of approach across the 4 UK countries.</p> <p>There was a discussion regarding managerial and professional line management.</p> <p>London is the Tier 4 sponsor for Dental Foundation Trainees and this should be included in the paper.</p>	<p>JM to forward the draft paper to Patrick Mitchell.</p> <p>JM will confirm accountability.</p>	<p>JM</p> <p>JM</p>	<p>31 Oct 14</p> <p>30 Nov 14</p>
<b>6.</b>	<b>Dental HEEAG update:</b>			
6.1	<p><u>Dental Foundation Training – salaries and places 2015/16:</u></p> <p>The number of applications for Dental Foundation Training has increased from last year. It is anticipated that 1268 will be invited to attend assessment centres during Nov 15.</p> <p>There is no confirmation of number of places that will be funded for 2015/16.</p> <p>The Chief Dental Officer confirmed unless immigration rules change applicants with UK qualification and Tier 4 visa will still be eligible.</p>	<p>CDO England will forward funding allocation when known.</p>	<p>CDO</p>	<p>31 Mar 15</p>

6.2	<p><u>Dental Care Professionals: Workforce Stocktake:</u></p> <p>The CDO informed the meeting of the current Dental Care Professionals workforce stocktake that is being undertaken.</p> <p>CDO confirmed that the next review of dental undergraduate numbers is scheduled for 2017.</p>	Deans to complete Dental Care Professionals workforce stocktake.	All	30 Nov 14
6.3	<p><u>Undergraduate numbers HEFCE data:</u></p> <p>Discussions are in progress with HEFCE regarding a joint undergraduate data collection exercise.</p>	<p>BG agreed to continue to gather data he collates on dental undergraduate numbers for 2014.</p> <p>HF to contact DSC to ask for DSC representation to facilitate the dental undergraduate data collection exercise.</p>	<p>BG</p> <p>HF</p>	<p>Ongoing</p> <p>31 Dec 14</p>
<b>7.</b>	<b><u>MDRS – Dental National Recruitment update:</u></b>			
7.1	<p><u>Proposed Dental Sub Group:</u></p> <p>The proposed MDRS Dental sub-group and governance arrangements were discussed.</p> <p>It was noted that a MDRS Dental Recruitment Sub Group for all dentistry will be established.</p>	Deans to forward to comments to HF to incorporate.	HF	04 Nov 14

<b>8.</b>	<b>Dental Foundation Training:</b>			
8.1	<p><u>Dental Foundation Training satisfactory completion project update:</u></p> <p>An update was given by MS.</p> <p>There was a discussion regarding requirements for consultation. It was noted that the 4 UK Chief Dental Officers need to be involved in the consultation process.</p> <p>There was a discussion regarding the process required to change legislation in England.</p> <p>There was a discussion regarding stakeholder engagement and requirements needed to be included in the communications plan.</p> <p>Trainers and Training Programme Directors workload had been raised as a potential concern.</p> <p>There was a discussion regarding access to Dental Foundation Training by UK citizens who graduate overseas.</p>	<p>HF to write to the Chief Dental Officers to suggest the need to formally agree the consultation process.</p> <p>JM to confirm legislative process.</p> <p>MS to draft a communication plan and forward to JM for comment.</p> <p>MS to design an Educational Needs Assessment questionnaire to be distributed to Trainers.</p>	<p>HF</p> <p>JM</p> <p>MS</p> <p>MS</p>	<p>30 Oct 14</p> <p>31 Dec 14</p> <p>31 Dec 14</p> <p>31 Dec 14</p>
8.2	<p><u>Dental Foundation Training curriculum 2015 update:</u></p> <p>HF informed the meeting that the draft Dental Foundation Training curriculum 2015 is on the COPDEND website and has been forwarded to Deans.</p>	<p>Secretariat to forward link to stakeholders emphasising that this is a final draft.</p>	<p>Secretariat</p>	<p>31 Oct 14</p>

<b>9.</b>	<p><b>Safe Transition Survey – September 2014:</b></p> <p>An overview was given by SLH. It was noted that 16 trainees had caused concern during 2014/2014.</p> <p>HF informed the meeting that a joint working group between COPDEND and the Dental Schools Council (DSC) is being set up to look at the development of a passport for UK undergraduates entering Dental Foundation Training which should highlight individual gaps that need to be addressed during Dental Foundation Training.</p>		HF	31 Jan 15
<b>10.</b>	<p><b>Dental Foundation Training certificates – national database update:</b></p> <p>There is still no central record of who has completed Dental Foundation Training and been issued a certificate since 2006.</p> <p>There is agreement in principle for HENW to lead on the development of a national data base.</p>	<p>To be taken forward as part of the RSG bids.</p> <p>NT to submit detailed plan to JM.</p>	NT	31 Jan 15
<b>11.</b>	<p><b>Dental Core Training – cross cover with Medical Specialities:</b></p> <p>The results of the Deans and Dental Core Trainee’s survey were discussed.</p>	<p>NT to send HENW coroner’s report to HF.</p>	NT	31 Dec 14

	There is a requirement for a formal process/policy to be agreed through HEE.	HF to forward the survey results and HENW report to Wendy Reid HEE National DEQ requesting consideration for a formal policy.	HF	31 Jan 15
11.1	<u>On-line induction update (TEL):</u>  No further progress has been made.	AB and AD to liaise with Charlotte Teager.	AB/AD	31 Jan 15
12	<b>Antimicrobial Prescribing and Stewardship Competencies:</b>  There is currently little CPD in this area. It is included as a core competency in the Dental Foundation Training curriculum.  Concerns were raised regarding medical personnel prescribing inappropriately for dental conditions.	HF to respond to Wendy Thompson to say that there is no directed CPD but it is promoted and part of the Dental Foundation Training curriculum. KE highlighted the HEWM 'script' online training package.	HF	31 Dec 14
		HF to request that this is included in the Dental National Commissioning Group agenda.	HF	31 Dec 14
13.	<b>Education and Training Tariffs/EDQUINS:</b>  A discussion group has been formed.	JL will represent COPDEND at this group.	JL	Ongoing
14.	<b>NACPDE update:</b>  There was a discussion regarding funding.	JM/EJ to liaise over funding arrangements for NACPDE post for this current year.	JM/EJ	31 Dec 14
		Future funding to be agreed after the results of HEE Beyond Transition Phase 2 are announced. JM to write a paper for future funding.	JM	26 Feb 14

15.	<b>Any other business:</b>			
15.1	<p><u>EPDP:</u></p> <p>The current contract expires next year.</p> <p>Concerns were raised regarding Information Governance issues.</p> <p>There was a discussion regarding whether this will be part of HEE IG plan</p>	<p>MS to collate issues raised and forward to HEE IG teams.</p> <p>HF to write to JM about this issue and include satisfactory completion workplan and risk assessment.</p> <p>JM to liaise with Peter Simmonds regarding ePDP development for Dental Foundation Training.</p>	<p>MS</p> <p>HF</p> <p>HF</p>	<p>31 Jan 15</p> <p>30 Nov 14</p> <p>30 Nov 14</p>
16.	<p><b>Date of next meeting:</b></p> <p><b>Provisional Dates for 2015:</b></p> <p>26 Feb 15 – London – venue TBC</p> <p>25 Jun 15 – London – venue TBC</p> <p>28 Oct 15 – London – venue TBC</p>			