



## COMMITTEE OF POSTGRADUATE DENTAL DEANS & DIRECTORS UK

### Surveys submitted to Deans and other Deanery staff concerning Trainees

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In recent years there has been a considerable increase in the number of requests for questionnaire surveys to be distributed through the offices of the Postgraduate Dental Deans/Directors or via DFT/DCT regional and scheme training advisors/directors. In the past these surveys have been particularly targeted at Foundation Dentists (Vocational Dental Practitioners), however, some surveys have targeted other trainees.

COPDEND has produced this protocol in order to coordinate and manage such requests. The protocol is intended for guidance only and allows for Postgraduate Dental Deans/Directors to use their discretion at a local level if they feel a survey is appropriate in their area.

#### Protocol:

- All surveys (details of the questions either electronic or in word format) should be submitted to the COPDEND Research Group for approval (via the COPDEND Secretariat [copdend.nw@hee.nhs.uk](mailto:copdend.nw@hee.nhs.uk) )
  - Survey details
  - Summary of the survey proposal
  - Email to be sent out with the survey (attachment or on-line link)

Please note approval by the COPDEND Research Group does not guarantee distribution as individual Deans/Directors may opt out.

- Researchers should indicate who they hope will benefit from this research. Ideally they should provide a brief summary of their survey proposal (1-2 sides of A4) and any additional documentation that they feel would be useful.
- The release of personal information of the trainees, such as email addresses, will not be permitted
- COPDEND should be informed of any outcomes of surveys undertaken (before data is published)
- Sensitive information and the naming of Deaneries/HEE offices in the outcome papers must be authorised by COPDEND and/or HEE before publication. The protocol should be submitted with an agreed timeline which includes the date by which a report would be submitted to COPDEND for information.

- If the survey requires ethical approval, it will be the responsibility of the researchers to obtain and confirm such approval.
- Paper surveys will be distributed and collected by Deanery staff for onward transmission to the researchers and the cost of this service will be met by the researchers. Ideally the survey should be on-line
- Any sponsorship from dental companies or organisations should be clearly identified
- No more than 3 such surveys will be authorised in any one training year for each level of trainee (i.e. DFT, DCT, StR) (or their trainers)