



Faculty of Dental Surgery
The Royal College of Surgeons of England

Remit of the Faculty's Regional and Specialty Advisers

INTRODUCTION

- 1 The supervision, monitoring and improvement of standards of training and patient care in England and Wales are among the most important duties of the Royal College of Surgeons of England. Responsibility for the dental specialties falls to its Faculty of Dental Surgery.
- 2 The Faculty maintains a national network of regional representatives, known as Regional Advisers, who operate in areas more or less coincident with Postgraduate Deaneries. The Regional Advisers represent the Faculty at a local level.
- 3 The Faculty also appoints Specialty Advisers to each region. These advisers act as local contacts for individuals and bodies seeking specialty-specific advice for Specialty Advisory Committee (SAC) supported dental specialties. Specialties whose numbers are historically low because of the high degree of specialisation involved or those which are newly emerged as separate specialties and are still building up their membership will have national advisers only.

ELIGIBILITY AND APPOINTMENT

- 4 Consultants and specialists with an established NHS or honorary contract and in active practice are eligible for appointment as Regional or Specialty Advisers.
- 5 It is NOT a requirement that they be a Fellow of the English College. Advisers are appointed for three years and are then expected to stand down, but they may stand again if there are exceptional circumstances.
- 6 In most cases Regional Adviser appointments are made via local ballots organised by the outgoing Regional Adviser. Normally the Regional Adviser will contact all of the NHS and academic dental specialty consultants in the region to seek willing and eligible candidates, and will also consult the universities and the Postgraduate Dental Dean. Candidates' names are then put to the region's dental specialty consultants in a ballot, and the elected candidate is then put to the Faculty's Executive and Board for approval. This procedure is followed even if the Regional Adviser wishes to stand for reappointment.
- 7 The Regional Adviser must organise a similar nomination and ballot process among each individual specialty's consultants when the appointment of a Specialty Adviser is required.

8 There are some exceptions to the above:

Low Specialty Representation Within A Region

If a specialty has only a few consultants within a region then it is acceptable for the specialists to be contacted informally and asked to decide between themselves. The Regional Adviser will then forward the result to the Faculty Executive as above.

Low Specialty Membership Nationally

In the case of specialties with limited numbers the Faculty will consult the relevant specialist society for a candidate, who will serve as a National Specialty Adviser, e.g. Dental and Maxillofacial Radiology and, currently, Oral Surgery and Special Care Dentistry.

9 Regional Advisers may serve concurrently as their region's Specialty Adviser in their own specialty if they so wish, unless there is already a Specialty Adviser in post. If there is no incumbent Specialty Adviser and they do not wish to serve in this capacity then they must organise a ballot.

10 On retirement from active practice individuals will no longer be eligible to serve as a Regional Adviser. Their duties will be taken over by one of the Specialty Advisers until such time as a new appointment is made.

ROLES OF REGIONAL AND SPECIALTY ADVISERS

11 In order to promote high standards of training and patient care and to co-ordinate training for all of the dental specialties the Regional Adviser is expected to:

- maintain in each region the College's links with the region's Postgraduate Medical and Dental Deans, Specialty Advisers, Training Programme Directors, Educational Supervisors and Fellows.
- represent and communicate with all of their region's dental specialty consultants and specialists, regardless of their individual specialties
- liaise closely with Faculty Tutors.
- be available to all trainees for career advice
- encourage trainees to achieve appropriate College diplomas to facilitate eligibility and preparation for sitting College exams
- ensure that trainers are appropriately trained for their role

12 The Specialty Adviser is expected to promote high standards in their relevant specialty, to maintain high standards in the training grades and to co-ordinate training. It is expected that the Regional Adviser will consult with the appropriate Specialty Adviser on all relevant specialty matters.

13 Each Specialty Adviser who becomes aware of a colleague, consultant or junior, who falls below the high standards of care expected, has a duty to ensure that this is raised in confidence locally. If the issue is not resolved to the Adviser's satisfaction the

concern must be brought to the attention of the Dean of the Faculty of Dental Surgery.

14 The main duties of the Regional Adviser and Specialty Adviser include the following:

- the inspection and approval of job descriptions for NHS or Honorary Consultants and Specialty Dentists. Foundation Trusts are not legally required to consult Regional and Specialty Advisers on these matters but most choose to do so. The professional organisation of Foundation Trusts (MONITOR) recommends that they *do* consult the Colleges.
- serving as Faculty assessor on appointment committees. Again, Foundation Trusts are not required to include a Faculty assessor on appointment committees but will normally do so in line with good practice.
- serving personally, or in the case of the Regional Adviser identifying nominees to serve, on appropriate Regional Committees, for example:

Dental Postgraduate Committee
Specialist Training Committee
Basic Training Committee
General Professional Training Committee
Postgraduate Medical Committee
Regional Audit Committees

Please see Appendix 1 for notes specific to Oral Surgery, Special Care Dentistry and the smaller dental specialties

FACULTY REGIONAL ADVISORS DAY FOR POSTGRADUATE DENTAL TRAINING

15 All Regional Advisers, Specialty Advisers and Faculty Tutors are invited to attend meetings of the Regional Advisory Panel for Postgraduate Dental Training which are held annually at the Royal College of Surgeons, usually in March. The purpose of this meeting is to:

- enhance and improve communication and liaison between Regional/Specialty Advisers, Faculty Tutors and the Faculty
- provide briefings on related policy and procedural matters
- identify and discuss issues of common concern

EXPENSES

16 Regional and Specialty Advisers are not reimbursed for time spent on their educational activities but time should be allowed within their job plan to enable them to carry out the full range of their responsibilities.

17 EL (95) 93 states that it is a requirement for 'employers as part of their obligations as part of the NHS, to release consultants for a range of duties, such as advising the Department of Health, participating in College duties or examining. These are all

examples of work necessary for the broader benefit of the NHS but which involve consultants being away from their employment base’.

- 18 DH Circular DS 278/72 states that claims for travelling and subsistence expenses incurred whilst attending meetings at the College should normally be submitted to the adviser’s employing authority.
- 19 The Faculty does not provide funding for secretarial expenses associated with the work of the advisers. Funds for secretarial expenses are normally provided by the Postgraduate Dental Dean.

APPOINTMENTS: APPROVAL OF JOB DESCRIPTIONS AND ATTENDANCE AT APPOINTMENT COMMITTEES

20. The Regional Adviser and Specialty Adviser work together to ensure that satisfactory standards are maintained. The Faculty recommends that training units involve its advisers in the inspection and approval of job descriptions and to serve on appointment committees. When difficulties emerge over job descriptions and appointments the Dean of the Faculty should be consulted as soon as possible.
- 21 Consultant⁽¹⁾
- In all cases the Regional Adviser must consider the need for the post.
 - It is good practice for the Regional Adviser to inspect and approve job descriptions and person specifications for Consultant posts in England and Wales prior to advertisement.⁽²⁾
 - It is a statutory requirement that the Faculty normally nominate an Assessor to serve on an Advisory Appointment Committee.⁽³⁾ Regional Advisers and Specialty Advisers may be asked to undertake this duty. The nominee should be geographically distant from the Trust where the appointment is being made.
 - It is *not* a statutory requirement for Foundation Trusts to have an Faculty-appointed Assessor on an Advisory Appointment Committee. However, there is an agreement between the Academy of Medical Royal Colleges and the Association of Foundation Trusts (MONITOR) that whenever possible a Faculty Assessor be appointed to an Advisory Appointment Committee. In practice most Foundation Trusts use Royal College representation and respect the advice given.
 - In considering job descriptions for consultant posts Regional Advisers are advised to consult the BDA publication ‘Consultant Practice in the Dental Specialties’ (4). Regional Advisers should also consult the approved person specification templates for each specialty available on the Faculty's website at <http://www.rcseng.ac.uk/fds/appts/pspecs>.
 - Guidance on consultant appointments is available on the Faculty's website at <http://www.rcseng.ac.uk/fds/appts>.

22 Specialty Dentist Posts

It is good practice for the Regional Adviser to inspect and approve job descriptions for Specialty Dentist posts in England and Wales prior to advertisement. Guidance on appointments is available on the Faculty's website at <http://www.rcseng.ac.uk/fds/appts>.

Appointment Committees for Specialty Dentist posts must include a Faculty Assessor. Regional Advisers and Specialty Advisers may be asked to undertake this duty. The nominee should be geographically distant from the Trust where the appointment is being made. Foundation Trusts are not required to include a Faculty assessor on appointment committees but will normally choose to do so.

23 Associate Specialist Posts/Hospital Practitioner Grades/Staff Grades

As of 1st April 2009 recruitment to Associate Specialist, Staff Grade and Hospital Practitioner Posts has ceased.

24 Specialist Registrars

The Regional Adviser or their nominee will be asked to serve on Appointment Committees for Specialist Registrars in their own region. The Committee will advise on the appointment of a candidate and the Deanery Specialty Training Committee, in conjunction with the appropriate SAC, will advise on the appropriate entry point to the training programme once a candidate has been appointed.

25 Training for Faculty Assessors on Appointment Committees

All Faculty Assessors must be trained in the selection and shortlisting of candidates for interview. This training should embrace all aspects of the appointment process including equal opportunities and equality and diversity. Individuals should seek training at a local level through the postgraduate deanery or through national courses.

REFERENCES

1. Guidelines for Faculty Assessors on Advisory Appointments Committees for Consultants, Faculty of Dental Surgery, Royal College of Surgeons of England December 1998
2. The NHS (Appointment of Consultant) Regulations – Good Practice Guide, NHSE March 1996
3. The NHS (Appointment of Consultant) Regulations 1996, (SI No 701)
4. Consultant Practice in the Dental Specialties, British Dental Association, November 2005

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NATIONAL SPECIALTY ADVISERS: ORAL SURGERY, SPECIAL CARE DENTISTRY AND THE SMALLER DENTAL SPECIALTIES.

Eligibility And Appointment

Because of the numbers involved it is current practice for one national specialty adviser to be appointed for each of the following specialties:

- oral surgery
- special care dentistry
- oral medicine
- oral and maxillofacial pathology
- oral microbiology
- dental and maxillofacial radiology

A Specialty Adviser for any of the above should be a consultant with an established NHS or honorary contract in active practice. He/she will normally be appointed for a period of three years, and will not be eligible for re-election. Six months prior to the end of the Specialty Adviser's term of office, the Faculty Secretariat will write to the individual requesting that he/she organises a ballot of all consultants in the specialty. The person appointed need not necessarily be a Fellow in Dental Surgery of the Royal College of Surgeons of England. However, to be eligible for appointment the Adviser would, normally, have to be working in England and Wales or Northern Ireland.

The Role Of The National Specialty Adviser

The main duties of the Specialty Adviser are to be carried out in conjunction with the appropriate local Advisory Network e.g. of either the Royal College of Pathologists or Royal College of Radiologists. The duties include the following:

- inspection and approval of job descriptions for NHS or honorary consultants and specialty dentists
- Serving on advisory appointments committees (AACs). In situations where there is likely to be a conflict of interest, the Specialty Adviser should consult with the President of the relevant Specialist Association with regard to the nomination of an appropriately qualified colleague.