

## Introduction

The Faculty of Dental Surgery is represented at a regional level by a national network of **Regional Directors, National Specialty Directors and Specialty Advisors** in England, Wales and Northern Ireland. In England the regions will align closely to HEE/NHSI/ NH England

Regional Advisors are appointed for 3 years and are expected to stand down at the end of their term of office. They may be considered for re-election only in exceptional circumstances and only with prior agreement of the Faculty.

Region	Number Regional Directors
North East & North West	1
Midlands & East of England	1
London & KSS	1
South	1
Wales	1
Northern Ireland	1
Scotland	1
Total	7

## Role and Responsibilities of the Regional Director

- To lead on all regional initiatives and to represent and promote the Faculty within their region.
- To receive copies of all JD and AAC tasks being managed by National Specialty Directors in their region in order to gain an overview of workload in their region, and to provide support and advice as needed.
- To ensure that the Dean and/or FDS office is made aware of any central support required by their team, e.g. further training sessions or meetings.
- To lead on Faculty initiatives aimed in one or more named dental school(s).
- To ensure that all the national specialty directors and specialty advisors in their region work together as a team, are supported and can obtain advice from others in the team as needed.
- To represent their region at quarterly meetings of the FDS Regional Committee. If unable to attend, to arrange for an advisor to represent them at the meeting.
- To Liaise between the Faculty and local employing organisation over these appointments in consultation with the relevant national specialty director; the line of communications in these situations should always be via the Regional Director;
- To maintain the Faculty's links with the region's postgraduate medical and dental deans, national specialty directors, national specialty directors, specialty advisors, training programme directors, educational supervisors, dental schools, NHS commissioning teams and fellows;
- To represent the Faculty and dental specialties at meetings of the local surgical regional Board
- To liaise with the specialty directors to potentially be able to offer advice on commissioning of specialty services

## **Role and Responsibilities of the National Specialty Director**

The role of the National Specialty Director will be to lead the team (in addition to fulfilling the usual roles of an advisor) and responsibilities include:

- To receive from the FDS office all requests (to review JDs and attend AACs) that relate to their specialty, and to ensure that a Specialty Advisor fulfils the request.
- To ensure that the team works together so that advisors in the team are supported and can obtain advice from others in the team as needed.
- To liaise with the various Regional Directors to ensure that specialty matters are managed effectively across all regions.
- To ensure that the Dean and/or FDS office is made aware of any central support required by their team, e.g. further training sessions or meetings.
- To represent their specialty at quarterly meetings of the FDS Regional Committee. If unable to attend, to arrange for an advisor to represent them at the meeting.

## **Role and Responsibilities of the Specialty Advisor**

Specialty advisors are appointed to each region to provide specialty-specific advice, responsibilities include:

- To receive JD and AAC tasks from their National Specialty Director, with a timeline for completion.
- For JDs: to complete the review and approval and then liaise with the relevant Trust via their national specialty director.
- For AACs: to liaise with the Trust directly to agree the attendance details, attend the interview panel, then report the outcome to the FDS Office.
- To liaise with the Regional Director of the region that the JD or AAC belongs to if any regional matter arises.
- To support the Regional Director of their own region in any regional initiatives.
- To attend the quarterly meetings of the FDS Regional Committee, held via MS Teams.

## Person Specification

### Essential Criteria

- Registered with the GDC and on a Specialist list
- Currently working in the NHS (Regional Advisors must be working in the region they represent)
- Fellowship/ Membership of the FDS RCS in good standing at the time of appointment
- Hold a contract of employment as an NHS Consultant or Honorary Contract (Regional Advisors only)
- No current investigations by their employing trust or GDC
- Candidates must not be serving in a senior role in another dental faculty and must not undertake to do so for the term of their appointment if successful

An individual who retires from active practice will no longer be eligible to serve.

The Faculty reviews all appointments annually and the Board reserves the right to terminate individual appointments at any time if the advisor is failing to undertake their roles and responsibilities. The Board requires that Regional Directors inform the Faculty if they are put under investigation by either their employing Trust and/or the GDC.

## Election of Regional Directors, National Specialty Directors and Specialty Advisors

Voting in elections is open to all GDC-registered specialists and consultants working in the secondary or tertiary care sectors in the appropriate region.

Voters must be Fellows or Members in good standing with the Faculty of Dental Surgery of the Royal College of Surgeons of England and in the case of specialty must be on the GDC specialist list appropriate to that specialty.

### Elections

#### Notice of election

When a Regional Directors term of office is due to end the Faculty will arrange for expressions of interest from regional fellows and members. If there is more than one eligible candidate a ballot will be organized by the Faculty Administration at least 6 weeks before the new RD would take up post.

When a National Specialty Director and Specialty Advisor is reaching the end of their term of office the Faculty will notify them directly. The elections will be run in a similar way to regional Director elections. The procedure for notifying potential candidates and voters and holding the election is the same as that for Regional Directors; the faculty will also contact the appropriate specialist society.

#### Call for candidates

Once this date has been set and the Faculty notified, the Faculty will take steps to market the election to as many potential candidates and voters as possible via its website newsfeed, its [Elections and Vacancies](#) webpage, its monthly Faculty Bulletin, the [Faculty's Twitter feed](#) and any other appropriate means.

#### Application & Declaration of Eligibility

All individuals wishing to stand and/or vote must contact the Faculty of Dental Surgery Royal College of Surgeons administrative team by letter or e-mail.

Individuals wishing to stand for Regional Director/National Specialty Director/Specialty Advisor roles must

- be members or fellows of the Faculty of Dental Surgery, Royal College of Surgeons of England, or be willing to become members or fellows.

Once the result is in, the Faculty will then confirm the result with its Executive and Board. The Faculty will then write to the successful candidate to confirm their appointment for three years.

#### Contested draws

In instances where there has been a vote and the vote has produced a tie then preference will be given to the individual whose original Fellowship or Membership is of the longest standing.

#### Lone candidates

If there is only one eligible candidate standing for a post no vote will be required and the applicants name will be confirmed with the Executive and Board.

#### No candidates

If no eligible candidates have expressed an interest in standing for one of the posts the Faculty will decide how best to proceed on a case-by-case basis.

#### Faculty of Dental Surgery Training Day

Regional Directors/National Specialty Directors and Specialty Advisors, along with Surgical Advisors, Postgraduate Dental Deans and SAC Chairs, are invited to attend the Faculty's Training Day which will be held annually at the College. The purpose of this meeting is to:

- enhance and improve communication
- provide briefings on related policy and procedural matters

- identify and discuss issues of common concern.

### Expenses

Expenses are not reimbursed for time spent on their educational activities.

Time should be allowed within their job plan to enable them to carry out the full range of their responsibilities. The Faculty does not provide funding for secretarial expenses associated with the work of the Advisors.

For an application form, please contact: Ms Emma Jones

[ejones@rcseng.ac.uk](mailto:ejones@rcseng.ac.uk)

## Appendix a

Application to be a Regional / Specialty (delete as appropriate) Advisor FDS RCS

Name:

GDC Registration Number

GDC Specialist listing

Contact Address:

Contact e-mail

Contact telephone number

I can confirm I am a fellow/ member of this Faculty **Yes/ No**

I am not currently a member/ fellow of this faculty but intend to join the faculty **Yes/ No/ NA**

For Regional Advisors only: I can confirm that I currently work in the region I have applied for **Yes/No**

I have read and understand the role and responsibilities of a regional/ specialty advisor **Yes/ No**

I have no unresolved disciplinary issues with my employer **Yes/ No**

I am not undergoing fitness to practice proceedings with the GDC or have GDC conditions **Yes /No**

I have discussed my application with my employer /clinical line manager, and they are supportive of my application **Yes/ No**

I have sufficient time to undertake the role **Yes/ No**