

REGIONAL AND SPECIALTY ADVISORS’ REMIT

Introduction

The Faculty of Dental Surgery is represented at a local level by a national network of **Regional Advisors**. The Faculty also appoints **Specialty Advisors** to each region who give the Regional Advisor specialty-specific advice and work with the Regional Advisor to provide support to local individuals and groups.

Declaration of Eligibility

All individuals wishing to stand and/or vote must contact their Regional Advisor by letter or e-mail and include the following declaration:

With regard to the election for the post of Regional Advisor/Specialty Advisor in in the region I declare that:

- I have read the FDS Regional and Specialty Advisors’ remit;
- I am a registered specialist on the appropriate specialist list for this election
- I am in good standing with the General Dental Council
- I work in the region for which this election is being held
- I am a Fellow/Member in good standing of one of the UK Dental Faculties
- I have no claims pending against me
- I have a substantive contract with the NHS (*only needed if standing for election*)

Any individual who fails to complete this declaration will not be included in the election process.

Roles

Regional Advisors are required to:

- inspect and approve job descriptions and person specifications for NHS or Honorary Consultants and Specialty Dentists in the dental specialties and the specialty of OMFS;
- liaise between the Faculty and local employing organisations over these appointments in consultation with the relevant Specialty Advisor; the line of communication in all such circumstances is the Regional Advisor;
- serve as Faculty Assessors on advisory appointments committees (AACs), though they may choose to delegate the role of Faculty Assessor on an AAC to a Specialty Advisor, normally from within the same region;
- represent the Faculty and the dental specialties at meetings of the local Professional Affairs Board (PAB) and other appropriate local committees, e.g. Specialist Training Committees (STCs);

- consult with the appropriate College Regional Specialty Professional Advisor (RSPA) on issues in respect to Oral and Maxillofacial Surgery; the OMFS RSPA should be accountable to and liaise with the Faculty on all matters relating to dentistry via the Regional Advisor. The Regional Advisor is responsible for approving job descriptions, person specifications and AACs for consultant posts in OMFS but should ensure that the OMFS RSPA is fully engaged in the process; the line of communication with employing organisations and the Faculty in all such circumstances is the Regional Advisor;
- run local elections for the appointment of Faculty Specialty Advisors;
- act as a local point of contact for consultants and specialists, regardless of their individual dental specialty, and notify the Faculty of any matters of concern or interest;
- signpost colleagues to relevant College and specialty association services including the Confidential Advice and Support Service (CSAS) and the Invited Review Mechanism (IRM);
- maintain the Faculty's links with the regions' Postgraduate Medical and Dental Deans, Specialty Advisors, Training Programme Directors, Educational Supervisors and Fellows; promote the Faculty's policies, activities, training courses and examinations;
- encourage trainees to achieve appropriate College diplomas and to facilitate eligibility and preparation for sitting College exams;
- organise elections for Regional and Specialty Advisors, ensuring that the Faculty is kept informed throughout the process, particularly in relation to closing dates for expressions of interest, applications and voting, which the Faculty will need in order to keep its Fellows and Members fully informed of the opportunities open to them;
- regularly liaise with specialty advisors to identify local training needs, and communicate these to the Faculty's Education Team with suggestions for appropriate courses;
- liaise with the Faculty's Education Team to organise one local course per year designed to meet local needs, alongside which a regional meeting can be held;
- disseminate information on Faculty courses and eDen, said information to be supplied at regular intervals by the Faculty's Education Team.

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

Specialty Advisors undertake to:

- consult with the Regional Advisor on all relevant specialty matters;
- work with the Regional Advisor to advise on job descriptions for NHS or Honorary Consultants and Specialty Dentists;
- serve as Faculty Assessors on AACs;
- serve on appropriate Regional Committees, e.g. Specialist Training Committees (STCs);
- keep specialty colleagues up-to-date on Faculty matters, including Advisor elections;
- signpost colleagues to relevant College and specialty association services including the Confidential Advice and Support Service (CSAS) and the Invited Review Mechanism (IRM);
- assist the Regional Advisor in holding Regional and Specialty Advisor elections;
- assist the Regional Advisor in the promotion of the Faculty's policies, activities, training courses and examinations;
- promote high standards in their specialty;
- advise the Regional Advisor and Faculty of any pressing local issues and training needs, such as the need for particular training courses.

Specialty Advisors who are not consultants must liaise with a consultant in their specialty from a neighbouring region on consultant appointment matters, e.g. screening person specifications and job descriptions; this is in addition to liaising with the Regional Advisor.

An individual who retires from active practice will no longer be eligible to serve as a Regional or Specialty Advisor. Their duties will be taken over by one of the Specialty Advisors until such time as a new appointment is made.

National Advisors may be appointed in emerging specialties or those with small numbers within individual regions (see *Appendix 1*).

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

Standing and Voting in Elections

To stand for election as a **Regional Advisor**, an individual must be a GDC-registered specialist working as a consultant in that region with an NHS or honorary contract. They should be a Fellow or Member of the English Faculty in good standing at the time of the election. Candidates must not be serving in a senior role in another dental Faculty, and must undertake not to do so for the term of their appointment if successful. Regional Advisors are appointed for five years and are expected to stand down at the end of their term of office. They may put themselves forward for re-election in exceptional circumstances but only with the prior agreement of the Faculty.

To stand for election as a region's **Specialty Advisor** an individual must be on the corresponding GDC specialist list and working as a consultant or specialist in the appropriate region in the secondary or tertiary care sectors. The Faculty requires that its Specialty Advisors be Fellows or Members of one of the UK Dental Faculties. Specialty Advisors are appointed for three years and may stand for re-election for a second term.

Voting in Regional and Specialty Advisor 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 of one of the UK Dental Faculties. In the case of Specialty Advisor elections a voter must be on the GDC specialist list appropriate to that specialty.

Special Care Dentistry (SCD) – An Exception

To stand for election as a Specialty Advisor in Special Care Dentistry or to vote an individual must be a GDC-registered specialist working as a consultant or specialist predominantly in SCD, i.e. at least 50% of their clinical time is given to the provision of SCD, in either the secondary, tertiary or *primary* care sectors. They must be a member or fellow of either the Faculty or one of its sister faculties in the UK.

Regional Advisor Elections

Notice of election

When a Regional Advisor's term of office is due to end the Faculty will ask them to organise the election for their successor. The Regional Advisor will be asked to provide the Faculty with a date, usually about six weeks ahead, by which eligible candidates and voters should contact the Regional Advisor to express their wish to stand and/or vote.

Call for candidates

Once this date has been set and the Faculty notified, the Faculty will take steps to publicise 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. Those interested in standing and/or voting will be asked to contact the Regional Advisor directly.

Meanwhile the region’s Specialty Advisors will be directed to contact their consultant and specialist colleagues in the region to inform them of the election and to ask them to contact the Regional Advisor directly if they wish to stand and/or vote.

Election and confirmation

Once the Regional Advisor has confirmed the list of candidates with the Faculty, the Regional Advisor will e-mail the list to every voter and ask each for their preferred candidate. When the responses are received the election results, including the number of votes cast for each candidate, will be forwarded to the Faculty by the Regional Advisor. Once the successful candidate has been formally considered and approved by the Board of Faculty, the Faculty will inform the new Advisor to confirm their appointment.

Specialty Advisor Elections

When a Specialty Advisor is reaching the end of their term of office the Faculty will notify them directly. Specialty Advisor elections are normally run by the Regional Advisor and the procedure for notifying potential candidates and voters and holding the election is the same as that for Regional Advisors above.

If a Specialty Advisor wishes to stand for re-election they may do so, but there will be no automatic reappointment.

Exceptions

There are some exceptions to the above:

Dental Public Health (DPH)

Because of the unique way that the specialty is organised there are some minor differences between the process for DPH and that for the other specialties; however the process aims to mirror that for the other specialties as much as possible.

There would be one elected representative for each of the four PHE regions, plus one for Wales and one for Northern Ireland, so six in all.

PHE REGION	PHE CENTRE	FDS REGION
North	<i>North East</i>	Northern
	<i>Yorkshire and Humber</i>	Yorkshire
		South Yorkshire and East Midlands
	<i>North West</i>	North Western
Mersey		
London	<i>London</i>	North London
		South London
South	<i>South East</i>	Wessex Oxford
	<i>South West</i>	South Western
Midlands and East of England	<i>East of England</i> <i>West Midlands</i> <i>East Midlands</i>	West Midlands
		Anglia

When an election is due, the Faculty will contact the BASCd Consultant and Specialist group and ask them to contact the DPH consultants and specialists working in the appropriate PHE region to ask them to read the relevant information and to then contact the FDS secretariat directly if they wish to stand and/or vote, by a date to be determined by the Faculty. The Faculty will then run a ballot by e-mail.

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, copying the BASCd Consultant and Specialist group into the correspondence, as well as the appropriate FDS Regional Advisors whose regions correspond with the PHE regions.

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 who is a Fellow of Member of the Faculty. If both or neither is a Fellow of Member of the Faculty, then preference will be given to the individual whose original Fellowship or Membership is of the longest standing.

Uncontested draws

In instances where two or more candidates have come forward, but there have been no expressions of interest in voting and no vote has taken place, then, if the Regional Advisor is a member of the appropriate specialty, they will be given the casting vote; if the Regional Advisor is not on the relevant specialty list, they will be asked to undertake the election a second time.

Lone candidates

If there is only one eligible candidate standing for a post then the Regional Advisor may submit that individual's name to the Faculty without further consultation once the publicised closing date for applications has passed.

No candidates

If no eligible candidates have expressed an interest in standing for a Specialty Advisor post by the advertised cut-off date the Regional Advisor is to contact the Faculty. In such instances the Faculty will decide how best to proceed on a case-by-case basis.

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 amongst themselves. The Regional Advisor will then forward the result to the Faculty Board as above.

Low specialty membership nationally

In the case of specialties with limited numbers the Faculty will consult the relevant Faculty Specialist Advisory Panel (FSAP).

Faculty Regional and Specialty Advisors' Day

Regional and Specialty Advisors, along with OMFS RSPAs, Postgraduate Dental Deans and SAC Chairs, are invited to attend the Faculty's Regional and Specialty Advisors' Day which is held annually at the College, usually in late March. The purpose of this meeting is to:

- enhance and improve communication and liaison between Regional/Specialty Advisors, RSPA's, Dental Deans and the Faculty
- provide briefings on related policy and procedural matters
- identify and discuss issues of common concern

Expenses

Regional and Specialty Advisors 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.

Training

Anyone who serves as a Faculty Assessor must be trained in the selection and short listing 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.

Enquiries to:

Mrs Nikki Walcott: (<mailto:nwalcott@rcseng.ac.uk>) ; (t) 020 7869 6810; (fax) 020 7869 6816.

NATIONAL SPECIALTY ADVISORS: THE SMALLER DENTAL SPECIALTIES.

Eligibility And Appointment

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

- oral medicine
- oral and maxillofacial pathology
- oral microbiology
- dental and maxillofacial radiology

A Specialty Advisor for any of the above should be a consultant with an established NHS or honorary contract in active practice. They will normally be appointed for a period of three years.

The Role Of The National Specialty Advisor

The main duties of the Specialty Advisor 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 Advisor should consult with the President of the relevant Specialist Association with regard to the nomination of an appropriately qualified colleague.

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i Only in some areas do Faculty region boundaries coincide with those of the LETB's.