

Process for the appointment to a university lecturer/clinical lecturer/clinical teacher position with the award of a NTN

This information sheet aims to assist universities and Postgraduate Dental Deans (PGDDs) in the process of appointing to a university lecturer/clinical lecturer/clinical teacher position with the award of a NTN. Quotes in italics are taken from the Interim Memorandum of Understanding (IMoU) between the General Dental Council (GDC) and members of the Joint Committee for Specialist Training in Dentistry (JCSTD).

Lecturer/Clinical Lecturer (terminology used in some universities, or under certain conditions for Lecturers in specialty training with a NTN) and Clinical Teacher posts are university positions, normally funded from university resources. As such, the process for appointment to such positions belongs to the university. In the event of a Lecturer/Clinical Lecturer/Clinical Teacher position being funded in whole or in part by NHS monies provided by a NHS agency or the Postgraduate Dental Deanery (the Deanery), the responsibility for the appointment process still typically resides with the university. If the university wishes a NTN to be awarded to a appointee to a Lecturer/Clinical Lecturer/Clinical Teacher position, the Deanery, amongst others, must be involved in the process of developing and appointing to the post. As NTNs must be awarded in open competition, Lecturers/Clinical Lecturers/Clinical Teachers cannot be awarded a NTN subsequent to their appointment, unless such arrangements have been agreed with the Deanery prior to, or at the time of the appointment and/or are explicit in the particulars of the post.

1.0 The Process

1.1. Preliminary arrangements

A proposal to develop a Lecturer/Clinical Lecturer/Clinical Teacher position with the award of a NTN should be agreed in principle with the Trust, or other NHS body as appropriate anticipated to hold the honorary SpR/SpT contract, and raised at an early meeting at the local Specialty Training Committee (STC) at which either the PGDD or Associate Dean is present. Subsequently the Head of the relevant academic department, or in certain situations the Dean/Head of the dental school should liaise with the PGDD and the relevant lead PGDD for the specialty - if not already contacted by the local PGDD, to ascertain if a NTN is available. The Head of the university department should also hold discussions with the relevant Training Programme Director (TPD) and the Deanery to review and consider the capacity to accommodate an additional trainee. Typically, this process takes account of existing

trainees (NHS and academic) the number of clinical postgraduate students (home and overseas) in the department and the availability of trainers. At this stage the Deanery normally requires the dental school to confirm that funding for the post will be available for the anticipated duration of the proposed training, which may be linked to a probationary period of appointment by the university. The PGDD may wish also confirmation that the appointee will be subject to annual RITAs/ARCPs, which may be held in addition to annual academic appraisals, which should involve both the clinical and academic supervisors of the trainee. The PGDD should normally seek SAC advice on the development of a new programme of training. Such advice may be of particular importance when there may be issues of prior learning/training recognition, depending on essential criteria included in the proposed person specification for the academic position.

1.2. Completion of the job description and related documentation

Subsequent to satisfactory completion of the preliminary arrangements, the job description, person specification and job advertisement should be finalised by the Head of the university department or Dean/Head of the School in consultation with all the relevant stakeholders, including the PGDD or Associate Deans, the TPD, the Medical Director or his/her nominated representative of the Trust, or other NHS body as appropriate to hold the honorary contract, and the clinical and educational supervisors. The sufficiency of this documentation will be the responsibility of the university as the employer. An essential requirement within the relevant person specification is registration with the GDC.

1.3. Shortlisting and interviewing

In addition to individuals identified by the university and the Trust to hold the honorary contract, the PGDD or Associate Dean and the TPD should be involved in the shortlisting and interview of suitably qualified candidates. The Chair of the interview panel will be appointed by the university. Candidates who are not residents of the EEA should have the appropriate UK visa which does not restrict them from hospital training posts.

2.0 CCST considerations

PGDDs *“have responsibility for recommendation of the award of CCSTs to the GDC”*, and will normally set CCST dates for trainees. In the case of academic appointments which typically require applicants to hold higher degrees, the PGDDs should normally seek advice from the relevant SAC regarding a possible reduction in training time on the basis of prior learning and experience. The involvement of the SAC in this process is important in achieving national consistency in the recognition of prior learning and experience. PGDDs may also seek advice from SACs on other training programme changes linked to, for

example, periods of ill-health and maternity leave.

3.0 **Deanery/SAC communications**

Given that the IMoU requires SACs to *“keep a national register of trainees, including self-financed trainees and sponsored trainees”* and such registers *“will include information on the trainees’ start and anticipated completion dates and progress through training”*, the Deaneries will provide information on the creation of new programmes, including academic programmes, and send a brief annual summary to the SACs following the annual reviews of academic training programme progression (RITA/ARCP outcomes). SACs will provide feedback from trainees and trainers and the outcomes of training.

4.0 **NIHR IATS**

The appointment of NIHR IATs in England is by means of a national process. Details of this process may be found at <http://www.nccrcd.nhs.uk/intetacatrain/>.

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