

REGIONAL ADVISORS’ REMIT

Introduction

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

Regional Advisors are appointed for 5 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 Advisors
North East	2
North West	2
Midlands & East of England	2
London & KSS	2
South	2
Wales	1 plus a nominated deputy
Northern Ireland	1 plus a nominated deputy
Scotland	1 plus a nominated deputy
Total	12

In England there are two Regional Advisors per region. They will be required to work together to cover the roles and responsibilities listed below.

Role and Responsibilities of the Regional Advisor

- **Recruitment of Consultants and Specialty dentists to dental specialties**
 - To review and approve job descriptions and person specifications, together with the appropriate RCS FDS specialty advisors for:
 - NHS or Honorary Consultants
 - Specialty Dentists in dental specialties;
 - Act as liaison between the faculty and the employing organisation over consultant and specialty dentist appointments;
 - Serve as a Faculty Assessor on advisory appointments committees (AACs) if a specialty advisor or SAC member is unable to attend;
- Represent the Faculty and dental specialties at appropriate regional meetings e.g. Specialist Training Committees;

- Consult with the appropriate Faculty Specialty Advisor on issues related to specific dental specialties;
- Act as an advocate for the Faculty within the Region, promoting the services of the Faculty where appropriate to support Consultants, Specialists and NHS Trusts within the Region;
- Promote the Faculty policies, standards and guidelines regionally;
- Promote Faculty educational activities, study/training days and examinations regionally;
- Maintain the faculty's links with Postgraduate Dental Deans and, where appropriate, the Head of Dental Schools;
- Provide advice on specialist dental careers within the region and represent the College as appropriate at regional careers events e.g. Dental Foundation and Core Training HEE careers days;
- Signpost colleagues to relevant College and specialty association services including the Invited Review Mechanism (IRM)

Regional Advisors may serve concurrently as a National Specialty Advisor, if appointed by the Faculty, in their own specialty if they wish to.

SPECIALTY ADVISORS' REMIT

The Faculty appoints two national **Specialty Advisors** for each of the dental specialties with the exception of Oral Microbiology which has one advisor and a nominated deputy. The specialty advisor would work with the Faculty Regional Advisor to provide specialty-specific advice to local individuals and groups.

Specialty Advisors are appointed for three years and may stand for re-election for a second term (maximum of 6 years).

Role and Responsibilities of the Specialty Advisor

- **Recruitment of Consultants and Specialty dentists to dental specialties**
 - Work with the Regional Advisor to review and approve job descriptions and person specifications for:
 - NHS or Honorary Consultants
 - Specialty Dentists in dental specialties
 - Serve as a Faculty Assessor on advisory appointments committees (AACs)* ;
- Consult with the Regional Advisor on all relevant specialty matters;
- Serve on appropriate Regional Committees, e.g. Specialist Training Committees (STCs);
- Keep specialty colleagues up to date on Faculty matters;
- Promote the Faculty policies, standards and guidelines regionally;
- Promote Faculty educational activities, study/training days and examinations regionally;
- Provide advice on specialist dental careers within the region and represent the College as appropriate at regional careers events e.g. Dental Foundation and Core Training HEE careers days;
- Disseminate information supplied by the Faculty's Education team at regular interval to colleagues in the region;
- Signpost colleagues to relevant College and specialty association services including the Invited Review Mechanism (IRM);
- assist the Regional Advisor in holding Regional Advisor elections;
- Assist the Regional Advisor in the promotion of the Faculty's policies, activities, training courses and examinations;
- 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 neighboring region on consultant appointment matters, e.g. screening person specifications and job descriptions; this is in addition to liaising with the Regional Advisor. SAS Specialty Advisors should not sit on AACs.

Person Specification for Faculty Regional & Specialty Advisors

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 as a Regional or Specialty Advisor.

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 and Specialty Advisors inform the Faculty if they are put under investigation by either their employing Trust and/or the GDC.

Election of Regional and Specialty Advisors

Voting in Regional 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 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.

Regional Advisor Elections

Notice of election

When a Regional Advisor's term of office is due to end the Faculty will arrange for expressions of interest from regional fellows and members, with a supporting statement both from the trust/ employer of the candidate and from the candidate to support their election, at least 3 months before the term of office of the Regional Advisor is due to end. If there is more than one eligible candidate a ballot will be organized by the Faculty Administration at least 6 weeks before the new RA would take up post.

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 will be asked to contact the Regional Advisor directly.

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 will be run in a similar way to regional advisor elections. The procedure for notifying potential candidates and voters and holding the election is the same as that for Regional Advisors; the faculty will also contact the appropriate specialist society.

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

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 and /or Specialty Advisors 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.
- Complete the application form (appendix a)

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 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 a Specialty Advisor post the Faculty will decide how best to proceed on a case-by-case basis.

Faculty Specialty Advisors' Day

Regional and Specialty Advisors, along with 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

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 6806

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**