

Maternity Leave Guidance for Dental Foundation Educational Supervisors

Overview

Educational Supervisors (ESs) are appointed each year. The usual timeline for recruitment is as follows:

- **December:** Recruitment opens
- **January:** Recruitment closes
- **June:** Appointments confirmed and Foundation Dentists allocated
- **1 September – 31 August:** Training year

Educational Supervisors are appointed to the role of Educational Supervisor and are not employees of NIMDTA. They sign an Educational Agreement with NIMDTA.

Notifying NIMDTA of Maternity Leave

Educational Supervisors who plan to take maternity leave at any time during the training year must inform the Associate Postgraduate Dental Dean by email:

dentalfoundation.nimdt@hscni.net

In line with the legal requirement for time off following childbirth, known as Compulsory Maternity Leave, we request that NIMDTA is formally notified of the intention to comply with this requirement. This applies even where the Educational Supervisor does not intend to access maternity payments under their self-employed contractual arrangements with SPPG.

This process is necessary to safeguard the support to the Foundation Dentists. As with other periods of leave, it cannot be accommodated within the first six weeks of Foundation Training unless an appropriate replacement ES is in place.

Any such replacement must also be willing to extend arrangements should the period of maternity leave go beyond two weeks.

The requirement for compulsory leave is based on legal protections relating to health and safety, ensuring appropriate time for the mother's physical recovery following childbirth.

To enable appropriate arrangements to be made for the supervision of the Foundation Dentist in the absence of the Educational Supervisor, the Educational Supervisor should provide at least 3 months' notice before the date of the maternity leave and before returning (if within the same training year). Contact should be made with the Associate Postgraduate Dental Dean to discuss alternative supervisory arrangements for the Foundation Dentist placement as a priority. There are a number of potential options.

Training Arrangements During Maternity Leave

1. Joint Supervision: If the Educational Supervisor is currently training under a joint training arrangement, the remaining Educational Supervisor may take responsibility for supervision if working at least 3 days (21 hours) per week, as per the training contract. The remaining Educational Supervisor will receive all of the training allowances payable by the BSO for Dental Foundation Training as outlined in the Statement of Dental Remuneration (SDR). It is not unusual for a joint Educational Supervisor to alter their working pattern to accommodate the 21-hour requirement and this is acceptable.

2. Replacement Dentist: Should the Educational Supervisor not be in a joint training arrangement, they should inform NIMDTA if there is another Dentist within the practice or joining the practice for the maternity period. It may be possible in these circumstances for this Dentist to take up the role of Educational Supervisor in order to minimise disruption for the Foundation Dentist. The dentist will be required to go through the NIMDTA recruitment process for Educational Supervisors and undertake an induction.

3. Group Practice: The Foundation Dentist may transfer within a group practice to another approved training practice within that group. If the dentist in the alternative practice is already undertaking the supervision of another Foundation Dentist then a recruitment exercise is not required in these circumstances. Otherwise the requirements will be as for ("Replacement Dentist") above with the requirement to complete a recruitment exercise and induction.

4. Reserve Educational Supervisor: In the event that the Foundation Dentist is unable to remain within the practice or group NIMDTA will seek to place the Foundation Dentist

with an appointed Reserve Practice. These are practices who are appointed to train but did not receive a Foundation Dentist during the allocation process.

Should there be more than one Reserve practice available the Foundation Dentist will be asked to rank the practices in order of preference.

5. New ES Recruitment: If there are no practices on the Reserve list or the practices listed on the Reserve list are not able to accommodate the Foundation Dentist NIMDTA will seek to appoint a new Educational Supervisor. In this instance NIMDTA will advertise and invite applications for the post. A three-stage recruitment process is required; application, practice visit and interview. The appointed Educational Supervisor may be able to re-apply to train as a returner the following year.

Actions to be taken by NIMDTA

- Confirm current Educational Supervisor training arrangements i.e. joint/ single handed.
- Confirm with ES start and end dates of maternity leave.
- Confirm if alternative arrangements are already in place in the practice for maternity leave.
- Confirm if the Educational Supervisor is part of a group practice.
- If alternative arrangements cannot be made within the practice/ group, NIMDTA will seek to place the Foundation Dentist with an appointed Reserve Practice.
- If a Reserve practice is unavailable NIMDTA will commence recruitment for a new Educational Supervisor.
- Once the placement is agreed the Foundation Dentist and Educational Supervisor will be informed in writing.
- A new contract will be issued to the new Educational Supervisor/ Foundation Dentist.
- NIMDTA will advise the BSO Professional Support Team, Family Practitioner Services, to enable a new DS number to be issued to the Foundation Dentist (unless remaining in joint training arrangement with Lead ES).
- NIMDTA will advise the BSO Dental payments team of the new placement to ensure that the new Educational Supervisor receives all training allowances payable by the BSO for Dental Foundation Training as outlined in the Statement of Dental Remuneration (SDR).
- The Dental Advisor/ TPD will contact the new Educational Supervisor and Foundation Dentist in relation to the new placement.

- The Dental Team will update internal records with new placement details (TIS and Master spreadsheet).
- Update of all platforms to enable completion of training, as outlined below.
 - APLAN – provision of access to Educational Supervisor
 - ePortfolio – provision of access to Educational Supervisor
 - Dental courses, events and simulation booking platform – provision of access to Educational Supervisor to enable access to the induction pack, mandatory training days and all other essential training information.

Responsibilities of the New Educational Supervisor

- Complete AccessNI for incoming Foundation Dentist.
- Sign and return DFT contract with incoming Foundation Dentist.
- Ensure Foundation Dentist receives remaining annual leave balance. This will be advised by the previous Educational Supervisor.
- Access ePortfolio for incoming Foundation Dentist.
- Access the Dental courses, events and simulation booking platform for all essential training documentation.
- Ensure the Block Grant Monitoring Spreadsheet and Supporting Evidence are submitted each month.

Responsibilities of an Educational Supervisor Commencing Maternity Leave

- Notify the Associate Postgraduate Dental Dean (APDD) of the planned maternity leave at least 3 months before the date of the maternity leave.
- Agree with the APDD appropriate arrangements for Foundation Dentist supervision during the period of absence.
- Ensure suitable supervisory and educational support arrangements are in place for the Foundation Dentist before the leave commences.
- Ensure the Foundation Dentist's e-Portfolio is fully completed and up to date.
- Ensure all Quality Assurance Review (ARP) requirements and associated documentation are completed and up to date.
- Ensure the Block Grant Monitoring Spreadsheet and Supporting Evidence has been submitted for the month preceding maternity leave commencement.
- Facilitate a formal handover meeting with the incoming Educational Supervisor to ensure continuity of training and support.
- Ensure that Dental Foundation Training (DFT) payments are transferred and administered appropriately.

Responsibilities of an Educational Supervisor Returning from Maternity Leave

- Advise the APDD of the intended return-to-training date at least 3 months before the date of return.
- Arrange for the transfer of the associated DFT payments back to the original Educational Supervisor.
- Facilitate a formal handover meeting with the temporary Educational Supervisor to ensure a smooth transition and continuity of educational supervision.
- Review the Foundation Dentist's progress, e-Portfolio, and any outstanding Quality Assurance Review (ARP) requirements following the handover.
- Re-establish regular supervisory meetings and educational support arrangements on return to the Educational Supervisor role.