

ROLE DESCRIPTION

ROLE: Member

BODY: Specialty Advisory Committee

REPORTING TO: SACs report to the Advisory Board for Specialty Training in Dentistry (ABSTD) which in turn reports to the Joint Committee for Postgraduate Training in dentistry (JCPTD) which in turn reports to the Joint Meeting of Dental Faculties (JMDF) and ultimately, to the Boards/Councils of the dental faculties in the Royal Colleges of Surgeons.

ROLE SUMMARY

Specialty Advisory Committee (SAC) members are nominated by dental faculties in the Royal Colleges of Surgeons in the UK and Ireland and by relevant specialist societies. Trainee representatives are usually elected by the trainee groups in the relevant specialty and Lead Dean members are appointed by COPDEND. Nominees should work for the aims of the SAC, rather than representing the interests of the nominating body once they become members.

SACs work within Terms of Reference (TOR) and Standing Orders (SOs) which include recommendation of the curricula and assessments for dental specialties to the General Dental Council. The TOR and SOs apply to all SACs and are attached as Appendix A. The SACs work with the Statutory Education Bodies, colloquially known as 'Dental Deaneries' to aid the provision of specialty training programmes in their specialties which are comprehensive, structured and balanced and meet the requirements of the GDC-approved curriculum. Also, they support 'Dental Deaneries' to enable trainees to satisfactorily complete specialty training programmes.

SPECIFIC DUTIES AND RESPONSIBILITIES

Some SAC activities occur infrequently (e.g. curriculum revision) while others are regular duties. Members are expected to participate in those activities occurring during the course of their membership. Namely:

SAC Meetings

- Show commitment to the SAC's ongoing work by attending SAC meetings and contributing to SAC activities between meetings. While it is recognised

that absence through sickness or clashes with other important events may be unavoidable on some occasions, attendance is monitored with an expectation that Members are able to meet the duties that the role requires.

- Send apologies to the secretariat well in advance of the meeting date if unable to attend a meeting. (This is important as quorum is fifty per cent of members.)
- Members should send an alternate in their place if they are unable to attend a meeting. The alternate should be appropriate to the member's nominating constituency and the member should gain the prior approval of the SAC Chair. If their nominating body wishes to appoint a deputy, that individual will be the automatic replacement if the member cannot attend. The SAC member will be expected to make arrangements with their deputy and ensure that they are appropriately briefed.

Expert advice on training in the specialty/specialties covered by the SAC

- Support the SAC in activities that will aid the provision and delivery of comprehensive, structured and balanced specialty training programmes.
- Participate in SAC working groups as invited e.g. to develop the curriculum or related assessment structures or advise on management changes such as the development of national recruitment.
- Support the SAC in activities that will aid the provision and delivery of high quality training programmes. For example:
 - provide comments so the SAC can respond to 'Dental Deanery' requests for SAC advice on new or substantially amended training programmes.
 - If asked by the Deanery/NHS England Workforce, Training and Education local office about changes or difficulties in existing programmes, review the evidence, analyse the reason(s) for change or difficulty and recommend improvements
- Respond to requests for comments by the SAC in order to provide a response to national consultation papers from organisations such as the GDC, NHS, or Department of Health.

External input into "Dental Deanery" quality management

- Be available to assist 'Dental Deaneries', when requested, in the quality management and quality assurance operations by providing external expert specialist advice as a member of the SAC Panel. (Note – SAC Panel

membership is often larger than the membership of the SAC itself and includes former SAC members in order to provide sufficient numbers and geographical spread.)

- Act as External Representative (ER) at Annual Review of Competence Progression (ARCP). The ARCP is often annual, but there can also be interim ARCPs and many units are opting to undertake them every six months. The key roles of the External Representative are to assist in the quality management of the ARCP process and evaluate the quality of the training programme being undertaken by the trainee. – specifically:
 - Be familiar with the most recent version of the Dental Gold Guide. This is the reference guide relating to Postgraduate Dental Specialty Training in the UK and is the guide to which you should refer for details regarding specialty training, including the ARCP process
 - Examine paperwork and advise on specialty-specific issues to be raised at interview
 - Attend ARCP interviews when invited. ERs are not usually required to attend the meeting in person, but it is good practice to attend in person if requested
 - Help the 'Dental Deanery' to provide feedback and advice to the trainee including any targeted training required
 - Facilitate arrangements to help a trainee if needed through the SAC
 - Raise any concerns about programmes with the 'Dental Deanery' in the first instance
 - Complete an External Representative form for the 'Dental Deanery' and send a copy to the SAC secretariat as well as the "Deanery"
- It is not the role of the ER to influence the decision of the panel as to the outcome to award a trainee. That is solely the remit of the "Deanery". The ER is at liberty to disagree, but the final decision rests with the "Deanery". However, with difficult decisions, input from the ER may be requested. Trainees will predominantly know in advance the outcome that they will be awarded and frequently those awarded an outcome 1 will not be invited to attend the actual meeting.
- It is not within the role of the External Representative to act as a counsellor to a trainee and if a trainee raises concerns with an ER, they should be directed to their TPD in the first instance. However, the "Deanery" may ask the ER to meet with a trainee regarding a particular issue. It is reasonable to honour that request but the ER should be mindful that this occurs outwith the formal ARCP process.
- Sometimes an ER will be asked to sit on a Specialty Training Committee. This is not technically within the ER's role and it is a matter of individual choice whether the ER feels that they are able to commit to this.

Mediated Entry/Specialist Listing Applications

Contribute to advice on the Specialist List Assessed Application processes if this is requested from the SAC by the GDC which is currently taking the SLAA process in-house.

Data Protection and Confidentiality

- Abide by any stated or implied confidentiality that attaches to the work of the SAC during or after any period of membership.
- Comply with the provisions of the Data Protection Act 1998, the General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018
- Sign the RCS England Clinical and Lay Professionals Policy Acknowledgement Form (required under GDPR). (RCS England is responsible on behalf of the Royal Colleges of Surgeons in the UK and Ireland for data protection as it hosts the SAC secretariat, SAC documentation in paper and electronic format is held in RCS England and secretariat staff are employed by RCS England.)

ADDITIONAL INFORMATION

Length of service

Members serve for a maximum of five years, except that those elected as Chair may serve for three years from the date of their election as Chair if that takes them beyond their five-year limit. Members are not normally expected to return to the SAC within two years of demitting. However, this may occur in exceptional circumstances with the agreement of JMDF. Members may resign for personal reasons at any time but are normally expected to serve for the full five-year term. JMDF may remove a member from an SAC if they do not perform their membership duties as required.

Trainee representatives on SACs serve for a maximum of two years.

Membership should normally transfer to the new representative immediately following the final SAC meeting of a member's term of office.

Members should not normally continue to serve on the SAC for more than one year after retirement from their substantive NHS or academic appointments.

Recently demitted members may be invited by the SAC to assist with specific activities e.g. the SAC Panel or working groups for specific projects.

Expenses

There is no provision within the JCPTD budget for Member's expenses. Members should therefore seek reimbursement of their travel expenses from their nominating body.

Removal

SACs are small committees with a considerable amount of work to do and in fairness to other SAC members and those relying on SACs to deliver work it must be possible for a member to be removed if they persistently fail to participate or act in a manner contrary to the terms of reference or standing orders. If there are concerns, the nominating body will be contacted in the first instance. The Joint Meeting of Dental Faculties (JMDF) will ultimately make the decision whether to remove a Specialty Advisory Committee member. It is anticipated that removal will be an infrequent occurrence

Conflicts of Interest

Members should be aware of potential conflicts of interest when carrying out their role as a member of the SAC.

AM/May 2023