

# Certified Membership Induction

Unit 2

Roles and responsibilities of the Candidate and Facilitator

January 2023

**Please note that we will be recording this event for the benefit of other candidates**

# Agenda

## Introductions

1. recap of Unit One

2. role of the Candidate:

*Engaging with your Facilitator*

*Online Modules*

*Objective Evidence of Capability*

*Self Reflective Journal*

3. role of the Facilitator

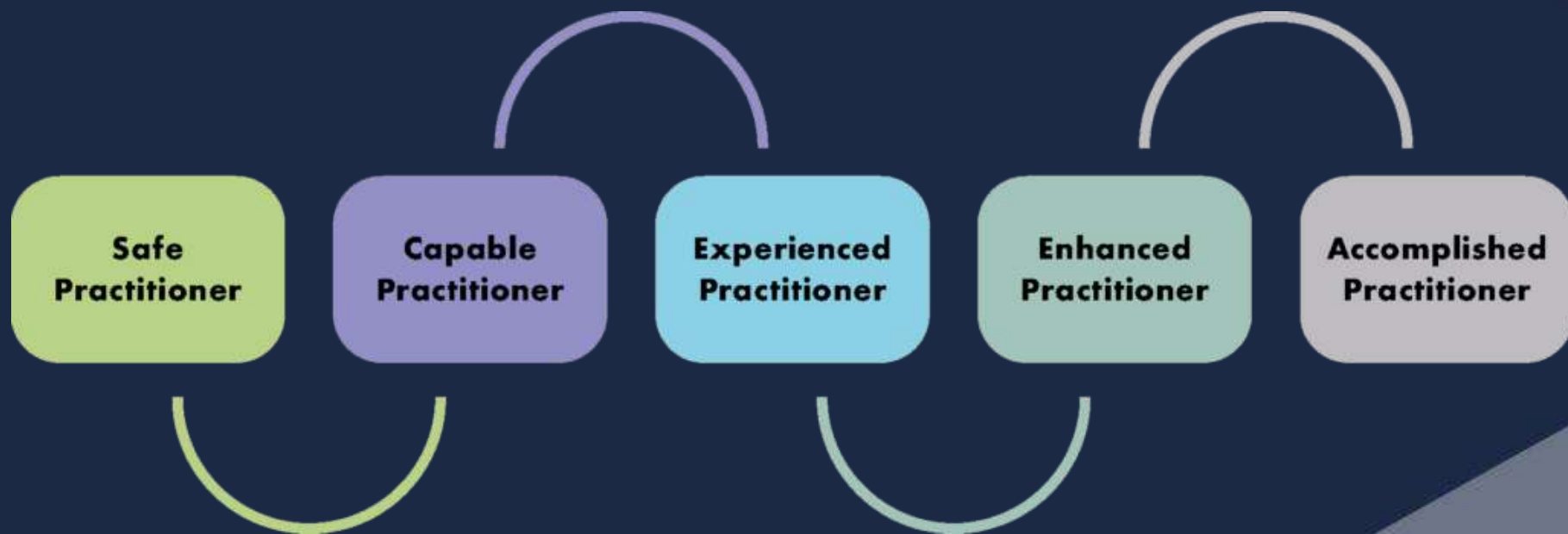
4. Candidate - Facilitator  
agreement

5. general discussion  
questions for clarification

1.

Reminder: Unit One

# COLLEGE CAREER PATHWAY



Accomplished  
Practitioner  
10 years + post BDS

Enhanced  
Practitioner  
5 years-10 years +  
post BDS

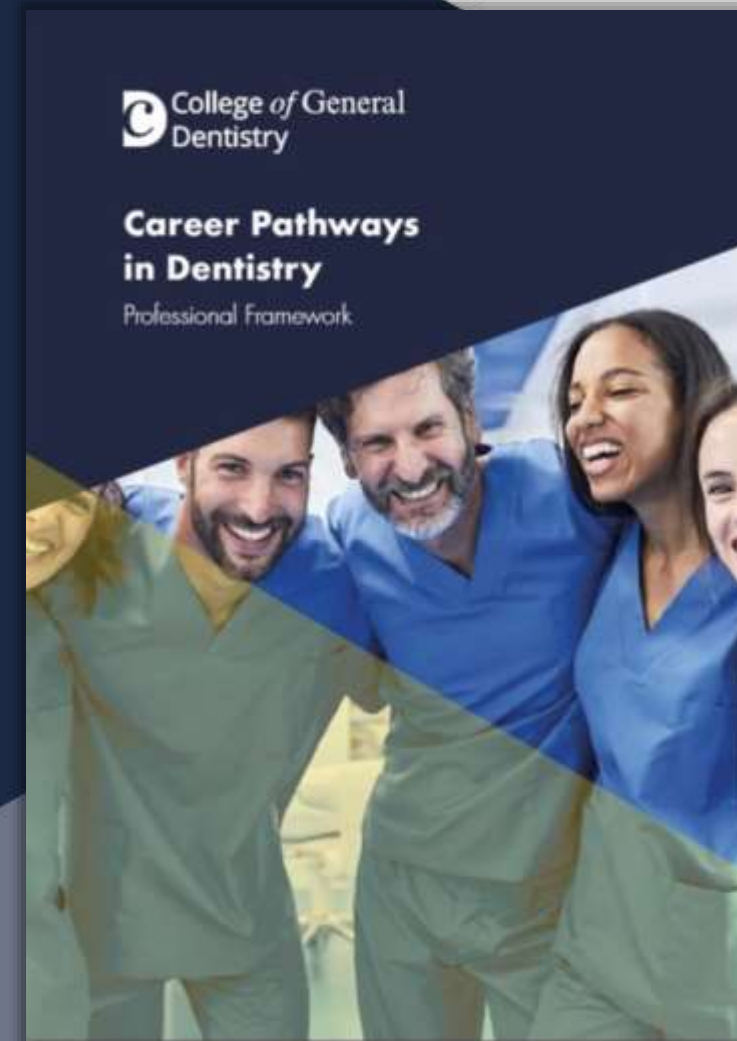
Experienced  
Practitioner  
3-5 years post BDS

Capable Practitioner  
1-2 years post BDS



College Facilitator  
guiding your progress

# Professional Framework



# Certified Membership

<b>Associate Member</b>	Safe Practitioner
<b>Certified Associate Member</b>	Capable Practitioner
<b>Certified Full Member</b>	Experienced Practitioner
<b>Certified Associate Fellow</b>	Enhanced Practitioner
<b>Fellow</b>	Accomplished Practitioner



# Certified Membership:

What does it involve?

Objectively  
evidenced  
capability

Ongoing  
self-reflective  
journal

Structured  
Facilitator  
support

Online study  
programme



# Key Messages

- We are providing **structure, facilitation, framework** and the means for you to develop **self-discipline** to support your own thinking, ambitions, motivation and aspirations for your career development.
- The scheme is in place to help you grow as individuals – towards self-realisation and self-empowerment.
- That process of growth as a professional does not end when you join the Register!

# 2.

## Your role

Engaging with your Facilitator  
Online Training Modules  
Objective Evidence of Capability  
Self Reflective Journal

# Engaging with your Facilitator

When you have completed the Induction and enrolment requirements:

- The College will assign a more experienced Facilitator to you.
- We will introduce your Facilitator by email.
- We will advise you of instructions for uploading documents to your Certified Membership record.

# Discussion

*What is my Facilitator there for?*

- ALL: let us know your interpretation briefly in the chat box

**No wrong answers!**

# Engaging with your Facilitator: Introductory meeting

- Within 30 days of your enrolment and subsequent Assignment of your Facilitator, the College expects you to book an introductory meeting session that may last between 60-90 minutes with your Facilitator.
- Aims of this Introductory session include:
  - Introductions
  - Contact details, times of contact
  - Aspirations, Personal Development Plan
  - How do your aspirations map to the Professional Framework?
  - Agree actions
  - Agree date for next meeting
  - Submit summary to CGDent
  - Facilitator to confirm

# Engaging with Facilitator: six-month review

**After 6 months**: first review meeting, after which you will meet with your Facilitator **every 6 months**

Meeting aims:

- Reflect on the assigned **Skills Module**
- Discuss your **Journal** evidence
- Agree **development goals**

# 6-month meetings: Your role (1)

1. **You need to lead the discussion**
2. **Don't rush to conclusions.** Your Facilitator will be prepared to give 3-4 hours.
3. **Prepare your thoughts:** it will help if you have an agenda.
4. Your agenda should include:
  1. Reflection on the current Required Module
  2. Domains of capability that you have previously chosen to review
5. **Send to your Facilitator:**
  - Your agenda
  - Reflections you may wish to discuss
  - Evidence of completion of online study **well in advance** of your meeting



## 6 Monthly Meetings: In the meeting

- **You are leading** the discussion.
- Your Facilitator will ask you questions to prompt your thinking.
- You need to commit yourself to actions **by the next meeting.**
- A simple template will be provided to help you.

# 6 Monthly Meetings: Your role (3)

Desired outcome from a meeting:

- Subjects for study or action
- Success criteria and date(s) for completion

Make clear the benefit obtained professionally

## 6 Monthly Meetings: Your role (4)

- Prepare a **summary** of discussion and agreed actions.
- Your Facilitator will validate the summary.
- Submit summary to us within **one week**.

# The meeting is NOT intended for...

- Specific treatment planning advice
- Counselling
- Assessment
- Grievances and complaints
- Discussing any sensitive patient or colleague matters

# Purpose

**A structure**

**Facilitation**

**A framework**

- to support your self-disciplined approach in career development.
- helping you to grow: self-realisation and self-empowerment
- strengthening professional identity, beyond Registration

Questions?

# Online Modules

## Professionalism

- Consent
- Ethical Practice
- Regulation
- Record Keeping

## Reflection

- Self Reflection and Feedback
- Own wellbeing;  
promoting wellbeing

## Development

- Community of practice;  
team development;  
promoting team work
- Research

## Agency

- Leadership skills and development
- Self management;  
management of others



# Online Modules

Signposted ProDental (and other) online courses  
Submit CPD Certificate to us when completed

# Online Modules: Your role

- Timely completion of specified modules
- Focused on one Domain every 6 months (in prep for meetings).
- First 6 months: module on Reflection
- **Add to meeting agenda for discussion**

# Reflective Journal

- Template provided
- Identify:
  - Where are you proficient?
  - Where might you develop?
    - Think of audit, PDP and written reflection as evidence.
- Consider:

# Reflective Journal your role

- Reference the Domain to which the Online Module relates
- For each of the 5 Domains:
  - reflect on an event/activity that you have undertaken that has influenced your practice or role that links to your PDP.
- Link clearly to the **Professional Framework**
- **At least 4 reflective statements every 6 months**
- **Clinical and Technical Domain:**
  - at least 6 reflective statements over the duration of your study

# Example

## Clinical & Technical Domain

*The capability to diagnose, to advise and to treat*

Techniques	Knowledge	Analysis	Judgement
The technical skill set required to ensure best practice	The awareness, understanding, and development of the technical, theoretical, and practical knowledge required for success in the profession	The ability to both effectively assess current and future situations and meaningfully reflect and learn from past experience	The practice of careful evaluation of evidence, and other relevant factors, to achieve good outcomes for patients, colleagues and the profession

# Example:

## Clinical & Technical Domain

*The capability to diagnose, to advise and to treat*

### **Techniques:**

*I have recently focused on X ... I have found it just as difficult as ever to engage sufficient patients to develop skills, which has been frustrating, but I have made some progress having asked colleagues to assist ... I think I need to find alternative ways ... I have learned that I am going to have to think about some disruption to my practice and my life if I am going to get there ... I am hesitating and it would be useful to talk through with the Facilitator.*

### **ACTION:**

# Objective evidence of capability



# Discussion

Are you studying?

Do you plan to study?

# Objective evidence of capability

## To achieve Certified Full Membership:

- Evidence of completion of validated PG Certificate
  - Accredited: Level 7, 60 credits, assessed

## For courses that do not meet the requirement

- Submit *qualification transcript*, showing:
  - Hours of study
  - Evidence of course quality assurance
  - Evidence of any assessment
- We will advise you:
  - Whether the qualification part-qualifies
  - Portfolio requirement to upgrade

# Objective evidence of capability: Eligible courses

## Clinical

Minimum intervention dentistry

Aesthetic dentistry, Restorative dentistry, Endodontics,  
Prosthodontics, Periodontology

Operative dentistry, conservative dentistry, advanced general  
dental practice

Special care dentistry

Orthodontics, paediatric dentistry

Conscious sedation, anxiety, and pain management

Dental imaging, CBCT

Oral surgery, oral medicine/ oral pathology , implant dentistry

Sports dentistry/ oral health in sport, facial aesthetics

## Non-clinical

- Dental public health
- Leadership and management
- Teaching
- Law and ethics/ expert witness
- Mentoring/ coaching
- Business management

# 3.

## Your Facilitator

## 3. Your Facilitator: Their role

- All are experienced and have completed the College's training
- Asking insightful and open questions: not instructing; challenging your thinking
- Helping you to develop clear learning outcomes
- Reviewing your PDP; encouraging you to overcome challenges

# Your Facilitator: Their role (2)

1. Introductory meeting (up to 90 minutes)
2. 6-monthly meetings (up to 4 hours)

# Your Facilitator: Their role (3)

- Review preparatory work you have sent them
  - Meeting agenda
  - Reflective journal



# Your Facilitator: Their role (4)

Remember they will be expecting to cover in the meeting:

- Your current Personal Development Plan
- Review of your wider skills development needs

# Your Facilitator

## Their role

### After the meeting, they will:

- Validate the reflection and plan that you have set out:
  - Agreed actions
  - Dates of review
  - Evidence of application of learning
- Confirm to the College that you are “on track”

# 4.

## Your Candidate / Facilitator Agreement

# Candidate / Facilitator Agreement

- Formally agreeing the basis for working together
- Managing problems in the relationship

5.

Finally: Any questions?