



Faculty of
**Medical Leadership
and Management**



OCDO
OFFICE OF CHIEF
DENTAL OFFICER
ENGLAND

Chief Dental Officer's England Clinical Fellow Scheme 2024/25

Information pack

February 2024

Table of contents

About the scheme	Page 3
Eligibility and selection criteria	Page 4
Recruitment timeline	Page 7
Application guidance	Page 8
Appointment conditions	Page 11
Working arrangements	Page 12
Insights from clinical fellows	Page 13
Frequently asked questions	Page 15
Contact us	Page 16

About the scheme

The next step of your leadership career

A healthcare system that is fit for generations to come is built through high quality clinical leadership. The invaluable skillset gained from this fellowship equips alumni to understand how to improve services and systems effectively, whilst enhancing experiences and outcomes for patients.

Since being established in 2017, the Chief Dental Officer England's Clinical Fellow Scheme has continuously evolved in recognition of the value of fellows to both clinical and non-clinical dental organisations.

I am delighted to announce that the scheme is now open to applications from dentists and dental care professionals from all sectors and continues to advocate the development of future leaders who have had limited leadership opportunities and have not held a senior leadership role.

Jason Wong, MBE

Interim Chief Dental Officer England



The scheme is sponsored by the Chief Dental Officer England and is managed by the Faculty of Medical Leadership and Management, the UK professional home for medical leadership. The scheme aims to support dentists and dental care professionals that demonstrate leadership potential and aspirations, and to equip them with the skills required to be effective and impactful leaders.

Comments from clinical fellow alumni about their experience of the scheme can be found on page 14.

This scheme is not an academic programme; it is an experiential leadership development opportunity that immerses dentists and dental care professionals at the centre of national healthcare organisations. From there, dental clinical fellows will develop a broad range of enhanced leadership, policy, project and communication skills, by leading on projects that will directly contribute to national and system healthcare priorities.

Clinical fellows are selected through a five-stage recruitment process, details of which can be found in this document. Leadership development is supported through a comprehensive development programme that seeks to enhance clinical fellows' leadership capabilities. Over the year, clinical fellows will gain opportunities for joint working with fellows from other professions and UK counterpart schemes.

Posts commence from 1 September 2024 for 12 months. Full details about the recruitment process and candidates' responsibilities can be found in this document.

Please ensure that you read the information in this guidance document before applying.

Good luck with your application.

Important note: FMLM requests that prior to application, candidates commence discussions with executive teams within substantive organisations, HR partners and finance leads. Failure to do so may result in secondment contracts being rejected, and a fellowship post being delayed or withdrawn.

Eligibility and selection criteria

The scheme is open to dentists and dental care professionals [dental nurses, dental technicians, dental therapists, dental hygienists, orthodontic therapists, clinical dental technicians] who meet the following **eligibility requirements**ⁱ to apply for the scheme.

Qualifications ⁱⁱ
<ul style="list-style-type: none"> - Dentists: Bachelor of Dental Surgery degree (BDS) or nationally recognised equivalent - Dental care professionals: Primary professional qualification leading to registration with the GDC
Eligibility ⁱⁱ
<ul style="list-style-type: none"> - Registered, and in good standing, with the General Dental Councilⁱⁱ - Up-to-date CPD records and portfolio
Experience ⁱⁱ
<ul style="list-style-type: none"> - Must be able to demonstrate a significant contribution to your practice, e.g., service improvement, innovation and expansion of service - Experience in a range of primary care settings providing comprehensive care for both adult and paediatric patients - Must not hold/have held a formal, established senior leadership role analogous to hospital consultant or LDN/LDC Chair
Career progression
<ul style="list-style-type: none"> - Be able to provide complete details of their employment historyⁱⁱ - Have evidence that present level of achievement and performance is commensurate with career stage post
Language skills ⁱⁱ
<ul style="list-style-type: none"> - Demonstrable skills in written and spoken English, adequate to enable effective communication - Clinical training undertaken in English; or the following scores achieved in the academic International English Language Testing System (IELTS), in a single sitting, no more than 24 months prior to the date of application: Overall 7.0, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0 - Adequate communication skills, but where evidence is not in one of the above forms, alternative supporting evidence of language skillsⁱⁱⁱ must be provided
Application completion
All sections of the application form completed fully according to written guidelines.

ⁱ 'When evaluated' is indicative but may be carried out at any time throughout the selection process.

ⁱⁱ On application.

ⁱⁱⁱ An example of alternative evidence could be testimony from a clinical/educational supervisor, in the form of a signed letter (this will be subject to review by any organisation to which you apply).

In addition to the eligibility requirements listed on the previous page, the **personal specification** will be used as part of the assessment process at the application and interview stages of the recruitment process:

Knowledge and experience
<p>Essential:</p> <ul style="list-style-type: none">- Evidence of involvement in leadership and management commensurate with experience, with reflection of personal impact- Demonstrates an active undertaking of professional development post-registration- Demonstrates clear leadership aspirations for future leadership and career development- Understands the importance of developing appropriate behaviours and competencies in leadership and management – may refer to other leadership and management frameworks e.g. FMLM's Leadership and Management Standards for Medical Professionals and NHS Leadership Academy Healthcare Leadership Model- Good knowledge of the NHS and healthcare system and insight into issues facing dental healthcare services in England- Interest in and evidence of contributing to the wider healthcare system- Demonstrates understanding of NHS management and resources within Area Teams- Evidence of effective team working and leadership, supported by multi-source feedback or other workplace-based assessments- Ability to work in multi-professional teams- Ability to show leadership, make decisions, organise and motivate other team members- Evidence of clinical excellence through prizes, awards, presentations and papers- Evidence of involvement in clinical quality improvement, and an understanding of the principles of audit, clinical risk management, evidence-based practice and patient safety- Evidence of interest in/experience of teaching, coaching and mentoring <p>Desirable:</p> <ul style="list-style-type: none">- Understanding of population health- Evidence of involvement/attendance at LDC/LDN/MCN meetings- Evidence of achievement outside of dentistry and oral healthcare- Experience of guideline or policy development- Experience of teaching or organisation of teaching programmes.

Skills, values and behaviours

Essential:

- Shows initiative, drive and enthusiasm
- Commitment to personal and professional development
- Seeks and acts on feedback regarding own effectiveness and areas for development
- Values diversity and difference and operates with integrity and openness
- Reflects on past performance and applies learning to current practice
- Ability to work and lead effectively, in multi-professional teams
- Is organised and is able to plan and manage/prioritise time and information effectively
- Capability to work with long time scales for delivery within agencies with differing priorities
- Ability to cope under pressure and to manage uncertainty, demonstrates initiative and resilience
- Capacity to take responsibility for own actions
- Quick to understand new information and adapt to new environment
- Excellent oral and written communication skills, demonstrating clarity and prioritisation in written/spoken communication
- Capacity to adapt language to the situation, build rapport, listen, persuade and negotiate
- Good problem solving and decision-making skills
- Demonstrates probity in all aspects of professional life
- Good IT skills.

Desirable:

- Writing experience in clinical and/or non-clinical topics or peer reviewed publications and/or other communication medium (e.g. blog, letters, etc.)
- Experience of presenting complex information
- Leadership skills gained within the NHS or elsewhere.

Recruitment timeline

The recruitment timeline* for the 2024/25 scheme is as follows:

Dates*	Stage
14 February 2024	Applications open
10 April 2024, 5pm GMT	Applications close
w/15 April 2024	Candidates notified of shortlisting outcomes
24 April 2024, 6–8pm GMT	Virtual Host Evening – SAVE THE DATE
26 April 2024, 5pm GMT	Shortlisted candidates to submit post preferences
30 April and 1 May 2024	Virtual Interviews – SAVE THE DATE
w/c 6 May 2024	Candidates notified of interview outcomes
May 2024 – June 2024	Contract arrangement window (guidance will be issued)
1 September 2024	Fellowship commences

**Dates may be subject to change.*

Application guidance

Application stage

Applications must be received online via the application portal by 5pm GMT on Wednesday 10 April 2024. Applications received beyond this time will not be accepted.

Accessing the application portal

Please visit the [clinical fellow scheme webpage](#) and click on the 'Apply Now' button.

You will be prompted to sign in or create an account on the FMLM website to access the portal.

- FMLM members that already have an account: Please log in using your registered email and password.
- Non-FMLM members: You will need to create a new user account. Proceed to 'Create new account' and complete the details. Once completed, you will have access to the application portal. (Please note: You do not require FMLM membership to apply to the scheme.)

FMLM membership is not required to apply to the scheme. You are welcome to join FMLM, by completing the [membership application](#). If you have any queries, please do not hesitate to contact membership@fmlm.ac.uk.

Drafting and submitting your application

Candidates will provide personal and professional information. Candidates should refer to the selection criteria in this document and the [FMLM Leadership and Management Standards for Medical Professionals](#) when answering all questions.

Please note:

- Successful candidates should be able to express important information concisely.
- Your application form answers will be assessed against the selection criteria, and evidence will be sought to demonstrate this throughout applications, interviews and references.
- All criteria will be assessed appropriately against each candidate's career level.
- Shortlisting is conducted against rigorous criteria and is undertaken anonymously.
- Do not unsubscribe to bulk emails, as this will prevent us from contacting you regarding your application.

You are able to save a draft of your application. If you save a draft application, please ensure that you return to your application to complete and submit this before the deadline. FMLM cannot accept draft applications.

You can access your saved draft or submitted applications under 'My applications' through your profile on the FMLM website at the top of the page.

Data protection

- The data we collect is held by the Chief Dental Officer's England Clinical Fellow Scheme, a joint partnership between the Faculty of Medical Leadership and Management (FMLM) and NHS England.
- The information you supply, including, where relevant, sensitive personal data relating to you will only be shared to other individuals and organisations involved in the running and administration of the scheme.

Shortlisting stage

Candidates will be notified of shortlisting outcomes week commencing 15 April 2024.

Host evening

A virtual host evening event will take place on Wednesday 24 April 2024 between 6–8pm GMT. This is a helpful networking session for prospective fellows to have the opportunity to talk to host organisations to understand more about each organisation and the type of work you might be involved in as part of your fellowship. You will meet in small groups with each host representative(s) to hear about the organisation and ask questions to the host and current clinical fellows. Job descriptions and event link will be released to shortlisted candidates before the host evening.

Secondment preferences

After the host evening, shortlisted candidates will be asked to rank the host organisations that they would be prepared to work at; this must be submitted by 5pm GMT on Friday 26 April 2024. If successfully appointed to the scheme, there will then be a matching process based on performance at interview and ranking preferences.

Please note:

- Candidates should only rank placements that they are prepared to accept as it may mean that they need to relocate. For example, if you live in Norfolk and you successfully secure a place in a host organisation in Manchester, you should be willing to relocate to Manchester for the duration of the scheme (caveat – see 'Remote working' on page 12).
- Some organisations have more than one site/office across the UK. You may be expected to travel between sites by your host organisation so ensure that you read the job descriptions thoroughly before submitting your preferences.
- Successful candidates will only be offered the post that is allocated; there is no scope to change posts so preferences should be carefully considered.
- FMLM is unable to facilitate changing posts or movement between offices.

Interview stage

Interviews will be held virtually on Tuesday 30 April and Wednesday 1 May 2024.

Before the interview

- Shortlisted candidates will be sent a link to self-select and book interview slots which are available on a first come, first served basis. Interviews will be held virtually for maximum accessibility; therefore, alternative dates are not available.
- Candidates must submit host organisation preferences by 5pm GMT on Friday 26 April (see page 9 for full details).
- After booking their interview slots, shortlisted candidates will be sent a link to the interview platform and will need to submit the following information on the platform at least 72 hours before the interview:
 1. Submit **photo ID** including a passport or driving licence to confirm your identity.
 2. Complete a **tech test** to ensure that your camera and microphone work.

Non-UK/EU applicants will be contacted separately with regards to confirming their right to work status.

During the interview

- The interview process will last for approximately 45 minutes and is comprised of a scenario task and a question and answer-based panel interview.
- The scenario task will be released to candidates the day before the scheduled interview.

After the interview

All candidates will be notified of the outcome within three weeks of interviews.

Successful candidates

- Successful candidates will be sent guidance on next steps.
- Candidates will need to submit a reference from their most recent employer within two weeks of accepting the post. Appointment is subject to satisfactory receipt of a reference.
- Successful candidates will not receive feedback from the interview; this is due to capacity and the high volume of candidates.

Unsuccessful candidates

- Unsuccessful candidates will be sent feedback on their interview within six weeks of interview.

Appointment conditions

Salary arrangements

- The salary model for each post is offered at Agenda for Change 8A or equivalent salary range for those paid outside of the Agenda for Change model.
- The salary for each post will vary within this range between host organisations due to individual employment/contractual arrangements. Full details of posts and individual salaries will be available to shortlisted candidates in a job description pack.
- Once in post, agreed work-related travel expenses should be negotiated between the clinical fellow and the host organisation. Relocation and daily commuting fees are not covered. Secondment contracts vary so, if successful, individuals will need to consider their contract and discuss expenses with the employer and host organisation.

Contractual arrangements

Successful candidates will be contracted by way of a secondment from a current employer on existing employment terms and conditions.

Some host organisations may offer a fixed-term contract, this will be made clear in the job description pack, as will posts offered at less than full time (LTFT). There are no guarantees that fixed term contracts or LTFT posts will be available at the time of publishing this guidance.

Contract arrangements are negotiable between successful candidates, employing organisations and host organisations. FMLM are not responsible for contract or salary arrangements/agreements.

Seeking support from your employer

FMLM has provided a short overview document that candidates should find useful when discussing with employers their interest in applying to the scheme. This guidance highlights the multiple benefits of the scheme for both the candidate and the employer. Candidates can access the *Guidance for Employers* in the Supporting Documents section of the [Chief Dental Officer's England Clinical Fellow Scheme webpage](#).

Working arrangements

Less than full time posts

- Some posts may be available as less than full time (LTFT) or flexible. This will be detailed and confirmed in the job descriptions for each host organisation.
- Due to the intensive nature of the scheme and the window being limited to 12 months, LTFT posts are usually offered at a minimum of 0.6 FTE.
- Requests for LTFT or flexible working will be considered by host organisations on a post-by-post basis and the decision as to whether this can be accommodated will reside with them.
- A schedule for the development programme will be made available in summer 2024. Full attendance is required, regardless of LTFT post status.

Remote working

Remote working arrangements may continue in 2024/25, and host organisations will specify the working arrangements for each post in the job description [i.e. if successful fellows will be able to work remotely during the scheme and therefore relocation may not be necessary.] To take full advantage of the opportunities and access available, you should be prepared to travel to and from host organisation offices as required and when appropriate.

Insights from clinical fellows

We asked recently graduated clinical fellows about their experience of the scheme:

“Having applied to the fellowship to gain wider perspectives on dentistry, my time spent in the OCDO exceeded many expectations. The opportunity to contribute to national policy, produce informative bulletins for our profession, attend multi-disciplinary meetings when developing guidelines and publishing material on topics such as patient safety and denture loss, have all bestowed me with experiences which continue to open doors in my career after the fellowship has ended.



I had the privilege of facilitating parliamentary meetings with MPs to discuss ways of overcoming current challenges facing our patients and profession, as well as organising the CDO programme for the renowned BDIA dental showcase.

The ability to circulate amongst the heads of the dental field via networking events held by organisations such as the GDC, NHSWTE, FMLM and the Oral Health Foundation, has allowed me to accumulate connections and valuable insight into how leaders in dental regulation, education and policy are able to execute plans benefiting our patients, colleagues and future professionals.

Ultimately, I’ve gained a new set of skills not easily accessible within my clinical career thus far, which better prepares me for actioning initiatives and manage dental and oral healthcare teams at a local level.”

Dr Zain Hameed, Office of the Chief Dental Officer 2022/23

“The Chief Dental Officer’s England Clinical Fellow Scheme has allowed me to gain an improved understanding of the NHS landscape and the role that each organisation must play, at national, regional, and local levels. It has given me the opportunity to work closely with inspiring senior leaders and expand my multi-professional peer network, exposing me to new ideas and ways of working.



The projects I have worked on have enhanced my strategic thinking, understanding of stakeholder engagement and my own ability to implement change. This has been supplemented with an improved understanding of healthcare policy, education and training reform, and end-to-end project delivery. In addition, it has provided with me with unique experiences I would otherwise have not had the exposure to, or the confidence to take on e.g., organising and delivering a national conference.

The programme has allowed me to enhance and develop, new valuable transferrable skills. I intend to bring these back with me to clinical practice, applying them to my new role as an NIHR Academic Clinical Fellow in Special Care Dentistry. It has reinforced my passion for my profession and clinical practice. This will serve me well in my future clinical and academic career progression and any formal clinical leadership roles I wish to pursue.”

Miss Jessie Tebbutt, Health Education England 2021/22

“The scheme offers invaluable insight into the breadth of national organisations in health and social care, highlighting relationships with stakeholders and their role in the wider system. It presents the chance to observe, engage and work with senior leaders across the system with unique opportunities to be seen, heard and to share your clinical perspective, shaping organisational priorities and influencing health and social care policy in the UK.



The leadership educational programme challenges thinking and commands self-reflection, a journey you embark on with other like-minded, supportive, multi-professional fellows, collectively developing over the course of the fellowship.”

Mr Tej Gadhia, NHS Business Services Authority 2021/22

“The FMLM clinical fellow scheme is a great opportunity for anyone wanting to learn more about the NHS, including systems and organisations. Having an opportunity to take time out of clinical practice to work with leaders in healthcare has given me a new perspective on dental care, particularly within the NHS.”



Miss Claire Morley, Health Education England North West 2021/22

“The Chief Dental Officer’s England Clinical Fellow Scheme has been the most valuable experience of my career. The opportunity the scheme provides for personal and professional development is unparalleled in its nature and the impact it has had on me has changed the course of my career.



I am undoubtedly a better clinician, a better colleague and a better leader as a result of my experiences as a clinical fellow and have a much deeper and greater understanding of the wider healthcare system we work in.

The fellowship has opened up a number of career opportunities for me and as a result, since finishing the fellowship, I am still involved in a number of national projects. I have been able to take the skills I gained during the fellowship back into my clinical role and lead change within my department, organisation and region. My competence and confidence in myself as an individual, as a clinician and as a leader has grown notably and it is clearly evident in my day-to-day life.”

Miss Funmi Oluwajana, Health Education England 2019/20

Frequently asked questions

1. I have senior leadership experience. Does that enhance my application?

The scheme is aimed at developing future leaders and is not suitable for those that hold or have held established or senior leadership roles analogous to hospital consultant or LDN/LDC Chair.

2. I am a dental care professional, but not a dentist. Can I apply?

Yes, this scheme is now open in 2024/25 to dentists and dental care professionals [dental nurses, dental technicians, dental therapists, dental hygienists, orthodontic therapists, clinical dental technicians].

3. Can international or EEA candidates apply?

The scheme is open to all qualified dentists and dental care professionals that satisfy the eligibility and selection criteria, who have full GDC registration and are eligible to work in the UK or participate in this scheme according to visa requirements.

If you are uncertain whether your visa entitles you to work in the UK and participate in this scheme, please seek further information from the UK Visas and Immigration website at

www.gov.uk/government/organisations/uk-visas-and-immigration.

Please note that participating organisations, including FMLM, the Office of the Chief Dental Officer (NHSE) or host organisations, are unable to provide sponsorship to international candidates.

4. If successful, can I defer my post?

We are unable to accept applications for deferred entry to the scheme. All posts will commence from 1 September 2024.

5. I am unable to attend the interview date(s). Is there an alternative?

Interviews will be held virtually for maximum accessibility; therefore, alternative dates are not available.

6. I am a past Chief Dental Officer's England Clinical Fellow. Can I reapply?

Dentists that have been through the scheme are not permitted to reapply.

7. Can I speak to the host organisations or current clinical fellows in person or over the telephone?

Given the number of applicants for this scheme, we are unable to provide contact details for current clinical fellows or host organisations. However, if shortlisted, you will have the opportunity to meet them during the scheduled host evening to gain information about the fellowship experience and to ask questions. If contacted directly via other channels, current clinical fellows will not discuss any specifics or provide additional details around the selection process.

Contact us

For more information, please [visit the scheme webpage](#).

For further information or queries, please contact:

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