

Development adviser: person specification

1. Purpose of development advisers

Development advisers are named individuals who are approved by the GDC ([see section 4 below](#)) to support dental professionals who need to develop their skills and competencies as a result of conditions or agreed undertakings.

Development advisers are responsible for guiding and supporting dental professionals in the areas of development or learning identified in the determination of a practice committee, or those detailed in a case examiner decision sheet. They also offer support to dental professionals in developing and keeping up to date a Personal Professional Development Plan (PPDP).

The role undertaken by development advisers can further enhance the skills and knowledge of those who take up the role in support of other dental professionals.

2. Development adviser: description of role

Development advisers are dental professionals who are appropriately trained to support dental professionals who are subject to conditions imposed by a practice committee, or agreed undertakings with a case examiner, as a result of a fitness to practise investigation.

Development advisers support the development and progress of the dental professional's PPDP. That includes advising and monitoring the progress the dental professional is making to address the issues identified. The development adviser will offer guidance on their development and monitor progress against agreed deadlines in the PPDP.

Development advisers are responsible for reviewing the written evidence when complete, and providing the GDC and/or other relevant bodies with reports at the times specified in the conditions or undertakings, or at any time, upon request.

Development advisers are not responsible for supervising the clinical practice of dentists or dental care professionals (DCPs).

3. Person specification: essential and desirable

The development adviser must be:

- Registered with the GDC i.e. a trained dental professional.
- Be compliant with CPD requirements.
- Hold postgraduate (PG) qualifications in education, coaching, mentoring or leadership e.g. DDPH, RCS London, MCDH, PG Award Med Ed., PG certificate or award in education etc. We will also accept relevant experience in education and training, accredited through a professional membership body or other similar organisation.

In addition to the above essential elements, detailed in the table below are the education, experience, training and/or skills that are desirable for those appointed to the role:

No.	Training and skills	Examples of evidence may include
1	Development of PPDP or Personal Development Plans (PDP) and mapping CPD.	<p>Working with registrants in difficulty, Foundation Dentists/Vocational Trainees, experience of appraisal, own PDP, work as CPD lead, organising CPD events, developing aims and objectives for training activities and identifying development outcomes for CPD.</p> <p>Numbers of registrants supported in the past and currently. CPD undertaken. Competencies.</p>
2	Knowledge of development tools to increase insight and self-awareness.	<p>Demonstration of training or experience in the use of evidence-based education, reflection or development tools, which can include use of such tools for your own self-awareness or with mentees/trainees.</p> <p>Knowledge of critical reflection models.</p>
3	Knowledge of relevant workplace-based assessments.	<p>For example, audit or case-based discussions. Examples of when these were used e.g. practice meetings, peer review groups, work with trainees, work with registrants in difficulty, supervision of staff.</p>
4	Knowledge of current standards and guidelines in dentistry.	<p>Evidence knowledge of which standards and guidelines are used in practice and how these are used in development advisers' work, for example, practice policies, audits, teaching, supervision of trainees, registrants in difficulty.</p> <p>Ability to signpost to evidence-based resources that support improvements and development of clinical skills.</p>
5	Knowledge of the GDC fitness to practise process.	<p>Evidence of knowledge of process through reading, evidence of working with dental professionals through the process, current or past involvement with GDC fitness to practise processes.</p>
6	Report writing skills.	<p>Evidence of when reports were written, for example, as Educational Supervisor (ES), clinical teacher/educator, as an expert witness, reports on registrants in difficulty, for peer review groups etc.</p> <p>CPD or training undertaken.</p>
7	Equality, diversity and inclusion policies.	<p>Evidence of any training, mandatory training or specific training for different roles e.g. examiner for college examinations, as clinical teacher/educator, as ES.</p> <p>Examples of when used.</p>

No.	Training and skills	Examples of evidence may include
8	Effective communications skills.	Evidence of use of communication skills at work, feedback from mentoring/coaching, in practice, as ES, as clinical trainer/educator, appraisals, giving effective feedback, running practice meetings, chairing meetings, spoken and written communication.
9	Knowledge and experience of reflective models and reflective writing.	Evidence of CPD or training undertaken specifically in relation to reflective models, and examples of where these skills have been used in the past.
10	Motivating and developing others.	Examples from work and externally about developing others e.g. mentoring and coaching, dental nurse training, as ES, staff meetings, peer review groups.
11	Good interpersonal skills.	Feedback from mentees, staff, own philosophy for communicating with others. Examples when good interpersonal skills demonstrated.

4. Approval of roles for conditions and undertakings cases

Dental professionals who are subject to conditions or agreed undertakings will be required to identify and nominate a development adviser. The information below provides guidance on the approval process. The GDC does not retain a list of approved development advisers.

Persons agreeing to undertake this role will charge a fee for the service to be paid by the dental professional. Anyone nominated for this role by a dental professional must be approved by the GDC. Approval of a development adviser is limited to the dental professional who has nominated them, to ensure they have the appropriate knowledge, skills and experience.

The Case Review Team (CRT) caseworker managing the case will request, from the dental professional, a full CV of the person they are nominating to be their development adviser. The CV provided needs to include:

- GDC registration number.
- Job title and summary of their job role.
- Employment history.
- Information demonstrating they meet the person specification ([see section 3 above](#)).
- Confirmation that there are no known conflicts of interest. (A conflict of interest may include a personal relationship involving a family relative and/or a financial relationship such as an expense sharing arrangement).

The caseworker from the CRT may ask for further information or clarification relating to the CV of the nominated person to ensure suitability. They will also send the nominated person a 'Development adviser agreement form', which they must complete and return before any final approval can be given.

If final approval is not given, the caseworker will clearly explain the reasons why, and further information can be requested. Refusal does not exclude someone from being nominated as a development adviser in future.

The GDC will consider the following factors when deciding whether to approve a nomination of a development adviser:

- Has the nominee been qualified for an adequate period¹?
- Do they have appropriate experience?
- Do they have any:
 - current fitness to practise cases
 - any previous fitness to practise matters, where a warning has been issued
 - any fitness to practise matter referred to the Interim Order Committee and/or a practice committee, or
 - are they subject to undertakings?
- Are they suitably qualified and trained to support, guide and monitor the dental professional in meeting the areas of concern identified in conditions or agreed undertakings, and familiar with the scope of practice?
- Are there any known conflicts of interest?

5. Contact information

Contact the GDC by email at information@gdc-uk.org

Alternatively, you can use the [Contact us](#) form on our website.

¹ GDC v BAL SHARMA indicates that 10 years or more would be preferable.