

# Lead Employer

Welcome Booklet  
Dental Host



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# Annual Leave

Each Foundation Dentist has an entitlement to annual leave and public holidays. These statutory annual leave entitlements are as follows:

20 days annual leave plus 8 banks holidays - less than full time Foundation Dentists' annual leave will be pro-rata'd.

The Lead Employer annual leave policy can be found [on our website](#).

Please note, it is the role of the Foundation Dentist to ensure their annual leave is recorded on ESR once this has been approved by their Educational Supervisor.

## Expectations

**Foundation Dentist - must** discuss the requested annual leave with their Educational Supervisor. Once confirmed, add to the Foundation Dentist's calendar. Maintain an accurate record of annual leave to manage throughout training. You normally provide a minimum six weeks' notice of annual leave to be approved in accordance with local policies and procedures.

**Educational Supervisor – must** confirm the annual leave with the Foundation Dentist and upload as appropriate to ESR.

Please email [\*\*esr.helpdesk@sthk.nhs.uk\*\*](mailto:esr.helpdesk@sthk.nhs.uk) to be set up with ESR access.

The manager approval user guide for ESR can be found [on our website](#).



# Leave

## Other Reasons

### Special Leave

Special Leave is exceptional leave that may be granted to a Foundation Dentist in certain circumstances.

(The list of examples can be found in the policy [on our website](#)). Please be aware that there is more detail in the policy outlining the different categories of special leave.

**Foundation Dentists** - **must** inform their Educational Supervisor of their request for special leave as soon as possible.

**Supervisor** – The Educational Supervisor **must** complete an application for special leave, signed by them and the Foundation Dentist, before it is then sent to the Lead Employer. The application can be found in the policy (appendix 4).

### Maternity, Paternity & Adoption Leave

This is a Lead Employer policy that is administered in collaboration with HEE. The new Parent Support Policy can be found [on our website](#).

### Study Leave

Study Leave is a Health Education England policy and is administered via HEE procedures.

### Time off for Medical Appointments

Appointments are often presumed to be an entitlement, but this is not the case. Foundation Dentists should make appointments in their own time at the start or end of the working day to ensure minimum disruption to the department.

For a hospital out-patient appointment, time off with pay would normally be agreed for the duration of the appointment. No travel time pay be allowed. The Foundation Dentist will need to have their appointment letter/card e.g. with hospital, date and time etc. and show this if requested to their supervisor.





# Sickness

Sickness is a Lead Employer Policy that is administered through a LE system locally.

The Foundation Dentist should report all sickness to their Educational Supervisor. The Educational Supervisor should then use their access to ESR to log the sickness.

Further information can be obtained from our Absence Support Team **on our website**.

## The process of Trainee sickness...

**Foundation Dentist - must** contact their Educational Supervisor to report their sickness on the day and any subsequent days after. The Foundation Dentist should explain the reason for their absence with their supervisor, with the expected date of return to work.

If the sickness exceeds 7 days (including weekends), they will need to get a Fit note from a healthcare professional to certify their sickness and return to the Lead Employer to ensure they are paid correctly.

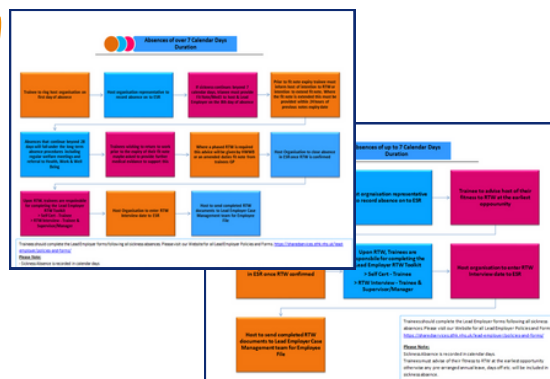
If the Foundation Dentist is off work for longer than 28 days, this would be classed as long-term sickness. This would be managed via Lead Employer's HR Advisory team in order to support their return to work when they are fit to do so.

**Supervisor -** Upon return to work the Educational Supervisors **must** conduct a return to work interview with the completed documentation returned to Lead Employer.

If the the Foundation Dentist's sickness has lasted longer than 10 days, inform the relevant Foundation Dentist this will impact the number of days in training and CCT.

## Trainee Absence Graphs

Click on the graph on the right of the page to view important information relating to Foundation Dentist absence both up to and over 7 Calendar days.



# Ways of Working

## Handling Concerns

There may be circumstances where concerns arise in relation to a Foundation Dentist who is placed within host organisations. Any concerns that arise should be shared promptly with the LE who will support host organisations to handle concerns in line with the LE handling concerns policy and procedure.

Concerns raised may include matters relating to:

- The conduct, health or capability of the Foundation Dentist.
- Concerns raised by a Foundation Dentist in relation to a colleague employed by the host organisation.
- Concerns regarding education and training.
- Safeguarding matters.
- General Dental Council (GDC) Fitness to Practice concerns or investigations.
- Serious Untoward Incidents (SUI's) or Never Events.
- Concerns raised by patients or families in relation to the care provided by the Foundation Dentist.
- Police matters.

In all of the above circumstances, it is vital to notify the LE at the earliest opportunity to enable prompt resolution of any concerns raised to ensure that appropriate and timely support is available.

If you are unsure as to whether a concern should be raised to the Lead Employer, it is always better to discuss with a member of the Lead Employer HR Advisory team.

## Respect & Dignity at Work

StHK is committed to creating a safe and fair working environment where everybody is treated with dignity and respect - bullying and harassment of Foundation Dentists is completely unacceptable.

Each Foundation Dentist should take personal responsibility for their own behaviour, treating colleagues with respect and ensuring they comply with StHK's Respect and Dignity at Work policy which can be found **on our website.**



# NPL

## National Performers List

It is the responsibility of the Foundation Dentist to apply to the relevant NPL before their placement commences. It is also the Foundation Dentists' duty to ensure their application is approved by the relevant NPL within 3 months of commencement of their placement.





# Stay Connected

## Follow Us

### How do we communicate with you?

Here at Lead Employer we communicate with you primarily over email so it is vital that **your details are updated regularly in ESR.**

You will receive our Lead Employer update via email on a fortnightly basis. This communication will share key updates and important messages.

**Lead Employer Colleague App** - download the Lead Employer colleague app today and receive employment updates direct to your phone. Search **StHK Lead Employer** via your app store, register with the email address we have on file for you and start receiving news, updates and alerts via your mobile device.

If you have any queries regarding communication, please email:  
**communications.leademployer@sthk.nhs.uk.**

The Lead Employer Helpdesk should be your main point of contact in relation to all of your other needs and queries.

**Lead Employer Helpdesk - 0151 478 7777**

**Email:** [lead.employer@sthk.nhs.uk](mailto:lead.employer@sthk.nhs.uk)

Available Monday - Friday between 9am - 5pm

### You can follow us on:



@StHK\_LE



sthk\_leademployer



StHK Lead Employer



<https://leademployer.sthk.nhs.uk/dental-foundation-hosts>



Search StHK Lead Employer via your app store



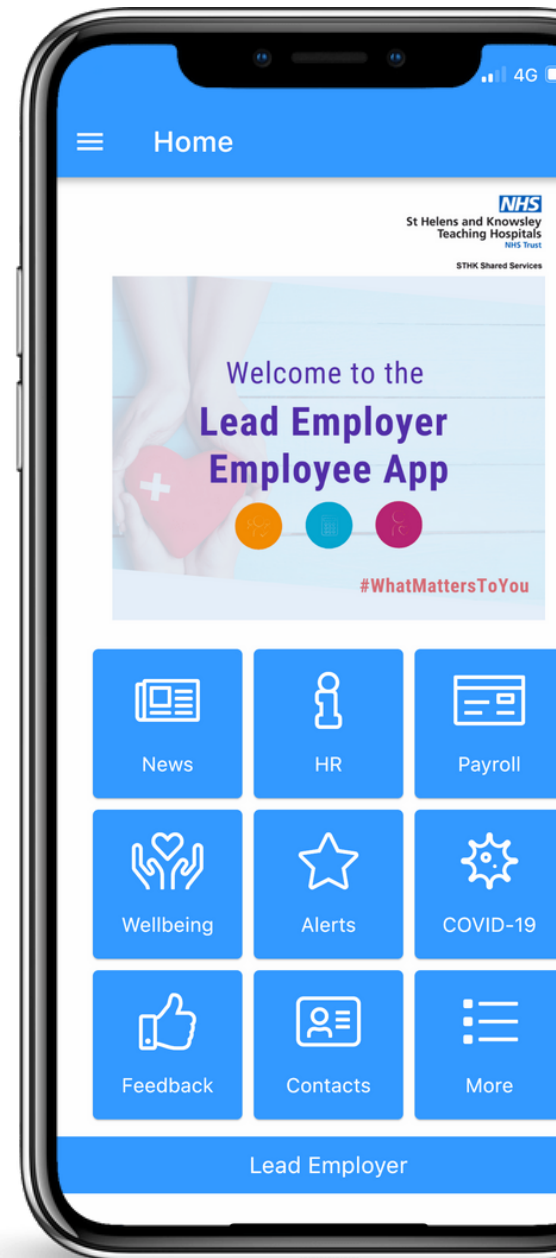


# Lead Employer Colleague App



## Download Today!

- 1 Search for StHK Lead Employer in your App store.
- 2 Click the padlock icon and register with the email address we have on record for you.
- 3 Start using today!



Available in the Google Play and App store.