

Guidance for Referees

Supporting an application for Fellowship of the Faculty of Dental Trainers

Thank you for agreeing to provide a reference on your colleague's eligibility to apply for Fellowship status with the Faculty of Dental Trainers. You may wish to refer to our website at www.fdt.rcsed.ac.uk to find out more about the Faculty and the application criteria prior to writing your reference. Referees should normally be a peer of the applicant who can make informed comment on the individual's commitment to training and not, for example, a trainee. You do not have to be associated with the Faculty to provide a reference.

Purpose of the Reference

The purpose of this reference is to provide a peer review of the applicant's work in the field of dental training and to support and supplement the information given in their application. You should comment on how the applicant meets the application criteria for Fellowship of the Faculty, using your knowledge of his/her dental training and education activities. If possible, comment on the applicant's most recent role/s and responsibilities. Please take time to read your colleague's application before composing your reference.

Content of the Reference

Your reference (normally a maximum of 1-2 sides of A4) should primarily refer to your colleague's commitment, experience and achievements in dental training and education. Please provide practical comments to support your application whenever possible. If you have been involved in peer observation of your colleague's training and teaching practice, please draw on the evidence this provides. Similarly, please comment on any innovative practice, contribution to training and developments at institutional level and/or contribution to national initiatives in developing approaches to dental training.

We recognise that this is a different kind of reference to one that is normally required, as we are looking for evidence of commitment, contribution and achievement in dental training, rather than general academic performance. We may wish to contact you to clarify points in your reference.

Format of the reference

There is no standard format for the reference, but you may wish to structure your reference based on the domains on which applications are scored. The three domains on which applications are scored are:

1. Teaching and Training
2. Educational Leadership
3. Scholarship and Research in Education

To see examples of activity from each domain please visit our website www.fdt.rcsed.ac.uk

Further Information

If you have any queries about the process, please contact the Faculty of Dental Trainers, Royal College of Surgeons of Edinburgh, Nicolson Street, Edinburgh EH8 9DW.