



NHS Education for Scotland Portal

<https://www.portal.scot.nhs.uk>

portal@nes.scot.nhs.uk

Dental eSEA

NHS Education have launched an enhanced Significant Event Analysis process (eSEA). Prior to undertaking an enhanced Significant Event Analysis, we recommend that you read the information available on the NES website. You may find the following links useful:

<https://learn.nes.nhs.scot/Resource/View/903>

<https://hicservices.dundee.ac.uk/SEAElearning/eLearning>

This document is intended to guide you through the application process. The process overall remains similar - the key difference is that we now ask you to complete and upload the **Enhanced SEA Template**, available on the GP216 Project Details tab.

You can launch a new application, or access projects already submitted, from the **iBooklet > Dental Audit** menu item.



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New Application: Getting Started

A screenshot of a web browser window titled "Create New GP216 Application". The window displays a form titled "New GP216 Application" with a "Getting Started" section. The form contains five fields: "Application Title" (text input), "Health Board" (dropdown menu), "Application Type" (dropdown menu), "Date" (calendar icon), and "Project Hours" (dropdown menu). A "Continue Application" button with a green checkmark is located at the bottom right of the form.

When you click on the **New Application** link, the process of creating a new application is started. Initially, you are met with the following pop-out screen.

Notes

You need to populate **all 5 fields** to continue. If you wish to abort, simply click the X button top right of window to cancel.

Application Title: Give a suitable title which identifies what your eSEA is about.

Health Board: Select your Health Board from the drop-down list.

Application Type: Select eSEA. This will drive what form (GP216B for eSEA) you see to complete in the next step so it is important you choose correctly at this stage.

Project Hours: Select 5 hours at this stage.



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New Application: The eSEA Application Form (GP216B)

GP216 Project Details - eSEA

Please read the instructions before submitting the eSEA Application.

[GUIDANCE](#)

Getting Started

1) Project Title

2) Health Board

3) Project Hours

4) Date of Significant Event

eSEA Details

5) This Project Involved DCPS Yes No

6) As Lead Participant, Please Describe Your Involvement

<input type="checkbox"/> Identifying the Significant Event	<input type="checkbox"/> Involvement in SEA
<input type="checkbox"/> Data collection/collation	<input type="checkbox"/> Convening meeting(s)
<input type="checkbox"/> Chairing meeting	<input type="checkbox"/> Taking meeting minutes
<input type="checkbox"/> Attending meeting to undertake SEA	<input type="checkbox"/> Involved in any resulting changes
<input type="checkbox"/> Monitoring any resulting changes	<input type="checkbox"/> Producing SEA report

7) Is this Project being carried out

<input type="radio"/> As a VDP Audit	<input type="radio"/> Within a VT Practice
<input type="radio"/> Within the PDS	<input type="radio"/> Within the GDS

Please download the eSEA Templates. These must be completed in full and uploaded using Tab 3 before this eSEA Application can be submitted.

[PROPOSAL TEMPLATE](#) [REPORT TEMPLATE](#)

When you click the Continue Application button on the **Getting Started** page, the record is created in the system and you are ready to complete the application and the eSEA template. The project will now sit at status **Draft** in the **Your Audits** panel but we will cover that area in more detail later.

Tab One: Project Details

The Application form itself is simple. As this is a **GP216B** (eSEA) enhanced SEA application then only **historic dates** are allowed, and cannot have occurred more than 6 months in the past.

As the person who has created the form, **the system sees you as the Lead Applicant**. You cannot override this. As Lead Applicant, it is expected you undertook some extra tasks and you should tick all that are applicable. The system will expect you to tick **at least one** before it can be submitted.

Process:

1. Download the REPORT TEMPLATE (green button) *
2. Save to your PC giving it an appropriate title e.g. Name of eSEA – Final Report.
3. Complete each dialog box in the template fully as per the guidance above each section.
4. Click Save

**ignore the proposal template button.*



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Tab Two: Project Participants

You are responsible for adding any other Dentists who have participated in this project. Search for the dentist using their name or **better still their GDC Number**; it goes without saying they must have **already created** and verified an account on NES Portal to be found and added.

Please **double check** you have added the right dentists – some on Portal have the same name as each other – and if you have made a mistake then use the delete functionality to cancel them.

You can adjust each project participant's hours by clicking into that field on the table you build. The Lead Participant can be allocated 5 hours at this stage and 2 hours for all other participants. **Please note that NES reviewers will review all applications and the hours that you have requested will not necessarily be the hours that you are awarded but this will be communicated to you.**

Once you have added all participants and allocated hours as per above, click Save.

Tab Three: Final Reports

- This tab is reserved for **uploading project evidence**. This will be used to upload the completed eSEA template found at Tab 1 as above.
- Please ensure it is the saved, populated eSEA template that you upload. Do not print and upload a scanned version – projects with scanned templates will be rejected.
- Click Upload Document.
- In the box that opens press the Browse button.
- Search your PC and find your completed final report.
- Tick "I agree to the above conditions"
- Click Upload.
- Repeat the process above for each document you wish to submit – eSEA template and any supporting documents such as meeting minutes, protocols etc.
- Once you have uploaded all the documents, click Save.



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The Submit Button

When the system is happy you have completed all mandatory fields, and have uploaded at least one document the submit button will show a green tick. When you are happy you have completed the application and template fully you can press submit. When you click submit, you will be alerted to ask if you are sure you wish to submit your Application form.

Once the Application is submitted you cannot change anything on it!

- Please ensure you have taken time to complete it as thoroughly as possible following the instructions in the dialogue boxes; one possible outcome of the review process is for further information to be requested and you can reduce the chances of this by getting it all submitted in the first place.
- You **cannot** add or remove any participant after the form is submitted so ensure your project team is correct. If there are **unforeseen changes** after the submission, contact the **Audit Administrator** using the button provided on the **Your Audits** panel.

Once the application is submitted, an email will be generated automatically to the NES audit team to alert them. You and everyone else you listed in Tab Two will be copied into the email for reference.

The application can now be found, and its details seen, by **everyone on the project** via the **Your Audits** tab. The Project will sit at status Submitted with the date clearly marked.



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Your Audits

This area will show you all Audit/eSEA Applications you are listed as being involved with. The panel is split into various sections. Click the project title to see details of each.

Project	Status	Your Hours	Start Date	End Date	Lead Applicant	Actions
DR Wednesday Audit Email Test 01-01-01-023836	Application Approved 08/11/2013	5 Hours	07/11/2013	15/05/2014	David Rome	CONTACT AUDIT ADMIN CONTACT DOCUMENTS
Monday Test 01-01-01-023859	Completed 13/11/2013	5 Hours ✓	04/11/2013	13/05/2014	David Rome	CONTACT AUDIT ADMIN CONTACT GP216 ANNEX 2 DOCUMENTS

Notes

1. If a project is listed as **Draft**, then it means it has not been submitted to NES for review yet. Furthermore, if you are the lead applicant on a draft project you will see functionality to **delete** it if you wish.
2. Once a project is submitted you cannot delete it – however the **Audit Administrator** can do this so please use the button provided on each record to get in touch with them directly. The **Audit Administrator** is your first port of call for any query and you should not contact the NES Portal support line with any requests to do this.
3. Please **be aware** that the hours listed against the project are **Your Hours** and may differ from other participants. Until the project is **completed** and relevant administrative work is done at NES, the hours are *indicative only* and subject to change. Once they are verified you will see a **green tick** next to them. These hours are now awarded and will appear on your cpd report as expected.
4. The **GP216 Annex 2** form that *must* accompany the GP217 for payment is only generated on successful completion of a project. It can be generated directly from the Your Audit panel. This must be generated within 6 months of the completion date.
5. The GP216 Annex 2 and GP217 forms must be **posted to PSD** within 6 months of the completion date. PSD will not accept claims submitted later than this.