INFORMATION FOR TRAINER APPLICANTS

Have you considered becoming involved in Foundation Training?

We are looking for suitable practices and practitioners for the NHS South Central 2011 - 2012 Dental Foundation Training (Year 1) Schemes, starting in August 2011.

You must:
- be an experienced dentist with high clinical and ethical standards
- have been working in NHS primary care for at least four years as a performer with some managerial experience
- have a personal annual contract value of a minimum of 1500 UDAs for the financial year 09/10.

You will be expected to:
- provide a dedicated surgery and suitably experienced/registered nurse for a Dental Foundation Dentist (DF1) for 37.5 hours per week for 48 weeks of the year to treat adults and children under the NHS
- be available in your practice for a minimum of three days a week when the DF1 is in practice to advise and assist the DF1
- provide a one hour tutorial each week
- attend approved courses and Trainers’ Meetings organised for Trainers
- attend the 4 day Developing Dental Educators Course if not previously completed
- attend some of the DF1s’ day release sessions on the scheme to which you are appointed

As a Trainer in the nGDS* you will receive:
- £63,216 p.a. for service costs (minus patient charges)
- a training grant, currently £8,952 p.a.
- reimbursement of DF1’s salary £30,132 p.a.

(These are 10/11 figures, due for review in April 2011)

If you wish to discuss whether you could become a Trainer please contact:

Shalin Mehra – Associate Dental Dean for Foundation Training – 07831 252122
Nick Priest – Regional Training Programme Director and Winchester Scheme TPD – 07810 180862
Cathie Brady – Buckinghamshire/Milton Keynes TPD – 07717 452667
Steve Brookes – Oxfordshire Scheme TPD – 07917 606497
Carlos Clark – Berkshire Scheme TPD – 07768 512692
James Kingham – Portsmouth & Isle of Wight Scheme TPD – 07740 467472
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Email: brenda.leach@nesc.nhs.uk
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<tr>
<th>TRAINING PROGRAMME DIRECTOR</th>
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<td>SLOUGH, BERKSHIRE SCHEME</td>
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<tr>
<td>Mr Carlos Clark BDS</td>
<td>Mrs Rupal Patel</td>
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<td>John Lister Postgraduate Centre</td>
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<td>Berkshire SL2 4HL</td>
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<td>Mobile: 07768512692</td>
<td>Tel: 01753 634383</td>
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<tr>
<td>Email: <a href="mailto:carlosclark@btopenworld.com">carlosclark@btopenworld.com</a></td>
<td>Email: <a href="mailto:rupal.patel@hwph-tr.nhs.uk">rupal.patel@hwph-tr.nhs.uk</a></td>
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<td>MILTON KEYNES SCHEME</td>
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<tr>
<td>Miss Cathie Brady BDS, FDS RCS</td>
<td>Mr David Cobley</td>
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<td>Assistant Centre Manager</td>
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<td>Postgraduate Education Centre</td>
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<td>Milton Keynes Hospital NHS Foundation Trust</td>
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<td>Milton Keynes MK6 5LD</td>
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<td>Tel: 01908 243101</td>
<td>Tel: 01908 243821</td>
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<tr>
<td>Mobile: 07717452667</td>
<td>Email: <a href="mailto:david.cobley@mkhospital.nhs.uk">david.cobley@mkhospital.nhs.uk</a></td>
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<tr>
<td>Email: <a href="mailto:bloxdent@aol.com">bloxdent@aol.com</a></td>
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<td>HAMPSHIRE PORTSMOUTH SCHEME</td>
<td>Mr James Kingham</td>
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<td>Mr James Kingham</td>
<td>Ms Matilda Buberwa</td>
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<td>PGMDE Administrator/Study</td>
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<td>Leave Co-ordinator</td>
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<td>Queen Alexandra Hospital</td>
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<td>Cosham</td>
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<td>Portsmouth</td>
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<td>PO6 3LY</td>
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<tr>
<td>Tel: 01252 666976</td>
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<td>Email: <a href="mailto:fleet.dental@ntlbusiness.com">fleet.dental@ntlbusiness.com</a></td>
<td>Email: <a href="mailto:matilda.buberwa@porthosp.nhs.uk">matilda.buberwa@porthosp.nhs.uk</a></td>
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Application to be a Trainer

Sequence of Events

<table>
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<tr>
<th>Read</th>
<th>Trainer Handbook &amp; Trainer Application Form</th>
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<tr>
<td>Application</td>
<td>Complete Trainer Application Form and return to the DF1 Scheme Administrator by <strong>Thursday 30 September 2010</strong>.</td>
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| The Practice Visit            | If successful at the interview a practice visit will be arranged. This may not be necessary if you have had a Deanery visit within the previous two years.  

1. Allow 2 hours to discuss matters with visitors  
2. You must have all required documentation readily available for verification. These will be inspected at the start of the visit. If not available the visit will be suspended.  
3. Brief practice staff. Any areas of the practice may be visited, not just the proposed DF1 surgery. |
| Selection                     | Usually twelve places only are available on each of our five schemes, so selection is competitive.  

You will be invited to a formal interview. You will be assessed on the interview, practice visit and application. |
| Appointment                   | Following interview you will be notified of your appointment or otherwise by the Postgraduate Dean. |
| Acceptance                    | Sign and return the contract within seven days. |
Overview of the Scheme

The NHS South Central region’s Dental Foundation Training Scheme is a course designed for newly qualified Dentists to experience NHS Primary Dental Care. Foundation Dentists will be appointed to experienced Trainers for a period of 12 months, and will attend the Day Release Course, usually on Thursdays, during University term time.

How the Scheme Is Organised

The scheme is entirely funded by the NHS. Overall administration of the scheme is the responsibility of the Regional Director of Postgraduate Dental Education through the Regional TPD in General Dental Practice. The day to day administration is carried out by the Administrators from the Regional TPD’s offices. The DF1 year includes: experience gained in practice, working alongside an approved Trainer and the educational input at the Day Release Course. Courses will be of 12 month duration, commencing on 1st August; and normally there will be a maximum of 12 DF1’s.

Appointment of Foundation Dentists (DF1s)

DF1’s will be appointed via a Deanery matching scheme and will work as Performers (DF1s) with a special 12 month contract. The Trainer will have the opportunity to advise which potential DF1s they would be happy to work with, from a pre-selected cohort. They will receive a salary from the Trainer, reimbursed in full through the DSD (BSA).

The Scheme start date is 1 AUGUST. This start date is non-negotiable. Trainers need to be present and available throughout the first month when DF1s’ require additional support and supervision.

On completion of the course, there is no further obligation on either the Trainer or the DF1 to enter into a new contract.

Appointment of Trainers

Trainers for NHS Primary Dental Care will be appointed by the NHS South Central Trainer Selection Committee following interview. All applicants will have to satisfy certain criteria regarding their suitability as Trainers. At least 4 years experience in NHS Primary Dental Care will normally be required, alongside a past commitment to training and continuing education. All applicants will be visited in their practices by the visiting team (if applicable). Appointment will normally be for one year only. Trainers will be expected to have a personal minimum commitment to the NHS of 1500 UDAs. This figure is subject to alteration by the Deanery.

Facts on Finance

On appointment Trainers will receive a training allowance in monthly instalments in arrears which will include the Trainer’s grant, DF1 salary and Service Costs. Patient charge revenue for the patients treated by the DF1 will be subtracted from the payments.

Day Release Course – Normally held on Thursdays

Financial Details from 1 April 2010

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (per annum)</th>
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<tr>
<td>Trainer’s Grant</td>
<td>£8,952</td>
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<tr>
<td>DF1’s Salary</td>
<td>£30,132</td>
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<tr>
<td>Service Costs</td>
<td>£63,216</td>
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(These are 10/11 figures, due for review in April 2011)
Appointment of Foundation Trainers

Each year the Deanery goes through the process of appointing Foundation Trainers, and generally carries out a formal interview of every potential Trainer for each year. Practice visits take place annually.

Some high scoring, experienced Training, practices are offered an extended Trainer appointment. This appointment lasts for three years, subject to satisfactory participation in an appraisal process, pastoral visits and consideration of other Q.A. mechanisms. In the second and third year of the cycle, the Trainer would inform the Regional Foundation training TPD (in writing, by the interview date) of their intention to train in the following cycle, and make a declaration that their practice complies with the published DF1 requirements for that year of DF1. They would need to give an account of the number and type of patients which would be available to the DF1. Normally, a practice inspection would not be carried out until re-selection time.

The reselection process will be repeated after 3 years. All new Trainers will be appointed for a 1-year period.

Turnover of DF1 Trainers

While the over-riding aims of Foundation training are to ensure DF1s receive high quality training in the best available practices, it is important that DF1 contributes in a wider sense to an overall improvement in primary care dentistry. It achieves this by:

- Producing new GDPs who have completed a period of high quality training and have adopted good habits and are able to carry these values throughout their practising careers.
- The competitive appointment process which encourages Trainers and potential Trainers to invest in the quality of their staff and their practices and their own CPD in full continuing professional development.
- A regular intake of new Trainers which leads to a broad skills base and large pool of experienced Trainers.

A short CPD course ‘So you want to be a Trainer?’ is offered to make practitioners aware of the roles of a DF1 Trainer, and how their practice may be prepared for DF1.

Role of a Trainer

As the title suggests, the principal duty of the Trainer is to teach, both within the formal context of the one to one tutorial and in the broader framework of teaching by example.

The Trainer is in the best position to assess the trainee’s needs. Through the various processes of assessments and tutorials these needs can be identified, discussed and hopefully satisfied. The best Trainers will not apply the do as I do philosophy, but encourage their trainees to develop their own personal skills and attitudes. This is an active process which requires the Trainer to possess certain qualifications:

i. a willingness to teach
ii. an ability to communicate successfully
iii. a self-awareness
iv. a perception of the feelings of others

In order that the Trainer can fulfil these onerous roles, he or she must possess the quality of enthusiasm.
Obligations of a Trainer

- Employ a DF1 as a salaried assistant under the terms of the nationally agreed contract and before he/she starts work to deposit a copy of the signed contract of employment with the Deanery postgraduate office and to obtain prior to and during the appointment the approval of the Deanery to any variations to the contract of employment.

- Work in the same premises as the DF1, in a surgery to which he/she has close proximity and access for the DF1, for not less than three days a week.

- Provide the DF1 with adequate administrative support and the fulltime assistance of a suitably experienced dental nurse.

- Conduct an initial PDP (Postgraduate Dental Education Portfolio) interview to identify the trainee’s strengths and weaknesses and draw up a development plan. (PDP is the Postgraduate Dental Education Portfolio in Dental Foundation training).

- Be available for guidance in both clinical and administrative matters and provide help on request or where necessary.

- Prepare and conduct regular weekly tutorials within normal practice hours (such tutorials to be of at least one hour’s duration and recorded in the PDP).

- Allow and require the DF1 to attend the 30-day study course programme and ensure that holidays do not lead to absence from the study course.

- Provide satisfactory facilities (including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilized between patients).

- Provide relevant training opportunities so that a wide range of NHS practise is experienced and so that, as far as is reasonably possible, the DF1 is fully occupied.

- Assess and monitor the DF1’s progress and professional development using the Postgraduate Dental Education Portfolio (PDP) and any other material provided for this purpose, to give feedback and to liaise with the TPD as necessary.

- Ensure that the DF1’s PDP and the processes involved in assessment are documented and kept up-to-date.

- Participate in Trainer training when necessary to undertake the role of Trainer and to undertake training in assessment through participation in educational courses prior to the employment of a DF1 in the practice and during the training period, as required.

- Will not allow the DF1 to work additional hours for additional monies within or outside the practice whilst working within the terms of DF1 contract. (See item 7 (vi) in the DF1 contract).

- Attend Trainer meetings and end-of-scheme review sessions, as required.

- Set time aside to be available for TPD visit(s) as required.

- Provide appropriate dental reference material for the use of the DF1 within the practice. (Journals, CD Roms, books, Department of Health documentation, etc).

- Advise on the final certification of the DF1’s completion of Foundation training. Inform the PGDD (in writing) if the circumstances of either yourself as the Trainer, the DF1 or the practice change in such a way as to alter the contract of employment between yourself and the DF1.

- Provide e-mail linking for DF1 and Trainer with the Postgraduate Dental DF1 Office and Dental DF1 TPD.

- To pay the DF1’s salary on the date agreed on the Contract.
Obligations of a DF1

- Work as a DF1 salaried assistant for the duration of the Foundation training year under the terms of the nationally agreed contract.
- Take up the DF1 placement once accepted, enter into the nationally agreed contract of employment with my Trainer and abide by its terms in all respects.
- Participate in an initial PDP interview to identify my strengths and weaknesses and work with the Trainer to draw up a personal development plan. (PDP is the Postgraduate Dental Education Portfolio in Dental Foundation training).
- Work under the direction of the Trainer and seek advice and help on clinical and administrative matters where necessary.
- In the interests of good patient care and the good management of the practice, draw the Trainer’s attention to any problems encountered immediately they become apparent.
- Attend regular weekly tutorials within normal practice hours (such tutorials to be of at least one hour’s duration and recorded in the PDP).
- Diligently attend the 30-day study course programme and ensure that holidays do not lead to absence from the study course.
- Cooperate with the Trainer and the practice so that I make the most of the facilities and opportunities provided, particularly training opportunities, so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, I am fully occupied.
- Work with the Trainer to ensure that my progress and professional development are assessed and monitored, using the Postgraduate Dental Education Portfolio (PDP) and any other material provided for this purpose; and to ensure that the relevant documentation is kept up-to-date.
- Undertake any specified activities as part of the assessment process within foundation training.
- Not work additional hours for additional monies within or outside the practice whilst working within the terms of DF1 contract.
- Act as a full and committed member of the dental practice team, participating in practice meetings, following proper practice protocols and cooperating with practice staff in all respects.
- Take out professional indemnity cover and practice according to General Dental Council and other relevant professional guidelines.
- In the event of disagreement or dispute with the Trainer, cooperate with the Deanery to resolve the matter expeditiously.

The professional relationship between Trainer and trainee will be that of Provider/Performer. The Provider is both legally and professionally responsible for the trainee. The Trainer also has vicarious liability for the actions of the DF1. Trainers are required to satisfy themselves of the competence and suitability of their trainees to carry out the work, by means of structured assessment.

This list of obligations may appear somewhat daunting, but at the risk of being repetitive, it has to be said that the kingpin of Foundation training is the Trainer. The duties are undoubtedly many. The most important obligation, however, which will be rewarded by a feeling of success, self-esteem, and the pleasure of seeing a young colleague achieve a goal, is commitment.
Standards for Training Practices

These standards are a guide to help practitioners know what is normally expected for training practices in NHS South Central Oxford and Wessex Deaneries. The TPDs will use these criteria during practice visits. They are for guidance, please contact one of the TPDs if you require clarification.

As a general guide the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum (it is advantageous, but not essential, to have achieved BDA Good Practice status). You must also comply with all current NHS terms of service and national legislation.

It is taken for granted that the following requirements will be met:

1. A minimum NHS commitment of the Trainer (1500 UDAs)
2. Adequate supply of NHS patients for DF1.
3. The DF1’s surgery must be of an adequate size.
4. The Trainer should not have been found in breach of their NHS terms of service or be under investigation by the GDC within eighteen months prior to their application. The Deanery will contact the GDC, DPB, DRS and the PCT for references.

DEANERY RECOMMENDATIONS REGARDING WORKING PATTERNS

- FDs should not be timetabled to work as the sole Performer in the practice except in exceptional circumstances.
- Working hours and patterns should be agreed prior to the commencement of the foundation year and any changes notified to the TPD.
- If a FD works at the weekend there should be a day off during the week (i.e. FD should not work a six day week).
- FD should not work more than five hours without a break.

PREMISES

The training practice will provide a dedicated surgery for use by the DF1. The surgery must be available during normal working hours, and also when the day release course is not being run. The surgery should be in close proximity to that of the Trainer, preferably on the same floor. Premises must comply with the Disability Discrimination Act. The DF1 surgery should be capable of adaptation to accommodate both left and right-handed operators.

EQUIPMENT

The DF1’s surgery will be equipped with the full range of instruments necessary to provide all routine general practice dental surgery. It is expected that there will be enough sterile instruments instantly available to provide routine examination and care.

Handpieces
It is suggested that a minimum of three air-rotors and three contra-angle handpieces are available in the DF1’s surgery.

X-ray Equipment
An intra-oral x-ray set will be permanently accessible, either in the DF1’s surgery or a dedicated x-ray room. Evidence of regular inspection and compliance with current Health & Safety Executive regulations for ionising radiation equipment will be required. Local rules must be on display. Only those entitled to be an operator in accordance with the legal person's procedures satisfying the requirements of IRR99 & IR (ME) R2000 should be allowed to initiate the exposure.

EMERGENCY EQUIPMENT

The practice must be equipped to provide cardio-pulmonary resuscitation. Portable equipment to provide suction, positive pressure ventilation and airway maintenance for a patient anywhere in the practice must be available.

Emergency Protocol
The practice should have a written emergency drill which is understood by all members of staff. Staff will have training in CPR and handling Medical Emergencies which is updated every year.

CROSS INFECTION CONTROL

Effective cross infection control should be practised by every member of staff, and a written policy should be available. Practices need to comply with BDA advice sheet A12 on cross infection control and meet essential requirements of HTM01-05.
HEALTH AND SAFETY
Each practice must have a written Health & Safety Policy. The BDA has an advice sheet which includes a model. A First Aid Kit, appropriate for the size of the practice, must be available and a record of incidents (Accident Book) must be kept and be compliant with the Data Protection Act.

Waste Disposal
The practice must comply with the current European waste disposal regulations and meet HTM01-07 requirements.

Electrical Regulations
Written evidence of compliance with regulations is required.

COSHH Assessments
Regularly updated assessments must be available for all substances used in the training practice.

Pressure Vessels
A written schedule of examination and certificate of inspection and maintenance must be available for each autoclave and compressor in the practice that complies with current regulations.

Publicity Liability Indemnity Insurance
A current certificate must be displayed in the practice.

Fire Drill
Practice policy must be understood by all members of staff.

STAFF
The DF1 must have a suitably trained Dental Nurse, with a minimum of one year’s experience, available for their exclusive use when they are working in the surgery. Appropriate reception and office staff must also be available. The training practice will comply with current employment law and GDC requirements. Written contracts for staff will be provided.

TRAINING
A library should be available in the practice containing current journal and other educational resources. It should contain a range of relevant books/magazines. A computer should be available in the practice to enable CAL programs/CD ROMs to be read.

Trainer Attendance
The Trainer must be available in the practice for at least three working days per week while the DF1 is present (excluding holidays which must not exceed six weeks per year). Cover arrangements must be made during any absence of the Trainer and the TPD kept informed. It is expected that the Trainer will be present/available throughout August.

Workload
The practice must provide enough patients for the DF1 to be fully occupied and to carry out a full range of treatments. The number of patients seen will increase with experience and this should be taken into account. The DF1 should not be expected to carry an excessive workload.

Record Keeping
Records should be clear, legible and contemporaneous. BPE/CPITN or another periodontal assessment method should be used together with regular oral cancer screening.

Premises and Facilities
It is prerequisite to becoming a Trainer that a suitably equipped surgery will be provided for the trainee. It will be the responsibility of the Visiting Team, who will be looking for a reasonable standard of equipment, furniture and materials, to assess that suitability.

If you have any queries about the acceptability of your premises, the Regional TPD is available to help you. An early discussion could save you a considerable amount of money and possible embarrassment!
Application Form

These notes are to be read in conjunction with the Trainer Application Form; Part 1 and Part 2. The application form is designed to allow the Selection Committee to make their assessment of each application with the most suitable information before them. The form may seem to be long and complex, but in fact much of the information needed is straightforward.

Before you complete the form, please read it through thoroughly and carefully. Many of the questions that may arise from the application are probably dealt with at the beginning of this handbook. However, if there are any points which do need further explanation please contact either your DF1 Scheme Administrator or the TPD who is associated with the Scheme for which you apply.

Practice Visit

There are certain essential items of documentation which are required, not only for this application, but also to ensure compliance with your GDS terms of service. **You must have them available for verification at the practice visit.**

At the visit, the TPD, who will be accompanied by another dental practitioner, will wish to see the practice running, and will wish to verify some aspects of your application. **Thus it will be necessary for you to put aside 2 hours of your time for this visit.** It will be necessary to see all areas of the practice in addition to the proposed DF1’s surgery. The visitors will also need to see some patient record cards selected at random by the visitors, some recent radiographs, and the appointment books.

During the visit, the TPD will have several items of DF1 policy and information to discuss with you. At this stage, if there are any queries please feel free to discuss them with the TPD. A list of the points that the TPD will probably bring up is as follows:

**Clinical Policy**
Clinical Freedom, NHS treatment, Private Treatment.  
Practice Policy.  
Materials: Choice, availability.  

**Workload**
Exposure to the full range of NHS treatments, Band 1,2 and 3, available to the DF1.  
Appropriate work available to the DF1.  
Where are patients to be obtained - Existing book? New book? Transfer of patients?

**Administration**
Collection of patient charges, Private Fees, Salary.  
DF1 involvement in management issues.

**Trainer Commitment**
Open access arrangements.  
Tutorial arrangements.  
Postgraduate Dental Education Portfolio.  
Day Release Course.  
Discipline.  

**DF1**
Contract.  
Surgery time and surgery availability.  
Clinical supervision.

When the visit is completed, the TPD will summarise his findings on a record form and will give you a copy. This will be put before the Selection Committee. A copy of the summary form is at the end of this book.
Vocational Training in the NHS Primary Care Dental Services April 10

The following increases to salaries, grants and service costs have occurred:

**TRAINEE SALARY**
- £ 2511.00 per month from 1 April 2010
- £ 30,132.00 per year from 1 April 2010

**TRAINER GRANT**
- £ 746.00 per month from 1 April 2010
- £ 8952.00 per year from 1 April 2010

**SERVICE COSTS**
- £ 5268.00 per month from 1 April 2010
- £ 63,216.00 per year from 1 April 2010

### VDP’s salary monthly

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<th>VDP’s gross pay</th>
<th>Superannuation deduction (6.5%)</th>
<th>Net pay for</th>
<th>National Insurance Employee’s Contribution Contracted-out (CA39) Table D (based on gross pay)</th>
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<tbody>
<tr>
<td>£2511.00</td>
<td>£163.22</td>
<td>£2347.78</td>
<td>£190.41</td>
</tr>
</tbody>
</table>

### BSA monthly payment to Trainer from April 2010

<table>
<thead>
<tr>
<th>Training grant</th>
<th>£746.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>VDP’s salary</td>
<td>£2511.00</td>
</tr>
<tr>
<td>(Deduct VDP's Superannuation Contribution)</td>
<td>- £163.22</td>
</tr>
<tr>
<td>Service costs</td>
<td>£5268.00</td>
</tr>
<tr>
<td>Total (not including Employer’s NIC reimbursement)</td>
<td>£8361.78</td>
</tr>
</tbody>
</table>

The NI contributions quoted above are at contracted out rates from Table D. The code number for “Contracted-out Health Service Workers” (ECON) is E3900000M, and the NHS Scheme Contracted-out number (SCON) is S2730000B.
FULL-TIME VOCATIONAL TRAINING IN THE GENERAL DENTAL SERVICES

This is a nationally agreed standard Trainee’s Contract and it should not be amended.

Trainee’s Contract

THIS AGREEMENT is made the __________ day of _________________ 20 ___

BETWEEN

________________________________________

of_________________________________________________________________

_____________________________ Dental Surgeon (“the Trainer”) of the one

part and ________________________________ of

________________________________________

Dental Surgeon (“the Trainee”) of the other part.

WHEREAS the parties are both duly qualified and registered Dental Surgeons, the Trainer being in general dental practice at

__________________________________________________________________________, which will be the Trainee’s normal place of work.

WHEREAS this contract of employment applies exclusively to arrangements made under dental vocational training schemes in England, to which nationally agreed terms apply.

WHEREAS the purpose of the national dental vocational training scheme is to enhance clinical and administrative competence and promote high standards and to introduce the trainee to general dental practice in a protected environment while enhancing skills.

WHEREAS both the Trainer and the Trainee have entered into educational agreements with the [                      ] Deanery.

WHEREAS the Trainer has been approved as a Trainer in General Dental Practice and the Trainee wishes to enter employment on a dental vocational training programme with the Trainer.

AND WHEREAS the parties hereto agree to establish this contract upon the terms and conditions hereinafter mentioned.

NOW IT IS HEREBY AGREED as follows:

1. The Trainer will employ the Trainee and the Trainee will serve the Trainer as an employed performer in the said practice to the best of his/her ability and will do his/her best to promote the interests of the Trainer and to serve the patients of the practice.
2.1 Subject as hereinafter provided (and in particular subject to earlier termination as provided in clause 2(2) below) this agreement shall start on the ___________ day of ________________ 20___ and shall automatically terminate on the _______________ day of ______________________ 20 ___.

2.2 Notwithstanding clause 2.1 above this agreement may be terminated at any time by either party giving one month’s notice in writing to the other.

3. During the continuance of this employment the Trainer shall pay to the Trainee a salary at the rates laid down from time to time in the Statement of Financial Entitlements payable to General Dental Practitioners under the National Health Service. Payments will be made in arrears by monthly instalments on the _____________ day of each calendar month.

4. The Trainee will be subject to the NHS Superannuation Regulations and the Trainer will account to the proper authority for all contributions and other payments for which the Trainee is liable under the said Regulations.

5. During the period of the employment both parties shall at their own expense be members of an appropriate medical defence organisation.

6. **During the continuance of this employment the Trainer shall:**

   6.1 work in the same premises as the Trainee in a surgery to which the Trainee has sufficient access to allow him/her to fulfil his/her obligations under the contract, for not less than 3 days per week;

   6.2 be available to the Trainee for guidance in both clinical and administrative matters;

   6.3 provide reference material for the use of the Trainee;

   6.4 allow and require the Trainee to attend the appropriate study day course of approximately 30 days in the year arranged by the Regional TPD/VT TPD in General Dental Practice;

   6.5 provide weekly tutorials for the Trainee, such tutorials to take place during normal practice hours and to be of a minimum of one hour’s duration;

   6.6 provide the Trainee with satisfactory facilities to comply with health and safety and infection control standards as contained in the Department of Health’s guidance HTM 01-05 including an adequate supply of handpieces and instruments sufficient to allow them to be sterilised between patients;

   6.7 the trainer shall provide the trainee opportunities to perform a broad range of clinical procedures under the NHS and to ensure as far as reasonably practicable that there is an adequate patient flow to fully occupy clinical time;

   6.8 provide the Trainee with administrative support and full-time assistance of a suitably experienced Dental Nurse;

   6.9 complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Regional TPD/VT TPD in General Dental Practice;
6.10 inform the Postgraduate Dental Dean forthwith and in writing if the circumstances of either the Trainer or the Trainee change in such a way as to alter the contract of employment;

6.11 fulfil the obligations and responsibilities of trainers in the national Dental Vocational Training Scheme in England and Wales as contained in the Trainer's educational agreement with the Deanery

7. **During the continuance of this employment the Trainee shall:**

7.1 fulfil and obey all lawful and reasonable directions and orders of the Trainer and not at any time except in the case of illness or other unavoidable cause or permitted holidays be absent from the service of the Trainer without the Trainer's consent;

7.2 work cooperatively with colleagues in the practice, in particular with the dental nurse assigned to him/her;

7.3 keep proper accounts of all professional visits, fees paid, all patients attended, operations performed including prosthetic work and all other business done by him/her for the Trainer and of all monies received and forthwith pay all monies so received to the Trainer or as the Trainer may direct;

7.4 keep all usual and necessary dental charts and an appropriate record of the work done for all patients attended to by him/her;

7.5 devote his/her whole time to the practice of the Trainer during the hours specified in clause 8 below

7.6 unless as part of the training course, not normally attend any patient or perform any operation or prosthetic work for any person other than the Trainer nor on his/her own account either carry on or be engaged in a dental practice nor accept any part-time or full-time dental appointment whether paid or unpaid or give any dental advice either gratuitously or for reward unless it be with the prior written consent of the Trainer and notification to the Postgraduate Dental Dean;

7.7 not whether during or after his/her employment disclose any professional secrets or any confidential information with respect to the Trainer or his/her family, patients, practice, or affairs or any directions given to him/her by the Trainer; such confidential information to include patient records, details of appointments, and financial information relating to the Trainer or practice;

7.8 observe and conform to the provisions of the Dentists Act 1984 so far as they relate to the Trainee or his/her employment and observe and conform to all the laws and customs and reasonable standards of practice of the dental profession;

7.9 in relation to any patient treated by the Trainee or desiring to be treated by the Trainee under the National Health Service comply insofar as possible with the GDS/PDS contract between the provider and PCT and NHS (GDS contract);

7.10 attend such study day courses as are set out in the published programme and shall not except in case of illness or other unavoidable cause absent himself/herself from any such course without the previous consent both of the Trainer and of the Regional TPD/VT TPD in General Dental Practice;

7.11 attend weekly tutorials with the Trainer
7.12 maintain and complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Regional TPD/VT TPD in General Dental Practice;

7.13 undertake such educational studies as may be reasonably advised from time to time by the Regional TPD/VT TPD in General Dental Practice;

7.14 inform the Postgraduate Dental Dean and Trainer of any alteration in his/her circumstances which might affect this contract of employment;

7.15 fulfil the obligations and responsibilities of trainees in the dental vocational training scheme as contained in the Trainee’s educational agreement with the Deanery

8.1 The Trainee is normally required to work during the following hours:

______________________________________________________________________________

8.2 [insert out-of-hours if applicable]

9.1 The Trainee shall be entitled to 5.6 weeks’ holiday, including bank holidays, with full pay during the period of twelve months in the practice and pro rata for shorter periods. Such holidays shall be taken at the times agreed between the parties.

9.2 Where employment ends or is terminated or if the Trainee chooses to leave the practice, a payment will be made on a pro-rata basis in respect of any accrued holiday entitlement that has arisen in the relevant leave year but has not been taken on the date of termination.

9.3 A deduction will be made from the Trainee’s final pay on a pro-rata basis for any holiday taken in excess of their entitlement in that leave year, at the date of termination.

10. If absent due to sickness the Trainee will be entitled to statutory sick pay entitlements. If the Trainee is unable to attend work, for any reason whatever, they must contact the practice at the earliest possible time on the first day of absence and not later than ____________[time] to give the reason for absence and, if possible, to say when they hope to return to work. Unauthorised absence will not be paid.

11. The Trainee shall be entitled to 52 weeks’ maternity/adoption leave and 39 weeks’ maternity/adoption pay or two weeks’ paternity leave/pay as the case may be. During a period of maternity leave, the Trainee’s entitlements under paragraph 9 to paid holidays and under paragraph 10 to paid sickness leave will accrue. Subject to her entitlement to Statutory Maternity Allowance the Trainee shall be entitled to 90% of her earnings for the first 6 weeks and for the remaining 33 weeks she shall be entitled to Statutory Maternity Allowance only.

* For more information see Statutory Maternity Pay and Maternity Allowance at www.direct.gov.uk

12. Nothing herein shall entitle the Trainee to any of the rights or expose him/her to any of the liabilities of a partner or constitute in any way the relationship of partners between the Trainer and the Trainee.

13. Should you have any query, grievance or complaint regarding your employment or the terms and conditions relating to that employment, you should raise the matter initially with the Trainer or the VT TPD. The full procedure is set out in Appendix 1.
14. The full disciplinary rules in place in this practice are set out in Appendix 2.

15. In this agreement references to any enactment order regulation or other similar instrument shall be construed as a reference to such enactment order regulation or instrument as amended from time to time or as replaced by any subsequent enactment order regulation or instrument.

AS WITNESS the hands of the parties hereto this day and year first before written.

SIGNED by the said Trainer:

_________________________________________________________________

In the presence of: __________________________________________________________________

SIGNED by the said Trainee:

_________________________________________________________________

In the presence of: __________________________________________________________________
Foundation (Vocational) Training Scheme in General Dental Practice
Guidance notes on the VDP/Trainer contract
(2009 Revised)

Introduction

The VDPs Contract has been drawn up by the British Dental Association for vocational training schemes in the UK. It will be used by training practices for agreements entered into on or after 1st May 2009.

The contract has been approved as the national standard by the Conference of Postgraduate Dental Deans and Directors (COPDEND). It is a condition of approval as a Trainer by a selection committee that the standard contract is used when the Trainer appoints a VDP. A copy of the signed contract must be deposited with the Postgraduate Dental Dean (Regional TPD in Scotland). Any variation in the terms of the contract must be notified to the Postgraduate Dental Dean before the VDP is in post.

These notes of guidance will help Trainers and VDPs complete the contract properly, by explaining the terms used and the intentions behind some of the clauses. Misunderstandings can be avoided if both parties make time to think through the terms of the contract in advance. If any questions arise from the contract, advice should be sought from the Postgraduate Dental Dean or Regional/VT TPD, who in turn may consult the British Dental Association.

The parties enter into the contract having agreed to abide by the educational agreements that they have each made with the Deanery and mindful of the purpose of vocational training, which is to introduce the VDP to general dental practice in a protected environment while enhancing skills. The principles in these agreements underpin the contract.

A Trainer is an experienced practitioner who has been approved by the relevant local selection committee. The training practice will also have been approved within the training scheme. Once the VDP has started work, the Trainer will be paid a grant, and reimbursed the VDP's salary.

It is for the Postgraduate Dental Dean to determine what further training is required if vocational training is incomplete at the end of the contract. If, exceptionally, the training period has to be extended for any reason this should be done by entering into a new contract.

A VDP is appointed by a Trainer solely at the Trainer's discretion. The VDP is the Trainer's employee and works as a Performer in the National Health Service. After the training period is over, the VDP may continue to work in the practice as an employee or an Associate, or may move on to another practice. In the NHS, this is subject to the necessary funds being available within the Provider's contract with the Primary Care Organisation.

In extreme circumstances it is possible that approval of the Trainer may be withdrawn. If this happens, every effort will be made to find the VDP a new training practice in order to complete vocational training.

Exceptionally, a VDP may have two joint Trainers or a Trainer may have more than one VDP with the approval of the Postgraduate Dental Dean/Director.
Part-time vocational training

A contract for part-time vocational training is available from postgraduate offices.

Terminology

A Postgraduate Dental Dean may also be known as the Director of Postgraduate Dental Education. In Scotland a Regional TPD is known as a Regional General Practice Vocational Training TPD (RGPVT TPD). A Vocational Training TPD (VT TPD) is known as a General Practice Vocational Training TPD (GPVT TPD). References to the Postgraduate Dental Dean should be taken as referring to the RGPVT TPD.

Completion of the contract

Preamble

The preamble places the contract in context and lays down the fundamental principles. If the VDP is to work at more than one practice location, all of these need to be specified.

Clause 2

The Trainer must inform the Postgraduate Dental Dean (or equivalent) and the PCT of the appointment of a VDP, and the VDP’s starting date in the practice. The agreement automatically terminates after one year. However it can be terminated at any time by giving one month's written notice. If both parties agree, a shorter period of notice or pay in lieu may be given.

Clause 3

The salary is specified in the Statement of Financial Entitlements. During the currency of a training contract the salary may be altered. This is why the contract does not specify the amount of salary. It is for the Trainer and VDP to agree when the salary will be paid but payment at the end of each month's work is normal in salaried employment. The VDP is entitled under employment law to an itemised payslip each month.

Clause 4

This clause may be deleted if the VDP opts out of the NHS Superannuation Scheme. A VDP considering doing so should take appropriate professional advice.

Clause 5

Every practitioner must be protected against professional risks. Trainers should note that they may be liable for the actions and omissions of their trainees, but that their professional indemnity should cover their defence.

Clause 6

(6.5) Exceptionally, tutorials may be provided outside normal hours, when this is appropriate - for example, a session on re-opening a surgery out-of-hours. Tutorials are expected to continue on a weekly basis throughout the twelve-month term of the contract.

(6.9) The Foundation Training Portfolio is crucial to the assessment of completion of vocational training and must be maintained carefully by both VDP and trainer. This includes taking part in the assessments and final appraisal.
Clause 7

(7.1) The Trainer is responsible for the fulfilment of the terms of his/her contract with the PCT and so the VDP must agree to obey the Trainer's direction; and

(7.2) the VDP must work as a full, cooperative member of the practice team.

(7.3) Any private fees for work done by the VDP will accrue to the Trainer. As it is the NHS's vocational training scheme it is not expected that the VDP will do much private work. No other fees should be paid to the VDP in addition to the salary except any reimbursement of travel costs in respect of domiciliary visits.

(7.5) Hours of work must be agreed in advance. It is expected that a VDP will normally work 35 hours a week, exclusive of lunch breaks, including any study day courses.

(7.6) Any employment undertaken by the VDP in addition to the contract must not impinge on the VDP's commitment to vocational training nor compromise the VDP's ability to complete vocational training. (See the stipulations in Clause (7.6)).

(7.7) This clause is not intended to prohibit sharing of confidential information between Trainer and VDP during and as part of weekly tutorials.

(7.10) A VDP has to make a commitment to the course, just as a Trainer must undertake to attend courses under his/her contract with the Postgraduate Dental Dean. The VDP will not take holidays which clash with study days, so absence from the study day course is acceptable only on grounds of illness or other unavoidable cause.

(7.13) A VDP will be expected to attend additional studies, for example as a result of not being able to attend a study day because of illness.

Clause 8

If a VDP agrees to work on a public holiday, he or she should be given a day's leave in lieu.

Clause 9

5.6 weeks' leave is equivalent to 28 working days, including 8 bank holidays for an employee who works five days a week.

Clause 10

A note on statutory sick pay appears at the end of these notes.

In case of frequent absences the Trainer may ask for medical evidence for periods of absence of less than seven calendar days.

Any leave in addition to the normal holiday entitlement and reasonable sickness can only be taken with the agreement of the Trainer and the Regional or VT TPD. Otherwise the contract must be terminated.

Clause 11

In addition to statutory maternity leave, the VDP has the right to reasonable time off with pay to receive antenatal care and to attend antenatal classes. BDA advice sheet D9 Employees’ family arrangements and pay gives further information on maternity, adoption and paternity rights. Absence due to maternity/adoption/paternity should be treated like any other absence from the scheme: the period of training missed should be made up afterwards.
Clause 12

This clause is to protect the Trainer's goodwill after the VDP's departure. It can only be waived by the Trainer and a VDP must note that he/she is under a legal obligation to observe whatever restrictive covenants (binding out arrangements) are entered into. The reference to 'Performers' includes the VDP. In other words, the VDP should not accept anyone who was treated by himself/herself at the training practice.

Questions and answers

What can be deleted from the contract?

Amendment of the terms of this nationally agreed contract is not permitted.

What can be added to the contract?

In theory, anything which does not negate the other clauses. Both sides should take advice prior to the drawing up of additional clauses and should notify the Postgraduate Dental Dean of the changes they intend to make.

What if there are joint Trainers?

They should each enter into the contract with the VDP and will be jointly and severally liable for training. The VDP must be clear who is responsible for his/her training at any one time, or in any one place.

What about sick leave?

The VDP may be entitled to statutory sick pay and the Trainer should inform the BSA Dental Services Division/Health Board/Central Services Agency of any sums received under SSP: reimbursement of the salary may, in certain circumstances, be defrayed by the amount of SSP received. See also the note at the end of this guidance.

What about maternity/paternity leave?

52 weeks’ absence is allowed under clause 11. Maternity leave is counted separately from sick leave. The VDP continues to receive her salary, but if she is entitled to statutory maternity pay, the Trainer should inform the Health Board/Dental Practice Board/Central Services Agency of any sums received under SMP. Female employees have full protection against dismissal on grounds related to pregnancy. Further advice is available from the BDA.

Can the contract be further extended?

No, but a new contract may be entered into for educational or other reasons, as under mandatory vocational training it is important for a VDP to be given every opportunity to complete vocational training. A new contract can only run for a limited period, if permission is given by the Trainer and TPD and required by the Postgraduate Dental Dean.
Who is clinically responsible?

The VDP is engaged on the understanding that he/she is skilled to perform certain duties and will do so with reasonable professional care. However, the Trainer as employer takes full responsibility under his/her contract with the PCO for the VDP's acts and omissions. The VDP could appear before the General Dental Council as a fully registered practitioner in, for instance, a case of professional misconduct and must comply with his/her obligations under the Performers Lists regulations.

How should forms be completed?

Forms should be completed under the contractor's number with the VDP's suffix. The VDP should sign the forms. The VDP may prescribe in the same way as the Trainer, using his own stamp on the appropriate form.

What about patient charges?

The Trainer will be responsible for charges not collected by the VDP.

How does employment law relate to the VDP?

The standard contract complies with the Employment Rights Act 1996 (as amended) (Contracts of Employment and Redundancy Payment (Northern Ireland) Act 1965 as amended). The Trainer's general obligations as an employer will already exist with regard to practice staff.

What about grievance procedures?

Procedures must be established within a practice for dealing with grievances. Any serious difficulties should be referred to the Course Organiser/VT TPD.

What about insurance?

The Trainer has the normal employer's liability under the Health and Safety at Work Act 1974 (Health and Safety at Work (Northern Ireland) Order 1978).

What is the VDP’s tax liability?

The VDP is taxed on a PAYE basis, which the Trainer is responsible for deducting.

What about National Insurance and superannuation?

The Trainer is responsible for the employer's NI contribution and for deducting the employee's contribution from the VDP's pay. If the VDP is a member of the NHS Superannuation Scheme, 6.5 per cent of the VDP's pay will be deducted at source and NI will be deducted at the lower contracted-out rate.
For more information

British Dental Association  
64 Wimpole Street, London, W1G 8YS  
Tel: 020 7563 4574

Committee on Vocational Training (Northern Ireland)  
c/o Northern Ireland Council for Postgraduate Medical and Dental Education,  
5 Annadale Avenue, Belfast, BT7 3JH  
Tel: 028 9049 1731

Scottish Dental Vocational Training Committee  
c/o Scottish Council for Postgraduate Medical and Dental Education, 4th Floor,  
Hobart House, 80 Hanover Street,  
Edinburgh, EH2 1EL, Tel: 0131 220 8607

British Dental Association (Scottish Office)  
Forsyth House  
Lomond Court  
Castle Business Park  
Stirling, FK9 4TU Tel: 01786 433810

STATUTORY SICK PAY

Statutory Sick Pay (SSP) is the minimum statutory amount payable to an employee who has been absent from work through illness.

Notification

In order to be considered for SSP, an employee should notify the employer of the illness. The employer is entitled to ask for reasonable evidence of incapacity, such as self-certification, for periods of illness lasting fewer than seven days, or a doctor’s note for illnesses of seven days or longer.

Entitlement

An employee who is sick for three calendar days in a row or fewer is not covered by SSP. Under the VDP contract, however, a total of four weeks’ accumulated sick leave is paid at normal salary before SSP applies. There are rules governing eligibility for and the amount of SSP payable and for how long, depending upon the amount of sick leave taken in a year and how separate periods of incapacity for work link together. Advice should be taken from the BDA in individual cases.

SSP is subject to NI and tax contributions and is paid when usual salary payments are made, for example weekly or monthly.

Recovering SSP

Employers can seek advice from the BDA and find full details of SSP in the DSS leaflet CA 35/36. The Inland Revenue website is also very useful:

http://www.inlandrevenue.gov.uk/employers
So You Want To Be A Trainer?

You may find it helpful to attend one of our “So you want to be a Trainer?” Courses.

Aims and Objectives:
- Explain the obligations and the role of trainers in practice
- Describe the organisation of the DF1 Schemes
- Inform regarding the financial benefits of training in practice
- Help to prepare for a successful application as a trainer

Applications for training open on 1 September, with a closing date of 30 September

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 September</td>
<td>6.00pm</td>
<td>Wexham Park Hospital, Slough</td>
</tr>
<tr>
<td>9 September</td>
<td>5.30pm</td>
<td>Queen Alexandra Hospital, Cosham, Portsmouth</td>
</tr>
<tr>
<td>15 September</td>
<td>6.00pm</td>
<td>John Radcliffe Hospital, Oxford</td>
</tr>
</tbody>
</table>

1.5 hours CPD

For more information, please contact:

Shalin Mehra – Associate Dental Dean for Foundation Training – 07831 252122
Nick Priest – Regional TPD and Winchester Scheme TPD – 07810 180862
Cathie Brady – Buckinghamshire/Milton Keynes TPD – 07717 452667
Steve Brookes – Oxfordshire Scheme TPD – 07917 606497
Carlos Clark – Berkshire Scheme TPD – 07768 512692
James Kingham – Portsmouth & Isle of Wight Scheme TPD – 07740 467472

To enrol on these courses, please visit:

www.oxforddeanery.nhs.uk Dental School/Dental Courses
DEVELOPING DENTAL EDUCATORS COURSE

This four day course (all four days are mandatory) will be an opportunity for new and experienced trainers in dental education to explore creative approaches to one-to-one teaching.

Course aims

By the end of the course participants will

- have increased their understanding of the theory of adult learning and its application to dental education
- feel more confident in selecting appropriate methods of promoting learning
- be able to use a wider range of practical and effective tools for assessing learning
- be able to use the process of giving and receiving feedback more effectively.

The sessions will be lively and interactive, using case studies and examples from participants’ own practice as dentists and dental educators. Groupwork is used extensively and experienced trainers will have the opportunity to experiment with different facilitation styles.

Day 1 Adult learning, roles and responsibilities

Objectives:

To discuss the skills, knowledge and attitudes required in dental education
To identify the complexity of roles which dental educators adopt and the factors influencing these
To explore the different learning styles of trainers and trainees and the impact of these on the trainer: trainee relationship

Day 2 Effective tutorials

Objectives
To explore a range of different types of tutorial
To devise aims and intended outcomes of different tutorials
To plan interactive and challenging tutorials

Day 3 Assessment and feedback

Objectives
To explore the principles behind assessment and the complexity of assessment in practice
To identify personal strengths and tendencies when giving and receiving feedback
To provide practical opportunities to give and receive feedback in difficult situations
Day 4 Relationships, challenges and conflict

Objectives
To identify good practice in chairside teaching, using a clinical case study
To explore the causes of tension and conflict in dental practices and methods of managing them
To discuss the practical management of poor performance

Participants are required to complete a piece of Reflective Writing (500 – 700 words) between days 2 and 3, analysing an incident from their practice using one of the models introduced during the course.

The course is based on the draft Guidelines for Dental Educators (COPDEND May 2008) and will prepare participants for possible entry to the Oxford Deanery New Trainers Course which leads to the Postgraduate Diploma in Medical Education.

Profile
Dr Katy Newell-Jones is a consultant and trainer in education, specialising in health and social care education. As a Principal Lecturer at Oxford Brookes University, she led the learning teaching programmes for health and social care professionals including the MSc Higher Professional Education until March 2007. The MSc course was designed to develop doctors, nurses, midwives and other health professionals as teachers and trainers. Since 2003, Katy has been a course tutor and educational adviser on the Oxford Deanery New Trainers Course and has a range of articles published on learning and teaching including Reframing tension and conflict to maximise learning: The Foundation Years (2008). She was awarded a National Teaching Fellowship by the Higher Education Academy in 2004 for her work on creative approaches to learning and teaching in the UK and overseas.

If you would be interested in attending this course, please contact Liz Hennessy at liz.hennessy@nesc.nhs.uk or 01865 740650.
# Dates for Your Diary

## Important Dates for August 2011 DF1 Schemes:

### 2010

<table>
<thead>
<tr>
<th>EVENT / MEETING</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 1 September     | Trainer Applications for 2011-2012 available on the Oxford Deanery website with a closing date of 30 September.  
  [www.oxforddeanery.nhs.uk](http://www.oxforddeanery.nhs.uk) / Dental School |
| 8 September     | So you want to be a Trainer? 6.00pm  
  Venue: Wexham Park Hospital, Slough, Berkshire  
  Book online at [www.oxforddeanery.nhs.uk](http://www.oxforddeanery.nhs.uk) / Dental School/Dental Courses |
| 9 September     | So you want to be a Trainer? 5.30pm  
  Venue: Queen Alexandra Hospital, Cosham, Portsmouth  
  Book online at [www.oxforddeanery.nhs.uk](http://www.oxforddeanery.nhs.uk) / Dental School/Dental Courses |
| 15 September    | So you want to be a Trainer? 6.00pm  
  Venue: John Radcliffe Hospital, Oxford  
  Book online at [www.oxforddeanery.nhs.uk](http://www.oxforddeanery.nhs.uk) / Dental School/Dental Courses |
| 30 September    | Closing date for trainer applications |
| **November**    |         |
| 4 / 18 / 19 November | Oxford Deanery Trainer Selection Committee Interviews |
| 9 / 10 November | Wessex Deanery Trainer Selection Committee Interviews |
| **December**    |         |
| December        | Practice Visits (if applicable) |

### 2011

<table>
<thead>
<tr>
<th>EVENT / MEETING</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Practice Visits (if applicable)</td>
</tr>
</tbody>
</table>
All appointed Trainers must attend the following in 2011:

<table>
<thead>
<tr>
<th>2011</th>
<th>EVENT / MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td></td>
</tr>
</tbody>
</table>
| 17 February | Recruitment & Selection Workshop  
Morning session for new & existing trainers / new trainers only staying on for the afternoon session  
Mandatory to attend this course every 3 years (in line with PMETB)  
Book online at [www.oxforddeanery.nhs.uk/Dental School/Dental Courses](http://www.oxforddeanery.nhs.uk/Dental School/Dental Courses) |
| March    |                                                                                                                                                                                                              |
| W/c 14 March | Trainee Recruitment Meet & Greet Days per scheme at Education Centre                                                                                 |
| April/May | Developing Dental Educators Course  
It is mandatory that all Trainers, both for joint trainers, attend one of our Developing Dental Educators Course unless on a Cert Med Ed course.  
To book your place please contact Liz Hennessy at [liz.hennessy@nesc.nhs.uk](mailto:liz.hennessy@nesc.nhs.uk) or 01865 740650 |
| May      |                                                                                                                                                                                                              |
| 12 & 13 May | Training the Trainers Residential Course for Buckinghamshire/Milton Keynes, Oxfordshire and Berkshire schemes  
Venues: to be confirmed                                                                 |
| 26 May   | Training the Trainers Residential Course for Hampshire/Winchester and Hampshire/Portsmouth schemes  
Venues: to be confirmed                                                                 |
| August   |                                                                                                                                                                                                              |
| 4 August | First Day Release for all schemes  
Venues: to be confirmed                                                                                                                              |
| September |                                                                                                                                                                                                              |
| Dates to be confirmed | Residential Courses for all schemes Trainers and FDs  
Venues: to be confirmed                                                                                                                      |
| December/January | Trainers’ Meetings                                                                                                                                  |
| May      |                                                                                                                                                                                                              |
| Dates to be confirmed | Training the Trainers Residential Course for all schemes  
Venues: to be confirmed                                                                                                                             |
| June/July |                                                                                                                                                                                                              |
| Dates to be confirmed | End-of-Year Presentation Dinners (North & South) for all schemes  
Venue: to be confirmed                                                                                                                           |
<table>
<thead>
<tr>
<th>Applicant/Trainer’s Name/s and Practice Name</th>
<th>Address</th>
<th>Date of Visit</th>
<th>Deanery Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>Below acceptable standard</th>
<th>2</th>
<th>Acceptable standard</th>
<th>3</th>
<th>Exemplary standard</th>
<th>Section Score</th>
<th>Suggested Improvement</th>
</tr>
</thead>
</table>

**TO BE REVIEWED BY DENTAL PRACTICE TPD**

**1 PRACTICE FACILITIES**

**Cleanliness**
Dust, dirt, or clinical waste/materials spillage in clinical areas, patient or staff toilet areas.

- All areas visibly clean, dust and dirt free.
- All areas visibly clean. Evidence of frequent checks of cleaning standards.

<p>| | | | | |</p>
<table>
<thead>
<tr>
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<tbody>
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</tbody>
</table>

**Décor and Flooring**
Porous, unsealed flooring in clinical and toilet areas. Torn or worn flooring in any area. Non-slip-proof flooring in any areas. Non-washable décor in clinical and toilet areas. Peeling, torn, chipped paint or wallpaper. Out of date or poor quality/poorly affixed posters and information leaflets. Broken/torn curtains or blinds.

- Sealed washable flooring in clinical areas. No evidence of stained, torn or worn flooring in any area.
- Sealed washable and slip proof flooring in clinical and toilet areas. Suitable flooring in all areas. Slip proof stair treads. Freshly decorated. Well presented, legible and current posters and information in languages appropriate to practice patient base.

<p>| | | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2 DISABILITY DISCRIMINATION ACT COMPLIANCE**
No DDA audit completed. No arrangements for disabled patients of practice.

- DDA Audit completed. Clear lighting and signs for visually impaired. Arrangements for access for patients in wheelchairs etc.
- DDA Audit completed and action plan implemented. Clear lighting and signs for visually impaired. Arrangements for wheelchair access. PAT slide/hoist if in-surgery access.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 CROSS INFECTION AND DECONTAMINATION</td>
<td>/12</td>
<td></td>
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</tr>
<tr>
<td>--------------------------------------</td>
<td>-----</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12 guidelines not completely followed in all areas of practice. HTM01-05 essential requirements not met.</td>
<td>Circle one</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12 guidelines completely followed in all areas of practice. HTM01-05 essential requirements are met.</td>
<td>4 8 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12 guidelines audited. Fully HTM01-05 compliant. HTM01-05 essential requirements are met to best practice and audited.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 HEALTH AND SAFETY</th>
<th>/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>All currently required documentation not available or up to date at time of visit</td>
<td>Circle one</td>
</tr>
<tr>
<td>All currently required documentation available and up to date at time of visit</td>
<td>4 8 12</td>
</tr>
<tr>
<td>All currently required documentation available and up to date at time of visit. System in place to audit, reference, and update documentation</td>
<td></td>
</tr>
</tbody>
</table>

**DOCUMENTATION TO BE COLLATED IN ADVANCE AND AVAILABLE FOR INSPECTION AT PRACTICE VISIT BY DENTAL PRACTICE TPD.**

<table>
<thead>
<tr>
<th>Health and Safety in the workplace and radiological protection</th>
<th>Date of most recent/checked</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety poster on display</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice policy on Health and Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autoclave maintenance &amp; inspection - written scheme of examination, and inspection certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compressor maintenance &amp; inspection - written scheme of examination, and inspection certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas cylinders storage and servicing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire equipment maintenance and training record and fire risk assessment completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Protection registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freedom of Information Act registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Inspection Council for Electrical Installing Contracting (NICEIC) test certificates: Portable electrical equipment (recommended 3 yearly) Installed electrical equipment (as per manufacturers instructions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public liability insurance certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety in the workplace and radiological protection</td>
<td>Date of most recent/checked</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Employers liability insurance certificate displayed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business waste contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical waste contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer notes for hazardous waste disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COSHH assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiation protection complies with IRMER and completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local rules for radiographic equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice policy of RIDDOR regs (Reporting of Injuries, Diseases and Dangerous Occurrences regulations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident book (data protection compliant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercury spillage kit available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First aid box – last checked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fully trained appointed person/first-aider: Name Date of training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security of drugs and prescription pads kept on premises, control of drugs register</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locked cupboard Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-house complaints system notice for patients and nominated person Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Untoward accident reporting policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratories registered with MHRA certificate’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performing Rights Licence and/or TV Licence (if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 5 MEDICAL EMERGENCIES

<table>
<thead>
<tr>
<th>Basic Life Support</th>
<th>All staff have had verified BLS training within last 12 months. System in place to check oxygen drugs and equipment.</th>
<th>Qualified BLS Trainer in practice. Semi automatic defibrillator available and staff trained in use.</th>
<th>/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid</td>
<td>Named First Aider has received verified training. First Aid Kit checked</td>
<td>Named First Aider and Deputy have received verified training within last 12 months.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Circle one</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 4 6</td>
<td></td>
</tr>
</tbody>
</table>

### 6 HUMAN RESOURCES MANAGEMENT

<table>
<thead>
<tr>
<th>Practice Development Plan and staff training programme</th>
<th>Practice Development Plan and staff training and induction programmes not available.</th>
<th>Evidence of staff training and induction programmes in place to meet statutory requirements</th>
<th>Recent Practice Development Plan and regular staff induction and training programmes in place. All dental nurses qualified or enrolled on formal training programme leading to registration.</th>
<th>/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisals and personal development plans</td>
<td>No appraisals or personal development plans available. CPD records of Trainer do not meet GDC requirements.</td>
<td>Annual appraisals for some staff in place. Current Personal Development plan for Trainer available. GDC annual CPD requirements for Trainer have been met for last 5 years.</td>
<td>All staff have received training in appraisals, are appraised annually and have active personal development plans. All staff contracts to contain protected learning time.</td>
<td></td>
</tr>
<tr>
<td>HR Policies</td>
<td>No written references sought when appointing clinical staff. No checks made of Dentist/PCD registration status. No contracts of employment for staff</td>
<td>Two written references taken when appointing clinical staff. Checks made of Dentist/PCD registration status Written contract of employment for all staff.</td>
<td>Full range of HR Policies available. Job Descriptions and Person Specifications available for all staff. Appointment and Annual system of registration checks. Written contracts of employment Associate agreements for all staff.</td>
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<tr>
<td></td>
<td></td>
<td>Circle one</td>
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<td></td>
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<td>1 2 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TO BE REVIEWED BY EDUCATIONAL/DEANERY VISITOR**
<table>
<thead>
<tr>
<th>Check Certificates to confirm indemnity cover for Dentists/therapists/hygienists?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Meetings</strong></td>
<td>Irregular or no staff meetings take place or meetings not documented</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7 PATIENT EXPERIENCE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Treatment Charges</strong></td>
<td>No information displayed or available on NHS or private treatment options and charges. Receipts not issued.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Complaints</strong></td>
<td>No complaints policy. No named complaints lead Complaints Poster not displayed</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Privacy Dignity and Confidentiality</strong></td>
<td>No private area for confidential phone calls.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Patient Information</strong></td>
<td>Practice Information Leaflet does not comply with NHS requirements and has not been updated for more than 12 months</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Referrals</strong></td>
<td>Referrals made without use of pro forma. Letters not copied to patients.</td>
</tr>
<tr>
<td>8 PATIENT RECORDS MANAGEMENT</td>
<td>Records do not meet FGDP guidelines. Paper records only.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Check MH forms updated and signed plus consent forms available?</td>
<td>Yes</td>
</tr>
<tr>
<td>Radiographs</td>
<td>X Rays not properly recorded justified developed or stored. Practice does not meet IRMER guidelines</td>
</tr>
<tr>
<td>Clinical protocols available? Patient Advice Sheets? Consent Forms?</td>
<td>Yes</td>
</tr>
<tr>
<td>9 QUALITY ASSURANCE SYSTEMS</td>
<td>Certificate of compliance with NHS Quality Assurance System not displayed in patient area.</td>
</tr>
<tr>
<td>10 DF1 SURGERY AND SUPPORT</td>
<td>Inadequately sized surgery. No access to wash basin on operator side Unsuitable for 4-handed low-seated dentistry. Cluttered work surfaces</td>
</tr>
</tbody>
</table>
| Equipment, surgery stock and ordering for DF1 | Fewer than required/insufficient range of instruments  
    Severely limited range of materials. DF1 not able to request materials.  
    Out of date materials  
    No stock control system evident in DF1 surgery | Required number/range of instruments  
    Adequate range of materials available. DF1 able to request alternative instruments and materials | More than required number/range of instruments.  
    Clear policy about request for stock and decisions. DF1 able to request and receive feedback within specified period.  
    Computerized stock ordering/stock control system in place. | Circle one |

| DF1 / Trainer Surgery Location and Trainer availability | DF1 and Trainer’s surgery/office not in same location for 3 days per week excluding study days. No other dentist on site if Trainer absence of more than 2 days in any week during the first 3 months. No on site cover for holidays of more than 1 week. | DF1 and Trainer’s surgery/office in same building as Trainer for 3 days per week excluding study days. Other dentist on site during Trainer absence of more than 2 days in any week. Telephone advice available when DF1 alone. On site cover for holidays/absence. | DF1 and Trainer’s surgery/office adjacent to Trainer’s surgery/on same floor at all times. At least one other dentist available on site at all times when Trainer absent | Circle one |

| DF1 Patient List | Insufficient patient supply – Fewer than 500 patients  
    Average 10 per day booked or less  
    Next available routine appointment less than 1 week.  
    Excessive patient supply – More than 1000 patients  
    Average 20 per day booked or more  
    Next available routine appointment more than 1 month | DF1 Patient list of 500-800 patients new/existing/regular/occasional. Existing DF1/Associate Patient list will transfer. Most ages of patients and treatment types available. Some specific or non-generalist treatment exclusions permissible (e.g. orthodontics, sedation, non–NHS treatments) | Full range of ages and treatments. Opportunity to see specific patient groups/treatment types by internal referral. | Circle one |
<table>
<thead>
<tr>
<th>Appointment book well managed, with emergency space and variety of appointments?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access to study facilities and equipment</strong></td>
<td>Few / out of date text books and journals. No camera No separate quiet area for private study No access to stand alone PC and CAL/CD ROM programs in practice.</td>
<td>Access to clinical camera. Range of up to date textbooks and journals and CAL /CD ROM programs with access to Stand alone PC in practice. Quiet area for private study available.</td>
</tr>
</tbody>
</table>
| **Dental Nurse Support** | Unqualified dental nurse with less than 12 months full time experience. More than 2 dental nurses per week for DF1. | Dental nurse with at least 12 months experience enrolled on formal DNART/ NVQ/NEBDN training programme. Maximum of 2 different dental nurses per week for DF1. | Single dedicated, qualified dental nurse with experience of successfully supporting a DF1. | Circle one
| 1 | 2 | 3 |
## SUMMARY SHEET

<table>
<thead>
<tr>
<th>Applicant/Trainer’s Name/s and Practice Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Visit</td>
<td>Deanery Visitors</td>
</tr>
<tr>
<td>Overall Comments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>

**CATEGORY**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Areas below required standard</th>
<th>SCORE</th>
<th>Recommendations for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PRACTICE FACILITIES</td>
<td>/6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 DISABILITY DISCRIMINATION ACT COMPLIANCE</td>
<td>/3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 CROSS INFECTION AND DECONTAMINATION</td>
<td>/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 HEALTH AND SAFETY</td>
<td>/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 MEDICAL EMERGENCIES</td>
<td>/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 HUMAN RESOURCES MANAGEMENT</td>
<td>/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 PATIENT EXPERIENCE</td>
<td>/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 PATIENT RECORDS MANAGEMENT</td>
<td>/6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 QUALITY ASSURANCE SYSTEMS</td>
<td>/3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 DF1 SURGERY AND SUPPORT</td>
<td>/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Practices will not be approved for Foundation Training until all areas below required standard have been satisfactorily addressed.

**TOTAL SCORE**

/99

When completed, copies of form to be retained by Trainer Applicant, Practice Owner (if applicable) and Deanery
## Foundation Trainer Selection in Oxford and Wessex Deaneries

All Trainers will initially be selected by assessment of practice facilities, Trainer ability and potential, assessed by CV and interview.

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>MINIMUM LEVEL</th>
<th>ESSENTIAL</th>
<th>MINIMUM MEASURABLE STANDARDS</th>
<th>EVIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual</td>
<td>Entry Level</td>
<td>• experience</td>
<td>• minimum 4 years post initial GDC registration</td>
<td>• application, PCT and BSA reports as specified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NHS commitment</td>
<td>• UDAs 1500 – personal UDA commitment, no contract exclusions. Joint Trainers must both reach minimum</td>
<td>• visit &amp; report (PCT/DRS if less than 3 years)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• practice facilities</td>
<td>• meet NHS requirements</td>
<td>• Deanery visit and report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• clinical governance</td>
<td>• meets Deanery educational requirements</td>
<td>• DPA visit &amp; report, clinical audit verification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• professionalism</td>
<td>• meet NHS requirements</td>
<td>• visit &amp; report, interview, references – PCT/BSA/GDC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• knowledge of curriculum</td>
<td>• demonstrates professional values, no adverse reports</td>
<td>• visit &amp; report, interview, CV, references</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ability to be an educator</td>
<td>• demonstrate understanding of dental foundation curriculum, aims &amp; objectives/learning resources available</td>
<td>• application form, interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• lifelong learning</td>
<td>• written agreement to attend all of Deanery Developing Dental Educators Course prior to commencing as a trainer</td>
<td>• application, interview, GDC annual return, PDP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• workload &amp; variety</td>
<td>• meets all GDC CPD requirements</td>
<td>• appointment books and practice visit report</td>
</tr>
</tbody>
</table>

- DF1 able to carry out a full range of clinical procedures for a wide range of patients receiving NHS care.
<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>LEVEL</th>
<th>CRITERION</th>
<th>MINIMUM MEASURABLE STANDARDS</th>
<th>EVIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. 3-yearly</td>
<td>Enhanced Trainer Level</td>
<td>• NHS commitment</td>
<td>• UDAs 3000 – personal UDA commitment maintained throughout period of approval as a Trainer, no contract exclusions. Joint Trainers must both reach minimum</td>
<td>application, PCT/DRS report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• communication e.g. tutorials</td>
<td>• complies with current NESC guidance for Trainers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• continued educational delivery</td>
<td>• have demonstrated work place education &amp; open door policy support for trainee, weekly tutorials &amp; availability to trainee for support, regular work place based assessments</td>
<td>DF1 TPD report, DF1 feedback, portfolio, year end report from DF1 interview by Dean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• practice management</td>
<td>• have demonstrated practice management system in place/designated practice manager. Evidence that Trainer is involved in practice management</td>
<td>PCT reference, DF1 feedback &amp; questionnaire, portfolio, visit &amp; report, interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Trainer support</td>
<td>• will have attended verifiable CPD in dental education (NESC entry level by 2009)</td>
<td>DF1 feedback, practice assessment, CPD verification, interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• experience</td>
<td>• entry level criteria must also be met</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• 3 years as a Trainer</td>
<td></td>
</tr>
<tr>
<td>Specification</td>
<td>Received</td>
<td>Essential (Eligibility)</td>
<td>Trainer 1</td>
<td>Trainer 2</td>
</tr>
<tr>
<td>-----------------------------</td>
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<tr>
<td><strong>Initiate:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Application Form</td>
<td></td>
<td>Copy of Practice Information Leaflet</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Current CV</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Personal Development Plan</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Copy of current GDC Practising Certificate</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Copy of current Indemnity Certificate</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Evidence of personal involvement in Clinical Audit OR Peer Review (&lt;3yrs)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Copy of most recent practice visit report (&lt;DPA or DRS, &lt;3yrs)</td>
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<tr>
<td></td>
<td></td>
<td>1000 hours in period Jan 2009 to date</td>
<td></td>
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<tr>
<td>2. Relevant Experience</td>
<td></td>
<td>Copy of evidence of NHS activity and earnings</td>
<td></td>
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<td></td>
<td></td>
<td>End of Year Statement 09/10</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Personal UDA from NHS 2009/10</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Annual UDAs</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Experiences of 4+ years (3+ if joint)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Other requirements</td>
<td></td>
<td>Surgery available 35 to 37.5 hours per week</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Trainer in practice at least 3 days per week</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Practice within NESG boundary</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>No applications to other Deaneries</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Satisfactory references from:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>GDC</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PCT</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSA</td>
<td>Yes</td>
<td>No</td>
</tr>
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</table>

**Reasons for not shortlisting (if applicable):**
## TRAINER SELECTION PROCESS OVERVIEW

<table>
<thead>
<tr>
<th></th>
<th><strong>DATES 2010</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Trainer Handbook and Trainer Application Form available</td>
</tr>
<tr>
<td>2.</td>
<td>So you want to be a Trainer? Courses (see page 26)</td>
</tr>
<tr>
<td>3.</td>
<td>Closing date for applications. Applications are to be sent to the DF1 Scheme Administrator for the scheme that you are applying to (see below – address in application form).</td>
</tr>
<tr>
<td>4.</td>
<td>Short listing by Deanery</td>
</tr>
<tr>
<td>5.</td>
<td>Invitations to applicants inviting them to interview</td>
</tr>
<tr>
<td>6.</td>
<td>DF1 Trainer Selection Committee Interviews (see page 29)</td>
</tr>
<tr>
<td>7.</td>
<td>Appointments subject to satisfactory practice visit</td>
</tr>
<tr>
<td>9.</td>
<td>Recruitment and Selection Workshop (see page 30)</td>
</tr>
<tr>
<td>10.</td>
<td>Confirmation of appointments</td>
</tr>
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### SCHEME

<table>
<thead>
<tr>
<th>SCHEME</th>
<th>ADMINISTRATOR</th>
</tr>
</thead>
</table>
| Buckinghamshire / Milton Keynes | David Cobley  
david.cobley@mkhospital.nhs.uk  
01908 243821 |
| Oxfordshire | Brenda Leach  
brenda.leach@nesc.nhs.uk  
01865 740652 |
| Berkshire | Rupal Patel  
rupal.patel@hwph-tr.nhs.uk  
01753 634383 |
| Hampshire / Winchester | Barbara Pearce  
barbara.pearce@nesc.nhs.uk  
01962 718439 (Mondays, Wednesdays, Thursdays) |
| Hampshire / Portsmouth | Matilda Buberwa  
matilda.buberwa@porthosp.nhs.uk  
02392 286000 (Ext. 6180) |