DENTAL FOUNDATION TRAINING

DF1 TRAINER HANDBOOK
2012 – 2013

To be read in conjunction with the DF1 Training Practice Application Form 2012 - 2013
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HOW TO APPLY FOR TRAINING

This handbook provides information for prospective trainers on the 2012 – 2013 Oxford and Wessex Deaneries DF1 Schemes.

Further information is available on the Dental School website:

- Foundation Deanery Handbook
- DF1 Training Programmes Calendar Overview August 2011 – July 2012
- The Schemes

Application Form

These notes are to be read in conjunction with the Training Practice Application Form. 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 local DF1 Scheme Administrator or the Training Programme Director (TPD) who is associated with the Scheme for which you intend to apply.

Send your completed application form and supporting documentation to Brenda Leach to arrive by 5pm Thursday 22 December

Please post or email (faxes cannot be accepted)
(Pages 21 and 22 will need to be signed and sent in by post prior to interview)
Scanned supporting documentation is acceptable

Miss Brenda Leach
Foundation Programme Co-ordinator
Dental School
Oxford Deanery
The Triangle
Roosevelt Drive
Headington
Oxford
OX3 7XP

brenda.leach@oxforddeanery.nhs.uk
Tel: 01865 740652
<table>
<thead>
<tr>
<th>DEANERY STAFF CONTACTS</th>
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| **POSTGRADUATE DENTAL DEAN**  
Mrs Helen Falcon  
MSc BDS FFPH MFDS DDPH RCS Eng  
NHS South Central  
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Email: helen.scragg@oxforddeanery.nhs.uk |
| **ASSOCIATE DENTAL DEAN FOR FOUNDATION TRAINING**  
Mr Shalin Mehra  
BDS DGDP RCS  
NHS South Central  
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Oxford Deanery  
The Triangle  
Roosevelt Drive  
Headington  
Oxford  
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Tel: 01604 405611  
Mobile: 07831 252122  
Email: shalin.mehra@oxforddeanery.nhs.uk |
| **ASSOCIATE DENTAL DEAN**  
Ms Janine Brooks  
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Dental School Office, Oxford  
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Roosevelt Drive  
Headington  
Oxford  
OX3 7XP  
Tel: 01865 740650  
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| **FOUNDATION PROGRAMME CO-ORDINATOR**  
Oxford and Wessex Deaneries  
Miss Brenda Leach  
NHS South Central  
Dental School Office  
Oxford Deanery  
The Triangle  
Roosevelt Drive  
Headington  
Oxford  
OX3 7XP  
Tel: 01865 740652 (Monday – Friday 8.30am – 3.30pm)  
Email: brenda.leach@oxforddeanery.nhs.uk |
## DF1 CONTACTS

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<tr>
<td><strong>Mr Nick Priest</strong>&lt;br&gt;BDS MFGDP(UK) DPDS Dip Med Ed&lt;br&gt;NHS South Central Dental School, Wessex Deanery&lt;br&gt;Southern House Otterbourne&lt;br&gt;Winchester&lt;br&gt;SO21 2RU</td>
<td><strong>Miss Hollie Dalton</strong>&lt;br&gt;NHS South Central Dental School, Wessex Deanery&lt;br&gt;Southern House Otterbourne&lt;br&gt;Winchester&lt;br&gt;SO21 2RU</td>
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<tr>
<td>Tel: 01264 362892&lt;br&gt;Mobile: 07810 180862&lt;br&gt;Email: <a href="mailto:nick.priest@wessexdeanery.nhs.uk">nick.priest@wessexdeanery.nhs.uk</a></td>
<td>Tel: 01962 718439&lt;br&gt;(Tuesdays, Wednesdays &amp; Thursdays)&lt;br&gt;Email: <a href="mailto:hollie.dalton@wessexdeanery.nhs.uk">hollie.dalton@wessexdeanery.nhs.uk</a></td>
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<tr>
<td><strong>Mr Steve Brookes</strong>&lt;br&gt;BDS LDS RCS MFGDP(UK) DPDS, Cert Med Ed&lt;br&gt;Woodview Dental Clinic&lt;br&gt;Holmcross Road&lt;br&gt;Thorplands&lt;br&gt;Northampton&lt;br&gt;NN3 8AW</td>
<td><strong>Mrs Angela Evans</strong>&lt;br&gt;NHS South Central Dental School Office, Oxford Deanery&lt;br&gt;The Triangle&lt;br&gt;Roosevelt Drive&lt;br&gt;Headington&lt;br&gt;Oxford&lt;br&gt;OX3 7XP</td>
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<tr>
<td>Tel: 01604 670977&lt;br&gt;Mobile: 07917 606497&lt;br&gt;Email: <a href="mailto:steve.brookes@oxforddeanery.nhs.uk">steve.brookes@oxforddeanery.nhs.uk</a></td>
<td>Tel: 01865 740616 (Tuesdays &amp; Thursdays)&lt;br&gt;Email: <a href="mailto:angela.evans@oxforddeanery.nhs.uk">angela.evans@oxforddeanery.nhs.uk</a></td>
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<td><strong>Mr Carlos Clark</strong>&lt;br&gt;BDS, Cert Med Ed&lt;br&gt;John Lister Postgraduate Centre&lt;br&gt;Wexham Park Hospital&lt;br&gt;Slough&lt;br&gt;Berkshire SL2 4HL</td>
<td><strong>Mrs Rupal Patel</strong>&lt;br&gt;John Lister Postgraduate Centre&lt;br&gt;Wexham Park Hospital&lt;br&gt;Slough&lt;br&gt;Berkshire SL2 4HL</td>
</tr>
<tr>
<td>Mobile: 07768 512692&lt;br&gt;Email: <a href="mailto:carlos.clark@oxforddeanery.nhs.uk">carlos.clark@oxforddeanery.nhs.uk</a></td>
<td>Tel: 01753 634383&lt;br&gt;Email: <a href="mailto:rupal.patel@hwph-tr.nhs.uk">rupal.patel@hwph-tr.nhs.uk</a></td>
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## DF1 CONTACTS

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<tr>
<td><strong>Miss Cathie Brady</strong>&lt;br&gt;BDS FDS RCS Cert Med Ed&lt;br&gt;Tel: 01908 243101&lt;br&gt;Mobile: 07717 452667&lt;br&gt;Email: <a href="mailto:Cathie.brady@oxforddeanery.nhs.uk">Cathie.brady@oxforddeanery.nhs.uk</a></td>
<td><strong>Mr David Cobley</strong>&lt;br&gt;Postgraduate Education Centre&lt;br&gt;Milton Keynes Hospital&lt;br&gt;NHS Foundation Trust&lt;br&gt;Standing Way&lt;br&gt;Eaglestone&lt;br&gt;Milton Keynes&lt;br&gt;MK6 5LD&lt;br&gt;Tel: 01908 243821&lt;br&gt;Email: <a href="mailto:david.cobley@mkhospital.nhs.uk">david.cobley@mkhospital.nhs.uk</a></td>
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<tr>
<td><strong>Mr James Kingham</strong>&lt;br&gt;BDS&lt;br&gt;Tel: 01252 666976&lt;br&gt;Email: <a href="mailto:james.kingham@wessexdeanery.nhs.uk">james.kingham@wessexdeanery.nhs.uk</a></td>
<td><strong>Miss Matilda Buberwa</strong>&lt;br&gt;Education Centre&lt;br&gt;Level E&lt;br&gt;Queen Alexandra Hospital&lt;br&gt;Cosham&lt;br&gt;Portsmouth&lt;br&gt;PO6 3LY&lt;br&gt;Tel: 023 922 86000 (Ext 6180)&lt;br&gt;Email: <a href="mailto:matilda.buberwa@porthosp.nhs.uk">matilda.buberwa@porthosp.nhs.uk</a></td>
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Postgraduate Education Centre<br>Milton Keynes Hospital<br>NHS Foundation Trust<br>Standing Way<br>Eaglestone<br>Milton Keynes<br>MK6 5LD
GENERAL INFORMATION

Overview of the Scheme

The NHS South Central (Oxford and Wessex Deaneries) Dental Foundation Training Scheme is a programme 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. At the end of the year, the trainee will be awarded a Vocational Training Certificate.

How the Scheme Is Organised

The scheme is entirely funded by the NHS. Overall administration of the scheme is the responsibility of the Postgraduate Dental Dean through the Associate Dean and TPD. The day to day administration is carried out by the Administrators at the Postgraduate Centre office where the day release scheme takes place and at the Deanery offices. The DF1 year comprises experience gained in practice, working alongside an approved Trainer and the educational input at the Day Release Course. The programme is 12 months long, commencing on 1st August; and normally there will be a maximum of 12 DF1’s on a scheme. For more detailed information, please see the DF1 Training Programmes Calendar Overview on the website at http://www.oxforddeanery.nhs.uk/dental_school_home/dental_foundation_training.aspx.

Appointment of Foundation Dentists (DF1s)

DF1’s will be appointed via National Recruitment and will work as Performers (DF1s) with a nationally agreed 12 month contract. The Trainer will have the opportunity to meet potential DF1s allocated to their scheme during March and trainees will be assigned to practices based on trainee preference and performance (ranking) in the selection process. Trainees will be employed by the Training Practice, and receive a nationally determined salary from the Trainer, reimbursed in full through the Dental Service Division of the NHS Business Service Agency (BSA).

The Scheme start date is 1 AUGUST 2012. This start date is non-negotiable. Trainers need to be present and available throughout the first month when DF1’s require additional support and supervision.

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

Appointment of Trainers and Training Practices

Each year the Deanery goes through the process of appointing Foundation Trainers, and carries out a formal selection process for every potential trainer annually. Practice assessment visits take place after interview and before appointment and normally every three years thereafter. Some high performing, experienced training practices are offered an extended training appointment. This appointment lasts for three years, subject to satisfactory participation in an appraisal process, quality assurance visits and satisfactory completion of other Q.A. processes. All new Trainers will be appointed for a 1-year period and the interview process will be repeated after 3 years maximum for ALL trainers.

Requirements for Trainers

At least 4 years experience in NHS Primary Dental Care is required, alongside a past commitment to training and continuing education. Trainers will be expected to have a personal minimum commitment to the NHS of 1500 UDAs throughout the programme. This figure is subject to alteration by the Deanery.

For more detail about Training Practice and Trainer appointment criteria please see page 15 Appendix 2.

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. Indicative patient charge revenue for the patients treated by the DF1 will be subtracted from the payments.

For further details, please see page 17 Appendix 3.
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 training and supporting a recent graduate with clinical work.

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 trainees to develop their own personal skills and attitudes. This is an active process which requires the Trainer to possess certain aptitudes:

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

Trainer Responsibilities

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 years 2011/12 and 2012/13

You will be expected to:
- provide a dedicated surgery and registered dental nurse for a Dental Foundation Dentist (DF1) for 35 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 and ensure the DF1 is supported in the practice at all times
- provide a one hour tutorial each week
- attend approved courses and Trainers’ Meetings organised by the Deanery (14 half day sessions)
- attend the 4 day Developing Dental Educators Course before August 2012, if not previously completed
- attend some of the DF1s’ day release sessions on the scheme to which you are appointed

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, CQC registration and national legislation.

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

1. Adequate supply and range of NHS patients for the DF1 trainee to meet the curriculum.
2. The DF1’s surgery must be of an adequate size and appropriately equipped and staffed.
3. The Trainer should not have been found in breach of their NHS terms of service or be under conditions imposed by the GDC within eighteen months prior to their application. The Deanery will contact the GDC and the PCT for references prior to appointment.
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 must 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 more than 5 days each week).
- FDs should not work more than four hours without a break and no more than 8 hours in any one day.

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 must be capable of adaptation to accommodate both left and right-handed operators.

Training

A library should be available in the practice containing current journals and other educational resources. It should contain a range of relevant books/magazines. A computer should be available in the practice to enable CDs and DVDs to be read and access to the internet must be provided to allow the trainee to complete the e-portfolio in a timely way during normal working hours.

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. Arrangements to provide clinical supervision for the FD at all times must be in place.

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 nor to only carry out only basic treatment.

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. Computerised patient records are recommended.
Training Practice Approval 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.
- Complaints management
- Clinical Audits

**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 fees, Salary payment arrangements.
- DF1 involvement in management issues.
- Practice organization, staff support, record keeping, appointments system.

**Trainer Commitment**
- Open access arrangements.
- Tutorial arrangements.
- e Portfolio completion
- Day Release Course attendance.
- Pastoral and management support for DF1.

**DF1**
- Surgery times and surgery availability.
- Clinical supervision arrangements

When the visit is completed, the TPD will summarise his findings on a record form and will give you a copy.
DEVELOPING DENTAL EDUCATORS COURSE 2012

18th & 19th April, 3rd May & 15th May 2012

George Pickering Postgraduate Centre, Level 3, John Radcliffe Hospital, Oxford, OX3 9DU & Conference Centre, Unipart House, Garsington Road, Cowley, Oxford, OX4 2PG

This course is mandatory for DF1 Foundation Trainers and Therapist FT Trainers. It would also be suitable for Educational Supervisors, GDPs and Dental Care Professionals, interested in training in the future.

This four day course is an opportunity for new and experienced trainers in dental education to explore creative approaches to one-to-one teaching. The sessions will be lively and interactive, using case studies and examples from participants’ own practice as dentists and dental educators. Participants will have the opportunity to critique a dental tutorial and develop their own skills in planning and delivering effective tutorials. Group work is used extensively and experienced trainers will have the opportunity to experiment with different facilitation styles.

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.

All four days are mandatory in order to complete the course. Participants are required to complete a piece of Reflective Writing (500 – 750 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 Guidelines for Dental Educators (COPDEND May 2008) and will prepare participants for possible entry to the Oxford Deanery New Trainers Course which runs annually and leads to the Postgraduate Certificate in Medical and Dental Education (PGCMDE).

Day 1 – 18th April 2012, George Pickering Postgraduate Centre
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 - 19th April 2012, George Pickering Postgraduate Centre
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 – 3rd May 2012, Unipart Conference Centre
**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 - 15th May 2012, Unipart Conference Centre
**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

**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. Katy currently leads the Oxford Deanery New Trainers Course and has published a number of articles 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.

**How to apply:**

To book your place please contact Liz Hennessy at liz.hennessy@oxforddeanery.nhs.uk or telephone 01865 740650.
### APPENDICES

**Appendix 1- Dates for your Diary**

**Important Dates for August 2012 DF1 Schemes:**

<table>
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<td>22 December 2011 Closing date for applications</td>
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<td>31 January 2012/ 7 February 2012/ 9 February 2012 Oxford and Wessex Deaneries Training Practice Trainer Selection Committee Interviews</td>
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<td>February 2012 Practice Visits (if applicable)</td>
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<td>8 March 2012 Confirmation of trainer appointments</td>
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**All appointed Trainers must attend the following in 2012/2013:**

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<th>2012</th>
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<tr>
<td>22 or 29 March</td>
<td>Trainee Recruitment Local Scheme Meet &amp; Greet Day</td>
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| 18 & 19 April | Developing Dental Educators Course  
*It is mandatory that all trainers, both for joint trainers, attend our Developing Dental Educators Course unless on a Cert Med Ed course. To book your place please contact Liz Hennessy at liz.hennessy@oxforddeanery.nhs.uk or telephone 01865 740650* |  |
| 3 & 15 May (all four days are mandatory) |  |
| 16, 17 & 18 May | Training the Trainers Residential Course for Buckinghamshire/Milton Keynes, Oxfordshire and Berkshire schemes  
Venue: Ettington Chase, Ettington, nr Stratford upon Avon |  |
| May - to be confirmed | Training the Trainers Residential Course for Hampshire/Winchester and Hampshire/Portsmouth schemes  
Venue: to be confirmed |  |
| 2 August | First Day Release for all schemes  
Venues: to be confirmed |  |
| 9, 10 & 11 September | Residential Course for Buckinghamshire/Milton Keynes, Oxfordshire and Berkshire schemes  
Venue: Lake Vyrnwy, Wales |  |
| September - to be confirmed | Residential Course for Hampshire/Winchester and Hampshire/Portsmouth schemes  
Venue: to be confirmed |  |
| December / January | Trainers’ Scheme’s Meetings |  |
| 2013 | Dates to be confirmed |  |
| June / July | End-of-Year Presentation Dinners (Oxford & Wessex Deaneries) for all schemes  
Venues: to be confirmed |  |
### Appendix 2 - Trainer and Training Practice Essential Requirements

**FOR INFORMATION ONLY – DO NOT COMPLETE**

**PRACTICE NAME .................................................................**

#### 1  ENVIRONMENT AND PRACTICE FACILITIES

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<td>CQC registration and Practice Action Plan</td>
<td>BDA Good Practice Investors in People</td>
<td>Copy of CQC certificate and Action Plan</td>
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<td>Practice Information Leaflet</td>
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<td>PCT visit report and action plan since 2009</td>
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<td>DRS visit report and action plan since 2009</td>
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<td>CQC visit report and action plan since 2009</td>
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<tr>
<td>Meets Deaney educational requirements</td>
<td>See below</td>
<td>Grade A practice</td>
<td>Deanery visit report within last 3 years – date of visit report (only)</td>
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#### 2  ABILITY TO DELIVER CURRICULUM

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<tr>
<th>ESSENTIAL</th>
<th>MINIMUM MEASURABLE STANDARDS</th>
<th>DESIRABLE</th>
<th>ESSENTIAL EVIDENCE PROVIDED</th>
<th>DEANERY USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workload and variety</td>
<td>Practice can provide a full range of clinical procedures for a wide range of patients receiving NHS care</td>
<td></td>
<td>Copy of DSD Annual Statement for training practice year ended 31/3/2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Copy of Vital Signs at a Glance Contract Report for the proposed training practice location year ended 31/3/11</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Copy of 2010/2011 Year End VDP Report for Performer XXX for each DF1 in practice 10/11</td>
<td></td>
</tr>
<tr>
<td>Trainer availability</td>
<td>Trainee supervised clinically at all times</td>
<td></td>
<td>Completed timetable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trainer present 3 days per week</td>
<td>Trainer (s) present full-time</td>
<td>Completed timetable</td>
<td></td>
</tr>
</tbody>
</table>
### ESSENTIAL MINIMUM MEASURABLE STANDARDS

<table>
<thead>
<tr>
<th>Essential</th>
<th>Minimum Measurable Standards</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully registered with the GDC</td>
<td>No conditions on registration</td>
<td>Copy of current certificate</td>
</tr>
<tr>
<td>NHS Performer</td>
<td>NHS Performer List PCT in South Central i.e. Milton Keynes, Buckinghamshire, Berkshire, Hampshire and IOW PCT areas</td>
<td>Performer List Number</td>
</tr>
<tr>
<td>Experience</td>
<td>Minimum 4 years post initial GDC registration by 1 August 2012</td>
<td>Application &amp; GDC website</td>
</tr>
<tr>
<td>Professional Indemnity</td>
<td>Current membership</td>
<td>Copy of current certificate</td>
</tr>
<tr>
<td>NHS commitment</td>
<td>UDAs 1500 – personal UDA commitment, no contract exclusions year ended March 31 2011 Joint trainers must both reach minimum</td>
<td>Trainer devotes 60% or more time to NHS activity (circa 4500 UDAs)</td>
</tr>
<tr>
<td>Management, Leadership &amp; Professionalism</td>
<td>Demonstrates professional values, no adverse reports</td>
<td>Satisfactory GDC reference</td>
</tr>
<tr>
<td>Knowledge of curriculum</td>
<td>Demonstrates understanding of dental foundation curriculum, aims &amp; objectives/learning resources available</td>
<td>Satisfactory PCT reference</td>
</tr>
</tbody>
</table>

### DEANERY USE ONLY

<table>
<thead>
<tr>
<th>Evidence Received</th>
<th>Checked &amp; Authorised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Initials)</td>
</tr>
</tbody>
</table>

- Satisfactory PCT reference
- Satisfactory GDC reference
- Interview

**Note:**
- Fully registered with the GDC
- NHS Performer List Number
- Application & GDC website
- Copy of current certificate
- NHS Dental Services Year End Statement 31/3/11
- Interview
### 3. TRAINER APPLICANT/S (continued)

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>MINIMUM MEASURABLE STANDARDS</th>
<th>DESIRABLE</th>
<th>ESSENTIAL EVIDENCE PROVIDED</th>
<th>DEANERY USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Application form</td>
<td>CHECKED &amp; AUTHORISED (Initials)</td>
</tr>
<tr>
<td>Ability to be an educator</td>
<td>Attend all of Deanery</td>
<td>Certificate in Medical/Dental</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Developing Dental Educators</td>
<td>Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course prior to commencement</td>
<td>as a trainer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>as a trainer</td>
<td>Willing to undertake Cert</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>in Med Ed by 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to Lifelong</td>
<td>Meets all GDC &amp; Deanery CPD</td>
<td>Relevant postgraduate</td>
<td>15 hours verifiable CPD</td>
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<tr>
<td>Learning</td>
<td>requirements</td>
<td>qualifications</td>
<td>Jan – Dec 2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exceeds CPD requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Copy of PDP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Interview</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3 – Facts on Finance

Facts on Finance

Vocational Training in the NHS Primary Care Dental Services April 11

Disclaimer
This document is produced by COPDEND and is provided as a reference for deaneries. The figures included in the document are extracted from the ‘Statement of Financial Entitlement’ (SFE) produced by the Department of Health. National Insurance and Superannuation contributions are estimates given for guidance only and are not intended for use by employers in calculating statutory deductions.

Salaries and grants have been frozen at 2010-11 levels.

TRAI NEE SALARY
£ 2511.00 per month from 1 April 2011
£30,132.00 per year from 1 April 2011

TRAINER GRANT
£ 746.00 per month from 1 April 2011
£ 8952.00 per year from 1 April 2011

SERVICE COSTS
£ 5268.00 per month from 1 April 2011
£63,216.00 per year from 1 April 2011

VDP’s salary monthly

<table>
<thead>
<tr>
<th>VDP’s gross pay</th>
<th>Superannuation deduction (6.5%)</th>
<th>Net pay for income tax</th>
<th>National Insurance Employee’s Contribution Contracted-out (CA39) Table D (based on gross pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£2511.00</td>
<td>£163.22</td>
<td>£2347.78</td>
<td>£196.09</td>
</tr>
</tbody>
</table>

BSA monthly payment to Trainer from April 2011

| Training grant | £746.00                  |
| VDP’s salary   | £2511.00                 |
| (Deduct VDP’s Superannuation Contribution) | - £163.22 |
| Employer’s Superannuation Contribution* | £773.11 |
| Service costs  | £5268.00                  |
| Total (not including Employer’s NIC reimbursement) | £9134.89 |

* This is an estimate based on the following calculation - 14% of training grant + 14% of VDP’s salary + 43% of service costs X .14%

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.
Appendix 4 – Specimen Trainer Educational Agreement

FOUNDATION TRAINING (YEAR 1) SCHEME IN GENERAL DENTAL PRACTICE

THIS IS AN EDUCATIONAL AGREEMENT BETWEEN THE PGDD DIRECTOR (NHS SOUTH CENTRAL), THE FOUNDATION TRAINER AND EMPLOYER:

<table>
<thead>
<tr>
<th>Trainer’s name and surgery address</th>
<th>Employer’s name and surgery address</th>
</tr>
</thead>
<tbody>
<tr>
<td>..................................</td>
<td>..................................</td>
</tr>
<tr>
<td>..................................</td>
<td>..................................</td>
</tr>
<tr>
<td>..................................</td>
<td>..................................</td>
</tr>
</tbody>
</table>

THE PURPOSE OF THIS AGREEMENT IS TO SET OUT THE TERMS OF YOUR ACCREDITATION AS A TRAINER. THIS IS NOT A CONTRACT OF EMPLOYMENT.

As the FT Trainer named above I agree to carry out, to the best of my abilities, the duties listed below for the period following my appointment up to 31 July 2013.

I agree to meet the obligations listed below.

- 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 PGDD or postgraduate office and to obtain prior to and during the appointment the approval of the PGDD of 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.

- Avoid timetabling sessions for the DF1 when they would be working as a (on regular basis) sole performer in the practice.

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

- Conduct an initial PDP interview to identify the Trainee’s strengths and weaknesses and draw up a development plan. (PDP is the Postgraduate Dental Education Portfolio in Dental Vocational 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 Training Programme Director 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 encourage the DF1 to work additional hours for additional monies within or outside the practice whilst working within the terms of FT contract. (See item 7 (vi) in the FT contract).

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

Set time aside to be available for Training Programme Director visit/s as required, including ad hoc visitations by the Dental Foundation Training (year 1) Authority.

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 Vocational 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 FT Office and Dental FT Training Programme Director.

To pay the DF1’s salary on the date agreed on the Contract.

Key Skills are mandatory for Foundation Training and FDs should be encouraged to complete 5. However, Infection Control and Record Keeping must be completed in year 1. Trainers must offer access to practice resources for the completion of Key Skills including access to the Internet in the surgery during working hours.

Tutorials are to be offered in working hours and protected time – preferably at the start of a working session. In the case of joint trainers tutorials should be delivered equally by both trainers.

Any breach of the obligations listed above will be considered a breach which will result in immediate withdrawal of approval as a Trainer by the Oxford Deanery Dental FT Appointments Committee. A breach will result in yourself and/or a DF1 being suspended pending a full investigation by that Committee.

SIGNATURE:

Mrs Helen Falcon, PGDD Oxford and Wessex Deaneries, (NHS South of England)

FT Trainer

Employer (if not Trainer)

DATE:
Appendix 5 – 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.
Appendix 6 – Trainee Contract

FULL-TIME VOCATIONAL TRAINING IN THE GENERAL DENTAL SERVICES
This is a template contract of employment - please notify the Deanery should amendment be required

Trainee’s Contract

THIS AGREEMENT is made the __________ day of ______________ 20 ___

BETWEEN

_____________________________________________________________
of ___________________________________________________________________
_____________________________ Dental Practice (“the Practice”)

and ________________________________________________________
of ________________________________
Dental Surgeon (“the Trainee”)

and ________________________________________________________
of ________________________________
Dental Surgeon (“the Trainer”).

Background
This contract of employment applies exclusively to arrangements made under dental vocational training schemes (Foundation Training) in England, to which nationally agreed terms apply.

The purpose of the national dental Foundation Scheme (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.

The Practice agrees that the Trainer will be the nominated trainer of the Trainee throughout the duration of this contract.

Both the Trainer and the Trainee have entered into educational agreements with the Oxford & Wessex Deanery.

The Trainer has been approved as a Trainer in General Dental Practice. On that basis the Trainee wishes to enter employment on a dental Foundation (vocational) training programme with the Practice. The Practice understands that it is a requirement of this contract that the Trainer provides and is responsible for the relevant training to the Trainee at the Practice.

The parties agree to establish this contract upon the following terms and conditions:
IT IS AGREED as follows:

1. The Practice will employ the Trainee and the Trainee will work as an employed performer at the Practice to the best of his/her ability and will do his/her best to promote the interests of the Practice and to serve its patients as required.

2. Subject to any early termination under the clauses below, this agreement shall start on the 1st day of August 2011 and shall automatically terminate one year later. No employment with a previous employer counts towards the Trainee’s period of continuous employment with the Practice.

3. Notwithstanding clause 2 this agreement may be terminated at any time by either party giving one month’s notice in writing to the other. If both parties agree a shorter period of notice, a shorter period of notice or payment in lieu of notice may be given.

4. The Practice shall be entitled to dismiss the Trainee at any time without either notice or payment in lieu of notice if the Trainee commits a serious breach of their obligations as an employee (including but not limited to the obligations as set out below and gross misconduct as defined in the Practice’s relevant policy) or if they cease to be entitled to work in the United Kingdom.

5. The Trainee is employed as a Foundation (Vocational) Trainee and reports to the Trainer. The duties are set out in the attached job description. The Trainee may be required to undertake other duties from time to time as may reasonably be required.

6. The Trainee warrants that he/she is entitled to work in the UK and will notify the Trainer and the Postgraduate Dental Dean/Director immediately if he/she ceases to be so entitled at any time in the duration of this contract.

7. The Trainee will not be required to work outside the UK.

8. During employment under this contract the Practice 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 as applicable to Vocational Training (Foundation Training). Payments will be made in arrears by monthly instalments on the ___________ day of each calendar month.

9. The Practice acknowledges that termination of the Trainee’s contract for any reason will lead to the stopping of all associated Foundation (Vocational) Training payments from the NHS.

10. 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.

11. The Practice is entitled to deduct from the Trainee’s salary or other payments due to them any overpayments which the Trainee may owe to the Practice at any time.
12 The Practice will pay to the Trainee all travel and subsistence payments received on behalf of the Trainee in the monthly schedules from the NHS.

13 The Trainee and Trainer will maintain themselves on the General Dental Council Register and be members of an appropriate medical defence organisation during the period of the employment at their own expense.

14 The Practice will ensure employers liability cover is in place.

15 **During the continuance of this employment the Trainer shall:**

15.1 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;

15.2 ensure the Practice can provide the Trainee with NHS activity as determined by the Deanery/COPDEND;

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

15.4 provide reference material for the use of the Trainee;

15.5 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. Exceptionally tutorials may be provided outside of normal practice hours;

15.6 carry out work based assessments with the Trainee as determined by the Deanery;

15.7 provide the Trainee opportunities to perform a broad range of clinical procedures under the NHS and shall ensure as far as reasonably practicable that there is an adequate patient flow to fully occupy clinical time and to allow the Trainee to achieve the competencies within the Foundation Curriculum;

15.8 complete the Foundation Training e-Portfolio provided by the Postgraduate Dental Deanery;

15.9 inform the Postgraduate Dental Dean/Director immediately and in writing if the circumstances of either the Trainer, the Practice or the Trainee change in such a way as to alter the contract of employment or training contract; and

15.10 fulfil the obligations and responsibilities of trainers in the national Dental Vocational Training Scheme in England and Wales as contained in clauses 2-7 of the Trainer’s contract letter and educational agreement with the Deanery. (Sample attached)

16 **During the continuance of this employment the Practice shall:**

16.1 provide the Trainee with in surgery access to the internet during working hours;
allow and require the Trainee to attend the appropriate study day course of approximately 30 days in the year arranged by the Foundation Programme Director;

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 or successor body;

provide the Trainee with administrative support and when required the assistance of a suitable experienced Dental Nurse; and

ensure that the Hepatitis B immunisation status of the Trainee is in line with local guidelines and that the Trainee is compliant with other blood borne virus policies, where applicable.

During the continuance of this employment the Trainee shall:

fulfil and obey all lawful and reasonable directions and orders of the Trainer and the Practice 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 Practice without its consent;

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

follow all of the Practice’s protocols for record keeping and taking fees for any necessary private work which the Trainee may carry out whilst at the Practice. The Trainee will not be paid anything over their salary as set in clause [8]. Any private fees for work done by the Trainee will accrue to the Practice;

keep all usual and necessary dental charts and an appropriate records of the work done for all patients attended to by him/her following current good practice, and follow and practise as advised by the Trainer or the Practice in relation to record keeping;

devote his/her whole time to the Practice during the hours specified in clause [18];

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 Practice. For the avoidance of doubt, the Trainee is prohibited from performing any out of hours work during the course of this contract unless it be with the prior written consent of the Trainer and the Postgraduate Dental Dean/Director;

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 Standards For Dental Professionals as set out by the General Dental Council;

attend all 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 prior consent both of the
Trainer and Oxford and Wessex Deanery. Such consent will only be allowed in exceptional circumstances and is subject to the agreement of the Training Programme Director and the Postgraduate Dental Dean/Director of Postgraduate Education following written application at least 6 weeks in advance. The Trainee will be expected to make up any study days missed with suitable equivalent training/education;

17.9 attend weekly tutorials with the Trainer and participate in work based assessments as determined by the Oxford and Wessex Deanery;

17.10 maintain and complete the Foundation Training e-Portfolio provided by the Postgraduate Dental Deanery;

17.11 undertake such educational studies as may be reasonably advised from time to time by the Regional Director or Training Programme Director of Foundation Training;

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

17.13 fulfil the obligations and responsibilities of trainees in the dental Foundation (vocational) training scheme as contained in clauses [ ] of the Trainee’s educational agreement with the Oxford and Wessex Deanery.

18 The Trainee will work 35 per week at times as specified by the Practice. [Need to specify days and hours]

19 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, pro rata for part-time working. Such holidays shall be taken at the times agreed between the parties. The Trainee shall not take more than 3 days annual leave within the first 8 weeks of the training year without the written approval of the regional Postgraduate Dental Dean/Director of Postgraduate Education.

20 Where employment ends or is terminated 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.

21 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.

22 If absent due to sickness the Trainee will be entitled to statutory sick pay entitlement for the first four months; after four months service the Trainee is entitled to one month’s full pay and two months half pay. If the Trainee is absent from work for any reason, he/she must notify [POSITION] of the reason for absence as soon as possible but no later than [TIME] on the first day of absence to give the reason for absence and, if possible, to say when they hope to return to work. Unauthorised absence will not be paid.
23 The Trainee should fill out a self certification form for any period of absence due to illness lasting less than 7 days. For any period of incapacity due to sickness or injury which lasts for seven consecutive days or more, a doctor's certificate stating the reason for absence must be obtained at the Trainee’s own cost and supplied to [POSITION]. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.

24 The Trainee agrees to consent to a reasonable request for a medical examination (at the Practice’s expense) by a doctor nominated by the Practice should the Practice so require. The Trainee agrees that any report produced in connection with any such examination may be disclosed to the Practice and the Practice may discuss the contents of the report with the relevant doctor.

25 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 clause [22] to paid holidays and under clause [19] 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.

26 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.

27 The Trainee should note the Practice’s disciplinary and grievance procedures. The grievance procedure is contained within Appendix 1 to this agreement. Should the Trainee have any complaint or grievance regarding his/her employment or terms and conditions relating to that employment, the Trainee should raise the matter initially with the Practice and notify the Postgraduate Dean/Director. The full disciplinary rules in place in the Practice are set out in Appendix 2.

28 The Trainer reserves the right to suspend the Trainee with pay for a period of no longer than necessary for the purposes of investigating any allegation of misconduct or neglect against the Trainee. Any suspension must be immediately informed to the Dean/Director of Postgraduate Dental Education in the Oxford and Wessex Deanery.

29 The Trainee shall not use or disclose to any person either during or at any time after his/her employment with the Practice any confidential information about the business or affairs of the Trainer or Practice or any of the Trainer’s patients or Practice employees.

30 For the purposes of clause [29], confidential information means any information or matter which is not in the public domain and which relates to the affairs of the Practice, Trainer or any of the Trainer’s patients or Practice employees.

31 The restriction in Clause [29] does not apply to:
31.1 prevent the Trainee from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or

31.2 use or disclosure that has been authorised by the Practice, as required by law; or the General Dental Council.

32 All documents, manuals, hardware and software provided for your use by the Practice, and any data or documents (including copies) produced, maintained or stored on the Practice’s computer systems or other electronic equipment (including mobile phones), remain the property of the Practice.

33 Any Practice property in the Trainee’s possession and any original or copy documents obtained by the Trainee in the course of his/her employment shall be returned to the Practice at any time on request and in any event prior to the termination of your employment with the Practice.

34 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: ______________________________________

SIGNED on behalf of the Practice __________________________

In the presence of: ______________________________________