DENTAL FOUNDATION TRAINING

DFT GUIDE
2015 - 2016
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Dear Colleague

Welcome to Health Education England Thames Valley and Wessex. I hope you will enjoy the next year working in a supportive training environment and would like to encourage you to engage fully with the training process, to ensure you get the most from your time with us and the support you need at this stage of your career.

Training practices and departments are quality assured by Health Education Thames Valley and Wessex and Trainers (Educational Supervisors) receive additional training to help them develop appropriate skills to support you. We regularly seek views from trainees and trainers and aim to continuously improve the quality of your training and educational experience. If you have suggestions for improvement, please let us know, or if you prefer, contact your trainee representative who can bring things to our notice.

Foundation and Core Training exists to allow you to apply the knowledge that you have acquired during your undergraduate years and develop this in a practising environment. The emphasis throughout the year is for us to provide support, guidance and advice as it is needed and requested by you. You will be encouraged to share, discuss, debate and question during the study days. You will need to be open and honest about your experiences through the year, be they good or bad. By sharing and discussing your problems and achievements, the whole group can learn from your experiences and you can receive the support and advice of your peers and colleagues. The programme is designed to meet your needs, and requires your full participation and a positive attitude to experience the maximum benefit.

In organising your training programme, we have tried to prioritise lectures and educational activities in those areas that we have found commonly need attention, or that may not have been taught at Dental School or in the early stages of your career. We try to make the schemes fun as well as educational and hope that you will make friends and contacts during this year that you will keep throughout your career.

If you have any concerns about the scheme, practice, department or any related matters that cannot easily be resolved locally, please let us know. Your Training Programme Director, Associate Dean and I are always available to help.

The year will pass very quickly and I hope that you learn a lot and have an enjoyable and a memorable year.

Helen Falcon
Postgraduate Dental Dean
Helen.falcon@thamesvalley.hee.nhs.uk
01865 785513
2 Getting Started

What to do within the first few weeks of starting your Dental Foundation Training...

We appreciate that the first few weeks of a new training post will be busy for you. For ease of reference we have therefore provided you with a checklist, which you may find useful:

- Before you start seeing patients it is important that you attend your workplace induction, familiarise yourself with practice policies and write a reflective piece on this in your ePDP
- Attend Deanery induction day
- Ensure that you have weekly appointments to see your educational supervisor (Trainer) for tutorials as soon as possible. It would be a good idea for you to have some topics that you would like to discuss with your trainer in the early weeks. It is important that you prepare for these tutorials to ensure that you gain maximum benefit from them
- Find out about your rota and timetable for the year and how to find places that you will need to travel to.
- Familiarise yourself with the dental foundation training curriculum, e-portfolio and assessment forms
- After completing your educational agreement you can start to think about completing the workplace based assessments and assignments
- Read this handbook because it will contain much of the information you will need to know throughout the year.
- Book annual leave with your practice as soon as possible – please give at least 6 weeks' notice and remember to avoid study days
- Hand in your contact details form and two passport sized photos to the Dental Foundation Training Administrator
- Obtain your IT passwords as appropriate to your practice and Deanery
- Make sure you have a username and password for the e-portfolio
- Register on Medbook (https://www.medbook.co.uk/cgi-bin/medbook/nesc.pl) so you can receive verifiable CPD Certificates
- Buy and encrypt a USB stick for storing audits etc.
  Remember - No patient identifiable data is to be moved from or stored outside your employing Practice

And finally ……

Ask the Key Contacts in this handbook any questions that you may have…remember they are all here to help you to become a competent, caring, reflective practitioner who enjoys this first step on the professional ladder.
### 3 Key Contacts

#### DEANERY STAFF CONTACTS

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5 Working and Training in the NHS - Health Education England

Health Education England’s mission is to improve health outcomes for the people of England by developing people for health and healthcare.

Locally, we support training and development for the multi professional NHS workforce in the Thames Valley and Wessex regions of England, where the Medical and Dental Deaneries have responsibility for almost 5,000 trainees.

In order to support high quality training and education we provide training and development for our trainers, educational supervisors and educational leaders in both Primary and Secondary Care.

The Oxford and Wessex Dental Deanery

The Oxford and Wessex Dental Deanery is part of Health Education Thames Valley and Wessex and coordinates the delivery and funding of postgraduate dental education and training programmes for the dental team in Oxfordshire, Buckinghamshire, Berkshire, Hampshire, and the Isle of Wight.

There are Dental Deanery offices in both Health Education Thames Valley (Oxford) and Health Education Wessex (Otterbourne near Winchester) because of the large geographical area.

We provide postgraduate and post registration education and training for Dentists and Dental Care Professionals in Berkshire, Buckinghamshire, Hampshire and the Isle of Wight and Oxfordshire, via our network of tutors and advisors.

We offer Foundation Training Programmes, Core Training Programmes; Specialty Training Programmes (Orthodontics, Oral Surgery, Special Care Dentistry, Dental Public Health) and a wide range of continuing professional development courses for the dental team.

We also run training programmes for Dental Care Professionals, including a Dental Therapist Foundation Training Scheme.

Our priority is to ensure that our trainees and trainers are competent and confident in their roles, and can provide high quality, safe patient care through high quality training programmes and learning environments, to develop our future dental workforce.

Dental Foundation Training is fully funded by the NHS. This includes trainees’ salaries, trainers’ grants and employing practices’ costs as well as educational costs to run the day release programme.
The NHS Constitution and NHS Values

In March 2011, the Department of Health published the NHS Constitution. It sets out the guiding principles of the NHS and your rights as an NHS patient.

The seven key principles guide the NHS in all it does. They are underpinned by core NHS values which have been derived from extensive discussions with staff, patients and the public.

www.nhs.uk/NHSEngland/thenhs/about/Pages/nhscoreprinciples.aspx

NHS Values

Working together for patients

The value of ‘working together for patients’ is a central tenet guiding service provision in the NHS and other organisations providing health services. Patients must come first in everything the NHS does. All parts of the NHS system should act and collaborate in the interests of patients, always putting patient interest before institutional interest, even when that involves admitting mistakes. As well as working with each other, health service organisations and providers should also involve staff, patients, carers, and local communities to ensure they are providing services tailored to local needs.

Respect and dignity

Every individual who comes into contact with the NHS and organisations providing health services should always be treated with respect and dignity, regardless of whether they are a patient, carer or member of staff. This value seeks to ensure that organisations value and respect different needs, aspirations and priorities and take them into account when designing and delivering services. The NHS aims to foster a spirit of candour and a culture of humility, openness and honesty, where staff communicate clearly and openly with patients, relatives and carers.

Commitment to quality of care

The NHS aspires to the highest standards of excellence and professionalism in the provision of high quality care that is safe, effective and focused on patient experience. Quality should not be compromised – the relentless pursuit of safe, compassionate care for every person who uses and relies on services is a collective endeavour, requiring collective effort and collaboration at every level of the system. The delivery of high quality care is dependent on feedback: organisations that welcome feedback from patients and staff are able to identify and drive areas for improvement.

Compassion

Compassionate care ties closely with respect and dignity in that individual patients, carers and relatives must be treated with sensitivity and kindness. The business of the NHS extends beyond providing clinical care and includes alleviating pain, distress and making people feel valued and that their concerns are important.

Improving lives

The core function of the NHS is emphasised in this value – the NHS seeks to improve the health and wellbeing of patients, communities and its staff through professionalism, innovation and excellence in care. This value also recognises that to really improve lives the NHS needs to be helping people and their communities take responsibility for living healthier lives.
Everyone counts

We have a responsibility to maximise the benefits we obtain from NHS resources, ensuring they are distributed fairly to those most in need. Nobody should be discriminated or disadvantaged and everyone should be treated with equal respect and importance.

The NHS values apply to everything that we do as part of dental foundation training, both in delivery of direct patient care and when involved with education and training activities.

6 Aims and Objectives of Dental Foundation and Core Training

The primary aim of Dental Foundation Training is to enable acquisition and demonstration of the dental foundation training competences to enable a dentist to join the NHS Performers List without conditions. From September 2015 all Deaneries in England, Wales and Northern Ireland will be introducing and piloting ‘satisfactory completion’ for Foundation Dentists. There will be a formal, robust assessment framework, which will ensure that each Foundation Dentist has demonstrated the required competencies in all four domains of the Dental Foundation Training (DFT) Curriculum: clinical, professional, communication and leadership and management, in order to be awarded a Dental Foundation Training Certificate.

Length of Dental Foundation Training:

Dental Foundation Training will normally be undertaken for one year full time or exceptionally part time equivalent over 2 years.

Completion of Dental Foundation Training:

The Postgraduate Dental Dean is responsible for certifying completion of dental foundation training. On successful completion of the programme, a Certificate will be issued that satisfies the requirements of the NHS Performers List Regulations (England) 2013.

Therapist Foundation Training

The programme in Thames Valley and Wessex is a one year part time programme which runs over three days each week. Therapist Foundation Training is a voluntary programme. It aims to provide a safe and supported learning environment to ease the transition for recently qualified dental therapists to working within a primary dental care setting. On successful completion of the programme, the Postgraduate Dental Dean will issue a certificate of completion, but this does not confer any statutory rights or permissions.

Dental Core Training

Dental Core Training is a voluntary 12-month programme that aims to provide dentists with the opportunity to consolidate skills acquired during the foundation year and develop and enhance new skills in specific areas of clinical practice and in different environments. On successful completion of the programme, the Postgraduate Dental Dean will issue a certificate, but this
does not confer any statutory rights or permissions. Completion of dental core training will also satisfy minimum entry requirements to specialty training. Trainees should be aware that recruitment to specialty training is a highly competitive process and additional qualifications, experience and training may be necessary to secure a place.

**Assessment**

A formal assessment framework is in place for all training programmes comprising a series of workplace based and formative assessments, which, in the case of Dental Foundation Training, combine to deliver a summative assessment at the end of the training period. Competences are acquired by treating patients under supervision, carrying out related clinical and non-clinical activities, as defined by the DFT curriculum, and taking part in defined structured educational programmes.

**Clinical and Educational Supervision**

In general practice/primary care, the Clinical and Educational Supervisor roles are often combined (e.g. as a Foundation Trainer) and may also be carried out by two trainers as a joint responsibility.

**Educational Supervisor**

Each Foundation Dentist will be assigned a nominated Educational Supervisor who is responsible for:

- Overseeing their educational progress
- Agreeing a learning plan
- Tutorial
- Appraisals,
- 3 monthly progress reviews
- Workplace based assessments
- Providing regular feedback on progress to the trainee
- Advising the Dean about progress and providing evidence and recommendation for Satisfactory Completion/ completion of training as appropriate

The Educational Supervisor will encourage the trainee to regularly complete the relevant Training Portfolio and use the educational tools provided for support.
Clinical Supervisor

The trainee will also have one or more clinical supervisors throughout the period of foundation or core training.

They will be responsible for

- Day-to-day clinical supervision
- Facilitating and carrying out assessments
- Supporting the trainee
- Ensuring appropriate workload
- Liaising with Educational Supervisor and Training Programme Director and providing progress reports

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. Other professionals will also contribute to your teaching (e.g. Associates, Consultants, practice staff).

The Trainer is in the best position to assess the trainee’s needs. Through the various processes of assessment, appraisals and tutorials these needs can be identified, discussed and hopefully satisfied. Trainers will encourage their trainees to develop their own personal skills and attributes.

Training Programme Directors

Each Foundation and Core scheme/programme will have a Training Programme Director appointed by the Deanery who is responsible for managing the scheme/programme, arranging educational courses (study days, seminars, audit days, etc.) and who provides on-going support for both trainees and Educational and Clinical Supervisors. They are also responsible for advising about recruitment and selection of trainers and trainees and arranging placements.

The Training Programme Director’s main responsibilities are:

- Act as organiser of the scheme for trainees in the area, in liaison with the local tutor/s, Postgraduate Centre staff, Employing NHS Trusts and Area Teams of NHS England
- Advise on Satisfactory Completion/ completion and certification
- Ensure that local records of the scheme are maintained
- Attend the day release scheme and facilitate learning in practice. Monitor the professional development of trainees on the scheme and their progress towards unsupervised practice
- Supervise the assessment of trainees by trainers, ensure that regular feedback occurs between trainer/trainee/TPD and that Professional Development Portfolios are maintained
- Counsel trainers and trainees and troubleshoot problems within the scheme /programme
- Give career advice
- Assist in the recruitment and appointment of trainers, the inspection of training environments and the re-appointment of trainers
**Educational Portfolios and Personal Development Plans**

Each foundation and core trainee must complete a Deanery approved learning and development portfolio to provide evidence of educational and training activity and submit this to the Dean or Deputy on request and for approval as part of the sign off process.

For all schemes in Thames Valley and Wessex there is an e-portolio, which you will be expected to regularly complete. There is currently no charge for this, and regular accurate completion is a requirement. Your compliance will be monitored by the Dean and staff and will contribute to an assessment of your progress (professionalism).
7 What is Dental Foundation Training?

The purpose of dental foundation training is to enhance clinical, communication, management and professional competence, promote high standards and to introduce the foundation dentist to general dental practice in a protected environment, while enhancing skills.

This excerpt from The National Health Service (Performers Lists) (England) Regulations 2013 ([http://www.legislation.gov.uk/uksi/2013/335/made](http://www.legislation.gov.uk/uksi/2013/335/made)) defines Foundation Training as follows:

“Foundation Training” means a relevant period of employment during which a dental practitioner is employed under a contract of service by an approved trainer to provide a wide range of dental care and treatment and to attend such study days as that contract provides, with the aims and objectives of enhancing clinical and administrative competence and promoting high standards through relevant postgraduate training and in particular to—

a. Enable the dental practitioner to practise and improve the dental practitioner’s skills;
b. Introduce the dental practitioner to all aspects of dental practice in primary care;
c. Identify the dental practitioner’s personal strengths and weaknesses and balance them through a planned programme of training;
d. Promote oral health of, and quality dental care for, patients;
e. Develop and implement peer and self-review and reflection, and promote awareness of the need for professional education, training and audit as a continuing process; and
f. Enable the dental practitioner to—
   i. Make competent and confident professional decisions including decisions for referrals to other services,
   ii. Demonstrate that the dental practitioner is working within the guidelines regarding the ethics and confidentiality of dental practice,
   iii. Implement regulations and guidelines for the delivery of safe practice,
   iv. Know how to obtain appropriate advice on, and practical experience of, legal and financial aspects of practice, and
   v. Demonstrate that the dental practitioner has acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team.

Successful completion of the programme will result in the award of a Certificate of Completion of Dental Foundation Training that meets the NHS Performers List entry requirements.
8 Outline of the Year

The training year is made up of a number of components which are organized to provide you with a well-rounded experience. The various components include: clinical working in practice or department, a supportive educational programme, formative and summative assessments as well as appraisal and personal development planning. These components are underpinned by a professional development portfolio.

Educational Programme

The day release course is for a minimum of 30 days (Dental Foundation Training), over one full year. It is planned to help you develop all the necessary skills and knowledge required for successful clinical practice. The majority of the courses are based at Postgraduate Centres in local hospitals, but some days may be held at other venues, or combined with other schemes. Most days will begin with a problem solving opportunity where problems of any nature may be openly discussed with your peers and Training Programme Director.

The structure of the course is not rigid, and all attempts are made to tailor the contents to the trainee’s needs, working with the Training Programme Director. The days will be a mixture of lectures and discussions and your full participation is required for their success.

Attendance at all study days is mandatory for successful completion of the programme, unless you are a Core Trainee working in a hospital department and have unavoidable on call responsibilities. Core trainees are required to attend at least 75% of study days.

You should not take annual leave on a study day.

Satisfactory Completion of Dental Foundation Training

This year we will be following a nationally agreed process to assess satisfactory completion of DFT, as part of a nationwide pilot. This is in preparation for a statutory process from 2016 onwards. This will involve three formal progress reviews at various stages of the year to ensure that all FDs are progressing in line with expectations. It will enable us to jointly identify and manage any problems that may have arisen. It also helps us to ensure that the facilities and support in the training practice conform to the requirements of Health Education England.

The three reviews are:

Early Stage Review (ESR) – This will take place at approximately 6 weeks after the start of the training year (mid-end October). A self-evaluation will be carried out by all Foundation Dentists (FDs), along with a discussion with their trainer to identify areas of notable practice and areas for development. This will be supported by a trainer’s report and an action plan, all of which is submitted to the Training Programme Director (TPD). The TPD will report to the Dean on the progress of all individual FDs, and depending on the outcome, may require an additional meeting with an FD to help resolve any issues or concerns identified.
Interim Review of Competence Progression (IRCP) – This will take place at the mid-year point (February). Trainers will submit a structured report to the TPD detailing progress made by the FD towards fulfilling the various obligations and requirements for the DFT year, including a review and comments section completed by the FD. The data considered at the IRCP includes a patient record card audit at month 3, patient satisfaction questionnaires (PSQs) and multi-source feedback (MSF) at months 4 & 5. The TPD will also complete a structured report reviewing this information and the FD's engagement with the study day programme and ePDP. This is then presented by the TPD and discussed with a Deanery panel. Again, depending on the outcome, a meeting with the FD may be required to formulate an action plan to help resolve any issues and ensure progress towards satisfactory completion.

Final Review of Competence Progression (FRCP) – This will take place at the end of month 10 (June) and will follow exactly the same process as the IRCP. Fulfilling all the DFT year obligations will be necessary in order for the FD to be signed off as satisfactorily completing the year. Failure to do so may result in the FD’s training period being extended and/or delays to being admitted to the Performers List without conditions. This is essential for continuing to work within the NHS, and delays may impact on an FD’s ability to take up or start a subsequent job/position following DFT.

A Certificate cannot be issued until a full 12 months’ training has been completed and the recommendation of the FRCP Panel will be subject to sustained satisfactory performance throughout the entire period of training.

Assessments

As an undergraduate you will be familiar with different types of assessment; formative, to guide future learning, or summative, such as exams, to make a judgement about competence at a defined level, or fitness for further learning.

Formative assessments will play an important role in your foundation and core training and indeed they will become a familiar part of your working routine. After each assessment you must record any identified learning needs, (i.e. gaps in skills and knowledge) in the Personal Development Plan section of the e-Portfolio. Your trainer and TPD can provide support so that you can then address these specific areas of your own professional development.

Assessments will help you to reflect on your strengths, weaknesses and areas for development and the choice of which particular procedures or patient treatments to assess is largely for you to decide with your trainer. It is expected, of course, that you cover the full range of domains and competencies within the curriculum.

There are a number of workplace based assessment tools commonly in use, such as case based discussion, a dental evaluation of performance (ADEPT), patient satisfaction surveys (PSQs) and multi-source feedback (MSF).

Appraisals

An appraisal is an opportunity to formally recognise and applaud achievement, give constructive feedback and encourage personal and professional development planning (PDP) of the individual.

You will complete a number of appraisals with your trainer/educational supervisor and Training Programme Director during the programme. The Deanery provides standard forms via the E-portfolio for you to complete for self-evaluation of your performance. These forms must be completed prior to your appraisal meeting and will form the basis of discussions with your trainer/educational supervisor and TPD.
9 General requirements for all Dental Foundation and Core Training Posts

All Foundation and Core Trainees must:

- Have a named educational supervisor (trainer)
- Have a signed educational/learning agreement at the beginning of the placement
- Have a structured induction programme tailored to the requirements of the post
- Regularly and accurately complete the Training e-portfolio and log book and make this available to the Educational Supervisor and Deanery on request
- Have ready access to internet, library and study facilities
- Attend study days as directed by the Deanery and have regular tutorials in protected time in the department with the educational supervisor/trainer
- Have a structured clinical training programme to address the major competences in the Dental Foundation Training portfolio and meet individual identified learning needs (Please note that UK wide curricula for dental core training as well as therapist foundation training are in development, and the interim arrangements for curricula will be explained to you). For Dental Foundation Training, the 2015 curriculum is available to download from http://www.copdend.org/ Postgraduate Training.
- Complete specific educational activities as agreed by The Deanery (e.g. clinical case presentations, clinical audits, written presentations)
- Carry out a specified number of hands-on personal treatment sessions per week

10 Expectations of Trainees

Your trainer/educational supervisor has undertaken to ensure that you receive excellent training during your training year. In response to this it is necessary for you to:

- Show a willingness to learn
- Foster good relationships with colleagues
- In discussion with your trainer/educational supervisor formulate an individual training plan within a month of your new appointment
- Maintain your PDP and make it available at all tutorials and day release study days
- Allow and encourage your trainer to observe your clinical work, seeking and acting upon constructive feedback.
- Participate in regular tutorials with your trainer
- Attend all day release study days and participate to your full capacity
- Ensure holiday is taken in agreement with your trainer/educational supervisor
- Produce written work & case presentations to your best standard and on time
- Participate in peer review and clinical audit as required
- Manage all aspects of patient care
- Work successfully as a member of the practice/department clinical team
- Make competent and confident professional decisions, recognizing personal strengths and weaknesses including the need to refer and seek advice as appropriate
- Practise ethically according to GDC Standards, including respect for patient confidentiality
- Demonstrate that you understand that continuing professional development should be a lifelong commitment

GDC Standards

As a registered dental professional, you are expected to behave according to the GDC’s standards for dental professionals at all times, not only when working in your practice or department.
Attendance at day-release courses

Attendance at day release programme days is compulsory in order to receive your completion certificate at the end of the year. A record of attendance is kept and verifiable CPD certificates are issued. Holidays, interviews etc. should be arranged outside the organised educational programme. If you are sick on a Study Day, please telephone your Training Programme Director by 9am. A medical certificate will be required. If you are scheduled to sit an external examination on a day release day you must give advance notice of six weeks to your Educational Supervisor and Training Programme Director.

You will not be certified at the end of the year unless you have been on a course related to the topic missed, as agreed with the Training Programme Director, at your own cost and in your own time. You will be required to submit a verifiable CPD certificate to the TPD for any courses you have been required to make up.

Punctuality at day-release courses

The start time is indicated in the programme; please remember that you will be expected to be present in advance of this time. If you arrive late you may be excluded from the course for that day.

Dress and behaviour at day-release courses

Professional standards of dress are expected at the day release course and any away days or conferences. Jeans, trainers and T-shirts or revealing dress are not appropriate. If you are inappropriately dressed you may be asked to leave the study day or away day. All dress should be appropriate for the environment.

Politeness and respect for colleagues, administrative and other staff and the general public who may be present at the venue is an absolute requirement. Mobile devices such as tablets and laptops may be used to take notes or complete evaluations only. Using these devices for anything else may result in you being asked to leave. It is not acceptable to use mobile phones at all during the educational aspects of the day-release programme and these should be switched off except during break times.

Completion of Coursework

In order to receive a certificate of completion you must submit the completed required pieces of coursework on time (see page 22 for further details).
## 11 Important Dates for Foundation Training

### Trainers

As part of the commitment to being a Foundation trainer, trainers (Educational Supervisors) attend a minimum of 14 approve sessions (or pro rata for joint trainers) to support their own development and contribute to the programme across Thames Valley and Wessex. These sessions will start each academic year with the Induction day and include: the Autumn Residential jointly with trainees, trainers’ appraisals the ‘Meet and Greet’ the new trainees event and the Spring ‘Training the Trainers’ course. Other sessions may include attendance at DFT study days, assisting with national or regional selection centres or SJT development for National Recruitment, or carrying out workplace based assessments for a Foundation Dentist at another training practice. The TPD and Scheme Administrator will keep a log of attendance and Trainers will be asked to show evidence of completion of 14 approved sessions or pro rata for joint trainers when they re-apply to be trainers each year.

<table>
<thead>
<tr>
<th>2015</th>
<th>Required</th>
<th>Trainer Sessions</th>
<th>EVENT / MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September</td>
<td>ALL Trainers and Trainees</td>
<td></td>
<td>First day in practice for trainees (all schemes)</td>
</tr>
<tr>
<td>3 September</td>
<td>ALL Trainers and Trainees</td>
<td>2 sessions</td>
<td>First Day Release for all trainers and trainees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Venue: Wexham Park Hospital John Lister Postgraduate Centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(for all trainers and trainees on the Berkshire, Buckinghamshire and Oxfordshire Schemes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Venue: Southern House, Otterbourne (for all trainers and trainees on the Hampshire/Winchester and Hampshire/Portsmouth schemes)</td>
</tr>
<tr>
<td>27, 28 &amp; 29 September</td>
<td>Thames Valley Trainers and Trainees</td>
<td>3 sessions of 5 compulsory</td>
<td>Residential Course for all trainers and trainees on the Buckinghamshire/Milton Keynes, Oxfordshire and Berkshire schemes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Venue: Lake Vyrnwy Hotel, Wales</td>
</tr>
<tr>
<td>1 &amp; 2 October</td>
<td>Wessex Trainers and Trainees</td>
<td>3 sessions</td>
<td>Residential Course for all trainers and trainees on the Hampshire/Winchester and Hampshire/Portsmouth schemes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Venue: Meon Valley Hotel, Southampton.</td>
</tr>
<tr>
<td>9 October</td>
<td>ALL Trainers and Trainees</td>
<td></td>
<td>Deadline for submission of Early Stage Review Documentation</td>
</tr>
<tr>
<td>19 October</td>
<td>Trainers</td>
<td>3 sessions</td>
<td>Dental and Therapist Foundation and Dental Core Trainer Applications for 2015-2016 open online.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>All Training Practices must submit an application annually to ensure current requirements are being met. This is an open competitive process.</td>
</tr>
<tr>
<td>17 &amp; 18 November</td>
<td>Trainers</td>
<td>4 sessions</td>
<td>DFT Trainee National Recruitment (for Experienced Trainers only who are asked to volunteer and will be invited subject to need and meeting national calibration standards)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Venue: Bristol City Centre Marriott Hotel</td>
</tr>
<tr>
<td>20 November</td>
<td>Trainers</td>
<td></td>
<td>Dental and Therapist Foundation and Dental Core Trainer Applications for 2015-2016 close</td>
</tr>
<tr>
<td>December</td>
<td>Trainers</td>
<td>1 session</td>
<td>Scheme Trainer Meetings and Appraisals</td>
</tr>
<tr>
<td>19 December</td>
<td>Trainers who have applied for 2015/16</td>
<td></td>
<td>Dental &amp; Therapist Foundation and Core Trainer Interview Dates confirmed with applicants</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>31 January</td>
<td>Deadline for submission Interim Review of Competence Progression Documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 February 1, 3 &amp; 10 March</td>
<td>Dental &amp; Therapist Foundation &amp; Core Trainer Interviews for 2016-2017 Programmes</td>
<td>Existing Trainees in practices consistently graded as “Excellent” in the annual HETV Quality Management Process are interviewed once every 3 years. All other trainers are interviewed annually. Please hold all dates until 18 December.</td>
<td></td>
</tr>
<tr>
<td>28 April (reserve date)</td>
<td>Trainers who have applied for 2015/16.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 April</td>
<td>Dental Foundation Meet and Greet Day for 2016-2017</td>
<td>(Local venues to be confirmed by individual schemes)</td>
<td></td>
</tr>
<tr>
<td>12 May</td>
<td>ALL Trainers</td>
<td>Training the Trainers Course for all trainers on Buckinghamshire/Milton Keynes, Oxfordshire, Berkshire, Portsmouth and Winchester schemes. Newly appointed trainers due to start in September 2016 will also attend this course as part of their trainer induction. Venue: TBC.</td>
<td></td>
</tr>
<tr>
<td>20th May</td>
<td>Trainers and Trainees</td>
<td>Deadline for Trainer and Trainee feedback questionnaires to be completed and returned. (Exit Interview dates for trainees in June to be confirmed as part of the study programme timetable)</td>
<td></td>
</tr>
<tr>
<td>26 &amp; 27 May</td>
<td>Trainees</td>
<td>BDA Conference TPDs and Trainees attend this national event as part of the 30 Day Study Programme. Venue: Manchester Central Convention Complex.</td>
<td></td>
</tr>
<tr>
<td>30 June</td>
<td>Trainers and Trainees</td>
<td>Deadline for submission of Final Review of Competence Progression documentation.</td>
<td></td>
</tr>
<tr>
<td>29 July (Wessex)</td>
<td>Trainers and Trainees</td>
<td>End of Year Presentations and Dinner. Arrangements and venue: TBC.</td>
<td></td>
</tr>
<tr>
<td>5 August (Thames Valley)</td>
<td>Trainers and Trainees</td>
<td>End of Year Presentations and Dinner. Arrangements and venue: TBC.</td>
<td></td>
</tr>
</tbody>
</table>
## 12 Dental Foundation Assignments and Deadlines for Assessment of Satisfactory Completion 2015-2016

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Minimum Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction</td>
<td>Practice induction to be completed within first two weeks</td>
<td>• Induction checklist in e-portfolio to be used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Record of pre-Foundation clinical activity to be completed</td>
</tr>
<tr>
<td>Oral Cancer Online Training</td>
<td>To be completed by end of month 1 (September)</td>
<td>• Vouchers to be sent by email to trainees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CPD Certificate to be submitted as evidence to Scheme Administrator and uploaded on ePDP</td>
</tr>
<tr>
<td>Child Protection and Vulnerable Adults Online Training</td>
<td>To be completed by end of month 2 (October)</td>
<td>• Vouchers to be sent by email to trainees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CPD Certificate to be submitted as evidence to Scheme Administrator and uploaded on ePDP</td>
</tr>
<tr>
<td>Early Stage Review and Reports</td>
<td>FD and ES reports to be completed by end of Month 2 and TPD meetings held</td>
<td>• Available to the Panel for information</td>
</tr>
<tr>
<td>DOPs</td>
<td>Two completed within first two to four weeks</td>
<td>• 1. New patient examination (communication skills) and X-Rays (clinical skills)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2. Simple restoration (clinical skills)</td>
</tr>
<tr>
<td>Patient Record Card Audit Report</td>
<td>Completed in Month 3 (November)</td>
<td>• 10 records reviewed by FD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum 3 records reviewed by ES</td>
</tr>
<tr>
<td>Prevention in Practice Online Training</td>
<td>Completed by end of Month 3 (November)</td>
<td>• Vouchers to be sent by email to trainees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CPD Certificate to be submitted as evidence to Scheme Administrator and uploaded on ePDP</td>
</tr>
<tr>
<td>PSQ(s)</td>
<td>Completed in Month 4 (December)</td>
<td>• Minimum of 20 submitted forms required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Repeated in Months 8 or 9 (April/May) if required by Interim Panel</td>
</tr>
<tr>
<td>MSF(s)</td>
<td>Completed in Month 4 (December)</td>
<td>• Minimum of 8 submitted forms required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must include ES(s), FD's Dental Nurse, Practice Receptionist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Repeated in Months 8 or 9 (April/May) if required by Interim Panel</td>
</tr>
<tr>
<td>Video Consultations Study Day Report</td>
<td>Completed by end of month 4 (December)</td>
<td>• Submitted to Scheme Administrator and TPD</td>
</tr>
<tr>
<td>Information Governance and Data Protection Training</td>
<td>Completed by end of month 5 (January)</td>
<td>• Access given by practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If using the IG Training Tool, all 5 available modules (excluding yearly refresher) should be completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Send copy of certificates to Scheme Administrators as evidence and uploaded on ePDP</td>
</tr>
<tr>
<td>Reflection on Induction at Practice</td>
<td>Completed by end of month 5 (January)</td>
<td>• Submitted to Scheme Administrator and TPD and uploaded on ePDP</td>
</tr>
<tr>
<td>Assessment</td>
<td>Minimum Requirement</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Clinical Audit on Inferior Dental Blocks Report and Reflection</td>
<td>1st cycle completed by end of month 3 (November)</td>
<td>● Submitted to Scheme Administrator and TPD and uploaded on ePDP</td>
</tr>
<tr>
<td></td>
<td>2nd cycle completed by end of month 6 (February)</td>
<td></td>
</tr>
<tr>
<td>Chair a practice meeting report and reflection</td>
<td>Completed by end of month 8 (April)</td>
<td>● Submitted to Scheme Administrator and TPD and uploaded on ePDP</td>
</tr>
<tr>
<td>Conference Lecture Write-Up and Conference Product Review from BDA Conference</td>
<td>Completed by end of month 9 (May)</td>
<td>● Submitted to Scheme Administrator and TPD and uploaded on ePDP</td>
</tr>
<tr>
<td>Endodontic case written and ready for externally moderated Case Based Discussion, signed off by trainer and TPD</td>
<td>Completed by end of month 9 (May)</td>
<td>● Submitted to Scheme Administrator and TPD and uploaded on ePDP</td>
</tr>
<tr>
<td>Clinical Skills Case Presentation Write up</td>
<td>Completed by end of month 9 (May)</td>
<td>● Submitted to Scheme Administrator and TPD and uploaded on ePDP</td>
</tr>
<tr>
<td>5 Year Personal Development Plan</td>
<td>Completed by end of month 9 (May)</td>
<td>● Discussed with TPD and uploaded on ePDP</td>
</tr>
</tbody>
</table>
| ADEPTs                                                                    | Eighteen completed by end of Month 9 (May)                                                              | ● All 11 major clinical competencies should be assessed at least once  
● ADEPTs with scores less than 3 must be repeated until score of 3 or above achieved  
● At least 2 ADEPTs should be carried out by an assessor other than the FD's ES(s)  
● Minimum of 8 completed by Interim RCP Stage  
● Minimum of 18 completed by Final RCP Stage 1                                                                 |
| Case-based Discussions (CbDs)                                             | Ten completed by end of Month 9 (May)                                                                    | ● Minimum of 3 completed by Interim RCP Stage  
● Minimum of 10 completed by Final RCP Stage 1  
● One CbD to be formally presented and assessed at a Study Day                                                                   |
| Reflective Clinical Log                                                   | All logs completed, action plans generated and identified learning needs addressed                       | ● Minimum of eight to be completed by end of Month 2 (October)  
● Minimum of one to be completed each month between Months 3 (November) and 12 (August)                                      |
| Clinical Activity Record                                                  | Record completed and activity demonstrates experience of a broad range of treatments and patient types relevant to General Dental Practice | ● Activity to also include a minimum of:  
● Twelve crowns, inlays, onlays and veneers. To include at least one of each type, if possible  
● Five bridges. To include one conventional bridge, if possible  
● Twelve acrylic prostheses including full dentures  
● Two Co-Cr prostheses  
● Eight single-rooted endodontic cases (incisors and/or canines)  
● Four multi-rooted endodontic cases (molars and/or premolars)  
● Four surgical extractions: One undertaken as ADEPT with ES by the end of Month 4                                                                 |
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Minimum Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism and Management &amp; Leadership Domains</td>
<td>Evidence of training submitted by FD by end of Month 9 (May)</td>
<td>• See matrix on pages 25/26 for assessment evidence options</td>
</tr>
</tbody>
</table>
| Study Day attendance                        | All LETB/Deanery Study Days (or approved alternatives) attended, recorded and evaluated reflectively | • 30 Study Days in 12 months period  
• Deanery/LETB Study Days held after Final RCP recommendation must be attended and evaluated for Certificate of Satisfactory Completion of DFT to be issued |
| Educational Supervisor Tutorial Programme    | All Tutorials required by LETB/Deanery completed, recorded and evaluated reflectively | • 40 Tutorials in 12 months period  
• Tutorials scheduled after Final RCP recommendation must be attended and evaluated for Certificate of Satisfactory Completion of DFT to be issued |
| Significant Events                          | Reporting required in e-portfolio and ESs’ Structured Reports                        | • Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations                                                                                  |
| Complaints                                  | Reporting required in e-portfolio and ESs’ Structured Reports                        | • Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations                                                                                  |
| Sickness absence                            | Reporting required in e-portfolio and ESs’ Structured Reports                        | • Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations. Formal reviews and occupational health referrals to take place after 10 total days’ unscheduled absence. |
| Annual leave                                | Reporting required in e-portfolio and ESs’ Structured Reports                        | • Panels will take account of the evidence and its relevance to Satisfactory Completion in reaching their recommendations. Maximum annual leave is 28 days including statutory holidays |
| ES Structured Report                        | Completed at end of Months 5 (January) and Month 9 (May)                            | • Separate reports required for Interim and Final RCP Panels  
• Supplementary report also to be completed if concerns or if required by LETB/Deanery                                                                                                                  |
| TPD Structured Report                       | Completed at end of Months 5 (January) and Month 9 (May)                            | • Separate reports required for Interim and Final RCP Panels                                                                                                                                          |
| RCP Panel Report                            | Completed in Month 6 (February) during Interim RCP and Month 10 (June) during Final RCP | • Interim RCP Panel Report available for review by Final RCP Panel(s)  
• Final RCP Outcome 6 required for a Certificate of Satisfactory Completion of DFT to be issued  
• Modified Certificate identifying demonstrated competencies may be available in the event of an Outcome 4                                                                                             |
| BSA Data                                    | Uploaded monthly following receipt of first BSA report. 1875 UDAs in 12 months       | • FD to upload their BSA activity data into e-portfolio when received each month completed                                                                                                             |
| National FD Survey                          | Completed                                                                              | • Completion of survey compulsory  
• Final page uploaded into e-portfolio to confirm completion                                                                                                                                          |
| LETB/Deanery FD Survey                      | Completed                                                                              | • Completion of survey compulsory  
• Final page uploaded into e-portfolio to confirm completion                                                                                                                                          |
Professionalism and Management & Leadership Domains – Evidence Required for Assessments

### Options Matrix

<table>
<thead>
<tr>
<th>Topic</th>
<th>Evidence (Please tick (✓) source submitted)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tutorial</td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td>Appraisal</td>
<td>✓</td>
</tr>
<tr>
<td>Clinical audit and peer review</td>
<td></td>
</tr>
<tr>
<td>Confidentiality</td>
<td>✓</td>
</tr>
<tr>
<td>Ethical behaviour</td>
<td>✓</td>
</tr>
<tr>
<td>Critical evaluation</td>
<td>✓</td>
</tr>
<tr>
<td>Decision making</td>
<td>✓</td>
</tr>
<tr>
<td>GDC Scope of Practice</td>
<td>✓</td>
</tr>
<tr>
<td>Whistleblowing</td>
<td>✓</td>
</tr>
<tr>
<td>Management of difficult patients</td>
<td></td>
</tr>
<tr>
<td>Patient safety</td>
<td>✓</td>
</tr>
<tr>
<td>Self-awareness</td>
<td></td>
</tr>
</tbody>
</table>

### Professionalism and Management

<table>
<thead>
<tr>
<th>Topic</th>
<th>Evidence (Please tick (✓) source submitted)</th>
<th>Other (please state)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Support training</td>
<td></td>
<td>CPD Certificate</td>
</tr>
<tr>
<td>Consent</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Equality &amp; Diversity</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>GDC Standards</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>NHS complaints procedure</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Referring patients</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

### Management

<table>
<thead>
<tr>
<th>Topic</th>
<th>Evidence (Please tick (✓) source submitted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSHH regulations</td>
<td></td>
</tr>
<tr>
<td>Dental equipment selection, care and maintenance</td>
<td></td>
</tr>
<tr>
<td>Data Protection</td>
<td></td>
</tr>
<tr>
<td>Employment contracts/associate agreements for dentists</td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Tutorial</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Employment Law basics</td>
<td>✓</td>
</tr>
<tr>
<td>Finance</td>
<td>✓</td>
</tr>
<tr>
<td>Health &amp; Safety requirements in dentistry</td>
<td>✓</td>
</tr>
<tr>
<td>Infection control procedures</td>
<td>✓</td>
</tr>
<tr>
<td>NHS prescribing</td>
<td>✓</td>
</tr>
<tr>
<td>NHS Rules &amp; Regulations in Dentistry</td>
<td>✓</td>
</tr>
<tr>
<td>Prescribing, directing, taking, processing and interpreting radiographs</td>
<td>✓</td>
</tr>
<tr>
<td>Range and scope of NHS dental care</td>
<td>✓</td>
</tr>
<tr>
<td>Record keeping</td>
<td>✓</td>
</tr>
<tr>
<td>Use of emergency drugs</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Leadership

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Tutorial</th>
<th>Study Day</th>
<th>Audit</th>
<th>Reflective Commentary / Portfolio</th>
<th>Other (please state)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitating learning in others</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>e-PDP</td>
</tr>
<tr>
<td>Quality management and improvement</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>e-PDP</td>
</tr>
<tr>
<td>Role model</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>MSF</td>
</tr>
<tr>
<td>Teamwork</td>
<td>✓</td>
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<td>e-PDP/MSF</td>
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</table>
I would like to take this opportunity to introduce myself. I am Sabrina Khan the current Trainer Representative. I have been a FD Trainer since 2001 and am based at Wexham Road Dental Surgery in Slough. I have strong links with the dental community and am committed to Postgraduate Training and Development and achieving clinical excellence. As Trainer Representative my role is primarily to represent the views of my fellow trainers.

I am required to attend two Dental Foundation Training Subcommittee meetings a year, (May and October). At this meeting I contribute my views and relay feedback from the trainers in order to improve the Quality Management of training across the Deanery. I will send emails out requesting feedback on certain issues and would greatly value contribution from my fellow trainers in order for me to represent your feedback.

I am also involved in other projects. In July 2014, I attended the SJT (Situational Judgement Test) workshop in London where I gave input into the tests that will be used as part of National Recruitment for the new cohort of DFTs.

I also participated in the National Recruitment Interviews for the DFTs in November 2014 for the recruitment of the new cohort of Foundation Dentists.

Please feel free to contact me on the following address if you would like me to represent your views or feedback: ashifaskhan51@hotmail.com

I would like to thank you for all your feedback and support. This is really appreciated and I will do my best to pass these comments on to the Deanery.
Trainee Representative

Each year we ask trainees to elect a trainee representative. This process takes place at the end of September via an email ballot. You will receive information at your residential and the elected representative will be expected to attend the Deanery Foundation Subcommittee meeting, that lasts about an hour, on the following dates to represent the views of fellow trainees:

**15 October 2015** – Milton Hill House, Steventon, nr Abingdon

**19 May 2016** – Venue tbc

13 Responsibilities of the Dental Foundation Trainee

Trainees’ responsibilities are described in the employment contract and the Agreement with the Postgraduate Dental Dean. It is very important that trainees and trainers read these documents carefully.

In summary trainees should:

- Demonstrate professional behaviour in accordance with best practice at all times
- Be familiar with the requirements for successful completion of the Dental Foundation Training programme
- Be fully involved in the education and assessment processes, including attending and fully engaging with Practice and Deanery induction, teaching and training sessions and tutorials. (You should keep a record of your attendance in your e-portfolio)
- Meet weekly with your Educational Supervisor (Trainer) and maintain an up-to-date e-Portfolio provided for this purpose by Health Education Thames Valley & Wessex
- When not attending the Deanery Study Days or on annual leave, work clinically in the practice so that a total of 35 hours per week is spent in the practice (including one hour per week for tutorials).
- Take part in systems of quality assurance and quality improvement in your clinical work and training including practice/department meetings, audit and clinical governance.
- Engage fully with the process of piloting satisfactory completion.
A word about Professionalism

Professionalism has many definitions, but essentially, as far as the dental professions are concerned, is described in some detail in GDC Standards for Dental Professionals. [http://www.gdc-uk.org/Dentalprofessionals/Standards/Pages/default.aspx](http://www.gdc-uk.org/Dentalprofessionals/Standards/Pages/default.aspx). You should be very familiar with these standards and aim to apply the principles in all aspects of your life – not just when treating patients.

Trustworthiness, integrity and respect for others are some of the hallmarks of a true professional and it’s important to recognise that other people (e.g. work colleagues, patients and carers, administrators and the general public) are not a means to achieving one’s own end, but worthy individuals in their own right with individual needs, wants, opinions and feelings, without whom professionals would not have a role.

As a newly qualified dentist it can be easy to feel you are at the bottom of the pecking order, but to most people you are already viewed as someone with special abilities and skills and you are by virtue of your professional standing someone who is in a position of high trust. Being a dentist has many rewards and many responsibilities too. If you are feeling out of your depth, it’s important to discuss how you feel with a trusted senior colleague such as your trainer or TPD.

How you appear, what you say and how you behave are outward markers of your professionalism and attitude and determine how others perceive you.

Punctuality

Timely and accurate completion of records, referral letters, assessments and the e – portfolio, as well as attendance in practice and at study days is required.

You are expected to arrive before the scheduled start of each day, whether in practice or at the study days e.g. if the start time is 9am you are expected to be there by 8.50am at the latest. Work finishes when the job is done, not when the clock reaches a set point and routinely leaving early while colleagues clear up after you is not acceptable. Professional development is assessed during the Foundation Training year, and one measurement of professionalism is punctuality.

If you arrive after the indicated start time at a study day, you may be excluded for that day, after discussion with your TPD. Repeated lateness at study days will not be tolerated and will compromise your ability to complete the programme.

Continued lateness or leaving early in the practice may lead to disciplinary action. Please be aware that in extreme circumstances this could involve you not completing dental foundation training or potentially having to extend your Foundation Training year.

You may not take annual leave on a study day.

You must notify your TPD at least 6 weeks in advance if you are required to miss a study day to sit a professional examination or attend an interview.

If you miss a study day for any reason (e.g. attending an examination or interview), you will be required to attend equivalent CPD at your own expense and in your own time, i.e. using annual leave or attending a course outside working hours, for any study day missed, regardless of the reason.
Any on-going health concerns should have been raised at the time of application so please notify your Trainer and Training Programme Director immediately if circumstances have changed.

An occupational health appointment may be arranged for you if there are special circumstances to consider, that could affect your ability to work and train and particularly if patients might be at risk, but this is not something that is routinely available free of charge in NHS General Dental Practice (see section on Occupational Health).

If you are ill for less than 7 days then you should complete a self-certification form. For prolonged incapacity which lasts for over 7 days including non-working days, then you will require a UK GP certificate, stating the reason for absence (obtained at your own expense). Prolonged absence may impact on your ability to complete the programme within a year.

**Work shadowing, Job Interviews and Examinations**

- During the foundation year, a **total** of 5 days is allowed out of practice to attend job interviews, examinations and shadowing for your next training post. This is to be agreed in advance and in writing with your Trainer and TPD. If you already have more than 5 days absence (other than annual leave), when you apply, this may not always be approved.
- You may take a maximum 2 days to attend job interviews
- You may take up to 5 days as work shadowing, only for confirmed appointment to a hospital training post with on-call commitments.
- Other work shadowing opportunities will require prior written approval from the TPD, and applications must include aims, learning outcomes and an agreement to provide a written reflection to be recorded in the e-PDP.
- You may take 1 day to sit either the MFDS or MJDF examination
- If you want to take any more time than this out of practice, you will have to use your annual leave.
14 The Study Day Programme

The Study Day programme is arranged separately for each scheme and comprises a minimum of 30 days, normally held on a Thursday. Attendance is compulsory. Some days are held jointly with other schemes, some days include both trainers and trainees and some days are held at external venues. The content is mapped to the dental foundation training curriculum and aims to cover the curriculum areas that cannot be easily covered in the training practice environment.

Verifiable CPD is awarded for attending these days and in order to download certificates, attendees will need to register on Medbook (https://www.medbook.co.uk/cgi-bin/medbook/nesc.pl) where they will be able to view the course aims, objectives and learning outcomes and speaker details in advance; compete on-line evaluations and download CPD Certificates.

Dental Conferences

Self-directed learning is encouraged as part of the dental foundation curriculum. Attendance for 2 days at a UK based external dental scientific conference is part of the mandatory 30 day study programme. Your Training Programme Director will advise you of the date and venue of the conference for your scheme.

Any additional time required (for example travel to the venue) must be taken as annual leave. You will be able to claim back costs of travel within the UK and an allowance towards overnight accommodation within the UK. Health Education England will pay the entrance fee to the educational elements of the conference, but will not pay for any social events.

All Foundation Dentists will need to write a 500 word report critically reviewing 6 hours duration of verifiable CPD lectures that they have attended and that have influenced them, and in addition, provide a critical review of a dental product from the conference trade show.

Everyone attending a conference will need to provide evidence of 6 hours of CPD from the conference organisers (all delegates are usually scanned in and out of lectures in conferences).

Please note that you cannot be awarded CPD hours twice for attending a conference and the Deanery will, therefore, not provide CPD certificates for attendance at events where a CPD certificate is already provided by the course organiser.

Study leave policy

The Deanery study leave policy is available to download (http://www.oxforddeanery.nhs.uk/dental_school/dental_foundation_training/DFT.aspx)

30 compulsory study days are provided for FDs and attendance at additional study days is not normally required to complete the programme. Practices may arrange in house or external CPD events such as Basic Life Support Training and to meet employment or CQC requirements, and these must be attended.

Some employers, practices or trainers may invite and/or pay for trainees to voluntarily attend independently arranged external educational meetings or events. These are not part of the Dental Foundation Training Programme and do not count towards requirements for completion of the programme. Health Education England takes no responsibility for such events.

It is the dental registrant’s personal responsibility to maintain accurate CPD records for up to 10 years to comply with GDC requirements.
15 Educational Support and Monitoring Progress

Tutorials

Tutorials must take place in working hours and in protected time (without patients) – preferably at the start of a working session. In the case of joint trainers, tutorials should be delivered equally by both trainers.

Normally the trainer will decide what topics are covered at the start of the year, and as the FD gains experience, they will be asked to suggest topics they would find useful.

Discussing cases is a valuable exercise as is reviewing recent journals and publications, and problem solving. However, it is not appropriate to use the tutorial hour in activity directly connected with patient treatment (e.g. carrying out ADEPTs).

Day-release Evaluation Form

Day release study sessions must be evaluated by all attendees using the online course booking system, Medbook (https://www.medbook.co.uk/cgi-bin/medbook/nesc.pl). This allows us to award verifiable CPD hours as recognised by the General Dental Council. It is also essential for us to review, update and improve the programme in accordance with GDC guidelines for the quality assurance of CPD.

Trainees and Trainers who attend CPD events will be required to complete the on-line evaluation and download a CPD certificate in order to receive a claim form (FP84) for travel and subsistence costs for study days. This form can be obtained from your Scheme Administrator.

End of Term Appraisals

At the end of each term, the Training Programme Director will have a one-to-one interview with the FD and will follow up with the Trainer at a later date. The purpose of this interview is to ensure that the facilities and provisions made in the practice conform to the requirements of the scheme. It is also an opportunity to discuss progress and any problems that might have arisen.

Study day session evaluation forms must be completed within 7 days. CPD certificates will be required to be presented by FDs as part of the end of year sign off process.

Meetings with the Training Programme Director may be requested by Trainers or Trainees at any time and are encouraged especially if problems are being encountered.
16 E-Portfolio (e-PDP) Expectations and Guide for Trainees and Trainers

Trainees are provided with access to an e-Portfolio (e-PDP) in which they must record their progress weekly. The portfolio should be reviewed each week at the tutorial and completed by the Trainer. It is also periodically reviewed and completed by the Training Programme Director.

***Please ensure that this portfolio is completed and submitted regularly***

Progress in all areas of professional life is increasingly dependent on having records of the extent and nature of previous experience. This is difficult do accurately in retrospect; thus the habit of regular record keeping is best developed at the outset. Your web based e-PDP is there for you to record your experiences and your reflections on a regular basis. It has been developed to allow you to plan your professional and personal development; to document your progress through the foundation programme; and allow you to demonstrate evidence of the attainment of competences (knowledge and skills).

The Trainee is responsible for maintaining the e-PDP, and both trainees and trainers must ensure that the e-portfolio is regularly updated. Satisfactory completion of Dental Foundation Training is dependent upon your maintaining and keeping your e-PDP up-to-date. For 2015 programmes, if this is not done, a caveat may be added to your Dental Foundation Training Certificate to indicate that you have not demonstrated competence in the domain of Professionalism. This will be considered by NHS England as part of your Performers List status and in extreme cases may lead to conditional inclusion.

In exceptional cases your Foundation Training period may be need to be extended.

There are a number of different aspects to keep up to date.

**CPD**
This page is where all your CPD activities for the year are to be recorded. You will need to add in details of your study days, tutorials, verifiable and non-verifiable CPD activities.
PDP
This page is where you can record your identified learning needs, identified from CbDs and ADEPTs, for example, prioritise them and indicate when the need has been completed.

Experience
This is where you will have the opportunity to record numbers of clinical procedures you have undertaken and your confidence in them prior to foundation training, and to review these at 26 weeks. This page also provides a cumulative total of these procedures as the year progresses, which the Deanery will use as evidence to ensure you have meet the targets you have been advised of.

Tutorial log
Here you will record your reflections on the weekly in-practice tutorials you have undertaken. It is important that the tutorial topics and time given over to the discussions are recorded in “Record of Tutorials”. Your TPD will also review these weekly.

Study day log
Here you will record your reflections on the 30 study days you have undertaken throughout the year. Your TPD will also review these regularly.

Assessment log
Here you will record the major competencies that your assessments (CbD, ADEPT, PSQ and MSF) cover. You should ensure all major competencies are regularly assessed each quarter and all competencies are completed by year end.
17 Requirements Regarding Working Patterns for Foundation Dentists (FDs)

To be read in conjunction with the employment contract

- FDs should not be timetabled to work as the sole Performer in the practice except in exceptional circumstances, and the TPD must be notified of this in advance.
- Working hours and patterns must be agreed in writing prior to the commencement of the foundation year (in the contract) and any changes notified to the trainee and TPD.
- If an FD works at the weekend there must be a day off during the week (i.e. the FD should not work on more than five days in any week).
- The FD must not be timetabled to work more than five hours without a break of one hour and for no more than eight hours in one day.
- An FD should not work more than 1 weekend day a month.
- FDs are entitled to 20 working days’ holiday in addition to bank holidays. It is recommended that FDs speak to their trainers to arrange holidays well in advance.
- Holidays may not be taken on Deanery Study Days.
- ADEPTs should be undertaken in clinical time not tutorial time.

Premises and equipment

The training practice will provide a dedicated surgery for use by the FD. The surgery must be available to the trainee 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. The practice and premises must comply with the current CQC regulations and statutory requirements. The FD’s surgery must be capable of adaptation to accommodate both left and right-handed operators.

The FD’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.

Staff Support

The training practice will comply with current employment law, CQC and GDC requirements. Written contracts for all staff will be provided. All nurses supporting FDs must have at least one year’s full-time experience as a Dental Nurse. Because Foundation Dentists are in a period of rapid learning, for the first 3 months, the FD should work with the same Dental Nurse throughout the entire period. Thereafter there should be a maximum of 2 Dental Nurses working with the trainee. Appropriate reception and office staff must also be available.

Educational Resources

A library must be available in the practice containing current journals and other educational resources. It should contain a range of relevant books/magazines. A computer with internet access should be available in the practice to enable e-learning and other relevant material to be used.
Trainer Attendance

The Trainer must be available in the practice for at least three working days per week while the DFT is present (excluding holidays which must not exceed six weeks per year). It is expected that another experienced dentist will be available on the premises when the trainer is not present. 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 the first month in order to assure patient safety and close support for the trainee.

The practice must provide enough appropriate patients for the curriculum to be covered, the DFT to be fully occupied and to carry out a full range of treatments including extractions, surgicals, crowns, bridges and cobalt chrome dentures. The number of patients seen will increase with experience and this should be taken into account. The DFT should not be expected to carry an excessive workload.

Explaining Options and Choices to Patients

It is expected that the vast majority of clinical work during the Foundation year will be carried out under the NHS General Dental or Personal Dental Services contract.

The full range of NHS care should be offered to all patients, e.g. composite restoration of molar teeth is an appropriate NHS option, when based on patient need and sound clinical judgement.

Private Work

The NHS GDS and PDS contracts do not support some specific treatment options, such as sports mouth guards, dental implants or cosmetic dentistry. **Foundation Dentists should not place dental implants or use Botox or facial/dermal fillers in their Foundation Training year.**

All clinically necessary treatments can be provided as part of the NHS General Dental Services contract that you will be performing. Any private work as well as all NHS work should be clearly written in the treatment plan and in patient notes and there should be written evidence that patients have made an informed decision about any private treatment, having considered and been offered all available options. Information must be given to patients that clearly and accurately explains these options, their benefits, risks and costs, using the form FP17DC.

All work carried out by Foundation Dentists must follow the principles in GDC Standards for the Dental Team, in particular: putting patients first, clear communication, and informed consent.

Activity Levels

In addition, there is a notional UDA total expected to be achieved by foundation dentists of 1875 per year. While it is not a target, it does provide an indication of minimum activity levels that can be reviewed along with detailed information about the numbers and types of clinical procedures you have carried out. You should achieve at least this level of activity as a minimum by the end of your Foundation Training year.

Trainees should expect to achieve between 300 and 600 UDAs by the end of the first term; in the second term, trainees should be getting faster and more efficient, and by the end of the second term should normally have achieved half of the total (about 900 UDAs).
Trainees who have not achieved 700 UDAs by the end of Month 5 (i.e. at the Interim Review) will be under regular review and be required to provide monthly activity reports to TPDs as part of targeted training.

Trainees and practices are encouraged to ensure trainees have a good mix of patients and treatments; allowing them access to both new and returning patients. If trainees are only given new patients or only high needs patients requiring stabilisation; they will be unlikely to achieve 1875 UDAs and may struggle to see sufficient patients who need advanced restorative work. This is not ideal and may prevent the trainee from covering the DFT curriculum adequately. Trainees are expected to have sufficient direct experience of the full range of primary dental care including crowns, bridges, inlays, onlays and veneers, acrylic and cobalt chrome dentures as well as surgical extractions to enable them to work independently and without supervision by the end of the programme.

1875 UDAs represents less than a third of an average full time NHS GDP UDA contract and should be easily achievable by all trainees within a year if they have a balanced caseload.

The performance of trainees who do not meet the required 1875 UDAs will be reviewed during the regular formal review process, alongside other criteria. Practices that do not ensure sufficient and appropriate clinical activity is available for trainees may not be suitable for reappointment as training practices.

Trainers or other dentists in the practice should never claim for work carried out by a foundation dentist, or vice versa as this is fraudulent. Both the foundation dentist and trainer would be at serious risk of referral to NHS England and the GDC with onward referral to NHS Fraud investigators if this were to happen.

Record Keeping

Records should be clear, legible and contemporaneous and comply with FGDP record keeping standards
18 Dental Foundation Training Educational Supervisor (Trainer) Sessions

Background

As part of the educational agreement between appointed Dental Foundation Trainers and Health Education England, each Educational Supervisor (trainer), or pair of joint trainers is expected to undertake 14 sessions (half days) of Deanery specified activities to support their own development, their individual foundation dentist (FD) and the programme. Joint trainers of an individual FD are each expected to take part in 7 sessions. Joint trainers with two trainees are expected to each take part in 14 sessions.

From September 2015 onwards, all Dental Foundation Training Schemes in England, Wales and Northern Ireland will be piloting a model of assessed completion of the programme, with structured assessments being carried out and reports being produced at pre-determined intervals. The intention is to identify trainees’ learning needs at a very early stage and to continuously monitor progress using a range of assessors, workplace based assessments and other tools. This has meant that a review of trainer sessions has been necessary to allow this activity to happen and the revised approach is summarised below.

The majority of sessions are core requirements for all trainers; with more core fixed sessions for sole trainers or where there are two joint trainers for two trainees in a practice, than for joint trainers. (“green” sessions). In every case there is at least one uncommitted flexible (“yellow”) session available for an individual trainer. Taking part in these various activities is likely to be of mutual benefit to both the trainer and the scheme; and can contribute to personal and professional development. No fee is payable by trainers to attend these sessions and where verifiable CPD is justified, a certificate of attendance will be issued in accordance with GDC requirements. Trainers may attend more than 14 sessions in any one year if they wish, but additional sessions cannot be “carried over” to subsequent years. Attendance at sessions will be reviewed and included as part of the decision making process for trainer reappointment.

Health Education England has a limited budget available to support programmes and every effort has been made to prioritise essential educational activities.

Process

Training Programme Directors will invite Trainers (Educational Supervisors) to express a preference at the start of the academic year for how they wish to make up their flexible “yellow” sessions and may offer guidance and ask trainers to carry out specific activities in order to ensure all the programmes’ needs can be met and ensure effective use of all the programmes’ trainer sessions. Please note that preferences will be fully considered but cannot always be guaranteed.

TPDs should submit their plans for use of all the scheme’s available discretionary sessions to the Associate Dean for approval by 30th September and once approved this overall plan will be forwarded to the Scheme Administrator for distribution to all trainers in the scheme within 2 weeks. Scheme Administrators will keep a log of planned and actual trainer sessions used during the year Changes to the original plan should be agreed with the TPD and documented by the administrator.

Trainers may be asked to use their flexible sessions to support other schemes by prior written agreement with both TPDs and the Associate Dean for DFT. Some schemes will have more
flexible sessions available to them than others because of the balance between single and joint trainers, and this should allow a more equitable approach.

Where all flexible sessions available to the programmes have been used, trainers may be invited by the TPD or Associate Dean to carry out extra responsibilities and an agreed sessional rate will be offered. For lectures attracting verifiable CPD, this will be the standard Deanery rate. For carrying out additional Workplace Based Assessments at a different practice, the Loss of Practice Earnings allowance is payable. Where there are conflicts of interest that apply to TPDs or trainers, and payment is requested, these arrangements must be agreed in writing in advance by the Postgraduate Dental Dean. Attendance at optional “blue” sessions does not attract any payment. TPDs and administrators will arrange half day sessions to allow trainers to complete a half day session in their practices either before or after the DFT Programme session, recognising that some training practices can be some distance from the centre visited.

Please note that in addition to core and flexible sessions; trainers (and employers where they are not trainers), are expected to make themselves available as necessary for practice and programme quality assurance visits, practice inspections and other activities as described in the Trainer Agreement and Application Guide, to allow the safe delivery of the programme and appropriate support for trainees.

**Dental Foundation Trainer 14 Sessions - September 2015-August 2016**

**Key**  
Green = Fixed  
Yellow = Flexible  
Blue = Optional (Does not contribute to 14 sessions)

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<thead>
<tr>
<th>Session</th>
<th>Description</th>
<th>Joint trainers (7 sessions each)</th>
<th>Sole Trainers (and for both trainers where there are 2 joint trainers for 2 trainees)</th>
<th>Optional additional sessions once 14 combined sessions have been completed</th>
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<tr>
<td>1</td>
<td>Deanery Induction</td>
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<td>2</td>
<td>Deanery Induction E-PDP and Satisfactory completion pilot (Sep 2015)</td>
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<td>Autumn/Spring Term Trainer appraisal with TPD</td>
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<td>4</td>
<td>Spring Term Meet and Greet</td>
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<td>Summer Term Training of Trainers</td>
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<td>Summer Term Training of Trainers</td>
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<td>Autumn Term Trainee/Trainer Residential</td>
<td>All flexible sessions to be agreed with TPD in advance.</td>
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<td>Autumn Term Trainee/Trainer Residential</td>
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<td>10</td>
<td>Carry out Buddy Assessments and Give Feedback</td>
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<td>11</td>
<td>Additional Satisfactory Completion Assessments and Documentation (own trainee)</td>
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<td>12</td>
<td>Attend Trainee Study Day Presentations</td>
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<td>Attend Cert Med Ed Course</td>
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<td>Faculty/Trainer Support (e.g. New trainer buddy)</td>
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<td>Study Day Lecture/Presentation/Facilitation.</td>
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<td>Additional Buddy DEP / CbD</td>
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<td>Trainer Representative duties</td>
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<td>SJT development Item writing and concordance panels</td>
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<td>Autumn Trainee/Trainer Residential –fifth session</td>
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19 Arrangements for visiting Educational Supervisors carrying out workplace based assessments for foundation dentists

Prior to the visit:

TPDs

1. The TPD will organise visits at scheme level taking into account any competing or conflicting interest and travel distance.
2. The TPD will give trainers clear guidance about expectations of completion date for each visit before the end of the first term. (Early December 2015)
3. Scheme Administrators will monitor visit arrangements but will not make the arrangements on behalf of trainers

Trainers:

1. The visiting trainer will contact the “home” trainer to set the date and time of the visit; specifying either morning or afternoon.
2. The “Home” trainer will inform the scheme administrator by e mail, with a copy to the visiting trainer, of the agreed date and time of the visit.
3. Three weeks before the visit date the “home” trainer will send details to the visiting trainer by e mail, with a copy to the Scheme Administrator
   The information pack will include:
   a. Timetable
   b. Practice address with postcode and parking arrangements
   c. Website address
4. The “Home” trainer will ensure that there are two suitable and reliable patients booked in for the ADEPT (suitable patients are patients who are having a procedure completed that is consistent with the learning needs of the FD)
   The timetable should allow for an ADEPT followed by a Case based Discussion, which also addresses the identified learning needs of the FD, and then followed by second ADEPT

At the visit, which should take place during January or February 2016

1. The “Home” trainer will supply the Visiting trainer with either paper pro-formas for the ADEPT and CbD or access to the EPDP as appropriate.
2. The visiting trainer carries out the first ADEPT If at any time during an ADEPT the FD needs direct assistance or patient safety issues arise, the visiting trainer will ask the “home” trainer to provide assistance. The visiting trainer is present for the purposes of
observation and feedback only, unless exceptional circumstances arise for example a medical emergency.

3. If the ADEPT is suitable and the procedure on patient 1 is completed as planned, then the visiting trainer gives feedback to the FD.

4. If the ADEPT on patient 1 is not suitable for any reason, for example, if patient 1 fails to attend, the FD and visiting trainer will carry out and complete the Case based Discussion.

5. The visiting trainer gives feedback on the Case based Discussion to the FD.

6. If the ADEPT is to be completed on patient 2, this commences when patient 2 arrives.

7. If a second ADEPT is not necessary, the FD will complete this treatment as planned, but without an ADEPT taking place.

8. The visiting trainer will share feedback given to the FD with the “home” trainer.

9. The home trainer will ensure the FD uploads completed documentation for the ADEPT and CbD onto the EPDP and that the EPDP is updated.

10. The visiting trainer will give verbal feedback to the home trainer about the overall experience, which must include feedback about any concerns of patient safety.

**After the visit:**

1. The visiting trainer will send a summary report to the TPD and home trainer, which will include a summary of feedback given to the FD, and the home trainer.

2. The TPD will notify the Associate Dean about any FD causing concerns.

3. If any concerns about patient safety are identified or the home trainer requests feedback in writing about issues that are not directly related to the FD, the visiting trainer will complete this written notification or feedback within 2 weeks, sending copies to the TPD and Scheme Administrator.

4. All involved will provide general feedback about the process to the Dean via a brief online survey tool within one month of the visit.
20 Problem Solving – Advice for Trainees

During the DFT year problems may arise. These may range from the “crowns that never fit” to problems communicating with the Dental Nurse. During your Dental Foundation Training year you have available a wealth of expertise and experience to draw upon to help you to solve your problems.

In your practice the main source of assistance in problem solving is of course your Trainer. During normal working hours you can approach your trainer for assistance, or alternatively you can bring up a matter that is causing concern during a tutorial.

Your Training Programme Director (TPD) is also available for help on any subject. You may not wish to wait until a Day Release Course, so contact your TPD by phone or email early on if you have a problem or concern. Early resolution of that burning issue will help prevent any further worry. Remember that patient safety is paramount and confidentiality is assured if required.

The DFT group is also a very useful forum to air problems and to seek a solution. Opportunities for group discussion occur in nearly every session of the Day Release Course. Naturally openness and frankness is required, but all members of the group will respect our rule of confidentiality outside the sessions. Alternatively you may wish to discuss your problem with the Associate Dean or Dean.
What to do if DFT trainees are having problems that cannot be resolved at Practice / TPD level

Self-refer to Medic Support (For Oxford Deanery trainees only; confidential service offering psychotherapy and psychology)

Practice Visit and Assessment

Trainee

Trainer

Training Programme Director

TPD discusses referral to PSU with Associate Dental Dean

Associate Dean Reviews Case

Associate Dean refers to Professional Support Unit

Informs Dental Dean

Associate Dean Meets Trainee

Professional Support Unit (PSU)

Writes report
21 Occupational Health

Foundation dentists must:

- Contact the occupational health and infection control lead at your practice upon appointment and follow the practice occupational health procedures
- Provide health screening and immunisation details to your training practice
- Follow practice protocols for inoculation injuries and subsequent occupational health screening
- Take appropriate precautions in relating to safer sharps practice and use the required personal protective equipment for safe dental practice
- Practise infection control as per HTM 01-05 and described in the, BDA advice sheet - Infection Control (England).
- Inform your employer and Training Programme Director of significant events or issues relating to your occupational health.

The Dean or practice may choose to refer you to Occupational Health if there are particular health issues that may affect your ability to complete your Foundation Training year.

Resources

- HTM 0105 - Decontamination Health Technical Memorandum 01-05: Decontamination in primary care dental practices:  

- BDA advice sheet infection control England:  
  www.hse.gov.uk/biosafety/blood-borne-viruses/dentists.htm

Health Protection Agency Centre for Infections
61 Colindale Avenue London
NW9 5EQ
Tel: 020 8200 4400
Email: infections@hpa.org.uk

22 Raising Concerns if Patients and Colleagues are at Risk
• Foundation dentists must always put the patient’s safety first and act promptly if patients or colleagues are at risk and take measures to protect them.

• Foundation dentists should take appropriate action if they have concerns about the possible abuse of children or vulnerable adults.

• Foundation dentists must be familiar with the training practice’s written procedures for raising concerns.

• Foundation dentists must be familiar with local procedures for the protection of children and vulnerable adults and know who to refer to for advice.

• Concerns should be raised with your employer. However, if they fail to act on your concern, then the NHS England Area Team, CQC, GDC, or Health Education England (Oxford and Wessex Dental Deanery) can be contacted.

• Employers, Trainers and Foundation Dentists must inform the TPD immediately about any significant events at the practice concerning the trainee.

• Employers, Trainers and Foundation Dentists must declare any current investigations about themselves or the practice to the Postgraduate Dental Dean. This includes investigation by the GDC, CQC, NHS England Area Team, Police or any other investigation related to their work as a dentist.

Resources

GDC Standards - Principal 8: Raise concerns if patients are at risk:  
When Things Go Wrong

If you do have concerns about your training, it is important that you contact your educational supervisor/trainer immediately. If you are still not happy after having spoken to the educational supervisor/trainer, please contact the Foundation Training Programme Director.

The Deanery and your employer both have responsibilities and generally you should first work with your employing organization, keeping your TPD informed of progress. If there are still unresolved problems contact the Deanery Office. There are also organizations which can help dentists in personal trouble, and your TPD can advise you further.

DEANERY SUPPORT

1. Health Education Thames Valley and Wessex Professional Support Services

   Oxford and Wessex Deaneries both have a Professional Support Service that provides help for dentists in training. Referrals for Foundation Dentists can only be made via the Associate Dean or Postgraduate Dental Dean. For information, please visit the following websites:
   Thames Valley: http://www.oxforddeanerycdu.org.uk/
   Wessex: http://www.wessexdeanery.nhs.uk/professional_support_unit.aspx

2. MEDIC SUPPORT

   Medic Support is a confidential service specifically for doctors and dentists training in Oxfordshire, Berkshire and Buckinghamshire, offering psychotherapy and psychology. Please see below for further information:

   http://www.ouh.nhs.uk/education-centres/careers/doctors-support.aspx

   Tel: 01865 904552
   Email: medic.support@oxfordhealth.nhs.uk
OTHER SUPPORT

1. DENTAL PROTECTION LIMITED
   www.dentalprotection.org/uk/

2. DENTAL DEFENCE UNION
   www.the-ddu.com

3. BRITISH DENTAL ASSOCIATION
   The BDA is the professional association and trade union for dentists in the United Kingdom. Its mission is to promote the interests of its members, advance the science, arts and ethics of dentistry, and improve the nation’s oral health. It also offers help with individual problems including representation at a national or international level in contractual disputes with employers and with NHS Trusts and guidance on employment law, health and safety and ethics.
   www.bda.org.uk

4. GENERAL DENTAL COUNCIL
   The GDC regulates dental professionals in the United Kingdom.
   www.gdc-uk.org

5. DEFEAT DEPRESSION LEAFLET - Royal College of Psychiatrists
   Available from some Postgraduate Centres leaflet/information stands or from the Royal College of Psychiatrists at www.rcpsych.ac.uk

6. ALCOHOLICS ANONYMOUS
   www.alcoholics-anonymous.org.uk

7. NARCOTICS ANONYMOUS
   Tel: 0300 900 1212
   www.ukna.org

8. THE SAMARITANS
   Tel: 08457 909090 (UK)
   jo@samaritans.org
   www.samaritans.org.uk

9. DENTISTS HEALTH SUPPORT PROGRAMME
   Tel: 020 7224 4671
   http://www.cgdp.org/dhsp.html
24 Guidelines for Dentists Claiming Travel and Subsistence for Attending Dental Courses

Who can claim?

Claims are only payable to dentists who are on the NHS National Performer List and are either current Health Education Thames Valley & Wessex approved Foundation Trainers or Trainees. Claims are also payable to dentists currently undertaking Foundation Training by Equivalence with practices approved by Health Education Thames Valley & Wessex.

What can be claimed?

Expenses can be claimed for attending courses approved for Dental Foundation Training or Foundation Training by Equivalence only - travel costs within the UK only:

I. Second class travel and exact standard mileage. Air fares within the UK where these are no more than the equivalent land travel. (For journeys claimed in excess of 300 miles return, prior approval must be sought in writing from the Dental Postgraduate Dean and must accompany the claim).

II. Car parking (airport parking is for two days maximum)

III. Meal allowance as below

IV. Accommodation as below

Notes on allowances –

Overnight Accommodation allowance:
Overnight accommodation allowance can only be claimed for a course that is taking place on consecutive days and where a claim is explicitly authorised in advance by the Postgraduate Dental Dean.
Actual receipted cost of bed & breakfast up to a maximum of £55.00

Meal allowance:
Per 24-hour period = £20.00. Daily allowance: Lunch (applicable when more than five hours away from practice, including the times between 12:00-2:00 p.m. = £5.00; Evening meal (applicable when away from the practice for more than 10 hours after 7:00 p.m.) = £15.00. The evening allowance can only be claimed if it involves an overnight stay. Receipts must be provided when making a claim.

Mileage allowance:
Dentists using their own vehicle (shortest practicable route between place of work & place visited) = £0.25 per mile; dentists carrying one or more named eligible dentists to the same course = an additional £0.02 per mile. Where passengers are being claimed for, their full names and vehicle registration number must be included on the form.

All claim forms must be completed accurately and honestly. You may only claim for actual expenses incurred and must not exaggerate claims, provide alternative or fabricated receipts or deliberately incur unnecessary expense. False claims are fraudulent and may be investigated by the NHS England Area Team, with onward referral to NHS Fraud Investigators and/or the GDC.

How are claims paid?
Claims must be submitted on a signed and completed approved claim form (FP84) counter signed by a Deanery/HETV representative and sent to your practice’s Area Team.

Claims must be submitted within 3 months of the event and receipts must be included for all travel, accommodation, meals and car parking. Trainees are advised to send claim forms by signed delivery service (you may not claim this postage cost).
Payment will be made to the NHS contract provider via monthly schedules from the Dental Service Division of the Business Service Agency. The provider must forward all expenses payments to the trainer or trainee.

Trainees and trainers must keep a copy of each FP84 and your receipts for your records and send the originals to your Area Team address by recorded delivery:

**Hertfordshire & South Midlands Area Team:**

Dental Department  
NHS England, Central Midlands  
Charter House  
Parkway  
Welwyn Garden City  
Hertfordshire  
AL8 6JL

**Thames Valley Area Team:**

Finance Department  
Thames Valley Primary Care Agency (TVPCA)  
7- 9 Cremyll Road  
Reading  
Berkshire  
RG1 8NQ

TVPCA work on behalf of NHS England, Thames Valley and Wessex Area Teams. If you have any queries that TVPCA are not able to address please contact (Hugh.o’keefe@nhs.net) Helen Scragg, Dental Business Manager (Helen.scragg@thamesvalley.hee.nhs.uk) in the first instance.

**Wessex Area Team:**

NHS England  
Dental Department  
Oakley Road  
Southampton  
Hampshire  
SO16 4GX
25 E-list of Essential DFT Documents

The following documents are available to download from the Oxford Deanery website by following this link:

We aim to publish all necessary documents on the website. Please check that you have downloaded the most up to date version.

- Foundation Dentist Person Specification
- Trainer Contract Letter and Educational Agreement
- Trainer Acceptance
- Letter of Intent
- Educational Agreement between Foundation Dentist and Health Education England
- Educational Agreement between Health Education England, Employer and Educational Supervisor
- Paper Check List
- Link to Dental Foundation Training Curriculum (COPDEND)

Practice Information

- Training Practice Approval Visit
- Practice Visit Approval Forms