DENTAL FOUNDATION TRAINING

DFT GUIDE

2014 - 2015
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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:

• Attend workplace induction

• Attend Deanery induction

• Make weekly appointments to see your educational supervisor (Trainer) for tutorials as soon as possible

• 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

• Start to think about completing the workplace based assessments and assignments

• Read this handbook

• Familiarise yourself with practice policies

• Book annual leave with your practice as soon as possible – please give at least 6 weeks’ notice and remember to avoid study days

• Obtain your IT passwords as appropriate to your practice

• Hand in your contact details form and two passport sized photos to the DFT Administrator

• 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 or stored outside your employing Practice

And finally …….

Ask the Key Contacts in this handbook any questions you may have
## DEANERY STAFF CONTACTS

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<tr>
<th>Deans</th>
<th>Management &amp; Admin</th>
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| **POSTGRADUATE DENTAL DEAN**<br>Mrs Helen Falcon  
MSc BDS FFPH MFDS DDPH RCS Eng | **DENTAL SCHOOL MANAGER**<br>Mrs Helen Scragg  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU |
| ![Helen Falcon](image1.jpg)  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU  
Tel: 01865 785513  
Email: helen.falcon@thamesvalley.hee.nhs.uk | ![Helen Scragg](image2.jpg)  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU  
Tel: 01865 785516  
Email: helen.scragg@thamesvalley.hee.nhs.uk |
| **ASSOCIATE DENTAL DEAN FOR FOUNDATION TRAINING**<br>Mr Shalin Mehra  
BDS DGDP (UK) | **DENTAL FOUNDATION PROGRAMME MANAGER**<br>Mr George Fahey  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU |
| ![Shalin Mehra](image3.jpg)  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU  
Tel: 01865 785514  
Mobile: 07831 252122  
Email: shalin.mehra@thamesvalley.hee.nhs.uk | ![George Fahey](image4.jpg)  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU  
Tel: 01865 785514  
Email: George.fahey@thamesvalley.hee.nhs.uk |
| **ASSOCIATE DENTAL DEAN FOR CORE TRAINING**<br>TBC | **DENTAL PROGRAMME OFFICE SUPPORT OFFICER**<br>Mrs Karen Brogan  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU |
| ![Karen Brogan](image5.jpg)  
Dental School Health Education Thames Valley  
4630 Kingsgate  
Oxford Business Park South  
Oxford  
OX4 2SU  
Tel: 01865 785515  
Email: karen.brogan@thamesvalley.hee.nhs.uk |
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<td><strong>TRAINING PROGRAMME DIRECTOR (DFT) BERKSHIRE SCHEME</strong></td>
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<tr>
<td><strong>Mr Rajan Syal</strong></td>
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<td>BDS Cert Med Ed</td>
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<td>John Lister Postgraduate Centre</td>
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<tr>
<td>Mobile: 07956 878719</td>
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<td>Email: <a href="mailto:rajan.syal@thamesvalley.hee.nhs.uk">rajan.syal@thamesvalley.hee.nhs.uk</a></td>
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<td><strong>TRAINING PROGRAMME DIRECTOR (DFT) – BUCKINGHAMSHIRE SCHEME</strong></td>
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<tr>
<td><strong>Miss Cathie Brady</strong></td>
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<tr>
<td>Mobile: 07717 452667</td>
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<td>Email: <a href="mailto:Cathie.brady@thamesvalley.hee.nhs.uk">Cathie.brady@thamesvalley.hee.nhs.uk</a></td>
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<td><strong>TRAINING PROGRAMME DIRECTOR (DFT) - OXFORDSHIRE SCHEME</strong></td>
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<td><strong>INTERIM DFT ADMINISTRATOR, OXFORDSHIRE SCHEME</strong></td>
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<td><strong>Miss Rehana Nasib</strong></td>
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<tr>
<td>TRAINING PROGRAMME DIRECTOR (DFT) – PORTSMOUTH, HAMPSHIRE SCHEME</td>
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<td>---------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Mr James Kingham  
BDS Cert Med Ed | Miss Margaret McNamara  
DFT ADMINISTRATOR - PORTSMOUTH HAMPSHIRE SCHEME |
| ![James Kingham](image1.jpg)  
Education Centre  
Level E  
Queen Alexandra Hospital  
Cosham  
Portsmouth  
PO6 3LY | ![Margaret McNamara](image2.jpg)  
Education Centre  
Level E  
Queen Alexandra Hospital  
Cosham  
Portsmouth  
PO6 3LY |
| Tel: 01252 666976  
Email: james.kingham@wessex.hee.nhs.uk | Tel: 023 922 86000 (Ext 6180)  
Email: margaret.mcnamara@porthosp.nhs.uk |

<table>
<thead>
<tr>
<th>REGIONAL DFT ADVISOR &amp; TRAINING PROGRAMME DIRECTOR - WINCHESTER SCHEME</th>
<th>DFT ADMINISTRATOR - WINCHESTER SCHEME</th>
</tr>
</thead>
</table>
| Mr Nick Priest  
BDS MFGDP(UK) DPDS Dip Med Ed | Miss Hollie Dalton  
DFT ADMINISTRATOR - WINCHESTER SCHEME |
| ![Nick Priest](image3.jpg)  
Health Education Wessex  
Southern House  
Otterbourne  
Winchester  
SO21 2RU | ![Hollie Dalton](image4.jpg)  
Health Education Wessex  
Southern House  
Otterbourne  
Winchester  
SO21 2RU |
| Tel: 01264 362892  
Mobile: 07810 180862  
Email: nick.priest@wessex.hee.nhs.uk | Tel: 01962 718436  
Email: hollie.dalton@wessex.hee.nhs.uk |
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](http://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, 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.

**Dental Foundation Training** is a period of training following initial qualification that builds on the achievements of the dental curriculum and which aims “To produce a caring competent reflective practitioner able to develop their career, to the benefit of patients”, and also to enable the dentist to demonstrate a level of competence appropriate for independent practice.

**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. For Dental Foundation Trainees, a Foundation Training Certificate will be issued, on completion of the programme that satisfies the requirements of the NHS Performers List Regulations (England) 2013.

**Therapist Foundation Training**

Therapist Foundation Training in Thames Valley and Wessex is a one year part time, 3 days a week programme that aims to provide a safe and supported transition for recently qualified dental therapists to working in primary dental care.

It is a voluntary programme. On successful completion of the programme, the Postgraduate Dental Dean will issue a Certificate, 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 experience and training may be necessary.

Assessment

A formal assessment framework is in place for all training programmes comprising a series of workplace based and formative assessments, which 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 and taking part in defined structured educational programmes.

Patient safety is paramount and in order to comply with clinical governance requirements foundation and core dentists and foundation therapists should not undertake procedures without direct supervision for which they have not previously been trained. They should not be expected at any time to work beyond their level of competence or scope of practice.

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 educational progress, agreeing a learning plan, undertaking tutorials, appraisals, 3 monthly progress reviews, carrying out workplace based assessments, providing regular feedback on progress to the trainee, advising the Deanery about progress and providing evidence and recommendation for completion of training. S/he 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 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 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 Deanery on request and for approval as part of the sign off process.

For all schemes in Thames Valley and Wessex there is an e-portfolio which you will be expected to regularly complete. There is no charge for this, and regular accurate completion is a requirement. Your compliance will be monitored by the Deanery and will contribute to an assessment of your progress (professionalism).

Dental Core Trainees working in oral surgery posts in hospitals will also be encouraged to complete a Surgical e-Log Book.
7 What is Dental Foundation Training?

The purpose of dental foundation training is to enhance clinical and administrative competence and 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 12 days (Therapists, Core Trainees), or 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.

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.

Assessments will help you to reflect on your strengths, weaknesses and areas for development and the choice of what to assess is largely for you to decide with your trainer. It is expected, of course, that you cover a wide range of 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 surveys and 360 degree feedback.

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 should not take annual leave on a study day.
You will complete a number of appraisals with your trainer/educational supervisor and Training Programme Director during the programme. The Deanery provides standard forms 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 foundation and core training as well as therapist foundation training are in development, and the interim arrangements for curricula will be explained to you).
- Complete specific educational activities as agreed by The Deanery (e.g. FGDP Key Skills, 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 you 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 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 20 for further details).
11 Important Dates for Foundation Training

**Trainees**
As part of the commitment to being a Foundation trainer, trainers attend 14 approved educational sessions (listed in the below table). These sessions will start each year with the “Meet and Greet” event for prospective Foundation Dentists, and will include: the Spring Training the Trainers course, Autumn residential joint trainers and trainees course and trainers appraisal. Other sessions may include attendance at DFT study days, assisting with selection centres or SJT development for National Recruitment, or carrying out workplace based assessments for a Foundation Dentist at another training practice. Trainers must keep a log as evidence to show completion of 14 sessions. Health Education Thames Valley & Wessex will keep attendance registers for each event, and provide CPD certificates when applicable. Trainer attendance at the below events is used as part of scoring for Dental Foundation Trainer re-appointment.

<table>
<thead>
<tr>
<th>2014</th>
<th>Required</th>
<th>EVENT / MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September</td>
<td>ALL Trainers and Trainees</td>
<td>First day in practice for trainees (all schemes)</td>
</tr>
<tr>
<td>4 September</td>
<td>ALL Trainers and Trainees</td>
<td>First Day Release for all trainers and trainees</td>
</tr>
<tr>
<td></td>
<td>2 sessions (Thames Valley) 1 session (Wessex)</td>
<td>Venue: Wexham Park Hospital John Lister Postgraduate Centre (for all trainers and trainees on the Berkshire, Buckinghamshire and Oxfordshire Schemes)</td>
</tr>
<tr>
<td>18 &amp; 19 September</td>
<td>Wessex Trainers and Trainees</td>
<td>Residential Course for all trainers and trainees on the Hampshire/Winchester and Hampshire/Portsmouth schemes</td>
</tr>
<tr>
<td></td>
<td>2 sessions</td>
<td>Venue: Meon Valley Hotel, Southampton.</td>
</tr>
<tr>
<td>28, 29 &amp; 30 September</td>
<td>Thames Valley Trainers and Trainees</td>
<td>Residential Course for Buckinghamshire/Milton Keynes, Oxfordshire and Berkshire schemes</td>
</tr>
<tr>
<td></td>
<td>5 sessions</td>
<td>Venue: Lake Vyrnwy Hotel, Wales</td>
</tr>
<tr>
<td>20 October</td>
<td>ALL Trainers</td>
<td>Dental and Therapist Foundation Trainer Applications for 2015-2016 open online</td>
</tr>
<tr>
<td>18 &amp; 19 November</td>
<td>Trainers</td>
<td>DFT Trainee National Recruitment (for Enhanced Trainers – by invitation)</td>
</tr>
<tr>
<td>21 November</td>
<td>ALL Trainers</td>
<td>Dental and Therapist Foundation Trainer Applications for 2015-2016 close</td>
</tr>
<tr>
<td>31 November</td>
<td>ALL Trainers and Trainees</td>
<td>Deadline for submission of practice UDA data (used in scoring DFT Trainer Applications for 2015-2016)</td>
</tr>
<tr>
<td>4 December</td>
<td>ALL Trainers</td>
<td>Scheme Trainer Meetings and Appraisals</td>
</tr>
<tr>
<td>19 December</td>
<td>Trainers who have applied for 2015/16</td>
<td>Dental &amp; Therapist Foundation Trainer Interview Dates confirmed with applicants</td>
</tr>
<tr>
<td>2015</td>
<td>Required</td>
<td>EVENT / MEETING</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20 January</td>
<td>Trainers who have applied for 2015/16.</td>
<td>Dental &amp; Therapist Foundation Trainer Interviews for 2015-2016</td>
</tr>
<tr>
<td>22 January</td>
<td></td>
<td>For all new applicants and existing practices graded Good or below, and practices graded Excellent who have not been interviewed within the last 3 years</td>
</tr>
<tr>
<td>3 February</td>
<td></td>
<td>Please hold all dates until 19 December</td>
</tr>
<tr>
<td>5 February</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 &amp; 27</td>
<td>Trainees</td>
<td>Chicago Dental Conference</td>
</tr>
<tr>
<td>February</td>
<td></td>
<td>For Trainees not attending the BDA Conference in May</td>
</tr>
<tr>
<td>31 March</td>
<td>ALL Trainers and Trainees</td>
<td>Deadline for submission of practice UDA data used in Mid-year Review of Trainee Progress</td>
</tr>
<tr>
<td>23 April</td>
<td>Trainers and Trainees in Practices who have been offered places for 2015/16</td>
<td>Dental Foundation Meet and Greet Day for 2015-2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Venues to be confirmed by Schemes)</td>
</tr>
<tr>
<td>May</td>
<td>Trainers and Trainees</td>
<td>Exit Interview paperwork sent to trainers and trainees to complete</td>
</tr>
<tr>
<td>7 &amp; 8 May</td>
<td>Trainees</td>
<td>BDA Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For Trainees not attending the Chicago Dental Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Venue: Manchester Central Convention Complex</td>
</tr>
<tr>
<td>14 &amp; 15</td>
<td>ALL Thames Valley Trainers</td>
<td>Training the Trainers Course for all trainers on Buckinghamshire/Milton Keynes, Oxfordshire and Berkshire schemes</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td>Venue: Ettington Chase Hotel, nr Stratford-upon-Avon</td>
</tr>
<tr>
<td>13 &amp; 14</td>
<td>ALL Wessex Trainers</td>
<td>Training the Trainers Course for all trainers on Hampshire/Winchester and Hampshire/Portsmouth schemes</td>
</tr>
<tr>
<td>May (new</td>
<td></td>
<td></td>
</tr>
<tr>
<td>trainers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 May</td>
<td>(existing trainers)</td>
<td></td>
</tr>
<tr>
<td>13 &amp; 14</td>
<td>ALL Wessex Trainers</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June/July</td>
<td>ALL Trainees</td>
<td>Exit Interviews</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(dates to be confirmed by schemes)</td>
</tr>
<tr>
<td>30 June</td>
<td>ALL Trainers and Trainees</td>
<td>Deadline for submission of e-PDP and UDA data used at Dental Foundation Sign-off Meeting</td>
</tr>
<tr>
<td>31 July</td>
<td>Trainers and Trainees</td>
<td>End of Year Presentations and Dinner</td>
</tr>
<tr>
<td>(Wessex)</td>
<td></td>
<td>Venues: TBC</td>
</tr>
<tr>
<td>7 August</td>
<td>Trainers and Trainees</td>
<td>End of Year Presentations and Dinner</td>
</tr>
<tr>
<td>(Thames</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valley)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Throughout</td>
<td>ALL Wessex Trainers</td>
<td>Attend Study Day</td>
</tr>
<tr>
<td>training</td>
<td></td>
<td>As part of the South’s Trainer sessions, trainers should attend one of their Scheme’s study days. Please contact your Training Programme Director for further details.</td>
</tr>
<tr>
<td>year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 12 Dental Foundation Assignments & Deadlines for 2014-2015

The following deadlines apply for all Health Education Thames Valley & Wessex Dental Foundation Trainees:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Deadline – to be entered on e-PDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Governance (IG) Tool Kit CPD Certificate</td>
<td>30th September 2014</td>
</tr>
<tr>
<td>Child protection and vulnerable adults online training CPD Certificate</td>
<td>31st October 2014</td>
</tr>
<tr>
<td>Prevention in practice online training CPD Certificate</td>
<td>30th November 2014</td>
</tr>
<tr>
<td>CQC outcomes presentation Study Day</td>
<td>31st December 2014</td>
</tr>
<tr>
<td>Video consultations Study Day</td>
<td>31st December 2014</td>
</tr>
<tr>
<td>Patient Assessment Questionnaires report and reflection</td>
<td>31st January 2015</td>
</tr>
<tr>
<td>Oral Cancer online training CPD Certificate</td>
<td>31st January 2015</td>
</tr>
<tr>
<td>e-Portfolio reflection on Induction at Practice</td>
<td>31st January 2015</td>
</tr>
<tr>
<td>Clinical Audit on Inferior Dental Blocks Report and reflection</td>
<td>28th February 2015</td>
</tr>
<tr>
<td>Conference lecture write up <strong>AND</strong> conference product review:</td>
<td></td>
</tr>
<tr>
<td>Chicago Dental Conference</td>
<td>31st March 2015</td>
</tr>
<tr>
<td>OR Manchester BDA Conference</td>
<td>31st May 2015</td>
</tr>
<tr>
<td>Chair a practice meeting report and reflection</td>
<td>30th April 2015</td>
</tr>
<tr>
<td>Endodontic case written and ready for externally moderated Case Based Discussion, signed off by trainer</td>
<td>31st May 2015</td>
</tr>
<tr>
<td>CQC outcome 8 Write up signed off by trainer</td>
<td>31st May 2015</td>
</tr>
<tr>
<td>Clinical Skills Case Presentation Write up</td>
<td>31st May 2015</td>
</tr>
<tr>
<td>5 year Personal Development Plan (PDP)</td>
<td>31st May 2015</td>
</tr>
<tr>
<td>Coursework Portfolios submitted for external marking</td>
<td>June – dates to be confirmed at Scheme level</td>
</tr>
</tbody>
</table>
Coursework portfolio should include:
1. Inferior Dental Blocks Clinical Audit
2. Clinical Skills Case Presentation Write up
3. CQC Outcome 8 (Infection Control) Write up
4. 5 Year Personal Development Plan (PDP)

In addition to instructions you will receive from your Training Programme Director, please ensure your portfolio submission includes the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Must Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inferior Dental Blocks Clinical Audit</td>
<td>• a short analysis for each of the 10 cases (approx. 300 words in total)</td>
</tr>
<tr>
<td>2. Clinical Skills Case Presentation Write up</td>
<td>• patient consent forms</td>
</tr>
<tr>
<td></td>
<td>• copies of anonymised (redacted) patient notes</td>
</tr>
<tr>
<td></td>
<td>• NHS Patient Records (PR) Form and FP17DCs (redacted)</td>
</tr>
<tr>
<td></td>
<td>• treatment record of each visit</td>
</tr>
<tr>
<td></td>
<td>• appropriate radiographs and justification</td>
</tr>
<tr>
<td></td>
<td>• adequate ‘before and after’ pictures</td>
</tr>
<tr>
<td></td>
<td>• copies of any lab sheets (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• a critical reflection</td>
</tr>
<tr>
<td></td>
<td>• write-up of lab work</td>
</tr>
<tr>
<td>3. CQC Outcome 8 (Infection Control) Write up</td>
<td>• written account of trainee’s understanding of outcome 8</td>
</tr>
<tr>
<td></td>
<td>• written reflection of implementation of CQC outcome 8 at their own practice</td>
</tr>
<tr>
<td></td>
<td>• a total of approximately 1000 words</td>
</tr>
<tr>
<td>4. 5 Year Personal Development Plan (PDP)</td>
<td>• comments on experiences during the Foundation year</td>
</tr>
<tr>
<td></td>
<td>• views and reflection on clinical skills and future development</td>
</tr>
</tbody>
</table>

Please see below for additional guidance if required:
13 Trainer & Trainee Representatives

Trainer Representative

Dr Ashifa Sabrina Khan
BDS (Lon) FDSRCS (Eng) MFGDP (UK)
Specialist in Oral Surgery

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. Recently 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 am also currently involved in promoting the Innovation Challenge open to Dental Trainees in the Thames Valley and Wessex areas. In addition I will be participating in the National Recruitment Interviews for the DFTs in November 2014.

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:

- **16 October 2014** – Milton Hill House, Steventon, nr Abingdon
- **21 May 2015** – Milton Hill House, Steventon, nr Abingdon

14 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
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). 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, 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.
Sickness absence policy

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 doctor’s 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.

15 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.

It is the dental registrant’s personal responsibility to maintain accurate CPD records for up to 10 years to comply with GDC requirements.

Dental Conferences
Self-directed learning is encouraged and is part of the dental foundation curriculum. Two days are allowed for attendance at one of two specified external dental scientific conferences as part of the 30 day study programme. Your scheme Training Programme Director will advise you of dates and venues of the conference for your scheme.

Any additional time required (for example for 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. The Deanery will pay the entrance fee to the educational elements of the conference but will not pay for any social events. Employers may support foundation dentists with costs for overseas travel. Many trainers have done this for a number of years as a gesture of goodwill, normally to the value of £500 (this is not compulsory).

Foundation Dentists on the Berkshire, Buckinghamshire and Oxfordshire Schemes normally attend the Chicago Midwinter Dental Conference while those on the Portsmouth and Winchester Schemes normally attend the BDA Conference (to be held in Manchester for 2015). If you have exceptional circumstances and are unable to attend your scheme's preferred conference then you will need to inform your TPD in writing by 31st October. It is mandatory to attend one of these conferences.

All Foundation Dentists will need to write a 500 word report critically reviewing 6 hours duration of 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.

Those attending conferences will need to provide evidence of 6 hours of CPD from the conference organisers (all delegates are scanned in and out of lectures at the approved 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 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基礎_training/DFT.aspx)

30 study days are provided for FDs and attendance at additional study days is not required to complete the programme.

You can apply to your practice to take one day additional study leave to attend a MJDF /MFDS examination. Annual leave should be used for any further days you choose to take.
**16 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 will be evaluated by all attendees using the online course booking system, Medbook ([https://www.medbook.co.uk/cgi-bin/medbook/nesc.pl](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, and helps us to review, update and, we hope, improve the programme.

Trainees and Trainers 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.

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.
17 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 to 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. Completion of Dental Foundation Training is dependent upon your maintaining and keeping your e-PDP up-to-date, if this is not done, a caveat may be written on your completion of Foundation Training Certificate to indicate that you have not demonstrated competence in the domain of Professionalism. In exceptional cases your Foundation Training period may be extended.

Current learning plan
This page provides a week by week planner guiding you through what needs to be completed on a weekly basis.

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, 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 and ADEPT] cover. You should ensure all major competencies are regularly assessed each quarter.
18 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.
- 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. 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, surgical, 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 or dental implants. **Foundation Dentists should not place dental implants or use Botox or facial/dermal fillers in their Foundation Training year.**

What is private and what is 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.

**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

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 activity, along with detailed information about the numbers and types of clinical procedures carried out. We hope you will achieve this 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 750 UDAs by the end of Month 7 will be under regular review and be required to provide monthly activity reports to TPDs as part of targeted training.

Trainers 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, 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 sign-off process, alongside other criteria. Practices that do not ensure sufficient and appropriate clinical activity is available for trainees may not be suitable for re appointment as training practices.

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

Record Keeping

Records should be clear, legible and contemporaneous and comply with FGDP record keeping standards.
19 The End of Year Sign-off Process

The following data is reviewed for each trainee to give an all-round understanding of progress throughout the Foundation Training Year:

<table>
<thead>
<tr>
<th>Evidence from Trainee, Trainer, Practice and Scheme Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Joint Appraisal Statement signed by Trainer and Trainee</td>
</tr>
<tr>
<td>Number of study days attended – 30 days minimum</td>
</tr>
<tr>
<td>Completion of full year and information about absences</td>
</tr>
<tr>
<td>Presentation to peers (CQC Outcome 8 Presentation)</td>
</tr>
<tr>
<td>Clinical case write-up</td>
</tr>
<tr>
<td>Approved clinical audit completed</td>
</tr>
<tr>
<td>Evidence of completing Prevention in Practice e learning programme</td>
</tr>
<tr>
<td>Evidence of completing Oral Cancer e learning programme</td>
</tr>
<tr>
<td>Evidence of completing Vulnerable Adults e learning programme</td>
</tr>
<tr>
<td>Number of UDAs (completed and in progress)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence from the e-Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Clinical Experience Log</td>
</tr>
<tr>
<td>Number of weekly tutorials / Department teaching sessions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workplace Based Assessment Log:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 x ADEPT</td>
</tr>
<tr>
<td>10 x Case based Discussion</td>
</tr>
<tr>
<td>1 x Patient Assessment Questionnaire / Multi Source Feedback</td>
</tr>
</tbody>
</table>

PDP up to date

CPD Log up to date

e-Portfolio up to date
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.
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 CDU / PSU with Associate Dental Dean

Associate Dean

- Reviews Case
  - Associate Dean refers to Professional Support Unit
    - Informs Dental Dean
      - Professional Support Unit (PSU)
        - Writes report
  - Associate Dean Meets Trainee
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, BDA advice sheet - Infection Control (England).
- Inform your employer and 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


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 of 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 Local Area Team, CQC, GDC, or Health Education England (Oxford and Wessex Dental) can be contacted.

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

- 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, Local Area Team or any other investigation related to their work as a dentist.

Resources

GDC Standards - Principal 8: Raise concerns if patients are at risk: 
23 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. CAREER DEVELOPMENT UNIT (CDU) and Professional Support Services (PSS)

Oxford and Wessex Deaneries both have a Professional Support Service that provides help for dentists in training. Referrals can only be made via the Associate Dean or Postgraduate Dental Dean.

2. MEDIC SUPPORT

Medic Support is a confidential service specifically for doctors and dentists training in Oxfordshire, Berkshire and Buckinghamshire, offering psychotherapy and psychology. It is funded by the Oxford Deanery.

The service is flexible, offering a rapid response and a choice of therapeutic treatment at an accessible city centre setting.

You can refer yourself or you can be referred by a colleague, such as an educational supervisor or occupational health physician.

The service operates on the basis of strict confidentiality. Medic Support does not provide any reports to tutors, employing authorities or referrers without your agreement unless there are exceptional and life-threatening circumstances. Any concerns about confidentiality can be discussed at the assessment meeting.

The service is run by experienced NHS staff: a Consultant Adult Psychotherapist and a Consultant Clinical Psychologist each of whom have worked for the NHS for more than twenty years and have a special interest in occupational stress.

You can contact Medic Support by phone or email:

1  June Dent, Consultant Clinical Psychologist
   Tel: 01865 738500
   June.Dent@obmh.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 to attend courses approved for Dental Foundation Training or Foundation Training by Equivalence only - travel costs within the UK only:

1. Second class travel and 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 accompanying the claim)
2. Car parking (airport parking is for two days maximum)
3. Meal allowance as below
4. Accommodation as below

Notes on allowances - Overnight allowance: actual receipted cost of bed & breakfast up to a maximum of £55.00; non-commercial accommodation (i.e. friends or relatives) = £25.00. 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. Mileage allowance: dentist using their own vehicle (shortest practicable route between place of work & place visited) = £0.24 per mile; dentist carrying one or more named eligible dentists to the same course = £0.05 per mile.

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 Local 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 via monthly schedules from the Dental Service Division of the Business Service Agency.

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

FAO: Bob Martin
Hertfordshire & South Midlands Area Team
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 Area Team. If you have any queries that TVPCA are not able to address please contact Michelle Campbell, Area Team Assistant Contracts Manager (michelle.campbell5@nhs.net) or Helen Scragg, Dental Business Manager (Helen.scragg@thamesvalley.hee.nhs.uk)

Wessex Area Team:

NHS Trust Headquarters
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:
http://www.oxforddeanery.nhs.uk/dental_school/dental_foundation_training/DFT.aspx

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 Deanery
- Educational Agreement between Dean and Trainer
- Paper Check List
- Facts on Finance
- First-term appraisals
- Link to Dental Foundation Training Curriculum (COPDEND)

Practice Information

- Training Practice Approval Visit
- Practice Visit Approval Forms