DENTAL FOUNDATION TRAINING YEAR 1
DENTAL FOUNDATION TRAINING YEAR 2
DENTAL THERAPISTS FOUNDATION TRAINING

DEANERY HANDBOOK
2011 – 2012

(To be read in conjunction with Programme/Scheme handbooks)
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Dear Foundation Trainee

Congratulations on passing your finals or DF1 year and welcome to the Oxford and Wessex Dental Foundation Training Scheme. Your training will take place primarily in the practice or department where you work and your first point of contact is your Trainer/Educational Supervisor.

Training Practices and departments are quality assured by the Deanery 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.

Foundation 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 course is designed to meet your needs, and requires participation and a positive attitude to experience the maximum benefit.

In organising your Foundation 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 scheme fun as well as educational and hope that you will make friends and contacts during this year that you will keep throughout your career. For DF1 and DF2 trainees, we aim to cover the UK Dental Foundation Training curriculum (www.copdend.org).

If you have any concerns about the scheme, practice or any related matters, please let us know. Your Training Programme Director, Associate Dean for Foundation Training and I are always available to help.

We sincerely hope that you have an enjoyable and a memorable year.

Helen Falcon
Postgraduate Dental Dean
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## REGIONAL DF1 ADVISOR & TRAINING PROGRAMME DIRECTOR - WINCHESTER SCHEME

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## TRAINING PROGRAMME DIRECTOR (DF1) - OXFORD SCHEME

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## TRAINING PROGRAMME DIRECTOR (DF1) - SLOUGH, BERKSHIRE SCHEME

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![Mrs Angela Evans](image)
Dental Foundation Training – an Introduction

The concept of a two-year dental foundation programme builds on the UK Departments of Health white paper “Creating the Future: Modernising Careers for Salaried Dentists in Primary Care” that is broadly comparable to the structured two year General Professional Training (GPT) programme which had previously been available for a proportion of graduates in the UK.

The principal benefits of a dental foundation programme are:
- Improved care for patients with particular emphasis on safety and standards
- Improved training opportunities for the dental workforce in the UK
- Flexible training pathways tailored to meet the needs of the service and personal development need of dental graduates
- Streamlined training to enable a greater proportion of care to be delivered by trained staff
- Improved recruitment and retention of the dental workforce in the UK

**Foundation Year 1 (DF1)**
For the majority of foundation dentists this will equate to one year vocational training based in general dental practice. However, a minority of programmes may have a Hospital or Salaried Services post in DF1

**Foundation Year 2 (DF2)**
For the majority of foundation dentists this will involve 2, 6 months or one 12 month post in Hospital or Salaried Services.

**Dental Foundation Curriculum Domains**

The competencies for dental foundation training are organized within four domains.

- **CLINICAL**
- **COMMUNICATION**
- **PROFESSIONALISM**
- **LEADERSHIP AND MANAGEMENT**

The full curriculum for dental foundation training can be downloaded at [www.copdend.org](http://www.copdend.org)

Throughout your training, you will be encouraged to develop skills in all of these four domains.
Aims and Objectives of Dental Foundation Training

The primary aim of Dental Foundation Training is to enable acquisition and demonstration of the dental foundation training competences.

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 be undertaken for:

- Year 1 (Vocational Training) – one year full time,
- Year 2 (DF2) – one year full time,
- Therapist Foundation Training – one year part time 3 days a week (Oxford and Wessex Deaneries).

To be completed normally within the first 3 years following graduation.

Nature of Foundation Training
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 dentists and therapists should not undertake procedures without direct supervision for which they have not previously been trained and should not be expected at any time to work beyond their level of competence or scope of practice.

Completion of Foundation Training
The Postgraduate Dental Dean is responsible for certifying completion of foundation training. For DF1 trainees, a Vocational Training Certificate will be issued on completion.

A formal assessment framework is in place comprising a series of formative assessments, which combine to deliver a summative assessment at the end of the foundation training period.

Clinical and Educational Supervision
In general practice/primary care, the Clinical and Educational Supervisor roles are 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 Dental Foundation Training Portfolio and use the educational tools provided for support.

Clinical Supervisor
The Foundation Dentist will also have a clinical supervisor throughout the period of foundation 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 Scheme Adviser/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 contribute to your teaching (Associates, Consultants).

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

**Scheme Adviser / Foundation Programme Director**
Each Foundation Scheme/Programme will have an Adviser/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 Foundation Dentists and Educational and Clinical Supervisors. They are also responsible for recruitment and selection of trainers and trainees and arranging placements.

The Foundation 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 and Primary Care Trusts
- Advise on completion and certification
- Ensure that local records of the scheme are maintained
- Attend the day release scheme and facilitate learning in primary care/general practice/hospitals
- 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 scheme
- Give career advice
- Assist in the recruitment and appointment of trainers and the inspection of training environments and the re-appointment of trainers

**Educational Portfolios and Personal Development Plans**
Each foundation dentist 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 DF1 and DF2 trainees there is an e-portfolio which you will be expected to regularly complete. There is no charge for this.
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, 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 (DF2 &Therapist), or 30 days (DF1),
over one full year. It is planned to help you develop all the necessary skills 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 TPD.

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 TPD. The days will be a mixture of lectures and
discussions. Your full participation is required for their success.

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 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 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°
feedback.

Appraisals
An appraisal is an opportunity to 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
TPD during the programme. The Deanery provide 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 a basis of discussion with your trainer/educational
supervisor and TPD.
General requirements for all Dental Foundation Training Posts

All Foundation Dentists should:

- Have a named educational supervisor
- 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 Dental Foundation Training 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 and educational sessions geared to the foundation training curriculum
- Attend study days as directed by the Deanery and have regular tutorials 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
- 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
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 advisor 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
- 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
- Participate in peer review and clinical audit as required
- Manage the psychological 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 as appropriate
- Practise ethically and respect patient confidentiality
- Demonstrate that you understand that continuing professional development should be a lifelong commitment

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 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. You will need to attend a similar course at your own expense and in your own time. You may be expected to give a presentation about the course to the rest of the group.

Dress at day-release courses

Professional standards of dress are expected at the day release course. Jeans, trainers and T-shirts or revealing dress are rarely appropriate.

Completion of Coursework

In order to receive a certificate of completion you must submit the required pieces of coursework – refer to the relevant section in your scheme/programme handbook.
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 deal with dentists in personal trouble.

DEANERY SUPPORT

1. CAREER DEVELOPMENT UNIT (CDU)
   The CDU at the Oxford Deanery and Professional Support Service at Wessex provides a service for all dentists in training that includes: help for individual doctors at any stage in their career. Referrals can only be made via the TPD or 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 223924
      June.Dent@obmh.nhs.uk
   2. Philip Roys, Consultant Adult Psychotherapist
      Tel: 01865 556648
      Philip.Roys@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. DENTAL HEALTH SUPPORT SCHEME

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