DENTAL THERAPIST FOUNDATION TRAINING SCHEME

THERAPIST INFORMATION

2014 - 2015
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Introduction

The Dental Therapists Foundation Training Scheme (TFT) has been set up and designed to equip recent dental therapy graduates with the necessary training and education required to continue to develop and expand the clinical and personal skills learnt as a student, and to gain the skills required to work successfully in a general dental practice environment.

The Scheme is primarily aimed at newly qualified Therapists to provide the initial stage of training and education required to practice in a general dental practice environment. Emphasis is placed on continuing professional development throughout the course and as well as increasing clinical skills and confidence, one of the aims of the Therapist Foundation Training scheme is to encourage critical thinking and evidence based practice.

This handbook is designed to explain the details of the Therapists Foundation Training Scheme.

Should you wish to apply for the Scheme, read the handbook carefully and complete the dental therapist trainee application form which can be located at www.thamesvalley.nee.nhs.uk

If you require further information the relevant addresses and phone numbers are included on page 3. The Training Programme Director, Kira Stearns or interim Training Programme Director, Pam Kaur, will be pleased to answer any queries you may have.

The Scheme covers the whole of the NHS Health Education Thames Valley & Wessex (Buckinghamshire, Milton Keynes, Oxfordshire, Berkshire, Hampshire and the Isle of Wight).
Dental Therapists Foundation Training

This section gives the prospective Therapist an insight into the format of the Scheme. Any questions not answered should be directed to the Training Programme Director.

Where will I work? – The Training Practice

The training practices have been carefully selected through a rigorous selection procedure. Prospective trainers must demonstrate a commitment to training and education as well as having been judged to offer both the guidance and the environment necessary to provide good training experience.

Trainers are either experienced dentists or dental therapists, and a proportion of our trainers are currently, or have previously been Dental Foundation Trainers.

The role of the trainers on the TFT scheme is to provide support to the trainees, this will be in the form of clinical support where necessary in the surgery, one to one teaching in the form of tutorials and advice and assistance with non-clinical issues of general practice.

How many days will I be employed?

The scheme is for 3 days a week for a full calendar year. The Scheme starts on 1\textsuperscript{st} September 2013 and finishes on 31\textsuperscript{st} August 2014, these start and finish dates are non-negotiable. As your commitment to the Scheme is for 3 days only, you are free to negotiate employment contracts with any dental practice or organisation for the time that you are not committed to the Scheme (2 other week days). This will allow you maximum choice, flexibility and income.

What days will I work on?

The only days we specify that you work on are Thursdays, the other two days are negotiable with your training practice and will depend on their existing commitments such as surgery space.

What is the salary?

This is an employed position and as such the salary is based on and NHS Agenda for Change salary scale of band 6, spinal point 23. Currently this is £27,901 per annum, which equates to £16,740.60 pro rata 3 days a week.
Am I entitled to Annual Leave?

Yes, you will be entitled to 4 weeks annual leave pro rata, which will equate to 12 days over the full year.

What is special about my appointment?

You will be on a fixed salary for 3 days per week to cover days in practice and the study days. This will allow you to manage patients free from financial pressures. This is in contrast to payment for the amount of work that is done. You also have the benefit of an assured income from the end of the first month in practice. You will be employed on a formal contract and be assured 12 days (4 weeks pro-rata) paid holiday during the year. You may not take holidays that coincide with the study day.

What courses will I attend? – The Day Release Programme

The educational programme for the scheme consists of at approximately 16 study days throughout the year. These are held usually once a month on Thursdays throughout the year.

Venue

Study days will take place at the George Pickering Education Centre, John Radcliffe Hospital, Oxford, although on occasion you may be asked to travel to other venues in the South Central region.

Duration

There will be a minimum of 12 days and sessions are normally held from 9.00 am – 5 pm with suitable breaks for lunch and refreshments.

Format

There will be a mixture of seminar presentations, problem-solving, workshops and ‘hands-on’ sessions, as well as a residential induction programme.

Content

Topics are varied, and subject to constant review, but may typically include:

- Team working
- Dealing with Difficult Patients
- Oral Mucosal Disease
- Dental Radiography in Practice
- Clinical Photography
- Child Protection
• Diagnosis and Treatment Planning in Periodontics
• Modern Caries Management
• Interview Techniques and CV Writing
• Financial Planning and Career Development
• Management of the Grossly Carious Primary Tooth (Hands on)
• Dealing with the Traumatised Anterior Tooth (Hands on)
• Visit to the General Dental Council
• Direct Access
• International Dental Conference (Chicago, USA)

**When are the study day courses held?**

These are held on a Thursday, for a minimum of 12 whole days and will normally be based at the George Pickering Education Centre, John Radcliffe Hospital, Oxford. There may be occasional variation from this format including possible residential elements.

**Who pays for the study day course?**

The courses are centrally funded, and travelling expenses incurred can be reclaimed from the trainer/training practice.

**What about the International Dental Conference?**

This is held in February each year. TFT trainers are asked to fund £400 towards the cost of the flights. TFTs are expected to fund their own accommodation and in previous years have decided to share rooms to reduce the costs. The trip usually involves 7 days away from home and 5 days away from work. You will be given 3 days study leave from your training practice but you are expected to arrange the other 2 days off work with your other employer, this can be taken as either annual leave or as unpaid holiday and you are expected to negotiate this independently.

**Attendance**

Therapists are required to attend all sessions of the study day course. We welcome Trainers at any of the sessions.

**What if I fail to attend a study day session?**

The study day course is part of your salaried appointment and attendance is mandatory. If you miss a session (e.g. through ill health) you should attend another study day, agreed with the Programme Director, to ensure you have completed the educational programme. This is likely to be at your own cost.
Speakers and Contributors

The presenters of each session are highly regarded in their particular field of activity, whether within or without dental practice. They are, however, asked only to guide sessions and it is hoped that Therapists will volunteer their own ideas, and those of their Trainers, at each session for the maximum benefit of all on the course.

**Is there an opportunity to engage with the wider dental team?**

Some study days will be held jointly with the Dental Foundation Trainees, this provides an opportunity for team learning and discussion.

**How will I know how I am progressing?**

*a) The Learning Portfolio*

A Learning Portfolio will be used throughout the period of training. This has various elements, commencing with the agreed record of discussion between the Trainer and Therapist at the start of the period, where each notes their expectations of what is to be achieved. There will be progress reviews at intervals during the appointment and at the end of the training period. The Therapist will also complete an initial record of clinical experience to help guide the training input. Treatments and work carried out and various details including number of patients seen, teaching tutorial time, hours worked and various aspects of the month’s activity will be recorded. You will also be expected to complete 2 modules of the Educational FGDP Key Skills Programme.

*b) Educational Assessments*

During the year, the trainee will carry out self-assessments and be assessed by the trainer and other colleagues using nationally recognised assessment tools. These are to ensure that the trainee receives regular *structured* feedback and is aware of his/her own progress. There are no formal examinations.

*c) Audits*

As part of your development process you will be required to complete two audits, one of which will be related to radiography and the other related to record keeping. A patient satisfaction survey will also be conducted mid-way through the year which will allow trainees to receive useful and honest feedback about their manner as perceived by their own patients.
Are there any exams?

No, there are no formal exams however there are a number of assessments you are required to undertake during the year. In your training practice you will be required to carry out a series of practical and case based assessments with your trainer. These assessments are formative and are designed to monitor your progress throughout the year as well as helping with identifying any training needs.

You will also be required to undertake 2 clinical audits, a patient satisfaction survey and to write up two cases that you have treated and present one of these to your Training Programme Director and an external examiner at the end of the year.

During the year, you will be required to undertake 2 FGDP Key Skills for DCPs modules.

What are the FGPD Key Skills?

The Faculty of General Dental Practice (FGDP) (UK) has established a new assessment in the eight Key Skills in Primary Dental Care, as identified by the FGDP(UK). This assessment is aimed at all groups of dental care professionals (DCPs), can be completed through distance learning, and is ongoing.

Participants will have the opportunity to show knowledge and understanding of the seven Key Skills by presenting a portfolio of evidence demonstrating their learning and achievements in their role as a DCP.

Completion

At the end of the appointment, provided all necessary work is completed the Postgraduate Dental Dean will issue a certificate of completion.

APPLICATIONS

How do I apply?

An application form is available from the Dental Programme Coordinator based at the Health Education Thames Valley & Wessex Dental Office in Oxford, or can be downloaded from our website www.thamesvalley.hee.nhs.uk.

Please complete and return it to the address on the form. The deadline for applications for the scheme 2014-2015 is Thursday 1st May 2014.

After the closing date all applications will be subject to a short listing process and the deanery will interview all shortlisted applicants. Successful applicants will then be invited to meet the trainers and will be able to make an informed decision on which training practice to select.
How do I get appointed?

You will be invited to attend a Local Selection Centre on the 10\textsuperscript{th} July in Oxford. On this day you will have the opportunity to meet the trainers and some of the practice staff, find out about each practice and to ask questions of each training practice.

Once you have met the trainers you will score them in order of preference. The trainer will have asked you some questions and scored you during your meeting. At the end of the day all score for trainees are added up and the highest score will be offered their first choice of training practice and so on and so forth until all training practices are paired with an applicant.

You will not be offered a post with a practice you have not chosen but it is important to remember that the Local Selection Centre is still a competitive event and appointment onto the TFT scheme is subject to successful matching with a training practice.

Should I accept the appointment?

If you agree to accept a position you are bound by the legal and ethical frameworks that exist in any recruitment procedure. Do not accept a position until you are certain that you are able and wish to accept the appointment. You will be asked to sign a ‘Letter of Intent’ – this pre-contractual agreement, signed before the start date of the scheme, gives a sense of security to both parties.

Both the Trainer and the Therapist will sign a training agreement with the Postgraduate Dental Department.

What if I have problems?

Where appropriate, talk to your Trainer. Otherwise, the Training Programme Director is very willing to help.

What if I want to stay in the practice at the end of the Training Contract?

If you and your Trainer decide that you wish to continue in the same practice, participation in the Scheme in no way prevents this happening. However, at the end of the year the contract is completed and any continuation of employment is by mutual consent and by private arrangement.

Do I get anything at the end of the training?

The Postgraduate Dental Dean will issue a certificate, subject to your completion of the course. If you leave the course or practice before the end of the year or do not attend all the study sessions you will not receive a completion certificate, but you will receive CPD certificates for sessions attended.
# DENTAL THERAPIST FOUNDATION TRAINEE PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications/Training</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>ASSESSMENT</th>
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<tbody>
<tr>
<td>Eligible for registration with the GDC as a Dental Therapist</td>
<td>• Registration with professional bodies (BADT, BSDHT)</td>
<td></td>
<td>Application</td>
</tr>
<tr>
<td>BSc/Diploma in Dental Therapy (may be pending)</td>
<td>• Qualification date no more than 2 years previous to application</td>
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<tr>
<th>Clinical Skills</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>ASSESSMENT</th>
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<tbody>
<tr>
<td>Recent clinical practice</td>
<td>• Experience of treating patients with special requirements</td>
<td></td>
<td>Application/Interview References</td>
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<tr>
<td>Basic life support skills</td>
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<tr>
<td>Good manual dexterity</td>
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<td>Appropriate level of clinical knowledge</td>
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<tr>
<td>Clear, logical thinking</td>
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<tr>
<td>Approach to tasks with an analytical/scientific style</td>
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<tr>
<td>A high level of communication and language skills</td>
<td>• Ability to produce legible written notes</td>
<td></td>
<td>Application/Interview</td>
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<tr>
<td>High level of written and spoken English</td>
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<th>Management &amp; Leadership</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Ability to prioritise clinical need</td>
<td>• Flexibility to respond to changing circumstances</td>
<td></td>
<td>Interview/References</td>
</tr>
<tr>
<td>Ability or organise own work and environment</td>
<td>• Demonstrates self-discipline and commitment in meeting deadlines and other tasks</td>
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<tr>
<td>Ability and willing to work in multi-professional teams</td>
<td>• Demonstrates initiative, drive and enthusiasm towards the profession</td>
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<tr>
<td>Professionalism</td>
<td>Personal Characteristics</td>
<td>Physical Requirements</td>
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| • Good time keeping  
• Ability to maintain professional manner when under pressure  
• Shows awareness of own limitations  
• Use of a non-judgemental approach to patients and colleagues  
• Shows knowledge of evidence-informed practice  
• Probity – displays honesty, integrity, awareness of ethical dilemmas and respect of confidentiality  
• CRB Clearance | • Must be able to demonstrate experience or capability of:  
• Flexibility  
• Interpersonal skills (empathy and caring)  
• Ability to reflect on feedback  
• Knowledge of components of TFT scheme  
• Willing to attend the day release component of the educational programme  
• Willing to undertake assessment components (DEPS, CBD’s)  
• CRB Clearance  
• Availability to start 1\textsuperscript{st} September | • Meets professional and health requirements |
| • Demonstrates use of evidence-informed practice  
• Resilience and ability to cope under pressure | | • Information technology skills |
| | | | Occupational Health Screening |
| | | | Interview / References |
| | | | Application / Interview / References |