Thames Valley & Wessex Dental Foundation, Therapist Foundation & Dental Core Trainer Application Guidance

FOR TRAINERS AND TRAINING PRACTICES

2018 – 2019

To be read in conjunction with the DFT Training Practice and DFT Trainer Application Forms 2018 – 2019
A Note on Changes from Previous Years

Previous applicants will note the following changes in this year’s Trainer Selection process:

- The minimum number of UDAs to be achieved by trainers in the previous financial year (1st April 2016 to 31st March 2017) has been lowered to 1000 UDAs at the intended training practice.

- For the first time we are piloting a maximum number of 9000 UDAs for all trainer applicants. This will be evidenced using the same report as the minimum expected number. As this is a pilot, applicants exceeding this figure will be given the opportunity to provide recent pay statements which we will extrapolate to find a current yearly average.

- We no longer require copies of CQC reports. Practice compliance will be checked online at the CQC website. The CQC will be notified of practices which have not yet received an inspection. Applicants will need to self-certify their practice’s compliance on Form Part A.

- We no longer require PDPs from applicants.

- We have made an application checklist. It is strongly advised you use this when preparing your application. As a trainer applicant, it is also strongly advised that you thoroughly check your application before submitting – do not leave it to other practice staff.

Incomplete applications will be marked down severely.
HOW TO APPLY FOR TRAINING

1. Read this Guidance

2. Next, complete the relevant Application Forms
   Each Training Practice application must have one completed FORM A, plus one completed FORM B for each Trainer that is applying in the practice. Additionally, for each training programme you are applying for, you will require one FORM C. If you are applying for two or more different practice venues, you must complete a separate FORM A for each venue (unless you are applying for the Dental Core Training scheme).

   Complete the forms electronically and then print, or print empty forms and complete by hand using block capitals only. Handwriting must be clear and legible.

3. Then, print or photocopy all application forms and required supporting documents. Do not send duplicates.

4. Finally, send your completed application pack by post using a recorded delivery service to George Fahey to arrive at our office by 5pm Friday 24th November 2016:

   by 5pm Friday 24th November 2016:
   Education Programme Officer
   DFT TRAINER APPLICATIONS
   Health Education England
   4150 Chancellor Court
   Oxford Business Park South
   Oxford
   OX4 2GX

FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED

We do not accept responsibility for applications that are not signed for on delivery.

If you have any questions after you have read the guidance, please contact the Liz Imlah on 01865 785516 or liz.imlah@hee.nhs.uk and she will put you in touch with the best person to help.
DENTAL FOUNDATION TRAINING GENERAL INFORMATION

Overview of the Programme
Oxford and Wessex Deaneries have five Dental Foundation Training Schemes, [Oxfordshire, Berkshire, Buckinghamshire and Milton Keynes, Hampshire (Winchester) and Hampshire (Portsmouth)]. Each Scheme normally comprises 12 or 13 training posts in a defined geographical area. Dental Foundation Training is a programme designed to support newly qualified Dentists entering NHS Primary Dental Care for the first time and completion of the programme will result in the dentist being awarded a nationally (UK) recognised Certificate of Completion of Dental Foundation Training. Foundation Dentists are appointed to Deanery approved Training Practices for a period of 12 months, and are required to attend all of the Deanery weekly Day Release Educational Programme, usually held on Thursdays, during term time.

How the Programme Is Organized
Dental Foundation Training is entirely funded by the NHS. Overall organization of the scheme is the responsibility of the Postgraduate Dental Dean, Associate Dean and Training Programme Directors, with day to day administration carried out by staff based in the Deanery offices and at Postgraduate Centres where the Day Release Programmes are held.

Trainees follow the UK Dental Foundation Training Curriculum and are expected to complete regular assessments and a number of written and practical assignments. Trainers carry out direct observation of trainees and complete assessments and other exercises with the Trainee and jointly record these in the e-portfolio.

It is strongly advised that new trainer applicants read the below documents to understand the expectations of the DFT programme:


Link to current national online Dental Foundation Handbook: http://www.copdend.org/DFTHandbook/index.html

Appointment of Foundation Dentists (DFTs)
Dental Foundation Trainees (DFTs) are appointed to Deanery Schemes via the National Recruitment process and to training practices by local Deanery allocation processes. They are employed by Training Practices, work as NHS Dental Performers on the NHS Dental Performer List with a nationally agreed 12 month contract. The Scheme start date is 5 SEPTEMBER 2018. This start date is non-negotiable. Trainers must be present in the practice and available throughout the month of September when DFT trainees will require induction and additional support and supervision. On completion of the programme, there is no further obligation on either the Trainer or the DFT Trainee to enter into a further employment contract.

Appointment of Trainers
Trainers for NHS Primary Dental Care will be appointed by the Health Education Thames Valley and Wessex Trainer Selection Committee following interviews. All applicants will have to satisfy certain criteria regarding their suitability as Trainers. At least 4 years’ experience in NHS Primary Dental Care is required, together with commitment to training and continuing professional education. All new applicants will be visited in their practices by the Deanery visiting team before their appointment can be confirmed. Appointment will be for one year only in the first instance, although Trainers who have performed satisfactorily for more than 2 consecutive years may be offered a 3 year appointment. This is subject to the trainer having a postgraduate certificate in medical or dental education or equivalent, and satisfactory participation in a Deanery appraisal process, satisfactory educational quality assurance visits and subject to Health Education Thames Valley Quality Management processes. Trainers are required to complete educational programmes both to comply with GDC requirements and to meet Deanery standards for educators. They are also expected to have a personal minimum commitment to the NHS of 1000 UDAs per annum and a maximum of 9000 UDAs at the intended...
training practice during the reference year (April 2016 to March 2017). Trainers that exceed 9000 UDAs will be given opportunity to show most recent pay statements as this is a pilot year for a maximum number of UDAs, unless they are working with a therapist.

**Dental Foundation Training Payments**

On appointment Trainers will receive a training allowance in monthly instalments in arrears which will include the Trainer’s grant, DFT salary reimbursement and service costs. Patient charge revenue for the patients treated by the DFT are subtracted from the payments. This allowance is determined nationally by the NHS and is published annually, normally in April, in the Statement of Financial Entitlement.

**Trainer Responsibilities**

You must:
- be an experienced and fully registered dentist with high clinical and ethical standards
- have been working in NHS primary care for at least four years as an NHS Performer with some managerial experience
- have a personal annual contract value of a minimum of 1000 UDAs and a maximum of 9000 UDAs** for the financial year 2015/16 at the intended training practice, and evidence of having personally completed this at the intended training practice
- have time available to attend required Deanery interviews, meetings and educational events as well as support a trainee in the practice
- not have been found in breach of your NHS terms of service or be under conditions imposed by the GDC within eighteen months prior to this application.
- agree and allow the Deanery to contact the GDC and the NHS Area Team for professional references prior to appointment.

**Trainers who are working in NHS Dental Contract Pilot Sites without a UDA requirement must have an equivalent NHS commitment.**

You will be expected to:
- Complete the DFT Assessment Declaration Form
- Sign an educational agreement with the Deanery
- be willing to teach and support a newly qualified dentist
- have excellent communication skills, insight into your own abilities and be willing to learn
- be up to date and carry out a wide range of contemporary dental practice
- provide a dedicated surgery and suitably experienced/registered nurse for a Dental Foundation Trainee (DFT) for 35 hours per week for 48 weeks of the year (i.e. excluding trainee’s annual leave) to treat adults and children under the NHS
- be available in your practice for a minimum of three days a week when the DFT is in practice to advise and assist the DFT and ensure the DFT is supported and supervised at all times
- provide a one hour tutorial each week
- attend approved courses and Trainers’ Meetings organised by the Deanery
- attend the 4 day Developing Dental Educators Course if not previously completed
- attend some of the DFTs’ day release sessions on the scheme to which you are appointed
- attend a minimum of 14 sessions (half-days) of Deanery meetings and activities to support the trainee and the scheme

**Standards for Training Practices**

As a general guide the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum. You must also comply with all current GDC standards, NHS terms of service, CQC registration and national legislation.

You will be expected to complete the DFT Self-Assessment Declaration Form having met all ESSENTIAL requirements. You will need to bring evidence of a minimum of three essential requirements if you are invited to interview.

**The Practice must be able to**
- Provide an adequate supply and range of NHS patients and clinical treatments for the DFT to meet the curriculum requirements
- Supply a surgery of an adequate size that is appropriately equipped and staffed.
• Arrange a timetable that does not require the DFT Trainee to work as the sole Performer in the practice, except in very exceptional circumstances and ensures the DFT Trainee has working hours which comply with employment law.

• Employ a DFT Trainee and enter into a nationally agreed employment contract with working hours and patterns that are agreed in writing with the DFT Trainee prior to the commencement of the foundation year and any changes notified immediately to the TPD.

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, including surgical extractions. 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. Appropriate reception and support 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 explain these options, their benefits, risks and costs, using form FP17DC.

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

**Activity Levels**

The aim of Dental Foundation Training is that by the end of the year a Foundation Dentist can comfortably practise in the NHS as a performer and safely treat patients whilst delivering a reasonable level of contracted clinical activity.

There is a notional UDA total expected to be achieved by foundation dentists of 1875 per year. While it is not an absolute target, it does provide an indication of minimum expected activity, along with detailed information about the numbers and types of clinical procedures carried out. We expect trainees 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.

Trainees and practices are encouraged to ensure trainees have a good mix of patients and treatments; allowing them access to both new and returning patients. If trainees are only given new patients or only high needs patients requiring stabilisation; they will be unlikely to achieve 1875 UDAs and may struggle to see sufficient patients who need advanced restorative work. This is not ideal and may prevent the trainee from covering the DFT curriculum adequately and satisfactorily completing the year.

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.
THERAPIST FOUNDATION TRAINING GENERAL INFORMATION

Overview of the Programme
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.

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.

The scheme is for 3 days a week for a full calendar year. The Scheme starts on 1st September 2018 and finishes on 31st August 2019. As your commitment to the Scheme is for 3 days only, trainees are free to negotiate employment contracts with any dental practice or organisation for the time that they are not committed to the Scheme (2 other week days).

Appointment of Therapist Foundation Trainers
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.

The role of the trainers on the TFT scheme is to provide structured 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 workplace based assessments, tutorials and advice and assistance with non-clinical issues of general practice.

Trainers are required to complete educational programmes both to comply with GDC requirements and to meet Deanery standards for educators. They are also expected to have a personal minimum commitment to the NHS of 1000 UDAs per annum and a maximum of 9000 UDAs at the intended training practice during the reference year (April 2016 to March 2017). Trainers may also be Therapists themselves, and an extrapolation taken based on their working hours within the practice.

Appointment of Foundation Therapist Trainees
Prospective trainees apply through our own application process at Oxford and Wessex Deaneries. After the closing date all applications will be subject to a shortlisting 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.

Once trainees have met the trainers, trainees will score them in order of preference. The Deanery will match trainer and therapist to their highest preferences. Appointment onto the TFT scheme is subject to successful matching with a training practice.

Trainer Attendance
The Trainer must be available in the practice for at least three working days per week (22.5 hours) while the Therapist Trainee is present (excluding holidays which must not exceed six weeks per year). Cover arrangements to ensure direct clinical supervision in the practice 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 September. Arrangements to provide clinical supervision for the TFT Trainee at all times must be in place.
Premises
The training practice will provide a dedicated surgery for use by the TFT. The surgery must be available during normal working hours, and also every week 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 TFT surgery must be capable of adaptation to accommodate both left and right-handed operators.

You will be expected to complete the DFT Self-Assessment Declaration Form having met all ESSENTIAL requirements. You will need to bring evidence of a minimum of three essential requirements if you are invited to interview.

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.

The Workload
The practice must provide enough patients for the TFT to be fully occupied and to carry out a full range of treatments. The number of patients seen will increase with experience and this should be taken into account. The TFT should not be expected to carry an excessive workload nor only carry out hygiene treatment.

Also, the TFT should not be expected to have direct access to patients during the year. All patients must be referred by a dentist following an initial examination and treatment plan.

Record Keeping
Records should be clear, legible and contemporaneous and comply with FGDP record keeping standards.
DENTAL CORE TRAINING FOR PRIMARY CARE GENERAL INFORMATION

Dental Core Training (previously Dental Foundation Training Year 2) 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.

Dental Core Training takes place more commonly in secondary care or salaried services, both in Trust positions. However, we are piloting an innovative programme with up to a maximum of 6 Dental Core Trainees in primary care posts supported by a trainer who has satisfied the selection criteria process.

The Practice
The practice needs to nominate an Educational Supervisor, which would normally be a Dental Foundation Trainer, or a returning trainer at the practice, with at least 2 years of training experience. The Educational Supervisor is responsible for overseeing the training and the trainee’s Personal and Learning Development Plan for the year. Additionally the role of Educational Supervisor may be fulfilled by joint trainers. The Educational Supervisor(s) may be assisted by a Clinical Supervisor who will be a Specialist or a General Dental Practitioner with enhanced skills (for example, a dentist with an MSc in oral surgery or endodontics). There may be more than one Clinical Supervisor involved in the training, e.g. if the practice has an oral surgery specialist and endodontic specialist.

You will be expected to complete the DFT Self-Assessment Declaration Form having met all ESSENTIAL requirements. You will need to bring evidence of a minimum of three essential requirements if you are invited to interview.

The Trainee
The trainee will work 37.5 hours per week at the practice, with one Deanery organised study day per month, to a maximum of 14 study days throughout the training year. They will be expected to perform general dental services for either 3 or 4 out of the 5 days each week, with the other days’ training devoted to the specialty that your practice has to offer. It is expected that the days on which general dental services are performed, the practice will allocate UDAs from the practice’s own contract. This means the practice will need capacity to offer within the region of 3000 to 4000 UDAs for the trainee, and to ensure a broad range of treatments are available. As this is a pilot scheme, we are still trying to establish the amount of work trainees are expected to undertake.

Appointment of Trainers
Trainees for NHS Primary Dental Care will be appointed by the Health Education Thames Valley and Wessex Trainer Selection Committee following interviews. All applicants will have to satisfy certain criteria regarding their suitability as Trainers. At least 4 years’ experience in NHS Primary Dental Care is required, together with commitment to training and continuing professional education.

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 trainees must have at least one year’s full-time experience as a Dental Nurse. 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.

Record Keeping
Records should be clear, legible and contemporaneous and comply with FGDP record keeping standards.
COMPLETING THE APPLICATION FORMS

Below is a flow chart with instructions on which application forms to complete:

As part of the application process we will assess both the practice environment and each individual trainer. You should complete a separate form for the training practice (PART A), AND a trainer application form (PART B) for each trainer.

1. **The Training Practice (PART A)**
   A separate Training Practice Application form (PART A) is required for each proposed training practice or venue.

2. **The Trainers (PART B)**
   A separate Training Practice Application form (PART B) is required for each trainer.

3. **The Trainee’s Timetable (PART C)**
   A Trainee Timetable application should be submitted for each training programme applied for by the practice.

Documents may be completed using word processing software, or by hand using block capitals. Handwriting must be clear and legible.

3 SUPPORTING INFORMATION

Below is a list of supporting information required with each separate form.

<table>
<thead>
<tr>
<th>Form</th>
<th>Supporting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART A - Training Practice Application Form</td>
<td>1. 2016/2017 End of Year Statement of activity – for all NHS contracts at the intended training practice</td>
</tr>
<tr>
<td></td>
<td>2. DFT Self-Assessment Declaration Form</td>
</tr>
<tr>
<td>PART B - Trainer Application form</td>
<td>1. Current Medical or Dental Defence Organization membership certificate</td>
</tr>
<tr>
<td></td>
<td>NB: All trainers must submit these documents</td>
</tr>
</tbody>
</table>
4 INTERVIEWS

Once applications have been shortlisted an interview date will be confirmed

There will be 3 stations:

- Station A – Communication, Educational & Clinical
- Station B – Professionalism, Management & Leadership
- Station C – Educational Environment

Station A + B

Existing trainers in practices graded as “Green” for consecutive years in the 2017 Deanery Quality Management Review will only be interviewed individually every 3 years and reappointment will be subject to satisfactory application and outcome from Station C.

All other applicants (new applicants and returning trainers) will take part in panel interview stations (Stations A + B) on an individual basis to assess their suitability as trainers, as well as taking part in Station C. These stations will take approximately 15 minutes each. Existing trainers who are not required to attend interview but are applying with new trainers will be required to attend Station C.

All existing trainers wishing to increase the number of current Dental Foundation posts for next year will be required to attend interview on all stations.

Station C

All Trainer applicants will be asked to take part in Station C – Practice Assessment Station. This will review documentation provided and all trainers in a practice will be interviewed together to explore the practice environment, support and availability of clinical experience for a trainee. This station will take approximately 15 minutes.

Offers of training places will be made on the basis of ranked scores and recommendations from panels.

Example score sheets will be available on the Deanery website prior to the assessment days

Returning Practices graded “Green” for two consecutive years in the HETV 2017 Quality Management Process

Gradings will be made available before 31 December 2017.

These practices will be separately ranked. Where scores achieved in Station C are lower than those for new or other returning practice applications, a training place may not be offered.

It is essential that all documentation is received by the Deanery prior to the specified interview day.

Scores will be reduced if documentation is incomplete.
5 NEW TRAINING PRACTICE APPROVAL VISIT
(THIS APPLIES TO ALL NEW TRAINING PRACTICES)

Following interviews, the Deanery will visit all eligible new training practices across February and March. A provisional date will be sent to practices before 31st December. If you are selected at interview, we will write to you with full details of the visit arrangements.

At the visit, the Training Programme Director (TPD), who will be accompanied by another dental practitioner, will wish to see the practice running, and will wish to verify some aspects of your application. **It will be necessary for you to put aside 2 hours of your time for this visit.** It will be necessary to see all areas of the practice in addition to the proposed DFT Trainee’s surgery. The visitors will also need to see some patient record cards selected at random by the visitors, some recent radiographs, and the appointment books. You will also need to have other practice documents available.

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

During the visit, the TPD will have several items of DFT policy and information to discuss with you. At this stage, if there are any queries please feel free to discuss them with the TPD. Areas for discussion include:

**Self-Assessment Declaration Form**
A random audit of the DFT Self-Assessment Declaration Forms will take place at the visit

**Clinical Policy**
- Clinical Freedom, NHS treatment, Private Treatment.
- Practice Policy.
- Materials: Choice, availability.
- Complaints management
- Publication of policies and price lists

**Workload**
- Exposure to the full range of NHS treatments, Band 1,2 and 3, available to the DFT, restorative work available to the therapist
- Appropriate work available to the DFT
- Where are patients to be sourced - Existing book? New book? Transfer of patients within the practice?

**Administration**
- Collection of patient fees, Salary payment arrangements.
- TFT/DFT involvement in management issues (e.g. staff meetings).
- Practice organization, staff support (record keeping, appointments system)

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

**DFT/TFT/DCT**
- Contract,
- Surgery time and surgery availability.
- Clinical supervision arrangements
This course is mandatory for DFT Foundation Trainers and Therapist FT Trainers. It is also suitable for Clinical and Educational Supervisors in primary and secondary care, and GDPs and Dental Therapists interested in training in the future.

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

Course aims

By the end of the course participants will
- have increased their understanding of the theory of adult learning and its application to dental education
- feel more confident in selecting appropriate methods of promoting learning
- be able to use a wider range of practical and effective tools for assessing learning
- be able to use the process of giving and receiving feedback more effectively.

All four days are mandatory in order to complete the course. Participants are required to complete a piece of Reflective Writing (500 – 750 words) between days 2 and 3, analysing an incident from their practice using one of the models introduced during the course.

The course is based on the Guidelines for Dental Educators (COPDEND May 2008) and will prepare participants for possible entry to the Oxford Deanery New Trainers Course which runs annually and leads to the Postgraduate Certificate in Medical and Dental Education (PGCMDE).

May/June - Dates to be confirmed

Day 1
Adult learning, roles and responsibilities
Objectives:
- To discuss the skills, knowledge and attitudes required in dental education
- To identify the complexity of roles which dental educators adopt and the factors influencing these
- To explore the different learning styles of trainers and trainees and the impact of these on the trainer: trainee relationship

Day 2
Effective tutorials
Objectives
- To explore a range of different types of tutorial
- To devise aims and intended outcomes of different tutorials
- To plan interactive and challenging tutorials

Day 3
Assessment and feedback
Objectives
- To explore the principles behind assessment and the complexity of assessment in practice
- To identify personal strengths and tendencies when giving and receiving feedback
- To provide practical opportunities to give and receive feedback in difficult situations
Day 4

Relationships, challenges and conflict

Objectives

- To identify good practice in chairside teaching, using a clinical case study
- To explore the causes of tension and conflict in dental practices and methods of managing them
- To discuss the practical management of poor performance

Course Leader Profile
Dr Katy Newell-Jones is a consultant and trainer in education, specialising in health and social care education. As a Principal Lecturer at Oxford Brookes University, she led the learning teaching programmes for health and social care professionals including the MSc Higher Professional Education until March 2007. The MSc course was designed to develop doctors, nurses, midwives and other health professionals as teachers and trainers. Katy currently leads the Oxford Deanery New Trainers Course and has published a number of articles on learning and teaching including Reframing tension and conflict to maximise learning: The Foundation Years (2008). She was awarded a National Teaching Fellowship by the Higher Education Academy in 2004 for her work on creative approaches to learning and teaching in the UK and overseas.

How to apply:

To book your place please contact Laura Higgs at laura.higgs@hee.nhs.uk or telephone 01865 785515 before 31 December 2017
### Appendix 1- Dates for your Diary

#### Important Dates for September 2018 Trainer Selection:

<table>
<thead>
<tr>
<th>Year</th>
<th>EVENT / MEETING</th>
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<tbody>
<tr>
<td>2017</td>
<td><strong>Dental Training Practice Applications for 2018-2019 available on the Oxford &amp; Wessex Deaneries websites</strong></td>
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<tr>
<td>2017</td>
<td><strong>Closing date for applications</strong></td>
</tr>
<tr>
<td>2017</td>
<td><strong>Interview dates confirmed with applicants by email</strong></td>
</tr>
</tbody>
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<tr>
<td>2017</td>
<td><strong>Health Education Thames Valley and Wessex Trainer Interview dates</strong></td>
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<tr>
<td>2017</td>
<td><strong>Confirmation of trainer appointments</strong></td>
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<tr>
<td>2017</td>
<td><strong>Practice Visits (for all new training practices and others if applicable)</strong></td>
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### All appointed Dental Foundation Trainers must be available to attend the following dates in 2018/2019:

<table>
<thead>
<tr>
<th>Year</th>
<th>EVENT / MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td><strong>Trainee Selection Local Scheme Meet &amp; Greet Day for Dental Foundation Schemes Only</strong></td>
</tr>
</tbody>
</table>
| 2017 | **Developing Dental Educators Course (for new trainers)**  
It is mandatory that all trainers, both for joint trainers, attend all four days of our Developing Dental Educators Course unless on a Cert Med Ed course. To book your place please contact Laura Higgs at laura.higgs@hee.nhs.uk or telephone 01865 785515  
Venues: Unipart House, Oxford |
| 2017 | **Training the Trainers Residential Course for Buckinghamshire/Milton Keynes, Oxfordshire, Berkshire, Portsmouth and Winchester Dental Foundation Training Schemes, and Therapist scheme**  
Venue: to be confirmed |
| 2017 | **Trainee Selection Local Scheme Meet & Greet Day for Therapist Foundation Schemes Only** |
| 2017 | **First day in practice (all DFT schemes/TFT tbc)** |
| 2017 | **First Day Release for trainers and Foundation Dentists** |
| 2017 | **Second Day Release for Oxfordshire, Berkshire and Buckinghamshire Schemes** |
| 2017 | **Residential Course for Hampshire/Winchester and Hampshire/Portsmouth schemes**  
Venue: Meon Valley Hotel, Southampton (tbc) |
| 2017 | **Residential Course for Buckinghamshire/Milton Keynes, Oxfordshire and Berkshire schemes**  
Venue: Lake Vyrnwy Hotel & Spa, Wales |
| 2017 | **Scheme Trainer Appraisals** (to be confirmed by Scheme Training Programme Directors) |
| 2019 | **November**  
**Closing date for applications** |
| 2019 | **December**  
**Scheme Trainer Appraisals** (to be confirmed by Scheme Training Programme Directors) |
| 2019 | **End-of-Year Presentation (Oxford & Wessex Deaneries) for all schemes**  
Venues: to be confirmed |
Appendix 2 - Trainer and Training Practice Essential Requirements

1  ENVIRONMENT AND PRACTICE FACILITIES (FORM A)

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>EVIDENCE</th>
<th>HOW ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice facilities meet NHS minimum standards GDC requirements</td>
<td>CQC registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practice Information Leaflet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Price list in patient area and on website</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>CQC visit report and evidence of completed action plan</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESIRABLE</th>
<th>EVIDENCE</th>
<th>HOW ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment to continuous improvement</td>
<td>BDA Good Practice</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Investors in People</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Denplan Excel Accreditation</td>
<td></td>
</tr>
</tbody>
</table>

2  ABILITY TO DELIVER CURRICULUM (FORM A)

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>EVIDENCE</th>
<th>HOW ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRACTICE</td>
<td>Copy of NHS BSA End of Year Statement of Activity for training practice year ended 31/3/2017</td>
<td>✓</td>
</tr>
<tr>
<td>Practice can provide a full range of clinical procedures for a wide range of patients receiving NHS care</td>
<td>Current NHS contract with no exclusions (confirmed by NHS Area Team reference if appointed)</td>
<td>✓</td>
</tr>
</tbody>
</table>

| TRAINER AVAILABILITY                          | Completed timetable                                                      | ✓            |
| Trainee supervised clinically at all times     |                                                                          | ✓            |
| Trainer present 3 days per week               |                                                                          | ✓            |

<table>
<thead>
<tr>
<th>DESIRABLE</th>
<th>EVIDENCE</th>
<th>HOW ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRACTICE</td>
<td>More than minimum measurable standards for practice as listed above</td>
<td>✓</td>
</tr>
<tr>
<td>Practice provides significant amounts of advanced restorative care with the NHS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TRAINER AVAILABILITY                          | Completed timetable                                                      | ✓            |
| Trainer(s) present full-time                  |                                                                          | ✓            |

| REASONABLE HOURS WORKED                       | Completed timetable – minimum out of hours working, no more than 1 evening a week, 1 Saturday per month, with regular breaks | ✓            |
### 3 TRAINER APPLICANT/S (FORM B)

**EACH APPLICANT MUST FULFIL EACH REQUIREMENT**

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>MINIMUM MEASURABLE STANDARDS</th>
<th>EVIDENCE</th>
<th>HOW ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully registered with the GDC</td>
<td>No conditions on registration</td>
<td>GDC References</td>
<td>✓</td>
</tr>
<tr>
<td>NHS Performer</td>
<td>NHS Performer List in Thames Valley, Wesssex, or Herts &amp; South Midlands</td>
<td>- Performer List Number</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Area Team Reference</td>
<td>✓</td>
</tr>
<tr>
<td>Experience</td>
<td>First registered with GDC on or before 31&lt;sup&gt;st&lt;/sup&gt; August 2014</td>
<td>GDC website</td>
<td>✓</td>
</tr>
<tr>
<td>Professional Indemnity</td>
<td>Current membership of Medical/Dental Protection Society</td>
<td>- Copy of current certificate (new trainers)</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Self declaration (existing trainers)</td>
<td></td>
</tr>
<tr>
<td>NHS commitment</td>
<td>UDAs 1000 – 9000 personal UDA commitment at the intended training practice, with no contract exclusions year ended March 31 2017. Joint trainers must both reach minimum UDA commitment at the intended training practice.</td>
<td>NHS Dental Services Year End Statement or Pilot practices equivalent</td>
<td>✓</td>
</tr>
<tr>
<td>Management, Leadership &amp; Professionalism</td>
<td>Demonstrates professional values, no adverse reports</td>
<td>- GDC reference</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Area Team reference</td>
<td>✓</td>
</tr>
<tr>
<td>Knowledge of curriculum</td>
<td>Demonstrates understanding of dental foundation curriculum, aims &amp; objectives/learning resources available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to Dental Education</td>
<td>Attendance at Deanery Developing Dental Educators Course prior to 1&lt;sup&gt;st&lt;/sup&gt; September 2018 (new applicants)</td>
<td>Booked on Developing Dental Educators course</td>
<td>✓</td>
</tr>
<tr>
<td>Commitment to Lifelong Learning</td>
<td>Meets all GDC CPD requirements</td>
<td>- Copy of PDP</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 15 hours verifiable CPD Jan – Nov 2017</td>
<td></td>
</tr>
<tr>
<td>DESIRABLE</td>
<td>MEASURABLE STANDARDS</td>
<td>EVIDENCE</td>
<td>APPLICATION</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Commitment to Dental Education</td>
<td>Certificate in Medical/Dental Education</td>
<td>Completion of Cert Med Ed</td>
<td>✔</td>
</tr>
<tr>
<td>Commitment to Lifelong Learning</td>
<td>Relevant postgraduate qualifications</td>
<td>Completion of qualifications</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>Significantly exceeds GDC CPD requirements</td>
<td>- Copy of PDP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 30 or more hours verifiable CPD Jan – Nov 2017</td>
<td></td>
</tr>
<tr>
<td>NHS Commitment</td>
<td>Trainer devotes 60% or more time to NHS activity (circa 4000 UDAs)</td>
<td>NHS Dental Services Year End Statement</td>
<td>✔</td>
</tr>
<tr>
<td>Management, Leadership &amp; Professionalism</td>
<td>Contributes to the NHS and/or dental profession outside the practice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>