

ePortfolio Checklist and Requirements 2024-2025



East of England

2024 – 2025 Dental Foundation Training Year

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Introduction

This guide has been produced for Foundation Dentists and Educational Supervisors to help them navigate the journey to completion of Dental Foundation Training.

The Dental Foundation Training Curriculum is supported by the Blue Guide and together they set out the competencies, assessments and clinical requirements of the training programme:

- <https://www.copdend.org/wp-content/uploads/2018/08/Curriculum-2016-Printable-reverse-colourway.pdf>
- <https://www.copdend.org/wp-content/uploads/2022/09/Dental-Blue-Guide-September-2022.pdf>

The Dental ePortfolio is a vital tool which maintains a record of each trainee's pathway through the year and provides the evidence upon which the Review Panel will award the Outcome to the DFT year.

The ePortfolio belongs to the Foundation Dentist, and it is their responsibility to ensure that it is complete and accurate. Education Supervisors and Training Programme Directors also have a responsibility to provide their input to the ePortfolio. All contributions to the ePortfolio should be accurate, developmentally focused and timely.

The Foundation Training Year develops in a chronological fashion. This Guide is set out to match this chronology and provide reminders and further information for each of the ePortfolio items as they are encountered.

Summaries of each month's input are provided and adherence to this timescale is an important part of each Foundation Dentists training year. Approaching this important professional duty in a methodical and planned fashion will enable each trainee to provide the best account of their successes and development.

Please enjoy your Foundation Training year and make the most of the opportunities and challenges that arise. It is a time for you to grow professionally and develop your strengths to the benefit of not only your patients but also the profession as a whole..

Month 1 - September

Personal Information

To complete and update your personal information, click on the drop-down tab besides your name on the top right of the dashboard and select Edit my Details. Enter all the necessary information and be prepared to update it if it changes. Ensure that your Registration Qualification and date consists of just your qualification and date; e.g. BDS July 2024. It will then appear correctly on your DFT completion certificate.

Values and Expectations

Each FD and their ES should review and discuss the obligations and requirements listed in the DFT Educational Agreements.

Within the Portfolio the FD/ES should set out a personalised version of the obligations of both parties. This record must incorporate the values and expectations discussed and be specifically related to the practice environment in which the FD will work.

When this is completed, it should be sent by the FD to the ES so they can record their own commitment to the discussed obligations, values and expectations.

Induction to the Practice

The induction process is designed to give each FD the appropriate start to their DFT year. The process is designed to help give the FD and ES assurance that the FD is confident and competent in the areas of practice that are required at this stage of the year. The induction also helps indicate specific areas of structure or process within the learning environment that may be new to the FD.

Induction to Clinical Practice

The Induction to Clinical Practice checklist gives the FD and ES a record of the items of clinical practice that have been discussed during the induction. This also provides the Educational Supervisor with assurance that the FD is aware of both the Practice and NHS procedures and that patient safety is not put at risk.

It is not expected that the FD will undertake treatment of patients until the induction to Clinical Practice checklist has been completed. The checklist covers a wide range of domains including:

- Materials
- Referrals
- Prescribing
- NHS Rules & Regulations
- IT
- Basic clinical procedures

Education Transition Document

All UK graduates will have an Education Transition Document issued by their dental school. It has two parts (Part A and B). Both parts of this document must be uploaded on the Dental Foundation Training (DFT) portfolio at the start of the training year.

It should be shared at the start of the year between Foundation Dentists and Educational Supervisors. It should form the basis of the first joint protected learning session (tutorial). It should be jointly reviewed by FD and ES, and a PDP created on the DFT Portfolio for the year ahead.

Using the ETD in conjunction with the pre-DFT Clinical Experience area on the Dental Portfolio will help the ES plan the likely support the FD will require and help create early Learning Needs within the Portfolio to help the ES keep track of areas of support for the FD.

Multiple early Workplace-Based Assessments (WBAs) i.e. Simulation and DOPS and an early Multi Source Feedback (MSF) will help provide evidence to the Early Stage Review (ESR) as well as allow ESs to feedback on the accuracy and relevance of the Education Transition Document.

Non-UK graduates, who do not have an ETD, should still complete and share Part A - a blank ETD has been previously circulated via email. Please see page 31

Pre-DFT Clinical Experience Review

This checklist enables the FD to show their clinical experience prior to commencing Dental Foundation Training. If the FD has observed a procedure, but not completed it themselves, they should make this evident on the checklist. The FD will grade their confidence level on a scale of 0 to 10, where 0 is no confidence/no experience, to 10 representing complete confidence.

The ES and FD will assess the review and conduct a learning needs analysis and learning plan for the FD.

Simulation Learning Exercise Report

As new graduates may still have encountered reduced undergraduate clinical activity, there is the opportunity at the start of the DFT year to report on simulation learning activity. The Simulation Learning Exercise Report is a report of the FDs current skills in a simulation setting, which may be carried out before you undertake similar procedures on patients. Any other procedure that is relevant may be undertaken and reviewed. You may carry out unlimited numbers of these; the specific simulation undertaken will vary between the different SLERs.

Direct Observation of Procedures (DOPs)

All DOPs should be marked in line with expectation from a Safe Beginner GDC learning outcomes [https://www.gdc-uk.org/docs/default-source/quality-assurance/preparing-for-practice-\(revised-2015\).pdf](https://www.gdc-uk.org/docs/default-source/quality-assurance/preparing-for-practice-(revised-2015).pdf)

Please ensure DOP scores awarded align with the descriptors in the portfolio. There is no restriction on the number of DOPs that can be completed. Additional procedure can be added if ES/FD/Training Programme Director (TPD) feel this would be beneficial.

List of DOPS to be undertaken as part of the Induction period:

- New patient examination (communication skills)
- Simple restoration (clinical skills)

Plus, the following generic DOPS (Normally six completed within ESR period):

1. New Child Exam
2. ID Block
3. Rubber Dam placement
4. Extraction
5. Endodontic Access Cavity
6. Pulp Extirpation
7. Triage

Before IRCP your generic DOPS should also include:

8. Molar Endodontics (before IRCP)
9. Preparation of tooth for a crown (before IRCP)
10. Observation of and commentary on a Surgical/Complex extraction (before IRCP)

Please note the number of expected tutorials has been reduced to allow for time to complete the increased number of DOPS. This does not preclude writing a short tutorial reflection after the DOPS to record any learning events.

Any concerns should be discussed with your Scheme TPD.

Learning Needs

Each form in the ePortfolio has a button allowing the creation of a learning need. Once a learning need has been created, it requires, a name, a learning objective, a method by which it will be achieved, a priority level and a completion date. The learning needs are listed on the dashboard to prompt you to complete them. Once you have achieved the learning aim, you enter the details and then your ES or TPD can mark it as completed.

Reflective Logs

Reflection is a powerful and effective educational tool. In East of England, in order to focus on quality of reflective writing, a minimum of one reflective log per month is required, rather than the higher number mentioned in the ePortfolio. This guide gives suggestions as to the main topic or theme of each month's reflection. Further reflective logs may be requested by IRCP and FRCP panels, TPDs and ESs. Equally FDs are welcome to write additional reflections if they feel this would be beneficial for their professional development.

This approach has been adopted by several other regions and is aligned with the 2022 version of the Blue Guide. Here is a suggested guide for monthly reflections:

September	Transition from undergrad to foundation.
October	How do I react and respond to feedback?
November	Working independently and providing clinical care. How do I feel after 2 months of training?
December	How do I feel after the first four months of intense training? How do I ensure my own well-being?
January	Reflective log on working with the dental team and comparison with dental school experiences.
February	Dealing with challenging patients.
March	IRCP: reflections on MSF, PSQ and IRCP panel outcome. To include any identified learning needs and proposed SMART action plan.
April	Reflective log on phasing of treatment in the NHS –in line with guidelines.
May	Reflective log on any patient complaints (including verbal complaints) and how you have/would manage these.
June	Reflective log on meeting the requirements of FRCP

Reflections on Study Days

You are not required to complete reflections on the portfolio as your reflections will be completed via course evaluation forms which will be available on the Accent course manager. Details of how to access Accent can be found here: <https://heeoee.hee.nhs.uk/node/7565>

In your ePortfolio for each Study Day Reflection you simply need to state '**Attended, evaluation completed, and certificate uploaded**'. Don't forget to tick to select the evidence the study day learning provided for areas within the Professionalism, Management and Leadership Domains.

Your attendance at study days is mandatory and is a requirement of satisfactory completion of your training year. A record of attendance is kept, and it will be your responsibility to ensure you have signed in and out of each session. It is important that you sign the attendance register (for face-to-face events), as this will be sent to your Administrator as proof of attendance. For online events you will need to follow the NHSE Workforce Training & Education attendance guidance which includes having your camera switched on (so you are visible) and actively participating with the speaker. Once your attendance has been added and the course completed, please complete an evaluation for the course which will be found and released when appropriate within Accent.

Evaluation helps everyone to review, update and improve the programme. If this is not completed, you will not be able to receive a Certificate of Attendance and submit travel expenses.

Please note that where applicable and from 1st January 2025, all the relevant completed courses will be eligible evidence towards your GDC CPD requirements. The only exception to this is 1 x study day reflection to cover the learning secured from watching the Rubber Dam Isolation video (as per IRCP requirements and eLearning Guidance).

Reflections on Tutorials - Joint Protected Learning Time

At least one hour per week should be clearly set aside in the appointment diaries of both FDs and ESs to undertake a variety of activities including didactic tutorials, practical tutorials, observations, and Workplace Based Assessments throughout the year. All of these should be based on and follow the learning needs and PDP as evidenced on the DFT Portfolio.

In the East of England, we have reduced the required number to 30. This is to reflect the increased number of DOPs required during the DFT year. Workplace Based Assessments (WBA) can be undertaken in Joint Protected Learning Times.

This approach has been adopted by several other regions and aligned with the 2022 version of the Blue Guide.

September Summary

FD Activity	ES Activity
Learning Agreement	
Foundation Dentist's Details	
Values and Expectations - Completed jointly by trainee and trainer (s) What does each party expect from themselves and from the other party during the DF year? What are your values?	Values and Expectations -completed jointly by trainee and trainer(s).
Induction to the Practice	Undertake induction. Identify learning needs based on induction e.g., how to transmit claims.
Introduction to Clinical Practice	
Pre-DFT Clinical Experience	Review dental school numbers and confidence levels.
Upload Education Transition Document	Review ETD Agree learning needs and PDP for year ahead.
Simulated Learning Exercises – ensure completed as per Clinical Refresher guidance for crown prep and amalgam restoration plus any others carried out in practice	Review feedback from session lead. Agree learning needs and PDP for year ahead.
One mandatory Reflective Log to be completed at the end of September on “transition from undergrad to foundation”. <i>Other Reflective logs can be completed at ES/TPD/APD request or FD elects to do so</i>	Review and sign reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed this month	FD can observe ES and vice versa as part of joint protected learning time. Complete on portfolio.
DOPs – ensure time booked in ES diary to undertake these the first time you do any procedure	Undertake DOPs. <i>Score as you would expect from a safe beginner. ES observes directly and assesses performance. Forms part of Early Stage review.</i>
Complete Clinical Experience Log for September	ES to ensure accuracy.
Complete Clinical Activity Log for September	ES to ensure accuracy.
	ES to complete non-working day log .

Month 2 - October

Multi-Source Feedback

This is the first Multi-Source Feedback Questionnaire (MSF) that will need to be completed during DFT. You need replies from at least eight team members so it may be best to ask at least ten colleagues to complete this. Your TPD will moderate the replies which appear in the report.

When your MSF has been published you **MUST** spend part of a tutorial discussing the report with you ES and reflecting upon the actions that need to be taken. Please include this in your reflection of the tutorial and outline any Action Plan that has been formed.

Early Stage Review

The Early-Stage Review is an important part of the process to help you gain the most from your DFT experience. It provides feedback to your ES, your TPD and to the RCP panels who will review your portfolio later in the training year.

There are three reports related to this Review. The **FD's Report** is a self-evaluation and you must complete this and discuss it with your ES before they can complete their report. You must have completed the two DOPS linked to the induction plus normally six generic DOPS before completing this form. You need to reflect fully upon your experiences in practice and then make comment upon them. Positive comments on your progress and experiences are as important as any comments highlighting problems or areas where more support is needed.

The reflective process will help you measure your personal progress since your start in practice and will help you understand better the skills and experiences you need to gain.

The **ES's Report** mirrors the FD's Report but also includes a record of discussion between the ES and the FD.

The **TPD's Report** records the results of the TPD's review of information relating to the FDs' progress and performance during the early weeks in practice. It is completed after review of the documentation in the E-portfolio and an interview with the FD.

There is then an outcome of the TPD's review which has the choices:

- No Action Required (if an FD is progressing well – this is the usual outcome)
- Meeting with ES
- Meeting with ES and FD
- Refer to Associate Postgraduate Dean

There is also the choice of whether an action plan is needed or not. There is space in the report for a record of any meeting and any required action plan.

*FDs requiring support that cannot be provided through DFT may be referred to the **DFT National Remediation Panel** at this stage.*

ADEPTs

The ADEPT (A Dental Evaluation of Performance Tool) form is a record of an assessment of your dental performance in a clinical situation. You are observed throughout a whole appointment with a patient. Observation should commence before the patient is present, with prior discussion about your treatment planning, and then whilst you provide treatment. After treatment has finished and the patient has departed, an assessment is made of your performance. This is usually carried out by your Educational Supervisor.

The clinical situation is recorded at the top of the form. This will cover one or more of the listed clinical competencies, which need to be identified. The assessor scores your performance in each of the categories, and then will spend time with you giving feedback and discussing the learning needs which are highlighted by your assessment. Once feedback has been given, your assessor also gives a score on your insight into your performance.

You need to have been assessed in all eleven clinical domains by FRCP (see table one).

If you score 1 or 2 across multiple competencies*, the ADEPT should be repeated.

Complete: 8 by end of month 5 and continue to complete 18 by end of month 9.

**Scoring is based on your expected abilities at the end of the DFT year. So at the start of the DFT year you are likely to score “needs improvement” or “borderline” in various competencies as you are being scored against the end point of DFT (independent practice). This feedback should inform your learning/development needs and allow you to improve your assessments over your period of training.*

The ES in consultation with the FD should generate a **Learning Need** at the end of the ADEPT based on the written and verbal feedback provided. How the learning need will be actioned, assessed, and recorded should be agreed at this stage.

Case Based Discussion

The CbD (Case-based Discussion) form is a record of an assessment of your dental performance made from a presentation of clinical treatment you have carried out. You provide a verbal presentation of your management of a case, usually to your Educational Supervisor, using the clinical records, radiographs, models, photographs, etc. that are relevant. An assessment is then made of your performance.

The clinical situation is recorded at the top of the form. This will cover one or more of the listed clinical competencies, which need to be identified. The assessor scores your performance in each of the categories, and then will spend time with you giving feedback and discussing the learning needs which are highlighted by your assessment. Once feedback has been given, your assessor also gives a score on your insight into your performance.

You need to complete at least ten CbDs before the end of the Month 9, of which five need to be completed before the end of Month 5.

If you score 1 or 2 across multiple competencies*, the CbD should be repeated.

Scoring is based on your expected abilities at the end of the DFT year. So at the start of the DFT year you are likely to score “needs improvement” or “borderline” in various competencies as you are being scored against the end point of DFT (independent practice). This feedback should

inform your learning/development needs and allow you to improve your assessments over your period of training.

The ES in consultation with the FD should generate a **Learning Need** at the end of the CbD based on the written and verbal feedback provided. How the learning need will be actioned, assessed, and recorded should be agreed at this stage.

October Summary

FD Activity	ES Activity
DOPs – ensure time booked in ES diary to undertake these the first time you do any procedure	Undertake DOPs. <i>Score as you would expect from a safe beginner</i>
ADEPTs - to be started this month. Ensure time is booked in your and your ES's diary for all ADEPTs during the year.	Undertake two ADEPTs and book remaining ADEPTs in your diary for the rest of the year. <i>Score as you would expect by end of training year.</i>
CbDs - to be started this month. Ensure time is booked in your and your ES's diary for all CbDs during the year.	Undertake one CbD and book remaining CbDs in your diary for the rest of the year. <i>Score as you would expect by end of training year.</i>
Multi Source Feedback - undertake early (ESR) MSF plus post-result Tutorial and Action Plan	Discuss and reflect upon MSF with FD at a Tutorial
One mandatory Reflective Log to be completed at the end of October on "how you react and respond to feedback".	Review and sign reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed this month	Complete on portfolio. Ensure based on FD Learning needs.
FD ESR report – To be completed before ESR Interview with TPD. ES and TPD ESR reports to be signed off.	Complete ES ESR report before ESR and after discussion with FD. TPD ESR report to be signed off.
Complete Clinical Experience Log for October.	ES to ensure accuracy.
Complete Clinical Activity Log for October.	ES to ensure accuracy.
	ES to complete non-working day log .

Month 3 - November

Records Review

You complete this Clinical Records Review during Month 3. You may find it helpful to use this template offline then complete your findings into the ePortfolio.

You need to assess 10 of your patient records, which will then be reviewed again by your Educational Supervisor (at least three records). You will then need to discuss this with your ES. Please reflect fully on the information you gain from this exercise. Good recording of treatment provision is important in the delivery of good quality care and helps to ensure patient safety. If there are learning needs to be identified from this exercise, please make a note of them and set a learning needs action plan in place.

You may wish to repeat this audit later in the year to ensure your continuing good performance.

Don't forget to complete your PML mapping using the sections at the bottom of the form.

November Summary

FD Activity	ES Activity
Records Review – complete this before the end of November. If your score is below 80% your ES will ask you to repeat this.	Check accuracy and discuss with FD. Repeat if score is below 80% achieved.
ADEPTs - continue with ADEPTs.	Continue with ADEPTs. <i>Score as you would expect by end of training year.</i>
CbDs - continue with CbDs.	Continue with CbDs. <i>Score as you would expect by end of training year.</i>
One mandatory Reflective Log to be completed at the end of October on "how you react and respond to feedback".	Review and sign reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed this month	Complete on portfolio. Ensure based on FD Learning needs.
Complete Clinical Experience Log for November	ES to ensure accuracy.
Complete Clinical Activity Log for November	ES to ensure accuracy.
	ES to complete non-working day log .

Months 4 and 5 – December and January

Patient Satisfaction Questionnaire

The Patient Satisfaction Questionnaire (PSQ) within the ePortfolio is a paperless system. It is started by you, the trainee, but needs the co-operation of a practice team member. One or more team members must create a Practice/Team Member account using the 'Register Team Member Account' function on the login/home page of the ePortfolio. The team members can be members of the reception team or members of the Dental Care Professional team who will be able to liaise with the patients and ask for their participation.

You then link the Receptionist/Team Member's account to your ePortfolio. When they log in, they will then be able to generate Patient Satisfaction Questionnaires on your behalf for patients to complete.

- using a practice electronic tablet, or similar, to access the questionnaire.
- accessing the questionnaire on their own phone or tablet via a QR link
- using a printed paper copy of the questionnaire which, when completed, must be transcribed to a blank electronic questionnaire form by the Practice Team Member.

Ideally, 50 questionnaires will be completed, but once a minimum of 20 questionnaires have been completed a report can be moderated and published by your Educational Supervisor.

The report will display your patient's scores in a 'heat map' and their comments will be listed randomly. Once the report has been published, its content should become the focus of a discussion within a tutorial and then should be included in a reflection.

If a second PSQ is required, your Educational Supervisor can trigger the process for a repeat .

Months 4 and 5 – December & January

December Summary

FD Activity	ES Activity
Patient Satisfaction Questionnaire – work with 'practice team member' to start collecting patient feedback questionnaires. Twenty replies needed. Discuss and reflect with your ES in a Tutorial.	Check with FD that PSW is running satisfactorily. Moderate and publish report when Twenty replies received. Discuss and reflect with your FD in a Tutorial.
Multi Source Feedback - undertake MSF plus post-result Tutorial and Action Plan	Discuss and reflect upon MSF with FD at a Tutorial
ADEPTs - continue with ADEPTs.	Continue with ADEPTs. <i>Score as you would expect by end of training year.</i>
CbDs - continue with CbDs.	Continue with CbDs. <i>Score as you would expect by end of training year.</i>
One mandatory Reflective Log to be completed at the end of December on "how do I feel after the first four months of intense training? How do I ensure my own well-being?".	Review and sign reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed this month	Complete on portfolio. Ensure based on FD Learning needs.
Complete Clinical Experience Log for December	ES to ensure accuracy.
Complete Clinical Activity Log for December	ES to ensure accuracy.
	ES to complete non-working day log .

January Summary

FD Activity	ES Activity
ADEPTs - continue with ADEPTs.	Continue with ADEPTs. <i>Score as you would expect by end of training year.</i>
CbDs - continue with CbDs.	Continue with CbDs. <i>Score as you would expect by end of training year.</i>
One mandatory Reflective Log to be completed at the end of January on "working with the dental team and comparison with dental school experiences".	Review and sign reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed this month	Complete on portfolio. Ensure based on FD Learning needs.
Complete Clinical Experience Log for January	ES to ensure accuracy.
Complete Clinical Activity Log for January	ES to ensure accuracy.
	ES to complete non-working day log .

Month 6 - February

IRCP

This is a largely formative summary, completed by a panel at the midpoint of your DFT year; it reviews your progress and provides outcomes based on the evidence recorded within the DFT Portfolio.

The IRCP panels will be held on 21st February 2025. The purpose of this formative RCP process is to give guidance on areas for you to focus on for the remaining part of the DFT year. It will also recognise the progress you have made so far.

There are three possible outcomes for the IRCP:

- **Outcome 1:** Achieving Progress at the expected rate.
- **Outcome 2:** Areas of development required before completion.
- **Outcome 5:** Incomplete evidence presented.

When the panels sit, they will only have the information within the portfolio to base recommendations on, if areas are incomplete then you are likely to receive an Outcome 5 which will raise professionalism/engagement concerns. An Outcome 5 may indicate a disengagement with the DFT process. This in turn will provide evidence towards the Final Review of Competency Progression.

IRCP ePortfolio Requirements

Portfolio item	IRCP requirements
ADEPT	Minimum of 8 ADEPTS (+ learning needs).
DCbD	Minimum of 3 DCbD (+ learning needs).
Learning Agreement and relevant and indicated Learning needs created.	Completed.
Induction to Practice	Completed.
Pre-DFT Clinical Experience	Completed with any relevant learning needs documented within the portfolio.
DOPS/Simulation	All Completed.
ESR (Early Stage Review)	Completed with any relevant learning needs documented within the portfolio.
Clinical Experience Log	Up to date.
Reflective Log	Minimum of 5 reflective logs..

IRCP ePortfolio Requirements

Portfolio item	IRCP requirements
Study Day Log	Up to date with PML evidence and confirmation of attendance.
Tutorial Logs	Minimum of 16 recorded with PML evidence.
PSQ (Patient Questionnaires)	Responses summarised with ES comments within IRCP report.
MSF	Completed both MSFs (ESR and pre-IRCP months 2 & 4/5) with comments from ES within IRCP report.
Record Keeping Audit	Completed with any appropriate learning needs identified and recorded.
Adverse Incident Reports	Completed where indicated with appropriate learning needs/reflection and outcomes.
Patient Complaints	Completed where indicated with appropriate learning needs/reflection and outcomes.
Clinical Activity Log	<p>Month by month record of UDAs completed based on practice BSA data. 300 UDAs are the 'recommended' activity.</p> <p>Please upload page 2 of the BSA schedule each month to your ePortfolio.</p> <p>** In addition to the above upload live activity actuals from Compass</p> <p>No patient identifiable data to be uploaded only UDA totals. This will result in an Outcome 5 and the recording of a Significant Event Report.</p>
IRCP ES Report	Completed by IRCP in conjunction with timescales defined by your TPD, this report will also include your own comments on your progress so far.
e-Learning	<p>eLfH Completion of NHSE East of England Learning Pathway (see Scheme Handbook)</p> <p>SCRIPT modules</p>

IRCP Clinical Experience Recommendations

Clinical item	IRCP recommendation
Crowns/ onlays or other indirect restorations	3 or more from any type
Dentures.	4 or more from any type
Completed endodontic procedures	4 (including at least one a multi-rooted molar tooth)
Extractions of special difficulty (which may involve bone removal and/or flaps):	One or more, one undertaken as ADEPT with ES by the end of Month 4
Restorations	40 or more restorations (not including GIC) - to include minimum of 5 paediatric restorations (not including GIC)
Stainless Steel crown placement for Paediatric patient	1 or more
Routine extractions	20 or more with at least 75% of these as adult extractions
UDAs	300 or more

ES IRCP Report

The ES report provides an essential evidence-based summary of the progress the FD is making during DFT. There are two components of the ES report, the standard report, and the supplemental report.

ES report has four areas marked Supplementary Information:

- A - GDC Standards
- B - Clinical Ability and Competence
- C - Record Keeping Audit
- D - Educational Supervisor`s Observations

For IRCP purposes, the supplemental report should only be completed for IRCP in the following scenarios:

- FD had concerns raised at ESR.
- FD has concerns raised since ESR.

For all other circumstances the standard ES IRCP report will be sufficient

Once your ES has added their report, they will forward it to you so that you can add your comments before marking it as complete. Completion Date Friday 7th February.

February Summary

FD Activity	ES Activity
IRCP ES Report – Add your FD comments to the IRCP ES report and sign as complete.	Complete the IRCP ES Report and forward to FD for their comments. Completed by 7 th February 2025
Upload page 2 of BSA Schedule for February (or similar) to uploads section under BSA report. <i>Ensure NO patient data is visible before uploading.</i>	Ensure FD has located correct document and is visible in Uploads.
Update Clinical Activity Log with actual figure from Compass before IRCP	
ADEPTs - continue with ADEPTs.	Continue with ADEPTs. <i>Score as you would expect by end of training year.</i>
CbDs - continue with CbDs.	Continue with CbDs. <i>Score as you would expect by end of training year.</i>
One mandatory Reflective Log to be completed at the end of February on “working with the dental team and comparison with dental school experiences”.	Review and sign reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed this month	Complete on portfolio. Ensure based on FD Learning needs.
Complete Clinical Experience Log for February	ES to ensure accuracy.
Complete Clinical Activity Log for February	ES to ensure accuracy.
	ES to complete non-working day log .

Months 7, 8, 9 & 10 – March, April, May & June

Months 7, 8, 9 & 10 – March, April, May & June

March, April, May and June Summary	
FD Activity	ES Activity
ADEPTs - continue with ADEPTs.	Continue with ADEPTs. <i>Score as you would expect by end of training year.</i>
CbDs - continue with CbDs.	Continue with CbDs. <i>Score as you would expect by end of training year.</i>
One mandatory Reflective Log to be completed at the end of each month: March on “reflections on MSF, PSQ and IRCP panel outcome. To include any identified learning needs and proposed action plan”. April on “phasing of treatment in the NHS –in line with guidelines”. May on “any patient complaints (including verbal complaints) and how you have/would manage these”). June on “meeting the requirements of FRCP”.	Review and sign each reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed each month	Complete on portfolio. Ensure based on FD Learning needs.
Complete Clinical Experience Log for each month	ES to ensure accuracy.
Complete Clinical Activity Log for each month	ES to ensure accuracy.
	ES to complete non-working day log .

Month 11 - July

FRCP

This is completed by a panel in the eleventh month of your DFT year; it reviews your progress and provides outcomes based on the evidence recorded within the DFT Portfolio.

The FRCP panels will be held on Friday 25th July 2025. The purpose of this RCP process is to provide a final statement of the your demonstration of the competences and requirements for Dental Foundation Training, if satisfactory, a recommendation for award of a Certificate of Satisfactory Completion of Dental Foundation Training.

There are four possible outcomes for the FRCP:

- **Outcome 3:** Inadequate progress by the FD - additional training time required.
- **Outcome 4:** Released from training programme with competencies demonstrated/not demonstrated identified.
- **Outcome 5:** Incomplete evidence presented.
- **Outcome 6:** Demonstrated all required competences and prescribed elements

When the panels sit, they will only have the information within the portfolio to base recommendations on, if areas are incomplete then you are likely to receive an Outcome 5 which will raise professionalism/engagement concerns. An Outcome 5 may indicate a disengagement with the DFT process. This in turn will provide evidence towards the Final Review of Competency Progression.

Personal Development Plan

The General Dental Council requires you to produce, maintain and retain a Personal Development Plan (PDP). The ePortfolio has a Personal Development Plan section that will assist you in producing a PDP to the GDC requirements.

Open the Personal Development Plan section and then click on the Add a Personal Development Plan button. You are prompted to name the plan before you are taken to a screen with boxes for you to add a learning need, and its necessary details: How does this relate to your field of practice, etc..

When you have added the details for this learning need click the 'Save' button and it will then appear as a multi column table. You will not, of course, be able to add anything yet to the 'How have I met this learning or development need' box. You can now add another learning need and its details. When each learning need has been met you can return to this table and add the necessary information.

When all your learning needs for that plan are met, you can mark the plan as complete and then start a new plan.

ES FRCP Report

The ES report provides an essential evidence-based summary of the progress the FD is making during DFT. There are two components of the ES report, the standard report, and the supplemental report.

ES report has four areas marked Supplementary Information:

A - GDC Standards

B - Clinical Ability and Competence

C - Record Keeping Audit

D - Educational Supervisor`s Observations

For FRCP purposes, all sections should be completed.

Once your ES has added their report, they will forward it to you so that you can add your comments before marking it as complete.

The deadline for ES report completion is 11th July 2025

FRCP ePortfolio Requirements

Portfolio item	FRCP requirements
ADEPT	18
DCbD	10
Learning Agreement and relevant and indicated Learning needs created.	Completed.
Induction to Practice	Completed.
Pre-DFT Clinical Experience	Completed with any relevant learning needs documented within the portfolio.
DOPS	2.
Generic DOPS	8
Simulation Learning Exercise Reports	2
PML Evidence	All covered
Clinical Competencies	All covered

FRCP ePortfolio Requirements

Portfolio item	FRCP requirements
ESR (Early Stage Review)	Completed with any relevant learning needs documented within the portfolio.
Clinical Experience Log	Up to date.
Reflective Log	10
Study Day Log	25
Tutorial Logs	36.
PSQ (Patient Questionnaires)	Complete
MSF	2 Complete.
Record Keeping Audit	Completed with any appropriate learning needs identified and recorded.
Adverse Incident Reports	Completed where indicated with appropriate learning needs/reflection and outcomes.
Patient Complaints	Completed where indicated with appropriate learning needs/reflection and outcomes.
Clinical Activity Log	<p>Month by month record of UDAs completed based on practice BSA data. 1875 UDAs are the 'recommended' activity for the whole year. Please upload page 2 of the BSA schedule each month to your ePortfolio.</p> <p>** In addition to the above upload live activity actuals from Compass</p> <p>No patient identifiable data to be uploaded only UDA totals. This will result in an Outcome 5 and the recording of a Significant Event Report.</p>
FRCP ES Report	Completed by FRCP in conjunction with timescales defined by your TPD, this report will also include your own comments on your progress so far.
FRCP TPD Report	Completed

FRCP Clinical Experience Recommendations

Clinical item	FRCP recommendation
Crowns/ onlays or other indirect restorations	12 or more from any type
Dentures (acrylic)	12
Dentures (chrome cobalt)	2
Completed endodontic procedures	12 (including at least four multi-rooted teeth)
extractions of special difficulty (which may involve bone removal and/or flaps):	4, one undertaken as ADEPT with ES
Restorations	40 or more restorations (not including GIC) - to include minimum of 5 paediatric restorations (not including GIC)
Stainless Steel crown placement for Paediatric patient	2 or more
Routine extractions	20 or more with at least 75% of these as adult extractions
UDAs	In the region of 1875 recorded UDAs in a range of Bands during the first 12 months as an FD. However, it is recognised that this number will not necessarily have been recorded by the time of the FRCP Panel Review.

FRCP Coursework Elements

Milestone 1 Presentation	Uploaded to Projects, Presentations, Audits & Surveys
Milestone 1 Feedback)	Uploaded to Projects, Presentations, Audits & Surveys
Milestone 2 Presentation and Report	Uploaded to Projects, Presentations, Audits & Surveys
Milestone 2 Feedback	Uploaded to Projects, Presentations, Audits & Surveys
Milestone 3 Presentation and Report	Uploaded to Projects, Presentations, Audits & Surveys
Milestone 3 Feedback	Uploaded to Projects, Presentations, Audits & Surveys

FRCP Coursework Elements

Audit Report	Uploaded to Projects, Presentations, Audits & Surveys
Audit Feedback	Uploaded to Projects, Presentations, Audits & Surveys
NETS DFT Survey	Uploaded to Projects, Presentations, Audits & Surveys

July Summary

FD Activity	ES Activity
FRCP ES Report – Add your FD comments to the FRCP ES report and sign as complete.	Complete the FRCP ES Report and forward to FD for their comments. Completed by 11 th July 2025
Upload page 2 of BSA Schedule for July (or similar) to uploads section under BSA report. <i>Ensure NO patient data is visible before uploading.</i>	Ensure FD has located correct document and is visible in Uploads.
Update Clinical Activity Log with actual figure from Compass before FRCP	
ADEPTs - continue with ADEPTs.	Continue with ADEPTs. <i>Score as you would expect by end of training year.</i>
CbDs - continue with CbDs.	Continue with CbDs. <i>Score as you would expect by end of training year.</i>
One mandatory Reflective Log to be completed at the end of July on “FRCP– reflections on FRCP panel outcome.”.	Review and sign reflective log.
Tutorial Logs Joint Protected Learning time/tutorials – minimum of 3 to be completed this month	Complete on portfolio. Ensure based on FD Learning needs.
Complete Clinical Experience Log for July	ES to ensure accuracy.
Complete Clinical Activity Log for July	ES to ensure accuracy.
	ES to complete non-working day log .

Month 12 - August

Certificate of Completion

If at FRCP you have received an Outcome 6, your DFT Certificate of Completion will become visible in your ePortfolio during the last week of August. When you click on the button a .pdf version of your certificate will be downloaded. It is recommended that you print and store a copy of this securely in case the ePortfolio is not accessible in the future and you need your certificate for validation of your status.

View Programme

Soon after you have completed your DFT year, your ePortfolio will be set as Programme Completed and you will not be able to edit any features. You will, however, be able to view all of the elements of your Programme by clicking on the View Programme button which will appear at the top of the dashboard page. You can then print out any sections that you may require for future use.

August Summary

FD Activity	ES Activity
Complete Clinical Experience Log for August	ES to ensure accuracy.
Complete Clinical Activity Log for August	ES to ensure accuracy.
	ES to complete non-working day log .

Supporting non-UK Graduates

Dental Foundation Training – Supporting non-UK Graduates

Supplementary guidance for Educational Supervisors and Foundation Dentists working across the East of England

This supplementary guidance highlights potential areas of additional learning which need to be prioritised during the early weeks of Dental Foundation Training.

GDC registration

Foundation Dentists cannot start DFT without a GDC number. The registration process can take up to 12 weeks to complete. Graduation certificates from non-UK universities will need translating into English before submission to the GDC. Trainees will need to use a certified translation service; further guidance can be found here: <https://www.gdc-uk.org/registration/join-the-register/brexit-information-for-dental-professionals>

Ionising Radiation (Medical Exposure) Regulations (IR(ME)R) 2017

IR(ME)R 2017 (and the Ionising Radiation (Medical Exposure) (Amendment) Regulations 2018) are items of UK-specific legislation and therefore not covered by undergraduate training programmes delivered outside the UK. All FDs must complete an IR(ME)R course prior to prescribing, taking and interpreting radiographs. IR(ME)R training can be accessed free of charge via the e-Learning for Healthcare (e-LfH) Programme once the FD has a GDC number and a practice address.

Assessing Baseline Experience / Confidence Levels

It is essential the Educational Supervisor establishes what undergraduate experience the FD has gained during their training. The baseline Clinical Experience Log in the e-Portfolio is a valuable tool for facilitating discussions about baseline experience. This may identify significant variations, and, in some cases, additional targeted training may be deemed beneficial. UK graduates complete an Educational Transition Document (ETD) to enable a meaningful, structured dialogue between the recent graduate and their Dental Foundation Educational Supervisor (ES), to support the graduate's continuing education as they move on from the undergraduate training environment. A copy of this document accompanies this document. You will only be able to use Part A of this document, but both ES and FD will find this process useful.

Patient Examinations

It is likely that there will be differences between the non-UK graduate's undergraduate training and the FGDP recommended standards. It is advised to establish a robust system for completing patient examinations at an early stage. Booking time for the FD to observe the ES working for a few sessions prior to seeing their own patients is highly recommended. The construction of a written checklist will serve as a useful aid memoir in the early weeks.

Prescription Writing

Some FDs will have been trained to write prescriptions in Latin. A tutorial to cover prescription writing to UK standards should be delivered as part of the induction programme.

Abbreviations

Many common abbreviations used in record keeping are different to those that the FD will have been taught during their undergraduate training. It is deemed best practice to avoid the use of abbreviations

Supporting non-UK Graduates

to minimise ambiguity or confusion. However, if you elect to use abbreviations and acronyms within your practice a glossary of accepted terms will be an invaluable resource for your incoming FD.

Educational Supervisor Support / Time

Educational Supervisors need to ensure that their personal clinical load is appropriate, especially in the first few weeks of the training year. This will enable the ES to spend the time needed to support the FD while they transition to the UK dental system and reduce stress levels.

Communication with Patients

Your FD may not be experienced in communicating clinical information to patients in English. Using jargon free English to explain clinical findings and procedures to patients is an essential skill to master. It will be useful to role-play a few different clinical scenarios before seeing real patients; this is something that the FD's nurse and the wider practice team can support. Some areas of the UK have specific local dialect word and expressions; it would be useful to review these as part of your local induction process.

Writing Clinical Notes

Your FD may not be used to writing their own clinical notes (especially if they worked with a translator). Tutorial on clinical note writing with clearance guidance and examples of good practice would be extremely useful.

Referrals Protocols

The process of writing referral letters is specific to each area. As with a UK graduate, time will need to be spent explaining local referral pathways and processes and what information to include in referrals. Most referral portals have a range of protocols and procedures to enable efficient patient referrals. It is important that your FD follows this guidance.

Minor Oral Surgery Instruments

Some minor oral surgery instruments have different nomenclature outside the UK. To avoid any confusion occurring during a clinical procedure, undertake a tutorial as soon as possible to ensure the FD knows the UK names for all the instruments you have within your practice.

Local Anaesthetic

Some non-EEA and EEA universities still draw up local anaesthetic from glass bottles. Setting up a safe-sharp local anaesthetic syringe (such as Safety Plus) may require some hands-on teaching as part of your practice induction. It is important to document that this training has been given if it is required.

Surgery Equipment

Allow the FD some time to get used to the dental chair and high-speed handpiece before seeing patients. Some non-UK dental schools use electric motor high-speed handpieces and not compressed air-based systems; the two systems feel different. The FD will need time to practice and adjust to a compressed air-driven handpiece. Setting up extracted teeth to practice on or securing access to a phantom head would be a helpful induction activity to run with the FD. Your TPD should be able to advise and support if necessary.



Supporting non-UK Graduates

UK Specific Guidelines

The FD may not be aware of SDCEP, NICE or FGDP/CGDent guidelines. The FD should be encouraged to spend time reading/reviewing these guidelines prior to the start of the training year. Tutorials and observations in the early weeks should test your FD's understanding and any gaps in knowledge should be highlighted as learning needs on the e-Portfolio. Guidance links:

- <https://www.dental-referrals.org/dentists/nice-guidance/>
- <http://www.sdcep.org.uk/published-guidance/>
- <https://cgdent.uk/standards-guidance/>

We encourage ESs to attend the hands-on induction events that are run in September and spend time watching their FD working on a phantom head. Not only will it be a good opportunity to observe your FD working clinically, but it will also serve as a useful opportunity to discuss any relevant matters or issues with your Training Programme Director. It is also necessary for the ES to observe simulation activities within the practice and complete and record simulation reports within the Portfolio.

If you have any additional suggestions, please contact Jason Stokes jason.stokes@nhs.net