

# Dental Therapist Foundation Training Scheme

2020 - 2021

## Information for Educational Supervisors



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## Have you considered becoming involved in Foundation Training?

We are looking for suitable practices and practitioners for the Health Education England West Midlands (HEE WM) 2020-2021 Dental Therapist Foundation Training Scheme, starting in September 2020.

### The Scheme:

- The Foundation Dental Therapist (FDT) will be employed in the training practice a minimum of 2.5 days (around 21 hours) a week for a full year.
- The FDT will attend the educational programme as organised by HEEWM, this will involve one study day per month.
- The FDT Educational Supervisor is required to provide at least 20 x 1 hour tutorials during the year.(minimum of once every 2 weeks)
- The FDT Educational Supervisor is required to undertake assessment of the FDT using nationally recognised assessment tools provided in the Postgraduate Dental Education Portfolio
- Scheme start date is September 2020.

### You must:

- Be an experienced dentist with high clinical and ethical standards.
- Have been working in NHS primary care for at least four years as a performer.

### You will be expected to:

- Provide a dedicated surgery and suitably experienced/registered nurse for Dental Therapist Foundation Trainee for a minimum of 21 hours per week (2.5-3 full days) for 48 weeks of the year to treat adults and children under the NHS.
- Be available in your practice when the FDT is in practice to advise and assist the FDT.
- Provide a 30 minute tutorial twice each month during practice hours
- As a Educational Supervisor you will receive a training grant, currently £3,000 p.a.

**What Does a Dental Therapist Do?**

Dental Therapists prove to be a valuable asset in most practices as they can carry out a wide range of routine dentistry. Therapists who graduated after 2003 are qualified to carry out the following procedures:

- Intra and Extra Oral Assessment
- Indices
- Application of medicaments to teeth, such as fluoride
- Emergency Temporary Replacement of Crowns
- Dental Health Education
- Fissure Sealants
- Dental Radiographs
- Impressions
- Infiltration and Inferior Dental Block Anaesthesia
- Supragingival Debridement
- Subgingival Debridement
- Restorations (not involving the pulp) in Deciduous and Permanent Teeth
- Class I –V Cavity Preparations
- Use of all materials except pre cast or pinned restorations
- Pulp Therapy in Deciduous Teeth
- Placement of Pre Formed Crowns on Deciduous Teeth
- Extraction of Deciduous Teeth

A dental therapist who qualified prior to 2003 will be required to undertake additional postgraduate training for extended duties in order to carry out all of the procedures listed above.

A registered dentist must first examine the patient and provide a written treatment plan which clearly states items of treatment to be carried out by the dental therapist. This treatment plan can be prescriptive as the dentist wishes to make it.

## 1.0 Useful Contacts

### **Associate Dental Dean**

Andrew Corke, [Andrew.Corke@hee.nhs.uk](mailto:Andrew.Corke@hee.nhs.uk)

### **Programme Director**

Jodie Mahoney, [Jodie.Dallywater@hee.nhs.uk](mailto:Jodie.Dallywater@hee.nhs.uk)

### **Administrator**

Kiran Kaur Nautay, [Kiran.Nautay@hee.nhs.uk](mailto:Kiran.Nautay@hee.nhs.uk)

## 2.0 Scheme Overview

The HEE WM Foundation Training Programme is designed for newly qualified Dental Therapists to experience NHS Primary Dental Care.

The programme is funded by HEE WM who will also provide a training grant to the Educational Supervisor. Dental Therapists will be employed by the practice/Educational Supervisor a minimum of 2.5 days per week, working alongside the Educational Supervisor.

There will be a monthly Study Day Programme running from the 1<sup>st</sup> September 2020 to the 31<sup>st</sup> August 2021.

### 2.1 Facts on Finance

Training Grant: £3,000 per annum

Therapists Salary: The Therapist will be employed by the practice and it is advised that the pay scale should be on an Agenda for Change Band 6:23. Currently £33,176 per annum for a full time position. (based on a 40 hour week)

### 2.2 Role of a Educational Supervisor

As the title suggests, the principal duty of the Educational Supervisor is to teach, both within the formal context of the one to one tutorial and in the broader framework of teaching by example.

The Educational Supervisor is in the best position to assess the trainee's needs. Through the various processes of assessments and tutorials these needs can be identified, discussed and hopefully satisfied. The best Educational Supervisors will not apply the 'Do as I do' philosophy, but encourage their trainees to develop their own personal skills and attitudes. This is an active process which requires the Educational Supervisor to develop their own personal skills and attitudes and to possess certain qualifications.

- I. A willingness to teach
- II. An ability to communicate successfully
- III. A self – awareness
- IV. A perception of the feelings of others

In order that the Educational Supervisor can fulfil these onerous roles, he or she must possess the quality of enthusiasm.

### 2.3 Successful Completion of Foundation Training

Successful completion of Foundation Training will be based on Attendance of the Study Day Programme, Completion of the Portfolio, Audit, Key Skills, Case Presentation, Exit Interview and Educational Supervisor/Programme Director reports. A certificate will be issued by the Dean on successful completion of Foundation Training.

### 3.0 Obligations of the Educational Supervisor

- Employ the FDT under the terms of the agreed contract and before he/she starts work to deposit a copy of the signed contract of employment with the Dental Team and to obtain prior to and during the appointment the approval of the HEE WM to any variations to the contract of employment.
- Work in the same premises as the FDT in a surgery to which he/she has a close proximity and access for the FDT, for not less than 2.5 days a week (one of which should be the study release day)
- Provide the FDT with adequate administrative support and the fulltime assistance of a suitable experienced dental nurse.
- Conduct an initial PDP (Postgraduate Dental Education Portfolio) interview to identify the trainee's strengths and weaknesses to draw up a development plan.
- Be available for guidance in both clinical and administrative matters and provide help on request where necessary.
- Prepare and conduct regular 2 weekly tutorials within normal practice hours (such tutorials to be of at least one hours duration and recorded in the PDP)
- Allow and require the FDT to attend the study day course programme and ensure that holidays do not lead to absence from the study day.
- Provide satisfactory facilities including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilized between patients.
- Provide relevant training opportunities so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, the FDT is fully occupied.
- Assess and monitor the FDTs progress and professional development using the PDP and any other material provided for this purpose, to give feedback and to liaise with the Programme Director as necessary.
- Ensure that the FDTs PDP and the processes involved in assessment are documented and kept up-to-date
- Participate in Educational Supervisor training when necessary to undertake the role of Educational Supervisor and to undertake training in assessment through participation in educational courses prior to employment of a FDT in the practice and during the training period, as required.
- Attend Educational Supervisor meetings and end-of-scheme review sessions, as required.
- Set time aside to be available for practice visit(s) as required
- Provide appropriate dental reference material for the use of the FDT within the practice. (Journals, CD ROMs, Books, Department of Health documentation, etc.).
- Advise on the final certification of the FDTs completion of training. Inform the PGDD (in writing) if the circumstances of either yourself as the Educational Supervisor, the FDT or the practice change in such a way as to alter the contract of employment between yourself and the FDT.
- Provide e-mail linking for the FDT and Educational Supervisor with the Programme Director.

## 4.0 Obligations for a Foundation Dental Therapist

- Work as an employee for the duration of the Foundation Training year under the terms of the agreed contract.
- Take up the FDT placement once accepted, enter into all agreed contract of employment with my Educational Supervisor and abide by its terms in all respects.
- Participate in an initial PDP interview to identify my strengths and weaknesses and work with the Educational Supervisor to draw up a development plan.
- Work under the direction of the Educational Supervisor and seek advice and help on clinical and administrative matters where necessary.
- In the interest of good patients care and the good management of practice, draw the Educational Supervisor's attention to any problems encountered immediately they become apparent.
- Attend regular fortnightly tutorials within normal practice hours (such tutorials to be of at least one hour's duration and recorded in the PDP).
- Diligently attend the Study Day course programme and ensure that holidays do not lead to absence from the study course.
- Co-operate with the Educational Supervisor and the practice so that I make the most of the facilities and opportunities provided, particularly training opportunities, so that a wide range of NHS practise is experienced and so that, as far as is reasonably possible, I am fully occupied.
- Work with the Educational Supervisor to ensure that my progress and professional development are assessed and monitored, using the Professional development Portfolio (PDP) and any other material provided for this purpose; and to ensure that the relevant documentation is kept up-to-date.
- Undertake any specified activities as part of the assessment process within Foundation Training.
- Not work for additional monies within or outside the practice whilst working within the terms of the FDT contract.
- Act as a full and committed member of the dental practice team, participating in practice meetings, following proper practice protocols and co-operating with practice staff in all respects.
- Take out professional indemnity cover and practise according to the General Dental Council and other relevant professional guidelines.
- In the event of disagreement or dispute with the Educational Supervisor, co-operate with the HEWM to resolve the matter expeditiously.

The professional relationship between Educational Supervisor and trainee will be that of Provider/Performer. The Provider is both legally and professionally responsible for the trainee. The Educational Supervisor also has vicarious liability for the actions of the FDT. Educational Supervisors are required to satisfy themselves of the competence and suitability of their trainees to carry out the work, by means of structured assessment.

This list of obligations may appear somewhat daunting, but at the risk of being repetitive, it has to be said that the 'Kingpin' of Foundation Training is the Educational Supervisor. The duties are undoubtedly many. The most important

obligation, however, which will be rewarded by a feeling of success, self esteem, and the pleasure of seeing a colleague achieve a goal, is commitment.

## 5.0 Standards for Training Practices

These standards are a guide to help practitioners know what is normally expected for training practices in the HEWM. The advisers will use these criteria during practice visits. They are for guidance, please contact the FDT Adviser if you require clarification.

As a general guide the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum (it is advantageous, but not essential, to have achieved BDA Good Practice status). You must also comply with all current NHS terms of service and national legislation.

It is taken for granted that the following requirements will be met:

1. A minimum NHS commitment of the Educational Supervisor (1500 UDAs)
2. Adequate supply of NHS patients for the FDT.
3. The FDT surgery must be of an adequate size.
4. The Educational Supervisor should not have been found in breach of their NHS terms of service or be under investigation by the GDC within eighteen months prior to their application. Health Education West Midlands will contact the GDC, DPB, DRS and the Commissioning Board- Area Team for references.

### HEE WM recommendations regarding work patterns

- Working hours and patterns should be agreed prior to the commencement of the Foundation Training year and any change notified to the adviser.
- FDT's should not work more than five hours without a break.
- At least 21 hours of work per week should be dedicated to providing treatment under the nGDS.(Assuming 2.5-3 working days in practice)
- Dental Therapy (Restorative Dentistry) should account for a minimum of 50% of the Therapists clinical time.

### Premises

The training practice will provide a dedicated surgery for use by the FDT. The surgery must be available during normal working hours. The surgery should be in close proximity to that of the Educational Supervisor, preferably on the same floor.

### Equipment

The FDT's surgery will be equipped with a full range of instruments necessary to provide all routine dental treatment permitted under the scope of practice as a Dental Therapist. It is expected that there will be enough sterile instruments instantly available to provide treatment, and comply with A12 Infection Control Guidelines.

### Handpieces

It is suggested that a **minimum** of three air-rotors and three contra-angle handpieces are available in the FDT's surgery.

## **X-ray Equipment**

An intra-oral x-ray set will be permanently accessible, either in the FDT's surgery or a dedicated x-ray room. Evidence of regular inspection and compliance with currently Health & Safety Executive regulations for Ionising Radiation Equipment will be required. Local runs **must** be on display. Only those entitled to be an operator in accordance with the legal person's procedures satisfying the requirements of RR99 & IR (ME) R2000 should be allowed to initiate the exposure.

## **Emergency Equipment**

The practice must be equipped to provide cardio-pulmonary resuscitation. Portable equipment to provide suction, positive pressure ventilation and airway maintenance for a patient anywhere in the practice must be available.

## **Emergency Protocol**

The practice should have a written emergency drill which is understood by all members of staff. Staff will have training in CPR which is updated every year.

## **Cross infection control**

- Effective Cross Infection Control should be practised by every member of staff, and a written policy should be available.
- All instruments including handpieces should be Autoclaved. Non-Autoclavable instruments should be single use and disposable.
- Surface disinfectants should be used on contaminated surfaces between patients.
- Impressions should be disinfected according to the manufacturer's recommendations, and confirmed on the lab docket.
- Practices need to comply with HTM 01-05- essential requirement as a minimum.

## **Health and safety**

Each practice must have a written Health & Safety Policy. The BDA has an advice sheet which includes a model. A First Aid Kit, appropriate for the size of the practice, must be available and a record of incidents (Accident Book) must be kept and be compliant with the Data Protection Act.

## **Waste Disposal**

The practice must comply with current European waste disposal regulations.

## **Electrical Regulations**

Written evidence of compliance with regulations is required.

## **COSHH Assessments**

Regularly updated assessments must be available for all substances used in the training practice.

## **Pressure Vessels**

A written schedule of examination and certificate of inspection and maintenance must be available for each Autoclave and compressor in the practice that complies with current regulation.

## **Public Liability Indemnity Insurance**

A current certificate must be displayed in the practice.

## **Fire Drill**

Practice policy must be understood by all members of staff.

## **Staff**

The FDT must have a suitably trained Dental Nurse, with a minimum of one year's experience, available for their exclusive use when they are working in the surgery. Appropriate reception and office staff must also be available.

The training practice will comply with current employment law and GDC requirements. Written staff contracts for staff will be provided.

### **Training**

A library should be available in the practice containing current journal and other educational resources. It should contain a large range of relevant books/magazines. A computer should be available in the practice to enable CAL programs/CD ROMs to be read.

### **Educational Supervisor Attendance**

The Educational Supervisor must be available in the practice while the FDT is present (excluding holidays which not exceed four weeks (pro rata) per year). Cover arrangements must be made during any absence of the Educational Supervisor and the Adviser kept informed. It is expected that the Educational Supervisor will be present/available throughout September.

### **Workload**

The practice must provide enough patients for the FDT 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 FDT should not be expected to carry an excessive workload.

### **Record Keeping**

Records should be clear, legible and contemporaneous. BPE or another periodontal assessment method should be used together with regular oral cancer screening.

### **Premises and Facilities**

It is a prerequisite to becoming a Educational Supervisor that a suitably equipped surgery will be provided for the trainee. It will, be the responsibility of the Visiting Team, who will be looking for a reasonable standard of equipment, furniture and materials, to assess that suitability.

If you have any questions about the acceptability of your premises, the FDT Adviser is available to help you. An early discussion could save you a considerable amount of money and possible embarrassment.

**NOTE: If you have had a Practice Visit report for Dental Foundation Training in the last 3 years we will not need a full visit just to review the proposed Dental Therapist surgery.**

## 6.0 Example of a Contract of Employment

### **PART-TIME THERAPIST EMPLOYED IN THE GENERAL DENTAL PRACTICE. AS PART OF THE DENTAL FOUNDATION TRAINING SCHEME**

This is a guide for an employment contract for Dental Therapists who wish to be involved on the Foundation Training scheme

#### Trainee's Contract

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

**BETWEEN** \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_ Dental Surgeon ("the Trainer") of the one

Part and \_\_\_\_\_ of

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**Dental Therapist ("the Trainee") of the other part.**

**WHEREAS** the parties are both registered and enrolled with the General Dental Council, the Trainer being in the general dental practice \_\_\_\_\_ which will be the Trainee's normal place of work.

**WHEREAS** this contract of employment applies exclusively to arrangements made under dental foundation training schemes in England, to which nationally agreed terms apply

**WHEREAS** the purpose of the Dental Therapist Foundation training scheme is to enhance clinical and administrative competence and promote high standards and to introduce the trainee to general dental practice in a protected environment while enhancing skills

**WHEREAS** both the Trainer and the Trainee have entered into educational agreements with the Health Education West Midlands

**WHEREAS** the Trainer has been approved as a Trainer in General Dental Practice and the Trainee wishes to enter employment on a Dental Therapist Foundation programme with the Trainer

**AND WHEREAS** the parties hereto agree to establish this contract upon the terms and conditions hereinafter mentioned.

**NOW IT IS HEREBY AGREED** as follows:

- 1 The Trainer will employ the Trainee and the Trainee will serve the Trainer as an employed performer in the said practice to the best of his/her ability and will do his/her best to promote the interests of the Trainer and to serve the patients of the practice.
- 2.1 Subject as hereinafter provided (and in particular subject to earlier termination as provided in clause 2(2) below) this agreement shall start on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ and shall automatically terminate on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.
- 2.2 Notwithstanding clause 2.1 above this agreement may be terminated at any time by either party giving one month's notice in writing to the other.
3. During the continuance of this employment the Trainer shall pay to the Trainee a salary at the rates laid down from time to time in the Agenda for Change pay grade (Pay band 6 point 23) under the National Health Service. Payments will be made in arrears by monthly instalments on the \_\_\_\_\_ day of each calendar month.
4. During the period of the employment both parties shall at their own expense be members of an appropriate medical defence organisation.
5. **During the continuance of this employment the Trainer shall:**
  - 5.1 Work in the same premises as the Trainee in a surgery to which the Trainee has sufficient access to allow him/her to fulfil his/her obligations under the contract, for not less than 3 days per week; one of which should be the study release day which is a Wednesday.
  - 5.2 Be available to the Trainee for guidance in both clinical and administrative matters;
  - 5.3 Provide reference material for the use of the Trainee;
  - 5.4 Allow and require the Trainee to attend the appropriate study day course of approximately 12 days in the year arranged by the Programme Director;
  - 5.5 Provide fortnightly tutorials for the Trainee, such tutorials to take place during normal practice hours and to be of a minimum of one hour's duration;

- 5.6 Provide the Trainee with satisfactory facilities to comply with health and safety and infection control standards as contained in the Department of Health's guidance HTM 01-05 including an adequate supply of handpieces and instruments sufficient to allow them to be sterilised between patients;
- 5.7 The trainer shall provide the trainee opportunities to perform a broad range of clinical procedures under the NHS and to ensure as far as reasonably practicable that there is an adequate patient flow to fully occupy clinical time;
- 5.8 Provide the Trainee with administrative support and full-time assistance of a suitably experienced Dental Nurse;
- 5.9 Complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Programme Director;
- 5.10 Inform the Postgraduate Dental Dean forthwith and in writing if the circumstances of either the Trainer or the Trainee change in such a way as to alter the contract of employment;
- 5.11 Fulfil the obligations and responsibilities of trainers in the National Dental Foundation Training Scheme in England and Wales as contained in the Trainer's educational agreement with Health Education West Midlands

**6. During the continuance of this employment the Trainee shall:**

- 6.1 Fulfil and obey all lawful and reasonable directions and orders of the Trainer and not at any time except in the case of illness or other unavoidable cause or permitted holidays be absent from the service of the Trainer without the Trainer's consent;
- 6.2 Work cooperatively with colleagues in the practice, in particular with the dental nurse assigned to him/her;
- 6.3 Keep proper accounts of all professional visits, fees paid, all patients attended, operations performed including prosthetic work and all other business done by him/her for the Trainer and of all monies received and forthwith pay all monies so received to the Trainer or as the Trainer may direct;
- 6.4 Keep all usual and necessary dental charts and an appropriate record of the work done for all patients attended to by him/her;
- 6.5 Devote his/her whole time to the practice of the Trainer during the hours specified in clause 8 below
- 6.6 Not whether during or after his/her employment disclose any professional secrets or any confidential information with respect to the Trainer or his/her family, patients, practice, or affairs or any directions given to him/her by the Trainer; such confidential information to include patient records, details of appointments, and financial information relating to the Trainer or practice;

- 6.7 Observe and conform to the GDC Guidance for Dental Professionals so far as they relate to the Trainee or his/her employment and observe and conform to all the laws and customs and reasonable standards of practice of the dental profession;
  - 6.8 Attend such study day courses as are set out in the published programme and shall not except in case of illness or other unavoidable cause absent himself/herself from any such course without the previous consent both of the Trainer and of the Programme Director;
  - 6.9 Attend regular tutorials with the Trainer
  - 6.10 Maintain and complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Programme Director;
  - 6.11 Undertake such educational studies as may be reasonably advised from time to time by the Programme Director;
  - 6.12 Inform the Postgraduate Dental Dean and Trainer of any alteration in his/her circumstances which might affect this contract of employment;
  - 6.13 Fulfil the obligations and responsibilities of trainees in the Dental Foundation Training Scheme as contained in the Trainee's educational agreement with the Health Education West Midlands.
- 7 The Trainee is normally required to work during the following hours:
- \_\_\_\_\_
- \_\_\_\_\_ [insert out-of-hours if applicable]
- 7.1 The Trainee shall be entitled to 5.6 weeks' holiday, including bank holidays, with full pay during the period of twelve months in the practice and pro rata for shorter periods. Such holidays shall be taken at the times agreed between the parties.
- 8 Where employment ends or is terminated or if the Trainee chooses to leave the practice, a payment will be made on a pro-rata basis in respect of any accrued holiday entitlement that has arisen in the relevant leave year but has not been taken on the date of termination.
- 8.1 A deduction will be made from the Trainee's final pay on a pro-rata basis for any holiday taken in excess of their entitlement in that leave year, at the date of termination.
- 9 If absent due to sickness the Trainee will be entitled to statutory sick pay entitlements. If the Trainee is unable to attend work, for any reason whatever, they must contact the practice at the earliest possible time on the

first day of absence and not later than \_\_\_\_\_ [time] to give the reason for absence and, if possible, to say when they hope to return to work. Unauthorised absence will not be paid.

10. The Trainee shall be eligible for Statutory Maternity Pay and Maternity Allowance.  
\* For more information see Statutory Maternity Pay and Maternity Allowance at [www.direct.gov.uk](http://www.direct.gov.uk)
11. Nothing herein shall entitle the Trainee to any of the rights or expose him/her to any of the liabilities of a partner or constitute in any way the relationship of partners between the Trainer and the Trainee.
12. Should you have any query, grievance or complaint regarding your employment or the terms and conditions relating to that employment, you should raise the matter initially with the Trainer or the Programme Advisor. The full procedure is set out in Appendix 1.
13. In this agreement references to any enactment order regulation or other similar instrument shall be construed as a reference to such enactment order regulation or instrument as amended from time to time or as replaced by any subsequent enactment order regulation or instrument

**AS WITNESS the hands of the parties hereto this day and year first before written.**

**SIGNED by the said Trainer:**

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**In the presence of:** \_\_\_\_\_

**SIGNED by the said Trainee:**

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**In the presence of:** \_\_\_\_\_