

# Practice Specification for Health Education East of England Training Practices 2015-16

## ONE Trainee in practice

## TWO Trainees in practice

### SURGERIES

Registered with Care Quality Commission

A surgery to be available for at least 28 hours each week during term time and 35 hours for other working weeks. Availability to be spaced evenly throughout the week in normal working hours

Surgery size at least 9 sq metres

Equipment to be suitable for seated close support dentistry

Equipment standard to be good, with high standards of maintenance.

Full range of instrumentation and materials available for wide range of treatment

Practice compliance with 'Essential Quality Requirements' of Health Technical Memorandum 01-05 (HTM 01-05)

Registered with Care Quality Commission

Two surgeries to be available for at least 28 hours each week during term time and 35 hours for other working weeks. Availability to be spaced evenly throughout the week in normal working hours.

Each surgery size at least 9 sq metres, one of the surgeries at least 12 sq metres

Equipment to be suitable for seated close support dentistry

Equipment standard to be good, with high standards of maintenance

Full range of instrumentation and materials available for wide range of treatment

Practice compliance with 'Essential Quality Requirements' of Health Technical Memorandum 01-05 (HTM 01-05)

### STAFFING

Experienced, registered, trained nursing staff involved in education and learning to be available for the Trainee at all times

Good, capable and efficient reception and management staffing with evidence of involvement in Trainee education and learning

Sufficient staffing levels throughout the practice to allow for flexibility in cases of illness or holiday

Presence of another dentist, able and prepared to provide supervision of the Trainee in the practice at times when the Trainer is not present

Evidence of regular staff meetings, with records and outcomes for action

Experienced, registered, trained nursing staff to be available for the Trainee(s) at all times. All staff throughout the practice to have evidence of good involvement in Trainee education and learning

Good, capable and efficient reception and management staffing, with evidence of high levels of involvement in Trainee education and learning

Sufficient staffing levels throughout the practice to allow for flexibility in cases of illness or holiday

Presence of other dentists and or clinicians, with evidence of involvement and experience in Foundation (Vocational) Training and learning, in practice at all times

Evidence of regular staff meetings, with records and outcomes for action

Appraisal system in practice / Staff records

Appraisal system in practice / Staff records

## NHS CONTRACT

Evidence of NHS contract within practice covering all Mandatory Services

Evidence of substantial NHS contract within practice covering all Mandatory Services

## PATIENTS

Evidence of sufficient patients available for Trainee at the start of the training year

Evidence of sufficient patients available for two Trainees at the start of the training year

Evidence of good supply of new patients for Trainee

Evidence of good supply of new patients for two Trainees

Evidence of varied and wide range of treatment needs for patients

Evidence of varied and wide range of treatment needs for patients.

## EDUCATIONAL FACILITIES

Practice library of books, journals and CD ROMs

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Space to allow uninterrupted tutorial teaching with sufficient educational aids

Space to allow uninterrupted tutorial teaching for three people with sufficient educational aids

Computer available for educational purposes with facility to load educational software

One or more computers available for educational purposes with facility to load educational software

Broadband internet connection available in surgery for use by Trainer and Trainee

Broadband internet connection available in surgery for use by Trainer and Trainees

## CLINICAL RECORDS

Evidence of good clear clinical records for all patients

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Evidence of Medical History recording for current clinical records

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Evidence of good quality radiographs, well stored in easily accessible manner with full documentation

Evidence of good quality radiographs, well stored in easily accessible manner with full documentation

## AUDITS

Evidence of all audits required by legislation and regulation

Evidence of audits covering many aspects of practice activity

Evidence of team involvement in use of audits within the practice

## ENVIRONMENT

Evidence of a welcoming, safe practice environment

Evidence of a welcoming, safe practice environment

Evidence of good communication throughout the practice team with an overall practice commitment to learning