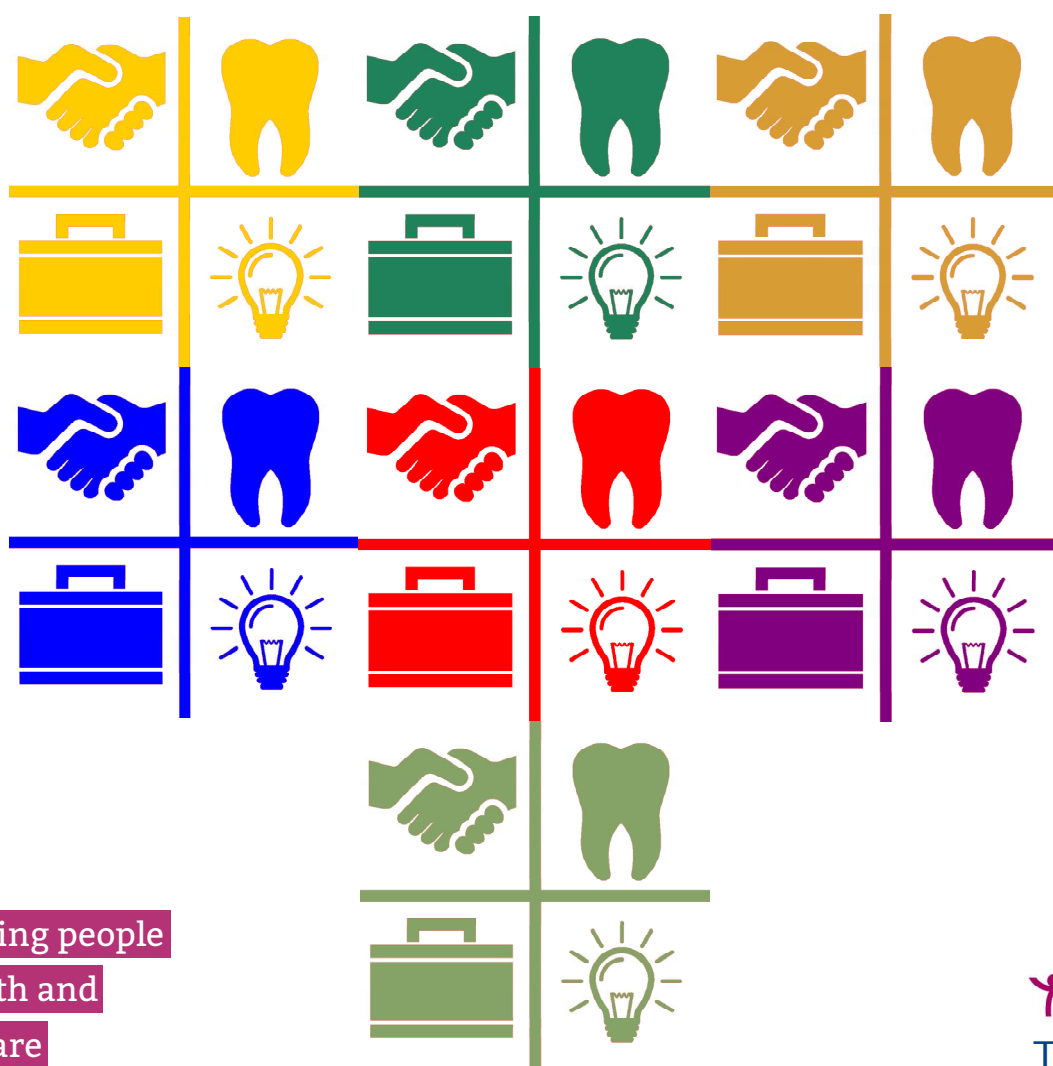


Dental Foundation Training by Equivalence

A Guide for Supervisors October 2016



Developing people
for health and
healthcare

www.hee.nhs.uk

“Education either functions as an instrument which is used to facilitate integration of the younger generation into the logic of the present system and bring about conformity or it becomes the practice of freedom, the means by which men and women deal critically and creatively with reality and discover how to participate in the transformation of their world.”

Paulo Freire 1921-1997

Check List for Trainer Application—

1. Download Information Booklet and Application Forms from web site
2. Complete forms using Adobe Reader
3. Email all forms together to HEE-EOE to arrive by 6th December 2016
4. Course for new applicants 12th or 16th January 2017
5. Interviews 17th to 22nd February 2017
6. Supervisor Induction Course 15th and 21st June 2017

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Health Education England - East of England

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Definition of Dental Foundation Training

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“Education is not the filling of a pail,
but the lighting of a fire.”
— William Butler Yeats

Becoming a DFTQ Supervisor

Introduction

This book is a source of information to help you decide to apply to be a DFTQ Supervisor for Dental Foundation Training by Equivalence for Health Education England—East of England. Although it has been prepared to contain as much information as possible, it also gives names and contact numbers for people who will be able to provide more information or help. The information contained in this book is correct, or as correct as possible, at the publication date of October 2016.

Dental Foundation Training and the NHS

Dental Foundation Training (DFT) is a process which dentists wishing to work within primary dental care within the NHS need to undertake before being accepted on to the NHS Dental Performers List in England. Any UK citizen with a UK dental qualification must be able to show possession of a VT/DFT certificate, or experience equivalent to one year of DFT to gain full acceptance to the Performers List. UK citizens who have a European Economic Area (EEA) degree are permitted to undertake DFT, and funding will be available for this.

For those who are not entitled to undertake a Dental Foundation Training year an alternative pathway to obtaining a DFT Certificate is available. This is called Dental Foundation Training by Equivalence (DFTQ).

In England, NHS primary care dental services are currently the responsibility of NHS England. When a dentist who is not entitled to undertake DFT makes an application to the local Area Team of NHS England to join the Performers List, an assessment of that dentist's experience is carried out by the Area Team in consultation with Health Education England—East of England (HEE-EoE). An Assessment Panel will be convened by the HEE-EoE Dental Workforce Support Adviser (DWSA) to assess the dentist's portfolio evidencing previous experience and training and, where necessary, recommend an appropriate period of Supervised Training. This would allow inclusion onto the National Performers List as a Performer in Training leading to consideration for full inclusion upon reassessment of the portfolio and satisfactory completion of the 'prescribed training'. This would then be confirmed by the issuing of a Completion Certificate by the Director of Postgraduate Dental Education (see Agreement of Payment form for further details).

Thus a programme of Training, which will need to be approved by one of the HEE-EoE Training Programme Directors (TPDs), needs to be established independently. This will be carried out in a Training Practice with a DFTQ Supervisor. Often the Practice which is requesting the inclusion of the Performer on the list is nominated as the proposed Training Practice. The proposed DFTQ Supervisor in the proposed Training Practice must apply directly to HEE-EoE for approval. When they have been approved HEE-EoE will notify the Area Team or its agent so that the applicant can enter the Performers List as a Performer in Training and the programme can commence. HEE-EoE does not have funding for this training; so either the Performer in Training or the DFTQ Supervisor must fund the process. Charges for the initial practice visit and selection interview will apply irrespective of the outcome of the DFTQ Supervisor approval process. If the proposed practice and/or the DFTQ Supervisor are not approved the applicant will normally have to find another potential training practice and DFTQ Supervisor.

The DFTQ Supervisor's Role

A DFTQ Supervisor is an experienced general dental practitioner with high clinical standards, good ethical values, is currently included in the Dental Performers List and who employs a dentist as a Performer in Training in the practice. As well as this, the DFTQ Supervisor needs to have the skills to create a learning environment for the Performer in Training, and to assess the learning that takes place.

The trainee dentist is called a Performer in Training and works only in the approved practice. The DFTQ Supervisor must be available to provide help and advice, be it chairside or otherwise, and must be present for at least three days a week whilst the Performer in Training is working. There must also be available in the practice another experienced dentist who is able and available to provide supervision for the Performer in Training at times when the DFTQ Supervisor is not present.

The DFTQ Supervisor also has to provide a weekly tutorial lasting one hour, during normal working hours. Each Performer in Training will have a Professional Development Portfolio, which is used as an educational aid throughout the period of Training. The Performer in Training can record achievements and concerns, and can describe and analyse events that have occurred. The DFTQ Supervisor works with the Performer in Training and the Portfolio to produce action plans and regular assessments of development.

The Performer in Training may be required as part of their Training Programme to attend educational courses. Sometimes this will be a Study Day at one of the seven Dental Foundation Training Schemes around the Region, and this usually takes place on a Friday.

What Does the DFTQ Supervisor Have to Provide?

To be selected as a DFTQ Supervisor, you must: be a performer on the NHS Dental Performers List; have significant experience in general dental practice (typically equivalent to four years full time experience); and have been in your present practice for not less than one year. It is expected that you would be the practice owner and/or provider, but in certain circumstances, (corporate bodies, longstanding associateships, salaried services) this is not necessary. You must normally have a personal contracted commitment to working within the NHS, covering all Mandatory Services, of not less than £25,000 per annum. This NHS commitment must be demonstrable during the year of application and approval and throughout the whole period of training.

You have to provide an approved surgery for the Performer in Training to work in, together with a trained and experienced dental nurse at all times. As stated in the earlier section, you must be present, working in the practice, for at least three days a week whilst the Performer in Training is working, and you are expected to be able to make yourself available for help, clinical and non clinical, throughout the day. There also needs to be satisfactory approved arrangements for supervision of the Performer in Training in your absence. HEE-EoE also requires several core areas of CPD to have been undertaken within specified time periods, including training in Equality and Diversity skills within the previous three years.

The Approval Process and Timetable

The stages of DFTQ Supervisor and Training Practice approval will commence when the relevant application forms are completed and submitted to the Regional Office at Cambridge. **Please note that the DFTQ Supervisor application cannot progress until the assessment for the Performer in Training has been completed and the supervised training period has been identified.**

In making the application there is an agreement to provide funding to HEE-EoE to cover the costs of the training programme and all relevant approval and assessment processes (see table on page eight and Agreement of Payment form). The proposed DFTQ Supervisor will be responsible for the cost of the initial practice visit and selection interview and training of the DFTQ Supervisor. Practice inspection and interview costs will apply irrespective of the outcome of the DFTQ Supervisor approval process. The cost of the supervised training will be covered by either the

proposed DFTQ Supervisor; the Performer in Training; or a third party.

The selection process involves a practice visit from a DFT Training Programme Director (TPD), sometimes with a second person, and an interview by the Regional Selection Committee at Cambridge. The purpose of the visit is to verify the information you have set out in the application and to assess the facilities available within your practice, and to verify a self audit of patient records and radiographs. The practice visit will be undertaken before the interview. This usually lasts about an hour and gives the TPD a chance to confirm the information supplied on the application form and to sort out any queries that may have arisen from the form. It also provides a chance for the TPD to meet and get to know the potential DFTQ Supervisor.

If you feel that you could and would like to become a DFTQ Supervisor, and have the support of NHS England, then you must apply using the application forms which you can download from the HEE-EoE website.

The forms are in .pdf format and must be opened and completed using **Adobe Reader**, which can be downloaded from the Adobe website (<http://www.adobe.com/products/reader.html>). Not only must the forms must be completed using a computer, but they must also be signed electronically using Adobe Reader. The completed forms need to be saved and then emailed to heee.dftba@nhs.net. They must arrive before midday on **Tuesday 6th December 2016** in order to be considered. There are further instructions in the 'Notes for Completion'.

There are three parts of the application form plus an agreement for the funding process. The agreement defines who will be paying for the process and needs signatures of agreement from all parties involved; i.e. Sponsor, DFTQ Supervisor and Performer in Training.

Part A is to gather information about you and your past experience. As the process is based upon selecting those applicants with the best qualities, the more information provided at this point the better. Part B of the form is to provide information about your practice in general and in terms of its educational and training facilities and will be of great importance to the Selection Committee. Training practices must comply with certain minimum standards, and these are set out in the Practice Specification. Thus if there are areas where your practice does not meet the requirements, you have the chance to alter things before submitting your application.

Part C of the application is the standard HEE-EoE Human Resources QA and criminal checks process and is completed by all applicants.

All applications must reach HEE-EoE by midday on Tuesday 6th December 2016. Please email your completed forms in good time as late applications will not be accepted. All applications will be validated and only those which are complete and correct will be accepted to take part in the DFTQ Supervisor selection process. **We regret that applications which are incomplete will NOT be accepted.**

Interviews are to be held 17th to 22nd February 2017. **All candidates will be required to bring to the interview their passport, or other official photo identification, and their current General Dental Council registration certificate, plus two photocopies of each of these documents.**

One copy of your application will be sent to the TPD for your local Scheme. The TPD will then contact the DFTQ Supervisor to arrange a visit and send a pro-forma for the self audit of patient records. After the visit the TPD will submit a report with a Part F form.

Another form, Part E of the application, will be sent to NHS England with a request for information about you and your practice, together with an indication of their support for your application.

The DFTQ Supervisor - A Specification

When the Selection Committee looks at your application, they will be considering you as an individual and will be matching you against the Person Specification for Health Education England - East of England Dental Foundation Educational Supervisors 2017-18. This was drawn up to identify the key roles of an ES or DFTQ Supervisor. Obviously the more points at which you meet the specification the better. A person who is able to demonstrate a regular commitment to continuing postgraduate education over a period of time will be better able to fulfil the post than someone who has attended only a minimum of courses. Likewise, experience enables a DFTQ Supervisor to be able to deal with any problems the Performer in Training may encounter, but not all experiences are of equal value. Some non-dental experiences may be invaluable in the educational role of a DFTQ Supervisor.

Many of the necessary skills or qualities may be difficult to demonstrate. You need to be able to think of examples of situations where you believe you have demonstrated these qualities. Making time within the practice day is an important point, and may mean planning your practice day differently from its present arrangement. Will this cause difficulties? Being a DFTQ Supervisor does, without doubt, alter your practice and you need to be able to accept this alteration. You need to be special to be a DFTQ Supervisor and to be able to provide for the needs of someone starting NHS dentistry in the UK. The responsibility placed upon the DFTQ Supervisor for forming the lifetime professional values and habits of the Performer in Training is not a light one, and yet many of our colleagues have found this responsibility to be one of the most rewarding challenges of their practising life.

As mentioned in other parts of this guide, you need to be present in the practice whilst the Performer in Training works for a minimum of three days per week and maintain a demonstrable personal commitment to the NHS represented by NHS earnings from practice of no less than £25,000 per annum.

The Practice - A Specification

If you wish your practice to be a training practice it will need to comply with the Practice Specification for Health Education England - East of England Training Practices 2017-18. You will need to have a surgery available for the Performer in Training to use. It must be of at least nine square metres in floor area and must be fully equipped for low seated dentistry, and preferably for four handed dentistry. The application forms set out all of the requirements in terms of equipment and facilities, but a well maintained normal practice should comply with these requirements. Infection control arrangements need to be well established and comply with the 'Essential Quality Requirements' of Health Technical Memorandum 01-05 (HTM 01-05). There need to be sufficient instruments and equipment available. The Selection Committee will need to have evidence that there are sufficient patients available for the Performer in Training to see, and also that there are sufficient numbers of experienced support staff available.

There also needs to be sufficient supervisory support for the Performer in Training so there is a requirement for another dentist, able and prepared to provide supervision of the Performer in Training, to be available in the practice at times when the DFTQ Supervisor is not present. If you are not sure about any items, the TPD will be very willing to discuss this with you or other members of your dental team before you complete your application form.

The educational aspects of the practice are equally important, and good access between the Performer in Training and DFTQ Supervisor is vital. Availability of educational resources is paramount and this will be checked at the practice visit, as will the availability of Wi-Fi and internet access. The involvement of the practice team in the learning process is something that must not be underestimated and the forms ask for details of the involvement of individual team members.

The Practice also has to be providing a full range of treatments within the NHS, and this will also apply to the Performer in Training.

Some practices with sufficient space, experience, supervisory support, team involvement, educational resource and personnel may be suitable for more than one Performer in Training. This will depend upon the assessment by the Selection Committee, but if you believe that this may apply to you, there is space on the form to set out the details of a second Performer in Training's surgery.

Substantive Dental Foundation Training

In Health Education England - East of England substantive Dental Foundation Training is based on one of the seven Dental Foundation Training Schemes. These are situated at Basildon, Bedford, Essex Coast (Basildon), Ipswich, Norwich, Peterborough and Stevenage. All of the Schemes usually hold their Study Days on Fridays, and the courses are split into three terms. The Autumn term begins in early September. Each of the Schemes holds a residential course near the start of the Autumn term, at which the group forms relationships, and at which the DFT Educational Supervisors participate - though not for the full length of the residential time. The Autumn term extends until December with one or two 'half term' breaks. The Spring term starts in late January and extends until Easter, with the Summer term stretching from after the Easter holidays until early July.

Each Scheme has a TPD who is responsible for organising the programme, looking after the Educational Supervisors and Trainees within the Schemes, and acting as a link between the Scheme members and the Regional Advisor (who also runs one of the Schemes) and the Director of Postgraduate Dental Education. All of the TPDs are based in general dental practice and have had experience as a Educational Supervisor within Dental Foundation Training.

Some DFTQ Supervisors have gained so much from the experience of supporting a new dentist that they have gone on to become Educational Supervisors on one of the substantive Schemes.

Study Days

Each DFT Scheme organises Study Days which are run on a small group basis most of the time, with an emphasis on encouraging group participation. The topics covered in the year are mapped out upon the Dental Foundation Training Curriculum, but will also depend upon the educational needs of the particular group of Trainees, whilst maintaining an underlying structure in the planning. The first term covers the 'Introduction to Practice', and covers basic NHS administration, treatment planning within practice and teamwork within practice. The second term is based on 'Improving Quality of Care', with the introduction of further clinical and administrative skills. The third term's theme is 'Widening the Horizons', and topics such as practice management, selection and purchase are introduced. Some joint days with all of the HEE-EoE Schemes are organised, most notably a residential course, usually during May of each year.

It may be very relevant and helpful for the Performer in Training to attend some sessions of the Study Days at the local Dental Foundation Training Scheme. This can be planned with the local TPD when the individual training programme for the Performer in Training is planned. There may be additional costs associated with this.

Estimated Finance Costs

Individual Stages of Process	How Costs are Estimated	Costs (£)	Total (£)
Stage 1 — Approval of DFTQ Supervisor			
Practice inspection	Approximate cost per visit <i>*May need more than one visit</i>	£650	
DFTQ Supervisor Interview	Approximate cost per interview session.	£410	
Training of the DFTQ Supervisor	Charged per day. Could be charged as a proportion per participant if more than one is trained at same time.	£900	
Approximate total Stage 1 costs borne by proposed DFTQ Supervisor			£1960
Stage 2 — Commencement of Training Programme			
On-going support for DFTQ Supervisor if needed	Notional 1-hour lecture and LOPA. Total cost for on-going support would be variable depending on how much support each applicant requires.	£130	
Implementation of Training meeting with Performer in Training	Visit to Practice by TPD to agree implementation of Training Programme with Performer in Practice and DFTQ Supervisor. Maximum cost.	£650	£780
Stage 3 — Monitoring and Support of Training			
Review of Training	Review of progress of Performer in Training by email, telephone etc., plus completion of reports; costed out at ½ hour sessions. <i>*May need more than one session</i>	£65	
	Additional visits to the practice depending upon the progress being made; maximum cost per visit. <i>*May need more than one visit</i>	£650	
	Attendance of Performer in Training at training courses may incur additional costs, depending upon subject and nature of course		£715
Stage 4 — Completion of Training Programme			
Sign Off	Meeting to agree training is complete and to check that the criteria set by the HEE-EoE panel have been achieved. Maximum cost per visit.	£650	£650
Approximate total Stage 2 to 4 costs borne by Sponsor			£2145

*** NOTE:** *There may need to be more than one of these sessions or visits so you would need to be aware that these calculations may be higher and should be reflected in your proposed funding support*

PLEASE NOTE: *The total final cost is unlikely to exceed £5,000*

Health Education England— East of England

BASILDON	Robert Brown Postgraduate Centre Basildon Hospital Nether Mayne Basildon SS16 5NL	TPD Andrea OGDEN ☎ 01375 675710 ✉ andrea.ogden@nhs.net
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BEDFORD	Bedford Medical Institute Bedford General Hospital Amphill Road Bedford MK42 9DJ	TPD Peter CRANFIELD ☎ 01462 434323 ✉ pcranfield@nhs.net
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ESSEX COAST	Robert Brown Postgraduate Centre Basildon Hospital Nether Mayne Basildon SS16 5NL	TPD Hannah WOOLNOUGH ☎ 01473 254873 ✉ hannah.woolnough@nhs.net
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IPSWICH	Postgraduate Centre Ipswich Hospital Heath Road Ipswich IP4 5PD	TPD Jason STOKES ☎ 01603 628963 ✉ jasonstokes@nhs.net
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NORWICH	Norfolk & Norwich Institute for Medical Education Norfolk & Norwich University Hospital NHS Trust Education Centre, Colney Lane Norwich NR4 7UY	TPD Andrew FURNISS ☎ 01760 721385 ✉ andy.furniss@nhs.net
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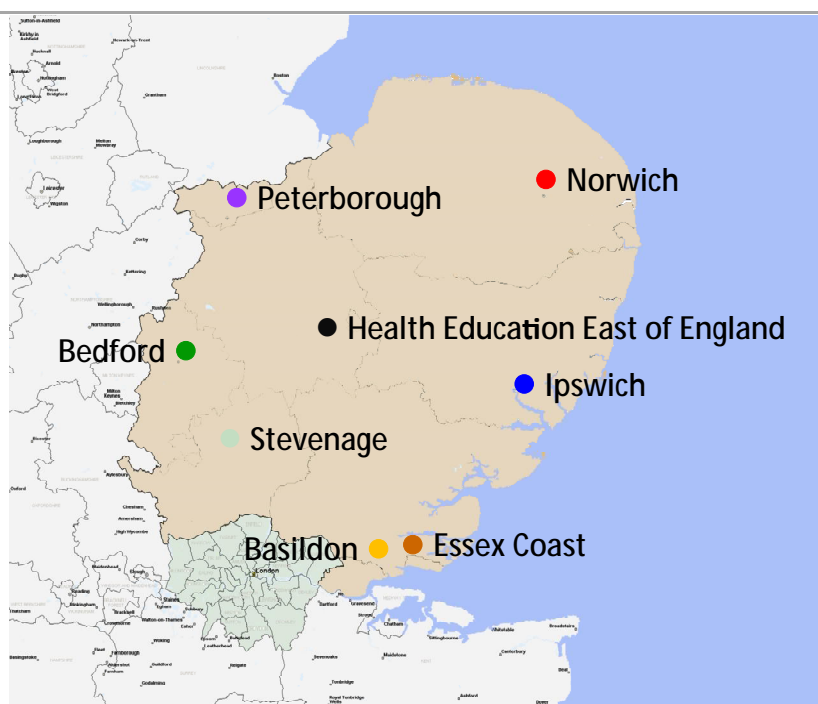
PETERBOROUGH	John Fawcett Postgraduate Medical Centre, Peterborough Hospitals NHS Trust, Thorpe Road, Peterborough PE3 6DA	TPD Uday PATEL ☎ 01767 681100 ✉ uday.patel1@nhs.net
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STEVENAGE	Education Centre Lister Hospital Stevenage Herts SG1 4AB	TPD Elinor JAPP ☎ 07730 532739 ✉ elinor.japp@nhs.net
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Health Education England - East of England

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✉ HEEE.dftba@nhs.net



Definition of Dental Foundation Training

Dental Foundation Training

Foundation Training means a relevant period of employment during which a dentist is employed under a contract of service by an approved Educational Supervisor to provide a wide range of dental care and treatment and to attend such study days as that contract provides, with the aims and objectives of enhancing clinical and administrative competence and promoting high standards through relevant postgraduate training and in particular to

- a. enable the dentist to practise and improve his skills;
- b. introduce the dentist to all aspects of dental practice in primary care;
- c. identify the dentist's personal strengths and weaknesses and balance them through a planned programme of training;
- d. promote oral health of, and quality dental care for, patients;
- e. develop further and implement peer and self review, and promote awareness of the need for professional education, training and audit as a continuing process; and
- f. enable the dentist to—
 - i. make competent and confident professional decisions including decisions for referrals to other services,
 - ii. demonstrate that he is working within the guidelines regarding the ethics and confidentiality of dental practice,
 - iii. implement regulations and guidelines for the delivery of safe practice,
 - iv. know how to obtain appropriate advice on, and practical experience of, legal and financial aspects of practice, and
 - v. demonstrate that he has acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team.

The National Health Service (Performers Lists) Amendment Regulations 2013
http://www.legislation.gov.uk/uksi/2013/335/pdfs/uksi_20130335_en.pdf