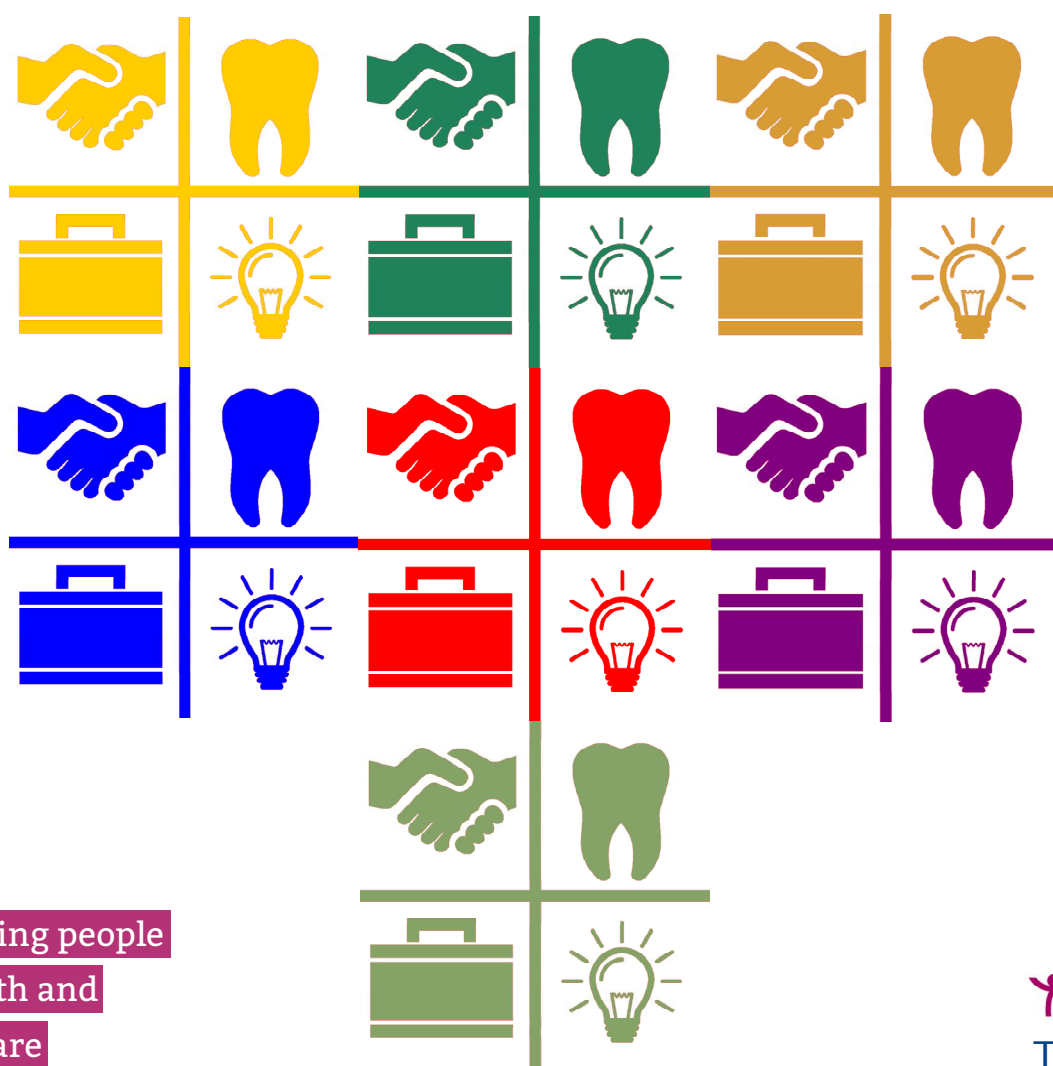


Dental Foundation Training

A Guide for Educational Supervisors

2018-19



Developing people
for health and
healthcare

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“There is no end to education. It is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning.”

Jiddu Krishnamurti 1895-1986

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 10.00am 7th December 2017
4. Course for new applicants 18th January 2018
5. Interviews 28th Feb to 2nd March 2018
6. Educational Supervisor Induction Course June 2018

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“The whole purpose of education is
to turn mirrors into windows.”

Sydney J. Harris 1917—1986

Becoming a DFT Educational Supervisor

Introduction

This book is a source of information to help you decide to apply to be an Educational Supervisor (ES) for Dental Foundation Training for Health Education England - East of England (HEE-EoE). 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 2017.

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.

The National Health Service (Performers Lists) (England) (Amendment) Regulations 2016 came into effect on 1st September 2016, and redefined Dental Foundation Training as a period of full-time employment of at least one year but not exceeding two years. A Foundation Training Certificate will be awarded if the Training is satisfactorily completed.

In England, NHS primary care dental services are currently the responsibility of NHS England and not only do they have a responsibility to ensure that dental services are available for all, they also have to ensure that local needs are addressed, not only now, but in the future. Workforce planning is an important part of the role of the NHS England and together with the Health Education England (HEE), and its local East of England Office, a co-ordinated approach to the appointment of Dental Foundation Training practices must take place. Although the funding of Dental Foundation Training does not come directly from the local NHS England base allocations, many other DFT issues will affect the provision of dental care in the area. Questions such as; “Will the Foundation Dentist be able to remain at the practice at the end of the year?”, and “Who will take over care of the patients seen by the Foundation Dentist at the end of the training year?”, need to have been thought through at an early stage. HEE-EoE, in its appointment process, will seek information from NHS England about their support for your application, and the appointment process must examine these issues.

Nevertheless, the role of Educational Supervisor has not diminished in its appeal and you are encouraged to read further and find the way in which you can become a Educational Supervisor for Health Education England - East of England.

The Educational Supervisor's Role

An Educational 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 Trainee in the practice. As well as this, the Educational Supervisor needs to have the skills to create a learning environment for the Trainee, and also to assess the learning that takes place.

The trainee dentist is called a Foundation Dentist (FD) or a Trainee and works in the practice for a maximum of 35 hours per week. For 30 weeks of the year the Foundation Dentist has to attend Study Days at one of the seven Dental Foundation Training Schemes around the Region, and these usually take place on a Friday. On those weeks when the Study Day is being attended, the Foundation Dentist works in the practice for only 28 hours. The Foundation Dentist's working week must not be more than five days in any week, including the Study Day, and the Foundation Dentist must not work for more than eight hours in any one day.

The Educational Supervisor must be available in the practice to provide help and advice, be it chairside or otherwise, and must be present for at least three days a week whilst the Foundation Dentist is working. There must also be available in the practice another experienced dentist who is able and available to provide supervision for the Foundation Dentist at times when the Educational Supervisor is not present.

Joint Educational Supervisors may split the three days attendance with the Foundation Dentist between themselves, but if there are two Foundation Dentists in the practice then each Educational Supervisor will need to fulfil the three day requirement individually to ensure that at least one ES is present at all times..

Satisfactory completion of the DFT programme is essential if the Foundation Dentist is to receive a Foundation Training Certificate, so assessment of the foundation dentists' learning and competence is an essential part of Dental Foundation Training; the Educational Supervisor carries out much of the assessment using specific processes. During the year there are Reviews of Competence Progression (RCP) based on the Annual Review of Competence Progression (ARCP) process used throughout Dental and Medical Specialty Training. The main components are: Early Stage Review by 6-8 weeks; Interim RCP at 6 months; and Final RCP at 10 months with defined outcomes.

The Educational Supervisor and the Foundation Dentist record progress, development and assessments throughout the year in an Electronic Professional Development Portfolio (E-Portfolio) which has to be maintained regularly throughout the year. The Educational Supervisor has a responsibility to complete their parts of the E-Portfolio in a timely fashion and also to ensure that the Foundation Dentist maintains their sections of the E-Portfolio fully and promptly.

As well as the normal help and advice, the Educational Supervisor also has to provide a weekly tutorial lasting one hour, during normal working hours. The Educational Supervisor is also required to take part in not less than fourteen sessions (seven days) of postgraduate activity associated with DFT, but most of these sessions are taken up with attendance at events and meetings organised by the Scheme or HEE-EoE.

At the end of the year, the Foundation Dentist may wish to remain in general dental practice or alternatively may wish to leave to enter a hospital post. There is no guarantee that continuation within the same practice will be possible for a Foundation Dentist.

During the period of training, the Educational Supervisor is paid a Training Fee of £9,420.00 per annum (£785.00 per month) and the Foundation Dentist's salary of £31,356.00 per annum (£2,613.00 per month) is also reimbursed to the Educational Supervisor. A sum representing the service cost of employing the Foundation Dentist of £5,347.00 per month is also paid, less any patient charges based on your Foundation Dentist's work (*Figures correct at April 2017*). Units of Dental Activity (UDAs) produced by the Foundation Dentist are specific to the Foundation Dentist and should not be used not contribute to the practice contract total. Dental Foundation Training for Health Education England - East of England complies with the national guidelines and regulations.

What Does the Educational Supervisor Have to Provide?

To be selected as a Educational Supervisor, you must: be a performer on the NHS Dental Performer 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 appointment and throughout out the whole period of training. You have to provide an approved surgery for the Foundation Dentist 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 Foundation Dentist is working, and you are expected to be able to make yourself available for help, clinical and non clinical, throughout the day. There also need to be satisfactory approved arrangements for supervision of the Foundation Dentist 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 Appointment Process and Timetable

The Foundation Dentist's Dental Foundation Training Year begins on the 1st September, the national starting date. Thus present Educational Supervisor applications will be for Foundation Dentists to start on 1st September 2018. The process of application and appointment is straightforward, but has a fixed timetable. It involves completion of a series of forms, which in themselves help to ensure that you and your practice are prepared for Dental Foundation Training.

If you have not been a Dental Foundation Educational Supervisor before, we require you to attend an Introduction to DFT course which will prepare you for the interview process. This course is being held on Thursday January 18th 2018; details will be available on the HEE-EoE website.

If you are a very experienced and successful Educational Supervisor, then it may be possible for you to be appointed for a period of two or even three years. However, long term Educational Supervisors will be required to undergo a satisfactory performance review each year to continue in their training role. The appointment process has been adapted to allow very detailed scrutiny of Educational Supervisor performance, and the specifications are set out.

If you feel that you could and would like to become an Educational Supervisor, 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 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 DFTRecruitment.eoe@hee.nhs.uk. The forms must arrive at HEE-EoE **before 10.00 am on Thursday 7th December 2017** in order to be considered. There are further instructions in the 'Notes for Completion'.

There are three parts of the application form but not all sections are completed by all applicants. **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. Some of Part A is to be completed by current HEE-EoE Educational Supervisors only and is

a report on current training within HEE-EoE. It asks for specific information about the current first three months of the current training year and is a very important part of the selection process.

Part B of the forms 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 10.00 am on Thursday 7th December 2017. 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 Educational Supervisor selection process. **We regret that applications which are incomplete will NOT be accepted.**

Interview date letters should be sent out by Friday 15th December 2017. Not all applicants will require an interview; only those who are new applicants, non HEE-EoE Educational Supervisors or Educational Supervisors returning after one or more years break will require an interview. All other applicants will be assessed by the Selection Committee based on their training record and reports.

Interviews are to be held in the period 28th February to 2nd March 2018. **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 Training Programme Director (TPD) for your local Scheme. Application is to HEE-EoE as a whole and only twelve Educational Supervisors are to be appointed to each Scheme.

If you are a current Educational Supervisor within Health Education England - East of England, the TPD will be asked to complete a report about your previous performance. This is **Part D** of the application. 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.

For all other applicants, the selection process involves a practice visit from a TPD, sometimes with a second person, and an interview by the Selection Committee at HEE-EoE. 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. 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 Educational Supervisor. Current HEE-EoE Educational Supervisors will have their application forms verified at the mid-year visits. The TPD will complete a report about your practice, this is **Part F**.

At the practice visit, or the mid-year visit, the TPD will need to see your NHS end of year (2016-17) practice contract report, and if you were a Educational Supervisor last year, your FD report for the year 2016-17. You must download these from the NHS Compass Portal, together with current NHS schedules.

Appointment as a Educational Supervisor

Selection is a competitive process as each DFT Scheme will take only twelve Foundation Dentists. Thus, once the Committee has selected those who meet the standards required to be a Educational Supervisor, the best of these will be appointed as Educational Supervisors to the seven HEE-EoE Schemes. When completing the forms, you will need to indicate your choice as to the scheme in which you would wish to be based. The application paperwork will outline how you should complete the form. Each scheme has only 12 places and there are 7 schemes.

Some experienced Educational Supervisors are appointed to a multi-year appointment, and subject to a satisfactory performance review, will therefore already occupy some of the places available on the schemes. This will leave a variable number of unfilled places on the schemes.

These places will be filled with the highest ranking applicants from the selection process being allocated to their first choice. When a scheme is full (all 12 Educational Supervisor places already allocated) the higher ranking candidates will be offered their “second choice”. If that second scheme is also already full then their “third choice” will be offered. If a candidate has chosen 3 schemes that are already full by the time their ranking is reached they will drop out from the allocation process but still be “reserve Educational Supervisors” (see below).

It is therefore important to review your scheme options closely and use all the choice available to you, when submitting your application paperwork. It is nearly always the case that there are more applications to become Educational Supervisors than places available and applications have risen sharply over the last few years. The selection process is very competitive and many good NHS dentists and practices may not be offered a place. Whenever a process is competitive there will be those who are disappointed.

The application paperwork and the process used to select trainers have developed over the last few years and include a variety of sources along with a range of indicators to select the best candidates.

HEE-EoE use a wide selection of panel members to score the various components of the application paperwork. These panel members include, experienced dentists with LDC and/or BDA backgrounds, NHS managers, NHSE area team dental practice advisers, HEE representatives from other HEE Local Offices to give externality to the process and finally Lay Chairs who input the patient and public voice and also ensure that candidates are dealt with in a fair and courteous manner.

Following the selection process candidates will fall into the following groups:

- be “appointable” and receive a training place.
- are “appointable” but be placed on a reserve list in case more places become available or a higher scoring candidate withdraws from the process.
- Not have scored sufficient marks to receive a place and too low down in the ranking not to be placed on the reserve list.

There are various reasons for this category but these can include, a report from NHSE which has some issues within it or concern over standards within the practice or merely that there are so many reserves the chance of a place is low. HEE-EoE would rather indicate to the candidate early that it is unlikely they will receive a place so they can make early arrangements within their practice to recruit a dentist already on the performers list. Feedback is available to candidates upon request and it is recommended that applicants in this category seek this feedback.

If you are offered the position of Dental Foundation Educational Supervisor you will be informed that you meet the standards and you will be offered a place on a Dental Foundation Training Scheme. If you do not wish to take up this place you need to inform HEE-EoE immediately as another suitable candidate can then be offered a place as a Educational Supervisor.

National Recruitment of Foundation Dentists

The recruitment of Foundation Dentists is now carried out through a national process. Interviews are being held during November 2017 at which all those wishing to undertake Dental Foundation Training starting in 2018 will be interviewed at one of five national centres. Each candidate has ranked their choices of Scheme, and subject to their scoring and ranking they will be allocated to a Scheme of their choice. If their first choice Scheme is already full, then their subsequent choices will be allocated to them.

Allocation of Foundation Dentists to Training Practices will be made using a process using the Foundation Dentists National Recruitment ranking and information from descriptions of the appointed Training Practices available on the HEE-EoE website.

Preparations for the Foundation Training Year

An training course will be held for all Educational Supervisors in the Region, during June. New or non-current Educational Supervisors will be required to attend two days of induction training, and all Educational Supervisors (current and new) will attend a further one day training course. Dates for these will be announced as soon as possible. Many of the skills required for the job of a Educational Supervisor are introduced and discussed, often in an informal way. Preparation within the practice for the start of the Foundation Dentist at the beginning of September is essential, and this can be discussed fully with a 'buddy' Educational Supervisors allocated to each new Educational Supervisor.

The Dental Foundation Training Year

The Foundation Dentist starts in practice on the 1st September.

The Educational Supervisor is not expected to take holiday during the first six weeks of the Foundation Dentist's job.

Study Days for each Scheme begins at the start of September. All of the Schemes hold a residential course lasting a couple of days, usually in the second week of term, and the Educational Supervisors are obliged to attend part of this. During term time the Foundation Dentist will usually attend the Study Days on Fridays, and the Educational Supervisor will need to ensure that the tutorials match the input of the Study Days when perceived relevant. If difficulties arise the Educational Supervisor always has access to the Scheme TPD for advice, support or help. The TPD in turn has access to the Regional team for help.

During the Winter holiday period, the Scheme TPD will make a Mid-Year visit to the practice to see the Foundation Dentist at work. Usually this will occupy only an hour or two, but the TPD will wish to see the Foundation Dentist working with patients and will need to speak to both Foundation Dentist and Educational Supervisor about the training process.

The Foundation Dentists will have project work to undertake, Foundation Skills Portfolios, Audits and Case Presentations. Input from the Educational Supervisor is essential so that the Foundation Dentist can develop skills in these areas.

During the year the Educational Supervisor completes two reports for the RCP Assessment Panels. One for the Interim Review at the end of six months, and one for the Final Review at the end of ten months. The TPD also makes a report and the Panel will then review these reports together with evidence that the Foundation Dentist has completed: thirty study days; a full training year; the Foundation Skills portfolio; the required number of assessments; a case report; a clinical audit; and the E-Portfolio. Only then can the panel decide upon an outcome recommending that a Certificate of Completion is awarded to the Foundation Dentist. If the conditions are not met satisfactorily then the Panel may recommend further training or even in some cases leaving the programme with no certificate.

The Educational 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 HEE-EoE Dental Foundation Educational Supervisors 2018-19. This was drawn up to identify the key roles of a Educational 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 Educational Supervisor to be able to deal with the problems of a Foundation Dentist, but not all experiences are of equal value. Some non-dental experiences may be invaluable in the educational role of an Educational 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 Dental Foundation Educational 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 Educational Supervisor and to be able to provide for the needs of someone starting their career in dentistry. The responsibility placed upon the Educational Supervisor for forming the lifetime professional values and habits of the Foundation Dentist 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 Foundation Dentist 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 HEE-EoE Training Practices 2017-18. You will need to have a surgery available for the Foundation Dentist to use from September 2017. 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 Foundation Dentist to see, and also that there are sufficient numbers of experienced support staff available.

There also needs to be sufficient supervisory support for the Foundation Dentist so there is a requirement for another dentist, who is able and prepared to provide supervision of the Foundation Dentist, to be available in the practice at times when the Educational 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 Foundation Dentist and Educational 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 Foundation Dentist.

Funding and Financial Arrangements

Educational Supervisors are paid an Educational Supervisor's grant of £9,420.00 per annum. This is paid monthly as part of the practice contract payments, together with reimbursement of the Foundation Dentist's wages. The Foundation Dentists receive a salary of £31,356.00 per annum, which means that you as an Educational Supervisor will receive a reimbursement of £2,613.00 per month for the salary minus a sum for the Foundation Dentist's superannuation, plus reimbursement of the employer's National Insurance contribution. In addition, there is a payment to you of £5,347.00 per month to cover the costs of providing practice facilities for the Foundation Dentist. (Figures correct as at April 2017) Although Dental Foundation Training is based within the National Health Service, there may be a very small amount of work which the Foundation Dentist will carry out privately. Any such private fees will accrue to the practice, and **must not be paid to the Foundation Dentist as additional salary**. Travel and Subsistence claims submitted by the Foundation Dentist to NHS England may be refunded to the Educational Supervisor monthly, and these amounts must be passed on to the Foundation Dentist. These payments are not part of the salary and are not subject to tax or NI and it is advisable to keep these payments separate from salary payments.

General Information

In Health Education England - East of England there are seven Foundation Training Schemes. These are based 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 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.

East of England DFT Schemes

Each Scheme has a Foundation Training TPD who is responsible for organising the programme, looking after the Educational Supervisors and Foundation Dentists 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 an Educational Supervisor within Dental Foundation Training.

Study Days

Study Days 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 against the national Dental Foundation Training Curriculum, but will also depend upon the educational needs of the particular group of Foundation Dentists, 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 Scheme days are organised, most notably a residential course, usually during May of each year.

It is important that the Foundation Dentists attend every day of the course as there is a requirement that they attend 60 sessions (30 days) in order to obtain their Foundation Training Certificate. Thus, the Foundation Dentists will normally be able to take leave only outside of the term time.

Timetable of Events

November – December 2017	Read information books and start completing application forms. Ensure that all practice paperwork is up to date. Contact a Training Programme Director for information and/or help. Forms for new applicants and returning Educational Supervisors can be submitted at any time up to 7th December.
1st December 2017	Existing HEE-EoE Educational Supervisors can now submit application forms. <i>Parts B and C can be fully completed beforehand but some of Part A requires information about your FDs performance that is not available until the end of November.</i>
7th December 2017	All application forms must have reached HEE-EoE by 10.00 am on this date by email.
January – February 2018	Practices are visited by the TPD.
18th January 2018	Introduction to Dental Foundation Training course for all new applicants who have not undertaken Foundation Training before.
28th February - 2nd March 2018	Educational Supervisor selection interviews take place at Victoria House, Fulbourn.
March 2018	Successful applicants are informed, practices are announced on the HEE-EoE website and contracts are sent out by the Dental Education Office.
June 2018	Induction course for new and returning Educational Supervisors.
June 2018	Training course for all Educational Supervisors.
July 2018	Graduation for Foundation Dentists. Contracts between Foundation Dentists and Educational Supervisors signed; forms for Area Teams completed and sent off.
1st September 2018	All Foundation Dentists (2018-19 Schemes) start in practice. The Educational Supervisor must be available in the practice for the Foundation Dentist (<i>The ES must not take leave in the first six weeks of the DFT year</i>)
September 2018	Day Release Course starts at Scheme centre. Residential introductory course.
January – February 2019	TPDs' mid-year visits to Training practices.
August 2019	Dental Foundation Training Certificates awarded to Foundation Dentists of 2018-19 Scheme.
31st August 2019	End of Training year 2018-19.

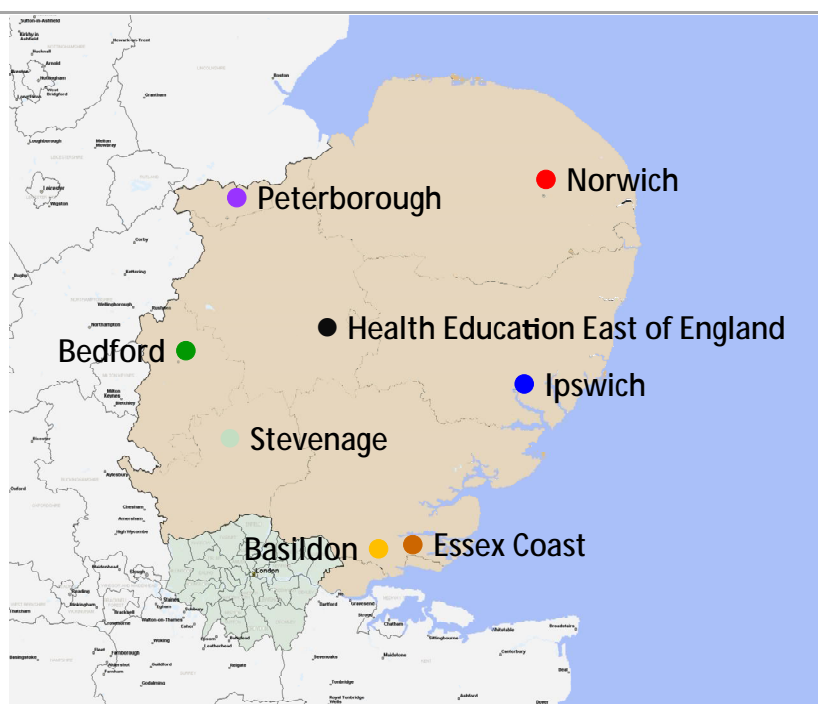
Health Education England— East of England

BASILDON	Robert Brown Postgraduate Centre Basildon Hospital Nether Mayne Basildon SS16 5NL	TPD Andrea OGDEN ☎ 01375 675710 ✉ andrea.ogden@hee.nhs.uk
BEDFORD	Bedford Medical Institute Bedford General Hospital Amphill Road Bedford MK42 9DJ	TPD Peter CRANFIELD ☎ 07956 523148 ✉ peter.cranfield@hee.nhs.uk
ESSEX COAST	Robert Brown Postgraduate Centre Basildon Hospital Nether Mayne Basildon SS16 5NL	TPD Hannah WOOLNOUGH ☎ 01473 254873 ✉ hannah.woolnough@hee.nhs.uk
IPSWICH	Postgraduate Centre Ipswich Hospital Heath Road Ipswich IP4 5PD	TPD Jason STOKES ☎ 01603 628963 ✉ jason.stokes@hee.nhs.uk
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@hee.nhs.uk
PETERBOROUGH	John Fawcett Postgraduate Medical Centre, Peterborough Hospitals NHS Trust, Thorpe Road, Peterborough PE3 6DA	TPD Uday PATEL ☎ 01767 681100 ✉ uday.patel@hee.nhs.uk
STEVENAGE	Education Centre Lister Hospital Stevenage Herts SG1 4AB	TPD Elinor JAPP ☎ 07730 532739 ✉ elinor.japp@hee.nhs.uk

Health Education England - East of England

2 - 4 Victoria House,
Capital Park, Fulbourn, Cambridge
CB21 5XB

☎ 01223 597768
✉ DFTRecruitment.eoe@hee.nhs.uk



A Brief History of Dental Foundation Training

Background

The first pilot Scheme of Vocational Training for general dental practice was established in the South East Thames Region at Guildford in 1977. Since January 1988 voluntary Schemes were organised on a national basis with the aim that Vocational Training would soon be available for every graduate entering general dental practice. A central Committee for Vocational Training (CVT) took responsibility for setting the guidelines and organisation of Vocational Training. From October 1993 Vocational Training became mandatory for dentists wishing to be included on a Health Authority dental list.

A joint East Anglian/North East Thames Scheme, centred on Ipswich, started in 1982. In 1988 an independent East Anglian Scheme was set up in Ipswich. It rapidly established itself as one of the most highly regarded Schemes in the country and the CVT commented very favourably when they visited in March 1990. The Ipswich Scheme traditionally ran as a calendar year Scheme, but as a consequence of the change to a five year undergraduate course it became a “mid-year” Scheme in 1995.

Since the demise of the CVT in April 2003 and Dental Vocational Training Authority (DVTA) in April 2006, responsibility for overseeing Vocational Training has passed to the Conference of Postgraduate Dental Deans (COPDEND). They provide advice to the Chief Dental Officer who sets the regulatory framework for Dental Foundation Training. It is important that the standard of training should not vary significantly between the Regions. Accordingly national criteria have been established which nevertheless allow and encourage development by individual Regions.

Regional Changes

In 1994 the Anglia and Oxford Regional Health Authority was formed and Bedfordshire became part of the new “Anglia”. As a result there were then two VT Schemes in the region, as the Bedford Scheme, which had been running since 1993 as a North West Thames Scheme, joined the Anglia fold. The Bedford Scheme originally ran as a calendar year Scheme, but from 1996 it too made the change to a “mid-year” basis. A further CVT visitation was made to Anglia in the Winter of 1995 – 96 and the report commented very favourably again upon the Anglia Schemes.

In Summer 1996 a third Anglia Scheme based at King’s Lynn commenced and in Summer 2000 a fourth Scheme based at Peterborough was started.

April 2001 was the date for reorganisation of Deanery boundaries throughout the United Kingdom, so that Deaneries became coterminous with the NHS Regions. Hertfordshire and Essex now fell within the new Eastern Deanery. The VT Scheme at Basildon, which had been running successfully for many years, became part of the Eastern Deanery.

In 2006 the Deanery became part of the East of England Strategic Health Authority and was renamed East of England Multi-Professional Deanery. To meet the need for an increase in VT places to be available for UK dental graduates two new Schemes were started August 2010, one at Welwyn Garden City, and the other situated on the Essex Coast. A two year Foundation Curriculum was introduced nationally and assessment within VT was commenced in England.

April 2013 saw the creation of Health Education England (HEE) and the work of the Deanery became part of Health Education England. Within the NHS Performers List Regulations (England) Dental Vocational Training was renamed as Dental Foundation Training, and the second Foundation year became Dental Core Training.

The Present

In 2014 a national Steering Group was set up by COPDEND to produce a model for Satisfactory Completion of Dental Foundation Training within England, Wales and Northern Ireland. Scotland has had its own system of Satisfactory Completion for several years. The new framework was piloted in 2015-16, and in September 2016 it became the substantive basis for Dental Foundation Training in England, Wales and Northern Ireland.

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/ukxi/2013/335/pdfs/ukxi_20130335_en.pdf

Website Practice Description

Outline

When you are appointed as a Educational Supervisor a description of your practice is placed on the HEE-EoE website so that the Foundation Dentists can learn about you and your practice. We publish basic details such as name, practice address, telephone contacts and e-mail addresses plus a description of your practice and its facilities. Educational Supervisors who have given attractive individual descriptions with a few photographs will appear more interesting to the new Foundation Dentists. To help users of the website we ask that you supply the information for your page using a template which will be available by e-mail from the HEE-EoE Office once your application has been accepted and an interview date arranged.

Technical Issues

Please insert the details of your practice in the template using a word processing package. Pictures to be incorporated into the webpage need to be supplied as **separate picture files, not embedded in text or a Word document**, and we ask that you supply these as .jpg files or similar. If you need assistance please contact your TPD or HEE-EoE. We will respect your work, but will make necessary changes for technical or legal reasons.

If you have your own website we can also create a link to it so that there is further information. Please remember that all of the information is in the public domain and that web information about your practice relevant to patients is often not the same info sought by potential Foundation Dentists in your practice.

Dental Core Training

Dental Core Training (DCT) Posts are posts in Hospital Trusts, Dental Schools, the Community Dental Services and General Dental Practice approved by Postgraduate Dental Deans or Directors for a maximum of one year. The majority of these posts (DCT Year 1) are designed to follow on directly from completion of Dental Foundation Training and a smaller number of more senior posts (DCT2 and DCT3) will allow dentists to acquire additional skills in particular specialty areas; often as preparation for applying to join specialty training programmes.

Since 2017, recruitment to Dental Core training (DCT) posts in the UK is through a national selection process led by Health Education England's West Midlands local office (DCT posts in England, Scotland, Wales and Northern Ireland are included). Applicants can apply to three vacancy types DCT1 DCT2 or DCT3. The level of DCT post will depend on how many years of DCT training an applicant has previously undertaken.

Full details of the Dental Core Training recruitment process are available on the HEE-EoE website: https://heeoee.hee.nhs.uk/Training_Posts