

WELCOME TO DENTAL CORE TRAINING IN THE EAST OF ENGLAND**2016 – 2017**

Dear Colleague

We are very pleased that you have chosen and been appointed to undertake your Dental Core Training under the auspices of NHS Health Education England – East of England (HEE EoE). The NHS in the East of England aims to be the best healthcare service in England. To do this we need a highly skilled and motivated workforce, delivering healthcare to a high standard and we hope that you will help us to achieve this goal.

BACKGROUND

Health Education England – East of England (HEE EoE) is responsible for overseeing training in Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk. As an organisation we support around 4,000 medical and dental trainees who serve a population of almost 6 million. We seek to attract the best doctors and dentists to this region, to ensure high quality training and thereby produce the excellent future healthcare that our patients need and desire. We aim to inspire excellence in all our trainees to ensure our patients receive the highest standard of safe clinical care. HEE EoE also maintains effective quality management of postgraduate medical and dental education and training, and promotes faculty development for our trainers.

EDUCATIONAL SUPERVISION

In whichever hospital you work you will be assigned a senior colleague who will be your educational supervisor. Their role is to guide and direct your training and assist you in achieving your educational goals. Your educational supervisor should meet with you early in your programme and work with you to achieve the targets you have for the training year. However, it would be expected that you undertake and complete at least one audit, which you could present at the Junior Papers Day or an afternoon session of the regional hospital study days. There should also be a programme of teaching sessions within your unit or network. Our region has a very good record in achieving a high pass rate in the relevant Royal Colleges examinations.

ELECTRONIC PORTFOLIO

If you have just completed Dental Foundation Training (DFT), you will be aware that there is now a new training curriculum and portfolio. Your training in a hospital post continues now as Dental Core Training (DCT) and by using the portfolio your training progress can be managed electronically. Use of the National DCT NHS Education Scotland (NES) ePortfolio is crucial as a record of your training and evidence of your progression. It is not linked to the DF portfolio and will look different from that portfolio.

You will receive by email details of how to access your ePortfolio. I advise you gain access and review the ePortfolio as soon as possible. Please ensure you provide HEE EoE with a current email address which you access on a regular basis. Your educational supervisor has also been sent details of the log-in process.

DCTs across England will now be working with this National portfolio and I strongly suggest that you work with your educational supervisor and clinical trainers to, as far as possible, complete the ePortfolio. This applies even if you have not completed a DFT year and if you are a DCT 2 or 3. The DCT ePortfolio is a body of evidence demonstrating that you have undertaken a range of competences. The new portfolio has elements of work based assessments which are trainee led and require YOU to plan in advance and communicate with your supervisor.

Those of you who, at the end of the year, have maintained a portfolio to a good standard may submit the portfolio to HEE EoE for scrutiny and be awarded a certificate of achievement. When you leave your post and apply for your next job, future employers may request evidence of precisely what training has occurred and that competences in some aspects of the Dental Core Training Programme have been met.

SATISFACTORY COMPLETION OF DENTAL CORE TRAINING

To be eligible for a certificate of achievement for your Dental Core Training year you will be required to be proactive in seeking appropriate Supervised Learning Events (SLEs) and other feedback (undertaken by several members of the team) and recording these in the ePortfolio.

National Benchmark for the successful completion of a DCT placement:

- Completion of a minimum of 24 SLEs: these should be spread evenly throughout the training year and not loaded to the end of the year.
- Completion of a clinical governance/quality improvement project (e.g. audit)
- Submission of a current PDP and progress against that PDP
- Study Day attendance record and CPD log which is appropriate for GDC requirements
- Completed MSF
- Evidence of satisfactory patient feedback
- Evidence of formal sign-off of the trainee's period of training by the Educational Supervisor

Local stipulations:

- Receive verifiable CPD certificates for a minimum of 3 out of 5 Regional Hospital Study Programme study days. This entails booking and pre-payment as per the mandatory instructions provided by HEE EoE and completion of the online evaluation following the study day.
- Recorded attendance at 75% of Department teaching sessions.
- Submit and present an audit, case report, research topic or poster at Junior Papers Day (this is not an essential requirement but will be viewed favourably).
- Complete the end of training year survey.
- Maintain an activity log. An eLogbook is recommended (this can be continued if you decide to seek specialty training) but otherwise a spreadsheet is acceptable.

All evidence must be recorded in the ePortfolio in order to be considered as evidence of achievement for your Dental Core Training year.

Review of Competence Progression (RCP):

"RCP represents a formal process by which a panel assesses evidence provided by the trainee relating to his/her progress in the training programme and makes judgements on progress against the expected learning outcomes of DCT" (UK DCT Curriculum 5.1.3. <http://www.copdend.org/>).

- There will be an interim review of competency progression at six months which will be a summative assessment of evidence accumulated to date carried out by a team from HEE EoE.

- At the end of the training year (around month ten) there will be a final RCP panel which will be a formal acknowledgment of the DCT attainments during training. This will be undertaken by a similar HEE EoE team along with an external assessor. A certificate of achievement will be awarded which will list specified outcomes that have been met and those not yet acquired during this period of training. If incomplete evidence is provided a certificate cannot be awarded.

NATIONAL RECRUITMENT TO DENTAL CORE TRAINING POSTS

In 2017 all DCT level posts will be undertaken in recruitment centres similar to that undertaken in dental foundation.

You will rank your favoured posts and at the end of the selection process candidates will be ranked and allocated to their selected choices, the top candidates having a better chance of achieving the post they wish.

There will be stations to proceed through during the process and these will involve a station to look at your portfolio from the previous year training. It is therefore imperative that you maintain a high quality portfolio during your DCT year.

REGIONAL HOSPITAL STUDY PROGRAMME TRAINING DAYS

HEE EoE administers a regional training programme of four study days per year which take place at the British Racing School (BRS) in Newmarket: <http://www.brsconferences.com/>. The dates should be posted on your Maxillofacial Department notice board and can also be found on our website: https://heeeoe.hee.nhs.uk/Regional_Hospital_Study_Programme.

These education days cover topics such as Maxillofacial Trauma, Head and Neck Oncology and Salivary Gland Disease. They provide an excellent up-to-date overview of the subject whilst giving an ideal opportunity to network with your peers. These training days are approved for GDC verifiable CPD; certificates can only be obtained by completing an online evaluation questionnaire, within a prescribed time limit, following the study day.

The training days often include audit review sessions.

Attendance at these meetings is considered part of your training; a mandatory booking process is in place, and compliance and attendance is recorded.

For any of the training days, study leave must be arranged with your Trust as outlined in the study leave policy. You will be able to reclaim Travel & Subsistence via your Trust.

REGIONAL JUNIOR PAPERS DAY

A fifth day as part of the Regional Hospital Study Programme is the regional Junior Papers Day. This is a chance to present your audit projects, potential publications on interesting cases / topics or to exhibit posters to your colleagues in a non-threatening environment in preparation for presenting at national meetings.

There are prizes and certificates for the best oral presentations and posters. This is an exciting and stimulating day so look out for the flyers and registration forms for this day. The Junior Papers Day is approved for GDC verifiable CPD; certificates can only be obtained by completing an online evaluation questionnaire following the study day.

Again attendance at this meeting is considered part of your training; a mandatory booking process is in place, and compliance and attendance is recorded.

For any of the training days, study leave must be arranged with your Trust as outlined in the study leave policy. You will be able to reclaim Travel & Subsistence via your Trust.

QUALITY MANAGEMENT

HEE EoE is responsible for quality managing the training that you receive in the hospital and we undertake a programme of monitoring review meetings for all OMFS training units in the region over a three year period to ensure that the training opportunities are satisfactory. It is therefore possible that your Unit may be visited during your period in post.

Near the end of the training year in June or July 2017, you will receive details of an online exit survey which will ask about your training. Please take a few minutes to complete it as the results will help in improving training and education for those who follow in your footsteps. Completion of the survey is also an essential requirement for achieving satisfactory completion of your DCT year.

DENTAL CORE TRAINING TRAINEE REPRESENTATIVES

At commencement of your training year, each Unit should propose to HEE EoE a trainee representative. I suggest that you and your DCT colleagues meet collectively and inform Ruth Davis at HEE EoE School of Dentistry of your nominated DCT trainee representative by Monday 03 October 2016 at the latest.

The role of trainee representative will include local, regional and national representation on issues such as education and training, ePortfolio, careers support, and quality management. Further information relating to the terms of reference, and the trainee representative roles and responsibilities can be found on our website:

https://heeoee.hee.nhs.uk/Dental_Trainee_Representation

SUPPORTING PROFESSIONAL PERFORMANCE

At the start of your year, you will complete a learning agreement through ePortfolio. This agreement sets out what both parties can expect of each other during the training year in terms of facilities, training and support in order to appropriately prepare you for the next stage in your career. It also sets out what is expected of you during your training year.

We recognise that during Dental Core Training concerns regarding performance may arise for some trainees for a variety of reasons. The School of Dentistry has a flexible approach to supporting professional performance concerns that is centred on the individual. We work closely with our Professional Support Unit and education networks throughout the East of England and we seek to utilise these networks, working with HR and Occupational Health where necessary, to identify how best to support the trainee. This support can include targeted education, training opportunities and careers support if required.

If you feel at any point that you need support or advice about any aspect of your Dental Core Training, please do contact HEE EoE, either directly or through your trainee representative. It is the Dental Core Training Advisor's role to ensure that educational supervisors are aware of the need to identify problems early. They should provide help and advice to the trainee, the educational supervisor and the clinical supervisor. Where possible there will be local measures put in place to remedy the situation.

Our website also contains a number of useful policies and procedures including a study leave policy which we advise you to review: https://heeoee.hee.nhs.uk/policies_and_procedures

HEE EoE INFORMATION

The Dental Core Training Advisor is Mr Michael Simpson, Consultant Maxillofacial Surgeon at Bedford Hospital NHS Trust and Luton & Dunstable University Hospital NHS Foundation Trust, who can also assist in training matters. If you have any queries please direct these to his secretary Jo Lyons: jo.lyons@bedfordhospital.nhs.net. For any urgent matters please contact Jo Lyons by telephone on 01234 355122 ext. 2070.

Ruth Davis is the Dental Core Training Administrator based in the HEE EoE offices just outside Cambridge and can be contacted via email: heee.dct@nhs.net. Ruth deals with DCT administration matters, including registration for regional study days, and will be your first point of contact for any training issues that cannot be resolved locally.

The HEE EoE website is a very useful resource which has a comprehensive dental section. Included are pages relating to hospital based dental training and I would urge you look at these, as they are regularly updated and give details on all sorts of topics relevant to your hospital training: https://heeeoe.hee.nhs.uk/dental_home

I wish you a satisfying and enjoyable training year, work hard and see you at the Junior Papers Day, if not before.

Best wishes

A handwritten signature in black ink, appearing to read 'Alex Baxter'.

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