

Dental Therapist Foundation Training Scheme

2021 - 2022

Information for Educational Supervisors



Closing date of applications: Tuesday 8th December 2020, 12 noon
Download an application from our website: [Dental Therapist Foundation Training](#)

Are you interested in providing Dental Therapist Training?

We are looking for suitable practices and practitioners for Health Education England Midlands and East 2021-2022 Dental Therapist Foundation Training (DTFT), starting in September 2021.

The Scheme:

- The Foundation Dental Therapist (FDT) will be employed in the training practice a minimum of 21 hours a week for a full year. Ideally, one of the days should be a Wednesday but is not compulsory.
- The FDT will attend the educational programme as organised by HEE; this will involve one study day per month.
- The Scheme start date is 1st September 2021.
- DTFT Educational Supervisors will receive a training grant of £3,000 per annum.

To be considered as an Educational Supervisor, 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.

If appointed, you will be expected to:

- Provide a dedicated surgery and suitably qualified nurse 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 45-minute tutorial twice each month during practice hours.
- Regularly undertake and record assessment of the FDT using the nationally agreed Postgraduate Dental Education e-Portfolio.

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 precast 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 as prescriptive as the dentist wishes to make it.

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1. Useful Contacts

Midlands & East Deputy Postgraduate Dental Dean for Foundation Training

Andy Corke; Andrew.Corke@hee.nhs.uk

Programme Lead – Training Programme Director (TPD)

Jodie Mahoney; Jodie.Mahoney@hee.nhs.uk

Administrative Team

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2. Scheme Overview

The HEE M&E Dental Therapist Foundation Training (DTFT) scheme is designed for newly qualified Dental Therapists to experience NHS Primary Dental Care.

The programme is funded by Health Education England Midlands & East (HEE M&E) who will provide a training grant to the Educational Supervisor (ES). Foundation Dental Therapists (FDTs) will be employed by the practice/trainer a minimum of 21 hours per week, working alongside the trainer.

There will be a DTFT Study Day Programme running from the 1st September 2021 to the 31st August 2022. The Study Day will normally occur once a month on a Wednesday (there may be exceptions).

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 Educational Supervisor

The principal duty of the ES is to guide and teach, both within the formal context of the one to one tutorial and in the broader framework of teaching by example.

The ES is in the best position to assess the FDT's needs. Through the various processes of assessments and tutorials these needs can be identified, discussed, and hopefully satisfied. The best Trainers 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 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 ES can fulfil these onerous roles, he or she must possess the quality of enthusiasm.

2.3 Successful Completion of Dental Therapist Foundation Training

Successful completion of DTFT will be based on attendance of the Study Day Programme, completion of the ePortfolio, Audit, Key Skills, Case Presentation, Exit Interview and Trainer/Programme Director reports. A certificate will be issued by the Dean on successful completion of Foundation Training.

3. 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 HEE 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
- Provide the FDT with adequate administrative support and the full-time 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 45 minutes duration and recorded in the ePortfolio)
- 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 ePortfolio and any other material provided for this purpose, to give feedback and to liaise with the Programme Lead as necessary.
- Ensure that the FDTs learning needs and progress are documented and kept up-to-date in the ePortfolio.
- Participate in ES development events provided by HEE and undertake training in assessment prior to employment of a FDT in the practice and during the training period, as required.
- Attend DTFT meetings and end-of-scheme review sessions, as required.
- Set time aside to be available for practice visit(s) as required (these may be conducted virtually)
- 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 Postgraduate Dental Dean (in writing) if the circumstances of either yourself as the Trainer, 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 ES with the Programme Lead.

4. Obligations of the 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 DTFT placement once accepted, enter into an agreed contract of employment with the Educational Supervisor, and abide by its terms in all respects.
- Participate in an initial PDP interview to identify strengths and weaknesses and work with the ES to draw up a development plan.
- Work under the direction of the ES and seek advice and help on clinical and administrative matters where necessary.
- In the interest of good patient care and the good management of practice, draw the supervisor's attention to any problems encountered immediately when they become apparent.
- Attend regular fortnightly tutorials within normal practice hours (such tutorials to be of at least 45 minutes duration and recorded in the ePortfolio).
- Diligently attend the Study Day course programme and ensure that holidays do not lead to absence from any study day events.
- Co-operate with the ES and the practice to 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, the FDT is fully occupied.
- Work with the ES to ensure that progress and professional development are assessed and monitored, using the ePortfolio 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 HEE to resolve the matter expeditiously.

The professional relationship between ES and FDT will be that of Provider/Performer. The Provider is both legally and professionally responsible for the foundation therapist. The ES also has vicarious liability for the actions of the FDT. 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. Standards for Training Practices

These standards are a guide to help practitioners know what is normally expected for training practices in HEE. The advisers will use these criteria during practice visits. Please contact the DTFT programme lead 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 Trainer (1000 UDAs)
2. Adequate supply of NHS patients for the FDT.
3. The FDT surgery must be of an adequate size.
4. The Trainer 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 England will contact the GDC, DPB, DRS and the Commissioning Board- Area Team for references.

HEE Midlands and East recommendations regarding work patterns

- Working hours and patterns should be agreed prior to the commencement of the Foundation Training year and any change reported and approved by the programme lead.
- FDT's should not work more than five hours without a break.
- At least 70% of the therapists work per week should be dedicated to providing treatment under the nGDS. Up to 30% can be private.
- Of the 70% nGDS treatments Dental Therapy (Restorative Dentistry) should account for a minimum of 50% of the therapist's 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 Trainer, 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 current 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.

Learning

A library should be available in the practice containing current journals 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 ES must be available in the practice while the FDT is present (excluding holidays which do not exceed four weeks *pro rata* per year). Cover arrangements must be made during any absence of the Trainer and the programme lead must be kept informed. The ES is to 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 considered. 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 Trainer that a suitably equipped surgery will be provided for the trainee. There will be an initial practice assessment (which may take place virtually) to determine whether a reasonable standard of equipment, furniture, and materials to support DTFT has been met.

If you have any questions about the acceptability of your premises, the DTFT programme lead 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 please inform us, this may reduce the need for a full inspection.

6. DTFT Contract of Employment

Therapists are employed by the practice under the practice contract. An example of a DTFT contract may be made available upon request.