

Guidance Document
September 2020

Project e-LiFT



HEALTH EDUCATION ENGLAND
DENTAL FOUNDATION TRAINING

PROJECT OVERVIEW

All Foundation Dentists are required to complete various project work during their training year, one of these is the project e-LiFT which is an acronym for evidence linked learning in foundation training.

From the start to the end of this training year you will be providing care and treatment to the patients allocated to you. The first stage of writing for this project, starts with a **brief factual account** of what you actually do working with your team in delivering the dental services for your patients. You are then encouraged to examine your account in the area of primary dental care concerned, and provide your detailed **personal reflection** on the matters concerned.

This project is evidence based, asking you to demonstrate attainment of professional practices and standards in those key areas that are governed by current legislation, and regulated by the services regulator the Care Quality Commission and the professional regulator the General Dental Council. This project requires you to reflect on your working practices, demonstrating that you have been learning and developing as a dentist and so strengthening your professional practice and standards as you journey through your training year. You will be able to show coverage of identified competencies in the domains of communication, professionalism, management, and leadership. A personalised reflective account supported by good evidence is a requirement for satisfactory completion of foundation training, and a well-presented work will help you prove attainment in the identified competencies under the domains of communication, professionalism, management, and leadership.

This document is intended to provide you with guidance; however you must contact your Training Programme Director (TPD) should you have further questions or require help.

PROJECT PURPOSE

This project demands you to demonstrate by way of reflective writing supported by appropriate evidence, that you have acquired knowledge, skills, and behaviour to be an effective independent General Dental Practitioner. You can do this by demonstrating that you are proficient in the stipulated units, of which there are eight. Furthermore, the e-LiFT project will help to:

- demonstrate your developing **knowledge**
- **allow you to critique** your work showing you are focussed on improvements
- drive forward your **professional development**
- demonstrate **compliance with legislation** and available **professional guidance**
- evidence **progressive learning** and **identify future learning needs**
- evidence your **developing skills** which are required for **achieving the competencies** for DFT satisfactory completion

PROJECT FORMAT & TIMELINE

You will be required to work through all eight units, four at a time. Each unit should have the following elements

- a brief factual account of your working practice as it related to the topic
- your thoughts and detailed reflection on your factual narrative
- your own suggestions on improvements to your working practices
- inclusion of your own pieces of evidence to support your claims

The eight units are basically *broad subject areas*. Unit numbers and subject areas are:

- | | |
|--------------------------------------|---------------------------|
| 1 Infection Control | 5 Working with Colleagues |
| 2 Radiography | 6 Professional Standards |
| 3 Medical Emergencies | 7 Ethical Obligations |
| 4 Clinical Communication and Consent | 8 Developing Leadership |

When do I start project e-LiFT?

You will need to start working on this project from the third week in September, following completion of your practice induction. Start working on it as soon as you have received your induction. Please do not delay as this will impact on your ability to cope with getting the work done in time.

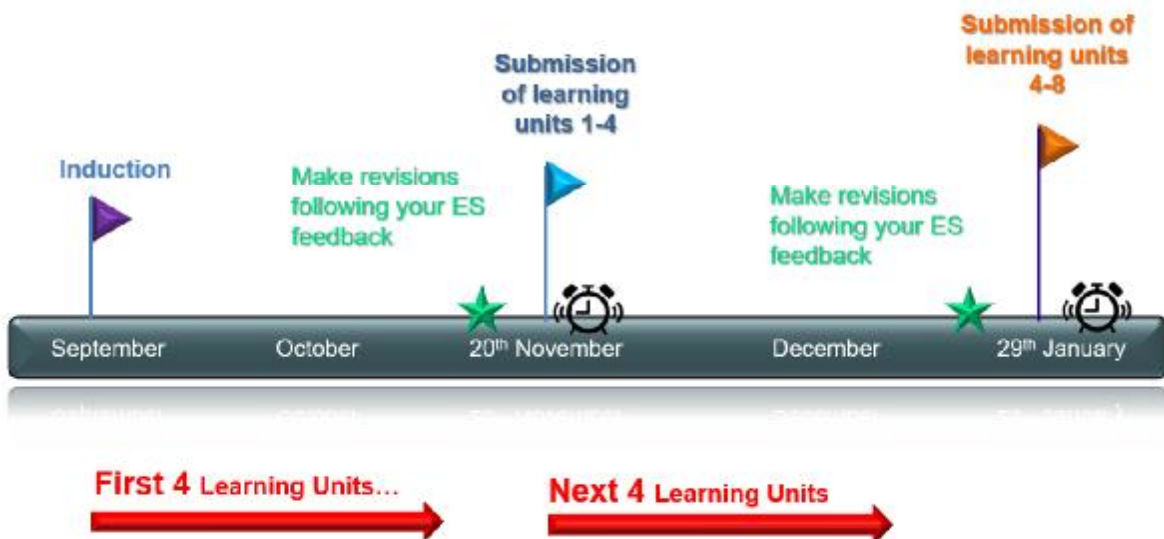
What can you tell me about the timeframe for completing this project work?

By **20th November 2020**, you will complete the first set of 4 units ie units 1,2,3 and 4

By **29th January 2021**, you will complete the last set of 4 units ie units 5,6,7 and 8
Your TPD may vary the above submission dates to better suit the scheme programme.



Timeline 2020-21



As this is a practice-based project, it is your Education Supervisor who can guide and support you in this project, and you may seek assistance from practice

personnel when collecting certain pieces of evidence. However, the work completed must be your own. Plagiarism is strictly not allowed.

Your TPD will direct you on how to submit the digital copy of your project work. Your work will be assessed by eight Education Supervisors from a neighbouring DFT Scheme, each of these Education Supervisors will be assigned one of the units to assess and feedback for all the FDs for your scheme. Each unit you complete will be given a grade. Any topic not reaching the acceptable grade will need to be revised and resubmitted within two weeks. Please refer to the information on the assessments.

When all the units are completed, a certificate of completion for project e-LiFT will be issued which will need to be uploaded into your e-portfolio as this is required for both IRCP and FRCP processes.

REFLECTIVELY WRITING PROJECT e-LiFT & LINKING THE EVIDENCE

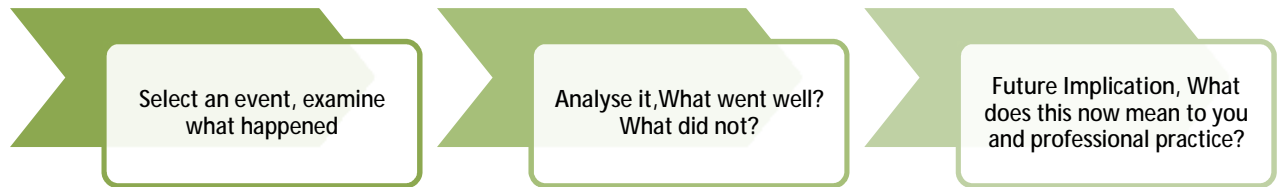
Please refer to each unit for the subject concerned. It is down to you to put together your own brief factual account and include your chosen pieces of evidence that supports your reflective write up. You will be provided with a template for each of the units. Do refer to the impact of best practice, legislation, professional regulation, and guidance.

When writing about a topic, the starting point is a factual account on the topic. This will need to be kept brief and to the point. You are then expected to reflect on your account, and this should be more detailed. Reflective writing is about your own thoughts and feeling about the topic at hand and so it is personal to you. The majority of your write up must be in this reflective style. Then finally you may mention some plans to progress or improve. You will have access to information about reflective writing styles.

It is widely accepted that applying a process of systematic reflection into your decision making, clinical judgements and working practices does contribute to better dental care for your patients. A very good piece of reflective writing often

demonstrates attention to detail with intention to provide a high quality of care for all your patients.

Systematic approach to reflective writing can be represented as follows:



Do I have to follow the exact line of questioning provided for each unit?

No not at all. If you can think of your own set of questions to answer that is fine, just follow the describe, reflect and action framework to help you structure a piece of reflective writing, and importantly your aim is to demonstrate the foundation training competencies for the unit.

Where do I write my piece of writing?

Each unit has included within it a text box that may span across 3 pages as it will include your evidence incorporated within it. The overall word limit per unit is 500 word +/- 50 words. This will mean you will need to write concisely and to the point. A large volume of work that is excessive and unnecessary is discouraged. Please use Ariel font size 11 with 1.5 line spacing of paragraphs.

Tell me a little bit about supporting evidence

Every unit has a piece of reflective writing formed as covered above. Each of these topics will have references made to the supporting evidence you will need to provide as part of the project work. It is vitally important that evidence you collect is from your own clinical practice. The evidence can be incorporated within the template that is provided, one for each of the eight units.

MORE ABOUT EVIDENCE

How many items of evidence will I need in total?

You should aim for between 5 to 8 pieces of evidence for each unit. The principle of 'quality above quantity' is to be promoted when FDs pick their evidence for inclusion. Some evidence items such as a picture or an extract of clinical records usually provide for several references to the evidence base, and therefore selection of the type of evidence may in the end determine the final number of items supplied as evidence.

What can I use as evidence?

You can use a variety of items. Suggestions are made for each unit. It is important to remember that the evidence will have arisen from your training practice and you must seek advice or gain permission to use material when it is appropriate to do so.

 NHS
Health Education England

evidence – Reinforces activities / attainment

FDs locate themselves	Training Practice provides
<ul style="list-style-type: none">• Anonymous clinical notes• Lab instruction sheets• Training certificates• Logs• Audits• Annotated images• Computer screenshots (anonymous? Consent?)• Patient information leaflet• Training notes or records• Etc etc etc	<ul style="list-style-type: none">• Practice protocols, manuals and policies• Practice contracts, consignment notes• Practice compliance records and reports• Risk Assessments• Practice meeting minutes• Various surveys• Anonymous employment records (carefully selected)• Induction records• Quality assurance programmes & clinical governance checks• Etc etc etc

Be mindful that there may be issues surrounding consent, confidentiality or copyright that may prevent you from using some evidence. You may wish to redact certain pieces of evidence, so you can use them to illustrate your practices without breaching confidentiality.

When thinking about evidence to include, think about:

- quality above quantity – don't include blank forms or blank templates!
- cross referencing - if a piece of evidence is used more than once, refer to the section it has been used previously instead of reproducing it again.
- photos - are a particularly good way to capture your evidence. You are encouraged to use suitable images within your write up to substantiate your points.
- Anonymous entries – remove sensitive information.
- variety – use a wide range of evidence items to illustrate your practice.

How do I present and provide the evidence?

Firstly, label each evidence for example as an 'item' so you will have item 1, item 2 and so on. Relevant evidence may be included within your reflective writing.

PRECAUTIONS

It is vital that you seek Education Supervisor's advice when you require it, and that they have approved your work. You must take great care to ensure that:

- 1) The process of producing this project work (including providing the supporting evidence) does not risk breaking legislation or regulation.
- 2) The selected evidence has no means of direct or indirect potential to cause temporary or permanent harm to a person, a patient or an organisation.
- 3) You devote enough time and effort into this project, and thus produce work that is your own and not plagiarised.

ASSESSMENT FOR SATISFACTORY COMPLETION

A well written and presented project that is personalised will serve as evidence that you have covered certain DFT curriculum competencies, contributing to requirements for satisfactory completion.

Please become familiar with the assessment framework provided. Assessor will mark your work. Attainment of scores 3 or 4 for each unit is expected and essential for satisfactory completion. Scores below are unacceptable, and you will then be given an opportunity to redo the work and meet the acceptable mark within 2 weeks.
