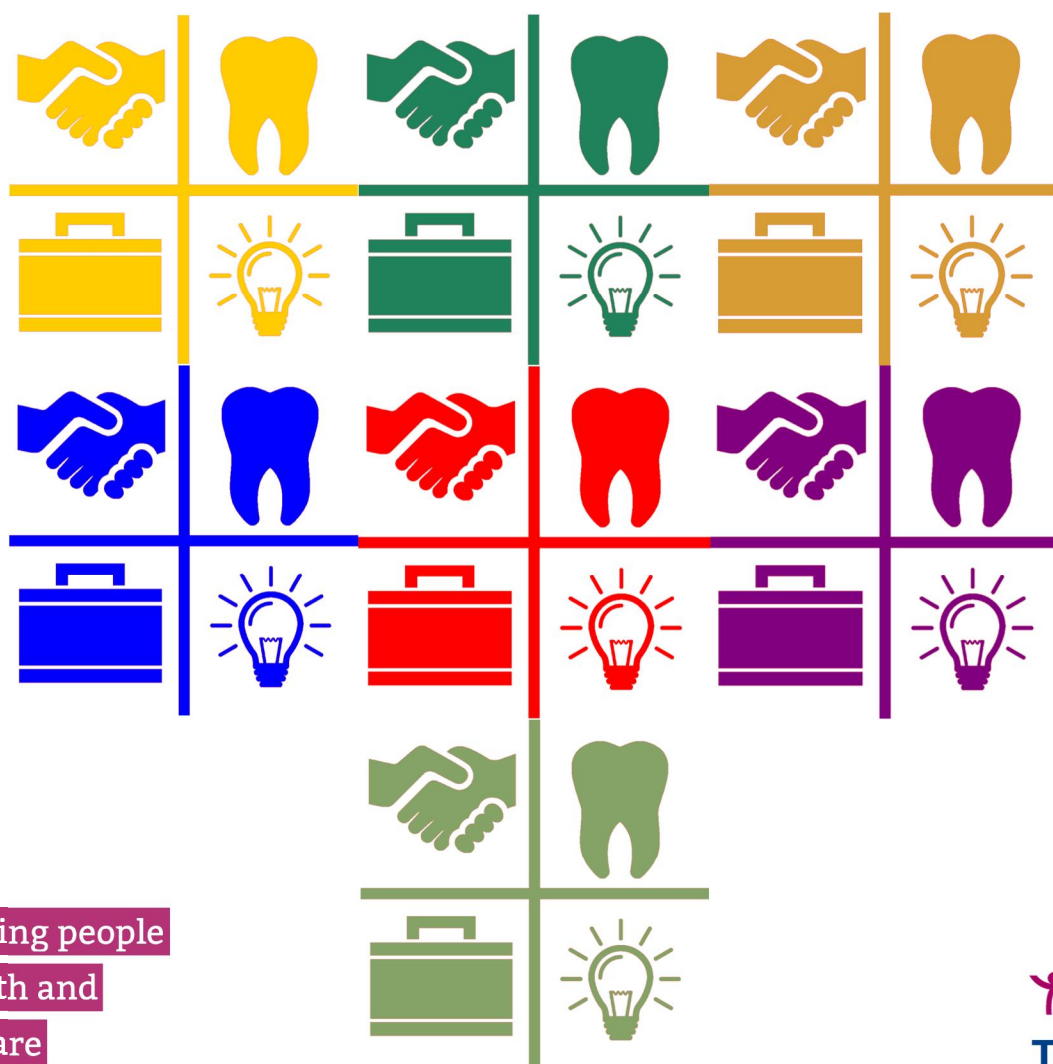


Dental Foundation Training

A Guide for Educational Supervisors

2022-23



Developing people
for health and
healthcare

www.hee.nhs.uk

Health Education England—Midlands and East Dental Foundation Training 2022-23

"Everyone who remembers his own education remembers teachers, not methods and techniques. The teacher is the heart of the educational system."

Sidney Hook 1902-1989

Check List for ES Application—

1. Download Information Booklet and Application Forms from web site
2. Complete forms using Adobe Reader
3. Email your application to HEE-MGE to arrive by noon 7th December 2021
4. course for new applicants 18th January 2022
5. Interviews:
 - Tranche one—week beginning 14th March 2022
 - Tranche two—week beginning 28th March 2022
 - Tranche three—week beginning 25th April 2022
6. New Educational Supervisor Induction Course — June 2022
7. Educational Supervisor Preparation Event — 30th June 2022

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Please Note

All information given in this publication is dependant upon circumstances dictated by the COVID 19 situation and may be subject to change at short notice.

“The mark of higher education isn't the knowledge you accumulate in your head. It's the skills you gain about how to learn.”

Adam Grant 1981 —

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 - Midlands and East (HEE-M&E). 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 November 2021.

The Midlands and East Region of Health Education England is made up from three areas, West Midlands, East Midlands and East of England. Dental Foundation Training recruits to the Schemes based in the three areas. In West Midlands there are five Schemes, in East Midlands there are four Schemes and in East of England there are six. Interviews for new applicants together with scoring and ranking of applications will be carried out online.

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 individual 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 NHS England and together with Health Education England (HEE), and its local Midlands and East 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-M&E, 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 an Educational Supervisor for Health Education England - Midlands and East.

The Educational Supervisor's Role

An Educational Supervisor is an experienced general dental practitioner with high clinical standards and good ethical values, who 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 25 weeks of the year the Foundation Dentist has to attend (online or face to face) Study Days with one of the Dental Foundation Training Schemes around the Region, and these usually take place on a Friday. There are also five Study Days committed to self-directed online learning. 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 six 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 11 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-M&E.

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 £10,248.00 per annum (£854.00 per month) and the Foundation Dentist's salary of £33,720.00 per annum (£2,810.00 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 2020*). 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 - Midlands and East complies with the national guidelines and regulations.

What Does the Educational Supervisor Have to Provide?

To be selected as an 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 1,000 UDAs or £25,000 per annum. This NHS commitment must be demonstrable during the year of application and appointment and throughout 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-M&E 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 2022. The process of application and appointment is straightforward, but has a fixed timetable. It involves completion of a structured application form, which will 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 webinar which will prepare you for the interview process. This webinar will be held in January; details will be available on the HEE-M&E website.

If you are a very experienced and successful Educational Supervisor, it may be possible for you to be appointed for a period of five 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 interactive application form which you can download from the HEE-M&E website. The form is 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 form be completed using a computer, but it must also be signed electronically using Adobe

Reader. The completed form needs to be saved and then emailed to DFT.ME@hee.nhs.uk. The form must arrive at HEE-M&E before **noon on Tuesday 7th December 2021** in order to be considered. There are further instructions in the 'Application Notes'.

There are several parts within the interactive application form but not all parts will be seen and completed by all applicants. **Part A(i)** is for everyone and 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 A(ii)** is available to and completed by current HEE-M&E Educational Supervisors only and is a report on current training within HEE-M&E. It asks for specific information about the first three months of the current training year and is a very important part of the selection process.

Part B of the form is for everyone 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 and listed in greater detail in the application form. Thus if there are areas where your practice does not meet the requirements, you have the chance to alter things before submitting your application.

All applications must reach HEE-M&E by **noon on Tuesday 7th December 2021**. 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.**

Interviews are required only for those who are new applicants or not currently in post. Interview date emails should be sent out by the end of December 2021. All other applicants will be assessed by the Selection Committee using the information about themselves and their training record in the application forms and reports.

Interviews are to be held online in three tranches, one during the week beginning 14th March 2022; one during the week beginning 28th March 2022; and the last during the week beginning 25th April 2022. **Those attending the online interview will be required to show to the interview panel their passport, or other official photo identification.**

One copy of your application will be sent to the Training Programme Director (TPD) for your local Scheme. If you are a current Educational Supervisor within Health Education England - Midlands and East, the TPD will be asked to complete a **TPD Report** about your current and previous performance as an ES. This will usually be carried out as part of the mid-year visit. For all other applicants, the **TPD Report** will be completed during and after a 'practice visit' from a TPD, probably by a remote process. 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 interviews and scoring begin. The visit 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.

At the practice or mid-year visit, the TPD will need to see your NHS end of year (2020-21) practice contract report, and if you were an Educational Supervisor last year, your FD report for the year 2020-21, downloaded from the NHS BSA Compass Portal, together with current NHS BSA schedules.

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

require that you submit signed permission for NHS and GDC checks to take place or your application will not be considered.

Appointment as an Educational Supervisor

Selection is a competitive process as each area of HEE-M&E has a limited number of places in each of their DFT 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 in each Area schemes.

Thus, once the Selection Panel has selected those who meet the standards required to be an Educational Supervisor, the best of these will be appointed as Educational Supervisors to the places available in one of the HEE-M&E Schemes.

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-M&E Selection Committee includes Lay Representatives 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 to be placed on the reserve list.

There are various reasons for this category but these can include, a report from NHSE & I 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-M&E 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.

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-M&E immediately as another suitable candidate can then be offered a place as an Educational Supervisor.

New applicants and less experienced will be appointed for one year only and will have to re-apply if they wish to continue as an ES in future years. Experienced, well performing ESs will be appointed for five years, but will be subject to an annual performance review process and their continuation is dependent upon a satisfactory performance being noted in the review.

National Recruitment of Foundation Dentists

The recruitment of Foundation Dentists is now carried out through a national process. Those wishing to undertake Dental Foundation Training starting in 2022 will undertake a situational judgement test and a communications exercise, and will be ranked in order of score from these. Allocation of Foundation Dentists to Training Practices will be made through a process using the Foundation Dentists National Recruitment ranking and information from descriptions of the appointed Training Practices available on the HEE-M&E website. You will be asked to provide the information for the description.

Preparations for the Foundation Training Year

Training courses will be held for all Educational Supervisors in the Region, during June. New 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 Preparation course. Dates for these will be shared with successful applicants. Many of the skills required for the job of an 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 Supervisor allocated to each new Educational Supervisor.

The Dental Foundation Training Year

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

The Educational Supervisor must not take leave during the first six weeks of the Foundation Dentist's appointment.

Study Days for each Scheme begins at the start of September. 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 (possibly a virtual visit) 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 specific online learning to undertake, the eLIFT project work to complete, a clinical Audit 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 in the eleventh month. The TPD also makes a report and the Panel will then review these reports together with evidence that the Foundation Dentist has completed: the specified study days; a full training year; any required HEE coursework; 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-M&E Dental Foundation Educational Supervisors 2022-23. This was drawn up to identify the key roles of an 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 an 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 an 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 1,000 UDAs or £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-M&E Training Practices 2022-23. You will need to have a surgery available for the Foundation Dentist to use from September 2022. It must be of at least nine square metres in floor area and must be fully equipped for low seated dentistry, and ideally for four handed dentistry.

A list of the requirements in terms of equipment and facilities is found later in this document, and the information is repeated in the application form, 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 £10,248.00 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 £33,720.00 per annum, which means that you as an Educational Supervisor will receive a reimbursement of £2,810.00 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 2020) 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.

Midlands and East DFT Schemes

General Information

In Health Education England - Midlands and East there are fifteen Foundation Training Scheme; five in West Midlands, four in East Midlands and six in East of England. The courses are split into three terms. The Autumn term begins in early September. 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 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 Deputy Postgraduate Dental Dean. 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 sessions will often be held online as part of HEE's Digital First strategy, but when clinical work is being covered, the session may be held face to face. 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 of the Study Days are timetabled for self directed online learning. The Foundation Dentists have a range of online learning modules which they have to cover, many of which are found in the e-Learning for Healthcare platform, together with an e-LiFT project, which is a series of reflective modules covering their work in practice.

During the year the Foundation Dentists also have three Milestone presentations to give. Two of these are reviewed anonymously by Educational Supervisors and Foundation Dentists using the APLAN online platform. You will be required to take part in these reviews and will be allocated presentations to review and comment upon. You will also be reviewing the e-LiFT project modules in a similar way.

It is important that the Foundation Dentists attend every day of the course as there is a requirement that they attend all sessions (25 days + 5 self directed 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.

Practice Equipment and Requirements

Practice Requirements

Electronic records	<i>Full computer based clinical records and appointment management system.</i>
Digital radiography	
Internet access	
Infection control	<i>Up to date policies, protocols, and operating procedures including effective decontamination facilities with sufficient capacity and storage.</i>
NHSmial account	

Specification for FD Room

Size	<i>Minimum floor area 9m².</i>
Ventilation	<i>Natural or mechanical ventilation must be provided. The fresh-air supply rate should not normally fall below 5 to 8 litres per second, per occupant – HSE Workplace (Health, Safety and Welfare) Regulations 1992.</i>

Equipment for FD Room

Dental chair	<i>Low seated design. Operating light. Delivery unit. Cuspidor. Suction. Amalgam separation.</i>
Turbines	<i>Minimum of 3.</i>
Contra-angle handpieces	<i>Minimum of 3.</i>
Straight handpiece	<i>Minimum of 1.</i>
Ultrasonic scaler	<i>Magnetostrictive or piezo.</i>
X-ray set	<i>Rectangular collimation. Isolation switch outside the controlled area.</i>
Amalgam mixer	
Light cure lamp	
Stool for dentist	
Stool for nurse	
Handwash sink	
Telephone	
Workstation	
Clinical records and appointment management software.	
Internet access.	

Instrumentation for FD Room

Autoclavable tray system

X-ray film holders	<i>Full range of holders for bitewing and periapical views – including full range of endodontic film holders.</i>
Rubber dam kit	<i>Latex free.</i>
Conservation	<i>Full range of instruments for normal restorative work including a single use matrix system (eg Automatrix) and a sectional matrix system (eg Composi-tight).</i>
Periodontics	<i>Full range of periodontal instruments including a measuring probe (eg Williams Probe) and a full set of scaling instruments (eg Gracey Curettes).</i>
Extractions	<i>Full range of extraction forceps (upper and lower); elevators and a set of Luxators.</i>
Oral Surgery	<i>Full range of surgical instruments including scalpel blades and handle, periosteal elevator, syringe for irrigations, syringe for irrigation, surgical handpiece, selection of surgical burs, root tip picks, bone rongeurs, needle driver, toothed tweezers, non-toothed tweezers and suture scissors.</i>
Prosthetics	<i>Full range of prosthetic instruments including shade and mould guides.</i>
Endodontics	<i>Full range of stainless-steel hand files and NiTi rotary files.</i>

Materials and Disposables for FD Room

Respirator	<i>Fit tested FFP3 mask or powered hood for FD use.</i>
Type II R Fluid Resistant Surgical Masks	
Gloves	<i>Latex free.</i>
Bibs	
Aprons	
Gowns	
Paper and cotton goods	
Safe Sharps System	<i>Incorporating a shield or cover that slides or pivots to cover the needle after use – HSE Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.</i>
Waste containers	<i>For sharps, clinical waste, non-clinical waste, gypsum waste. Containers with mercury suppressant for amalgam waste, amalgam capsules and extracted teeth.</i>
Disposable 3 in 1 syringe tips	
Conservation	<i>Full range of restorative materials including paediatric stainless-steel crowns and 016 stainless-steel orthodontic wire for trauma cases.</i>
Prosthetics	<i>Full range of prosthetic materials including impression compound and greenstick.</i>
Endodontics	<i>Full range of endodontic materials including a tooth sleuth, hypochlorite sourced from a dental supplier and Endo-Frost.</i>

Available in the Practice for Use by the FD When Required

Dedicated Digital Camera	<i>SLR or equivalent with lens, ring flash, retractors, and mirrors.</i>
Conservation	<i>Face bow and semi-adjustable articulator.</i>
Prosthetics	<i>Surveyor.</i>
Endodontics	<i>Electric pulp tester, apex locator, handpiece & motor for rotary endodontic system.</i>
Clinical Digital Thermometer	
Digital Communication	<i>Computer or tablet with MS Teams including webcam, speakers, and microphone.</i>

Timetable of Events





November – December 2021	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 Educational Supervisors returning after a break from training can be submitted at any time up to 8th December.
1st December 2021	Existing HEE-M&E Educational Supervisors can now submit application forms. <i>Part B completed beforehand but some of Part A requires information about your FD's performance that is not available until the end of November.</i>
7th December 2021	All application forms must have reached HEE-M&E by noon on this date by email.
January – February 2022	Practices are 'visited' by the TPD and TPD Reports completed.
18th January 2022	Introduction to Dental Foundation Training course for all new applicants who have not undertaken Foundation Training before.
14th—17th March 2022	First tranche of online selection interviews.
28th —31st March 2022	Second tranche of online selection interviews.
25th —28th April 2022	Third tranche of online selection interviews.
June 2022	Successful applicants are informed.
Summer 2022	Graduation and allocation of Foundation Dentists. <i>(Dependant upon National Recruitment Arrangements)</i>
June 2022	ES Induction courses for new Educational Supervisors.
30th June 2022	ES Preparation courses for all Educational Supervisors.
August 2022	Contracts between Foundation Dentists and Educational Supervisors signed; DBS and NPL Applications started for FDs
1st September 2022	All Foundation Dentists (2022-23 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 2022	Day Release Course starts at Scheme centre.
January – February 2023	TPDs' mid-year 'visits' to Training practices.
August 2023	Dental Foundation Training Certificates awarded to Foundation Dentists of 2022-23 Schemes.
31st August 2023	End of Training year 2022-23.

Health Education England— Midlands and East





West Midlands Schemes

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Staffordshire and Stoke-on-Trent	Shaam SHAMSI	 Shaam.Shamsi@hee.nhs.uk

East Midlands Schemes

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East of England Schemes

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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