

Dental Therapist Foundation Training

A Guide for Educational Supervisors

2023-24



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Dental Therapist Foundation Training

Introduction

The Dental Therapist Foundation Training Scheme has been set up and designed to equip recent dental therapist graduates with the necessary training and education required to continue to develop and expand the clinical and personal skills learnt as a student, and to gain the skills required to work successfully in a general dental practice environment. The scheme covers the East of England Region of Health Education England.

The Scheme is for Dental Therapists within the first two years of qualification. Emphasis is placed on continuing professional development throughout the course as well as increasing clinical skills and confidence. One of the aims of the Dental Therapist Foundation Training Scheme, is to encourage critical thinking and evidence-based practice.

The practices will employ two Dental Foundation Therapists (FDT) who will each be employed for three days, 21 hours. The two Foundation Dental Therapists will be in practice clinically for two days per week each. This can be either at different times in the week, providing the practice with one FDT at any time; or if there are two Educational Supervisors in the practice, with two FDTs at the same time, but this requires sufficient surgery space for both to be able to work.

They will also have a day per week each for admin/coursework/e-portfolio work and study days. This day will be a Friday. For twenty working days of the year the Foundation Dental Therapist has to attend (online or face to face) Study Days. The study day course is part of the FDT's appointment and attendance is mandatory.

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. 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 Educational Supervisor must be available in the practice to provide help and advice, be it chairside or otherwise, and must be present working in the practice whilst the Foundation Dental Therapists are working. There must also be available in the practice another experienced dentist who is able and available to provide supervision for the Foundation Dental Therapists at times when the Educational Supervisor is not present.

Assessment of the Foundation Dental Therapists' learning and competence is an essential part of Dental Therapist 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 Dental Therapists 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 Dental Therapist 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 fortnightly tutorial lasting one hour, during normal working hours.

Finance

During the period of training, the Training Practice will be funded in a manner similar to Dental Foundation Training. However, the Foundation Dental Therapists will be employed by the practice and their salary will be at the level of the NHS Agenda for Change Band 5: 2nd pay point - currently £34,171 per annum for a full-time position. The salary will be reimbursed by HEE together with an amount to cover Employers NI contributions, and Pension contributions. Additionally there will be a Trainer Grant, similar to the DFT grant, of £880.00 per month and a practice grant of £2485.83 per month to cover the practice costs of nurse, staff and surgery provision.

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 (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 many 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, and there must be a practice commitment of not less than 1,000 UDAs. 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-EoE also requires several core areas of CPD to have been undertaken within specified time periods, including training in Equality and Diversity skills, and Bullying and Harassment Management within the previous three years.

The Appointment Process and Timetable

The FDT's Training Year begins on the 1st September, the national starting date. Thus present Educational Supervisor applications will be for Foundation Dental Therapists to start on 1st September 2023. 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 are a new applicant, your application will be passed to the DTFT Scheme Training Programme Lead (TPL) who will arrange a visit to your practice. The TPL will discuss your application with you and will also complete short reports on many specific areas of your application and the practice. 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-EoE 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.EoE@hee.nhs.uk. The form must arrive at HEE-EOE before **noon on Friday 23rd December 2022** in order to be considered. There are further instructions in the 'Application Notes'.

If you are a current Educational Supervisor, the application form will be a Performance Review to provide evidence to HEE to confirm your suitability to continue in your training role. The appointment process has been adapted to allow detailed scrutiny of Educational Supervisor performance. You will need to download the application form from the HEE-EoE website and complete it fully. When it is complete, you must email it to your TPL and also to DFT.EoE@hee.nhs.uk before **noon on Friday 23rd December 2022** 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. The first section asks for personal and practice details, and also asks 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-EoE by **noon on Friday 23rd December 2022**. 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.**

If you are a new applicant a TPL will arrange a practice visit to verify the information you have set out in the application and to assess the facilities available within your practice. The TPL will then complete a report about your practice and application. This visit usually lasts about an hour and gives the TPL a chance to sort out any queries that may have arisen from the form and it also provides opportunity for the TPL to meet and get to know the potential Educational Supervisor.

If you are a current Educational Supervisor within Health Education England - East of England, the TPL will be asked to complete a report about the practice and your current and previous performance as an ES as part of the mid-year visit. Before the visit, the TPL will ask for copies of the Core CPD certificates and your NHS end of year (2021-22) practice contract reports, downloaded from the NHS BSA Compass Portal.

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

Appointment of Foundation Dental Therapists

Prospective Foundation Dental Therapists apply to HEE for approval. Once approved they will be given a list and details of the approved Dental Therapist Training Practices, and practice information will be placed on the HEE East of England Website. You must give consent for your professional and practice details to be shared on the HEE website for this process. The prospective Foundation Dental Therapists will indicate their preference from the list of approved practices. HEE will then place the therapists appropriately

The Study Days

The educational programme for the scheme consists of approximately twenty study days throughout the year, usually held on Fridays. Study days may take place in a centre within East of England Region. However, during the coronavirus pandemic, many study days have been held on line and will be carried out in this way for the foreseeable future. Sessions are normally held from 9.30am - 4.30pm with suitable breaks for lunch and refreshments. There will be a mixture of presentations and problem solving seminars, workshops and 'Hands-on' experiences. The courses are centrally funded, so there is no charge for attendance.

Assessment and Recording of Progress

An online e-Portfolio will be used throughout the period of training. This has various elements, commencing with the agreed record of discussion between you and your Foundation Dental Therapist at the start of the programme, where each records their expectations of what is to be achieved. They will also complete an initial record of clinical experience to help guide the training input.

During the year, your FDTs will carry out self assessments and be assessed by you the Educational Supervisor and other colleagues using nationally recognised assessment tools. These are to ensure that the each FDT receives regular structured feedback and is aware of his/her own progress. There are no formal examinations.

There will be progress reviews at intervals during the year and at the end of the training programme. A clinical experience log is an important component of the ePortfolio. You will also be expected to complete a clinical record keeping review, a Clinical Case Presentation (to be judged) as well as elements of the e LIFT programme.

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 Dental Therapists at the beginning of September is essential, and this can be discussed fully with the Training Programme Lead (TPL).

The Dental Therapist Foundation Training Year

The Foundation Dental Therapists start in practice on the 1st September. The Educational Supervisor must not take leave during the first six weeks of the Foundation Dental Therapists' appointment. Study Days for each Scheme begins at the start of September. 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 TPL for advice, support or help. The TPL in turn has access to the Regional team for help.

During the Winter holiday period, the Scheme TPL will make a Mid-Year 'visit' to the practice (possibly a virtual visit) to see the FDTs at work. Usually this will occupy only an hour or two, but the TPL will wish to see the FDTs working with patients and will need to speak to both Foundation Dental Therapists and Educational Supervisor about the training process.

The Foundation Dental Therapists will have specific online learning to undertake, and input from the Educational Supervisor is essential so that the Foundation Dental Therapists 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 TPL also makes a report and the Panel will then review these reports together with evidence that the Foundation Dental Therapist 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 Dental Therapist. 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 Therapist Foundation Educational Supervisors 2023-24. 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 Dental Therapist, 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 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 Foundation Dental Therapist Training Practices 2023-24. You will need to have a surgery available for the Foundation Dental Therapist to use from September 2024. 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 There need to be sufficient instruments and equipment available. Additionally there must be evidence that there are sufficient patients available for the Foundation Dental Therapists to see, and that there are sufficient numbers of experienced support staff available.

There also needs to be sufficient supervisory support for the Foundation Dental Therapists so there is a requirement for another dentist, who is able and prepared to provide supervision of the Foundation Dental Therapists, to be available in the practice at times when the Educational Supervisor is not present. If you are not sure about any items, the TPL 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 Dental Therapists 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 sufficient to allow video communication. 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.

Practice Equipment and Requirements

Practice Requirements

Electronic records	<i>Full computer based clinical records and appointment management system.</i>
Digital radiography	
Internet access	<i>With Wi-Fi access, and a computer or tablet with MS Teams including webcam, speakers, and microphone</i>
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 FDT 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 FDT 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>
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 dental therapist	
Stool for nurse	
Handwash sink	
Telephone	
Workstation	
Clinical records and appointment management software.	
Internet access.	

Instrumentation for FDT 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>

Materials and Disposables for FDT Room

Respirator	<i>Fit tested FFP3 mask or powered hood for FDT 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>

Available in the Practice for Use by the FDT 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>
Clinical Digital Thermometer	

Timetable of Events

November – December 2022	Read information books and start completing application forms. Ensure that all practice paperwork is up to date. Contact a Training Programme Lead for information and/or help. .
23rd December 2022	All application forms must have reached HEE-EOE by noon on this date by email.
January – February 2023	Practices are 'visited' by the TPL and TPL Reports completed.
April 2023	Assessment and scoring of applications..
June 2023	Successful applicants are informed.
Summer 2023	Prospective Dental Foundation Therapists are place in approved Training Practices
June 2023	ES Induction courses for new Educational Supervisors.
June 2023	ES Preparation courses for all Educational Supervisors.
August 2023	Contracts between Foundation Dental Therapists and Educational Supervisors signed; DBS Applications started for FDs
1st September 2023	All Foundation Dental Therapists (2023-24 Scheme) can start in practice. The Educational Supervisor must be available in the practice for the Foundation Dental Therapist (<i>The ES must not take leave in the first six weeks of the DFT year</i>)
September 2023	Study Days start at Scheme centre.
January – February 2024	TPL's mid-year 'visits' to Training practices.
31st August 2024	End of Training year 2023-24.