

# Dental Therapist Foundation Training

## A Guide for Educational Supervisors

2022-23 - Updated Version December 2021



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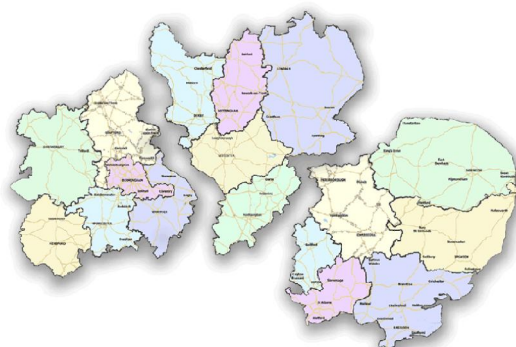
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# Contents

HEE Midlands and East Information	1
Dental Therapist Foundation Training	2
Introduction	2
The Educational Supervisor's Role	2
Finance	3
What Does the Educational Supervisor Have to Provide?	3
The Appointment Process and Timetable	3
Appointment of Foundation Dental Therapists	5
The Study Days	5
Assessment and Recording of Progress	5
Preparations for the Foundation Training Year	6
The Dental Therapist Foundation Training Year	6
The Educational Supervisor - A Specification	7
The Practice - A Specification	7
Practice Equipment and Requirements	8
Timetable of Events	10

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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 Midlands & East 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.

**For 2022-23 the programme has been changed and will be fully funded to the same level as Dental Foundation Training by Health Education England.** The practices will employ two Dental Foundation Therapists who will each be working two and a half days per week. This can be either at different times in the week, providing the practice with one Trainee at any time; or if there are two Educational Supervisors in the practice, with two Trainees at the same time, but this requires sufficient surgery space for both to be able to work.

## 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 two Foundation Dental Therapists will be in practice clinically for two days per week each. They will also have half a day per week each for admin/coursework/e-portfolio work and study days. This day will be a Friday. For fifteen 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 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 to a level equivalent to Dental Foundation Training.

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 6: 2nd pay point - currently £34,171 per annum for a full-time position. (based on a 37.5-hour week). The salary will be fully reimbursed by HEE.

## 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 Dental Therapists 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, whilst the Foundation Dental Therapists are 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 Dental Therapists 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 two years.

## The Appointment Process and Timetable

The Foundation Dental Therapist'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 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 Therapist 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 on 18th January 2022.

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](mailto:DFT.ME@hee.nhs.uk).

The form must arrive at HEE-M&E before noon on Tuesday 21st 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 21st 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 Lead (TPL) for the Scheme. If you are a current Educational Supervisor within Health Education England Midlands and East, the TPL will be asked to complete a TPL 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 TPL Report will be completed during and after a 'practice visit' from a TPL, 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 TPL 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 TPL to meet and get to know the potential Educational Supervisor.

At the practice or mid-year visit, the TPL will need to see your NHS end of year (2020-21) practice contract report.

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 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 Midlands and East 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 5 study days throughout the year, usually held on Fridays. Study days may take place at the Birmingham Dental Hospital or Kings Mill Hospital in Nottingham. 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, the 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.

## **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 Foundation Dental Therapists at work. Usually this will occupy only an hour or two, but the TPL will wish to see the Foundation Dental Therapists 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 M&E Dental Therapist 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 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 M&E Foundation Dental Therapist Training Practices 2022-23. You will need to have a surgery available for the Foundation Dental Therapist 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 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 Dental Therapists 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 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. 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	
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 9m<sup>2</sup>.</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 *Full range of holders for bitewing and periapical views – including full range of endodontic film holders.*

Rubber dam kit *Latex free.*

Conservation *Full range of instruments for normal restorative work including a single use matrix system (eg Automatrix) and a sectional matrix system (eg Composi-tight).*

Periodontics *Full range of periodontal instruments including a measuring probe (eg Williams Probe) and a full set of scaling instruments (eg Gracey Curettes).*

Extractions *Full range of extraction forceps (upper and lower); elevators and a set of Luxators.*

## Materials and Disposables for FDT Room

Respirator *Fit tested FFP3 mask or powered hood for FDT use.*

Type II R Fluid Resistant Surgical Masks

Gloves *Latex free.*

Bibs

Aprons

Gowns

Paper and cotton goods

Safe Sharps System *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.*

Waste containers *For sharps, clinical waste, non-clinical waste, gypsum waste. Containers with mercury suppressant for amalgam waste, amalgam capsules and extracted teeth.*

Disposable 3 in 1 syringe tips

Conservation *Full range of restorative materials including paediatric stainless-steel crowns and 016 stainless-steel orthodontic wire for trauma cases.*

## Available in the Practice for Use by the FDT When Required

Dedicated Digital Camera *SLR or equivalent with lens, ring flash, retractors, and mirrors.*

Conservation *Face bow and semi-adjustable articulator.*

Clinical Digital Thermometer

Digital Communication *Computer or tablet with MS Teams including webcam, speakers, and microphone.*

# 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 Lead for information and/or help. .
21st 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 TPL and TPL 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	Prospective Dental Foundation Therapists make direct applications to the approved Training Practices
June 2022	ES Induction courses for new Educational Supervisors.
30th June 2022	ES Preparation courses for all Educational Supervisors.
August 2022	Contracts between Foundation Dental Therapists and Educational Supervisors signed; DBS Applications started for FDs
1st September 2022	All Foundation Dental Therapists (2022-23 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 2022	Study Days start at Scheme centre.
January – February 2023	TPL's mid-year 'visits' to Training practices.
31st August 2023	End of Training year 2022-23.