Dental Core Training Year 1
Information and Guidance Pack for
Educational & Clinical Supervisors and
Dental Core Trainees Year One

2013 - 2014

https://www.nwpgmd.nhs.uk/dental-core-training
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1. Overview of DCT1

The aims of DCT1 are to complete the 2 year Curriculum for UK Dental Foundation Programme Training and consequently produce a well-rounded general practitioner able to work within the wider clinical team.

DCT1 is available to those who have completed their DF year and wish to gain additional experience in general dentistry but particularly in those areas of the Curriculum that have not been covered in full in the DF year.

Most of the available posts are in secondary care, either in Manchester Dental Hospital or in Oral and Maxillofacial units in District General Hospitals. There are sometimes posts available in primary care practices and/or community dental services where more specialist work is undertaken.

In addition to gaining valuable experience, this is recorded, assessed and reflected upon by means of an online portfolio. There are about 15 study days arranged throughout the year on relevant topics.

The DCT person specification and job descriptions can be found on our website as and when jobs are advertised.

2. Foundation Interview process and governance arrangements

The Dental Section Administrator will:

1. Place an advertisement on the Deanery website ensuring that the Resident Labour Market Test is met by allowing applicants four weeks from the point of advert to the closing date for applications.

2. Initiate the recruitment process and ensure that an up-to-date job description, person specification and relevant programme details are available on the Deanery website.

3. Arrange interview panel(s) with representation as follows:
   - The maxillo facial units in DGHs
   - Primart Care Practitioners
   - North Western Deanery
   - Lay representative

4. Arrange a suitable venue and organise and manage the interviews.

The Lay Representative will:

Complete an evaluation form giving feedback on the interview process and forward it to the Director of Postgraduate Dental Education.

Appointment Process
1. The selection process will comprise of:

(a) Longlisting against essential eligibility criteria outlined in the Person Specification

(b) Shortlisting to an agreed framework based on the Person Specification

(c) An interview process comprising:

   - Two panel interviews covering:
     - Skills, experience & knowledge
     - Academic achievement
     - Management and Leadership
     - Professionalism
     - Communication & team working

   - Practical skills test – oral surgery

   - Practical skills test - restorative dentistry

2. Applicants will be scored according to a set criteria using positive and negative indicators and offers will be made in order of merit based on the scores from the interview and practical test.

3. Panel members will agree a cut off score in advance of the interview process, below which, applicants will not be deemed appointable.

4. Appointable applicants' preferences will be taken into account.

5. The applicant will have 48 hours to accept or reject the placement subject to references (and/or interview). If rejected the candidate will not be offered a further placement.

   Once an applicant has accepted a post, pre-employment checks will be carried out by the employer, who has the right to withdraw the offer if any of the pre-employment checks are unsatisfactory. Any remaining vacancies will be filled by offering in rank order to appointable applicants.

6. Employment will be under contract with the relevant Trust and a copy of the contract must be submitted to the North Western Deanery.

7. The employer, educational supervisors and trainee will adhere to the directions and requirements in the DCT handbook.
3. Roles and responsibilities (For all contact details see page 14)

The Modernising Dental Careers Committee considers the wider management and direction of DF2 and includes the Director of Dental Postgraduate Education, Associate Director of Foundation Training, Training Programme Directors, Representative Educational Supervisors, Education Development Manager, Senior Research Fellow and Dental Administrator.

**Director of Dental Postgraduate Education:** Nicholas Taylor

**Associate Director of Dental Foundation Training:** David Read

Responsible for oversight of the provision of training

**Training Programme Directors:** Ravi Singh and Peter Doorey

Responsible for arranging and facilitating study day courses throughout the year and for providing support for practitioners. Responsible for liaison with Educational Supervisors.

In cases of poor performance, the training programme Directors will help facilitate the Deanery protocol for dealing with dentists in difficulty (see appendix 4). They will provide support for the trainee and the Educational Supervisor as necessary and act as a link with the Director of Dental Postgraduate Education.

The training Programme Directors will monitor study day attendance and e-portfolio activity.

**DCT Administrator:** Mrs Patricia Briggs

Responsible for the administrative processes involved with training at the North Western Deanery offices.

**Educational Supervisor:** *(see GMC definition in Appendix 1)*

- To be responsible for the educational component of the post, including assessments and participation where required in the e portfolio. These assessments and portfolio involvement can either be done directly or by delegation to a clinical supervisor.
- To be familiar with workplace assessment tools.
- To complete an Educational Supervisors report.
- To support and guide the DCTP (Dental Core Training Practitioner) in acquiring and demonstrating the competencies of the Dental Foundation Curriculum and, if agreed with the DCTP, to encourage them to attempt the MJDF (Eng) or the MFDS (Scotland).
- To meet the DCTP at appropriate intervals and to monitor and assess the DFP’s progress and professional development using the Dental Foundation E-Portfolio provided for this purpose, to give feedback to the DCTP, and to liaise with the DCTP Educational and Clinical Supervisors/s as necessary.
- To allow and require the DCTP to attend the study course as set out in the published programme.

**Clinical supervisor:** *(see GMC definition in Appendix 1)*

To be involved with DCTP on a day to day basis and provide support and assistance as required by the Educational Supervisor. There may be several Clinical Supervisors who should have access to the DCTP’s E-portfolio.

The Clinical Supervisor/s should work with the DCTP and ensure that they have appropriate support from themselves, or another appropriate trainer, as necessary.

- To be familiar with the workplace assessment tools
- To carry out workplace based assessments, give appropriate feedback to the DCTP and liaise with the Educational Supervisor as appropriate.
- To complete a Clinical Supervisors report.
3. Roles and responsibilities (continued)

- To be employed as such and be responsible to the specific Educational Supervisor.
- To adhere to the GDC Standards for Dental Professionals (August 2013).
- To attend Deanery study days programme (see section on study days for specific guidance)
- Be responsible for completing the E-portfolio.
- Adhere to the dress code which can be accessed from the deanery website: http://www.nwpgmd.nhs.uk/policies-procedures
- To familiarise themselves with the relevant HR and other policies and adhere to them, for instance in respect of requesting annual leave and study leave.
- To engage with the induction programme and to ensure ongoing communication with supervisors and other colleagues.

4. Placement requirements

A DCTP training environment should:

- Have an allocate a named NW Deanery approved Educational Supervisor for each trainee
- Identify named Clinical Supervisors, to be accountable to the Educational Supervisor
- Deliver a structured induction programme
- Provide access to clinical experience that is as wide as possible and relevant to the curriculum
- Have the flexibility to arrange rotas and timetables to accommodate DCTP study days
- Have the capacity, resources and knowledge to carry out work based assessments through Educational Supervisor / Clinical Supervisor structure

5. E-portfolio

The e portfolio developed and maintained by Smile-On should be used. This records experience and reflections in addition to the work based assessments completed monthly. It is the responsibility of the individual trainee to keep their portfolio up to date.

The work based assessments are:-

Dental Case Based Discussion (D-CbD) involves the Foundation Dentist presenting a case (including patient records etc.) to the evaluator (Educational or Clinical Supervisor), who judges their performance in terms of clinical ability and knowledge etc. Once the evaluator has made their assessment, feedback is given (insight is assessed during this part of the process) and the case is discussed in more detail.

A Dental Evaluation of Performance Tool (A’DEP’T) involves direct observation of performance, followed by one-to-one feedback, and are carried out on a monthly basis throughout dental foundation training.

Record judgements on the DCT1s performance, following observation of a specific patient encounter or case. Feedback should be given as soon as possible after the event, whereby the DCT1s insight into their own performance will also be evaluated.

The portfolio acts as a record of the DCT1 year and if used well, is a valuable resource to help with securing future posts. Evidence recorded in the portfolio will be used to inform the Educational Supervisor’s report and the end of year panel assessment.
6. Study Days

The DCT year has a dedicated study day programme, which is tailored to meet learning needs identified by the COPDEND dental foundation competencies. Dates of DCT1 study days will be published and circulated by the NW Deanery with at least 8 weeks notice.

The study programme sessions will vary in format. Where necessary, lectures will be given to cover certain topics but interactive sessions and hands on training will be provided to promote learning.

The training programme will typically involve one full day per month. 15 days are organised over the year covering specific aspects of the curriculum. Attendance is compulsory and DCT dentists are expected to attend at least 12 full days over the training year. Attendance will be monitored by the NW Deanery over the training year by reference to the study day registers. ONE OF THE TRAINING PROGRAMME DIRECTORS (RAVI SINGH OR PETER DOOREY) SHOULD BE INFORMED OF ANY REASONS FOR UNAIDABLE ABSENCE PRIOR TO THE STUDY DAY OR AT THE LASTEST ON THE DAY. End of year certification will take into account satisfactory study day attendance i.e. a minimum attendance of 10.

It is expected that Educational Supervisors will support and require DCT attendance at study days. Clinical departments should ensure that the rota master has access to the study day dates to ensure that rotas are arranged to take account of these days.

See Appendix 3 for this year’s training programme.

7. Study Leave

30 days in total are available to DCT1 practitioners. The 15 days of Deanery arranged study days are automatically deducted from this leaving a maximum of 15 days of self-directed study available. These should be applied for in accordance with the guidance on the NW Deanery website in hospital medicine section www.nwpgmd.nhs.uk/studyleave using the appropriate application form, and with adequate notice for clinical rotas. The flowchart shown in the link below www.nwpgmd.nhs.uk/sites/default/files/StudyLeaveFlowChart.pdf gives details of the process. Study leave applications should be sent to deborah.colvin@nw.hee.nhs.uk prior to course attendance. Please obtain the electronic signature of your Rota Master and Educational Supervisor on the application form or attach emails from them to show approval.

An allowance of approximately £800 per practitioner is available but because the NW Deanery budget revolves around an April year end, this may have to be proportioned to two thirds of this before April and one third after. Practitioners will be informed what remuneration is available for individual applications. Travel claims will only be considered for courses outwith the Deanery and these should be applied for through the study leave process.

8. DCT Trainees in Difficulty

Practitioners in difficulties should be identified and communicated to the TPD at an early stage in the year in order that remedial training plans can be instituted. The portfolio is a particularly important tool in this identification process.

See Appendix 4 for the algorithm for trainees in difficulty.
DCT1s should obtain the relevant support from their Educational Supervisors, Training Programme Directors, David Read – Associate Director of Foundation Training or Nicholas Taylor – Director of Postgraduate Dental Education.

9. HR

For advice on annual leave policy, sick leave, maternity leave, pay bands etc please refer to the relevant Trust or primary care employer, as these organisations may have differing local policies.

For general guidance about employment policies reference can be made to: http://www.direct.gov.uk/en/Employment/index.htm

10. Quality Management

Processes for this include:
- Hospital placements are linked into the NW Deanery QA visit cycle.
- NW Deanery QA visits to primary care sites (TPDs, Director and or Associate Director)
- Trainee interviews
- Assessment process
## 15. Contacts / where to go for support

<table>
<thead>
<tr>
<th>Role</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Director of Postgraduate Dental Education</td>
<td>Mr</td>
<td>Nicholas</td>
<td><a href="mailto:nicholas.taylor@nw.hee.nhs.uk">nicholas.taylor@nw.hee.nhs.uk</a></td>
<td>0161 625 7660</td>
</tr>
<tr>
<td>Associate Director of Dental Foundation Training</td>
<td>Mr</td>
<td>David</td>
<td><a href="mailto:david.read1@nhs.net">david.read1@nhs.net</a></td>
<td>0161 625 7659</td>
</tr>
<tr>
<td>Training Programme Director</td>
<td>Mr</td>
<td>Peter</td>
<td><a href="mailto:peter.doorey@nhs.net">peter.doorey@nhs.net</a></td>
<td>01942 727465</td>
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<tr>
<td>Training Programme Director</td>
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<td>Ravi</td>
<td><a href="mailto:ravi.singh2@nhs.net">ravi.singh2@nhs.net</a></td>
<td>0161 736 1397</td>
</tr>
<tr>
<td>DF2 Administrator</td>
<td>Mrs</td>
<td>Patricia</td>
<td><a href="mailto:pat.briggs@nw.hee.nhs.uk">pat.briggs@nw.hee.nhs.uk</a></td>
<td>0161 625 7659</td>
</tr>
<tr>
<td>Educational Supervisor</td>
<td>Mr</td>
<td>Gary</td>
<td><a href="mailto:gary.cousin@elht.nhs.uk">gary.cousin@elht.nhs.uk</a></td>
<td>01254 734389</td>
</tr>
<tr>
<td>Educational Supervisor</td>
<td>Mr</td>
<td>Andrew</td>
<td><a href="mailto:andrew.edwards@lthtr.nhs.uk">andrew.edwards@lthtr.nhs.uk</a></td>
<td>01772 716565</td>
</tr>
<tr>
<td>Educational Supervisor</td>
<td>Mr</td>
<td>Stuart</td>
<td><a href="mailto:stuart.clark@cmft.nhs.uk">stuart.clark@cmft.nhs.uk</a></td>
<td>01942 244 000</td>
</tr>
<tr>
<td>Educational Supervisor</td>
<td>Mr</td>
<td>Mazhar</td>
<td><a href="mailto:mazariqbal@nhs.net">mazariqbal@nhs.net</a></td>
<td>0161 291 4998</td>
</tr>
<tr>
<td>Educational Supervisor</td>
<td>Mr</td>
<td>Richard</td>
<td><a href="mailto:bob_woodwards@hotmail.com">bob_woodwards@hotmail.com</a></td>
<td>0161 795 4567</td>
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<tr>
<td>Educational Supervisor</td>
<td>Mr</td>
<td>Stuart</td>
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<td>0161 27 64875</td>
</tr>
<tr>
<td>Educational Supervisor</td>
<td>Ms</td>
<td>Joanne</td>
<td><a href="mailto:joanne.cunliffe@manchester.ac.uk">joanne.cunliffe@manchester.ac.uk</a></td>
<td>0161 275 6717</td>
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<tr>
<td>Educational Supervisor</td>
<td>Mrs</td>
<td>Allyson</td>
<td><a href="mailto:a.shepherd@nhs.net">a.shepherd@nhs.net</a></td>
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<tr>
<td>Educational Supervisor</td>
<td>Mrs</td>
<td>Lucy</td>
<td><a href="mailto:lucy.szymkowiak@srft.nhs.uk">lucy.szymkowiak@srft.nhs.uk</a></td>
<td>0161 212 4779</td>
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<tr>
<td>Educational Supervisor</td>
<td>Ms</td>
<td>Hilary</td>
<td><a href="mailto:Hilary.Whitehead@lancashirecare.nhs.uk">Hilary.Whitehead@lancashirecare.nhs.uk</a></td>
<td>01254 380478</td>
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### Useful links:
- [www.copdend.org](http://www.copdend.org)
- [www.gdc-uk.org](http://www.gdc-uk.org)
- [www.rcseng.ac.uk](http://www.rcseng.ac.uk)
Appendix 1: Clinical Supervisor & Educational Supervisor roles

GMC definitions

Clinical Supervisor:

A trainer who is designated and appropriately trained to be responsible for overseeing a specified student or trainee’s clinical work in a clinical environment, providing constructive feedback during that training period, and informing the summative judgment at the end of that clinical training period and/or series of periods.

Some training schemes appoint an Educational Supervisor for each placement. The roles of Clinical and Educational Supervisor may then be merged.

Educational Supervisor:

A trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a specified student or trainee’s trajectory of learning and educational progress during a clinical training period and/or series of periods. Every student and trainee must have a named educational supervisor.

More information and guidance on these roles, the relevant standards, and the knowledge and skills supervisors require to carry out these roles can be found on the deanery web pages at: http://www.nwpgmd.nhs.uk/educator-development/standards-guidance
Joint Position Statement

British Association of Oral and Maxillofacial Surgeons (BAOMS) and the Committee of Postgraduate Dental Deans and Directors (COPDEND) on Hospital Dental Foundation Training in OMFS Units

1. Foundation training within departments of OMFS is of benefit, irrespective of the ultimate career pathway chosen by dental graduates.

2. Good training flows from well organised and delivered surgical services. Implementation of appropriate service configuration would permit the development of emergency services that do not need to rely upon foundation level trainees being on call throughout the night. However, unless re-configuration together with alternative provision of out of hours care is achieved, the removal of foundation level trainees from overnight rotas will have a deleterious effect upon the quality and safety of patient care. Changes to service configurations and training programmes should be developed and implemented jointly by Deaneries and Trusts/NHS Boards to ensure both service continuity and effective training.

3. Foundation dental training should be planned in accordance with the requirement of the dental foundation training curriculum and delivered by trainers who have undergone appropriate training for their training role.

4. Trainers must have sufficient time in their job plans to undertake foundation training and work-based assessments, ensuring that provision for weekly tutorials/bleep free teaching to meet trainees’ learning needs is accounted for.

5. Trainees must keep a foundation training portfolio; trainees wishing to take the MJDFRCS exam are required to submit evidence from their portfolio to the examiners. Such evidence is not currently required for the MFDS exam offered by the Royal Colleges in Scotland.

6. Training should include exposure to the surgical removal of teeth and retained roots as well as minor hard and soft tissue surgery in line with the COPDEND policy statement on foundation dental training.

7. Training should include involvement in the management of patients with complex medical co-morbidities.

8. Training should include exposure to emergency care, including appropriately supervised on-call. Ideally, on-call time should not include the period from 10pm until 8am, as this does not generally provide access to supervised exposure to emergency care. Shift patterns which lead to fragmentation of the team structure, and loss of contact between trainers and trainees, to the detriment of continuity of patient care should not continue.

9. Training should include exposure to the management of patients on surgical wards and in the emergency department. Appropriate supervision must always be available and an escalation policy should be agreed.

10. Training should be progressive and include experiential learning in an environment that permits the development of patient management and surgical skills, by permitting the trainee to repeatedly practice those skills that have been acquired at an appropriate level of competence.

11. Consultant and other trainers must only delegate duties where they have satisfied themselves that a trainee has acquired an appropriate level of competence to perform specific tasks as demonstrated by satisfactory assessment.

12. Foundation trainees should be encouraged, as part of the team, to contribute to service delivery and develop professional attributes.

13. Trainees should not be expected to deliver service commitments to the exclusion of their training, but rather as part of a planned and balanced programme within OMFS teams.

14. Training within OMFS departments aims to build the confidence of new dental graduates.

Re-agreed June 2011—review date June 2012
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Glossary

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OTHER POSSIBILITIES

AD, TPD, AD, TPD, PCT
Documented with Trainee, TPD, TPD, Targeted Problem, Transfer Problem, Consider environment, resolved or

YES/NO

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Significant

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