

The Dental Foundation Training Contract

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Full-Time Dental Foundation Training in NHS Primary Dental Services

This is a template contract of employment - please notify the Health Education England Local Office should amendment be required.

Foundation Dentist's Contract

THIS AGREEMENT is made the day of BETWEEN of , Dental Practice owner/partner("the Practice")

and of , Foundation Dentist

and of , Educational Supervisor(s)

Background

This contract of employment applies exclusively to arrangements made under national Dental Foundation Training schemes in England. The purpose of Dental Foundation Training is set out in section 30 of the National Health Service (Performers Lists) (England) Regulations 2013 (or equivalent in Wales and Northern Ireland) ('the Regulations') and includes the enhancement of clinical and administrative competence, the promotion of high standards and the introduction of the Foundation Dentist to NHS general dental practice in a protected environment while enhancing skills.

The Practice agrees that the Educational Supervisor named above will be the nominated Educational Supervisor of the Foundation Dentist throughout the duration of this contract.

Both the Educational Supervisor and the Foundation Dentist have entered into educational agreements with Health Education England North West.

The Educational Supervisor has been approved as an Educational Supervisor in NHS General Dental Practice. On that basis the Foundation Dentist wishes to enter employment on a Dental Foundation Training programme with the Practice. The Practice understands that it is a requirement of this contract that the Educational Supervisor provides and is responsible for the relevant training to the Foundation Dentist at the Practice.

The parties agree to establish this contract upon the following terms and conditions:

IT IS AGREED as follows:

- 1 The Practice will employ the Foundation Dentist and the Foundation Dentist will work as

Points of Note for the Dental Foundation Contract

The Educational Supervisor and FD are qualified and registered dental surgeons. The FD is employed on a standard contract. "Full time" in the context of the Dental Foundation Training Scheme is taken to mean 35 hours per week. This includes clinical time, tutorials and the study days. If there is no study day, the time should be spent in practice.

The Contract lasts a minimum of one year (365 days) and during this time the FD will receive a salary. In exceptional circumstances it may be extended to allow for certification.

The salary is superannuable under the NHS Superannuation Scheme, with

contributions deducted by the Business Services Authority at source. The Educational Supervisor is responsible for the employer's National Insurance contributions and for deducting the FD's National Insurance and PAYE tax.

All dental practitioners must indemnify themselves against professional risks with one of the recognised defence organisations.

The Educational Supervisor must offer proper educational support including allowing the FD to attend the study days. The Educational Supervisor must not insist on the FD working in the practice during these times.

The FD must follow the Educational Supervisor's reasonable instructions. This is central to the professional relationship.

As it is an NHS Dental Foundation Training Scheme, it is expected that the FD will undertake a full range of NHS treatment. The FD shall comply with the NHS Terms of Service. The Educational Supervisor, as employer, is responsible for the FD's acts and omissions.

If any private work is undertaken, the fees will accrue to the Educational Supervisor or practice. The patient should be given a clear explanation of the nature of the contract under which they are being treated.

The FD is entitled to 5.6 weeks holiday including Bank Holidays. **Leave that interferes with the study day course must not, under any circumstances, be taken i.e. during term time.**

The FD must not undertake any 'out-of-hours' emergency cover in the first three months and arrangements should be discussed with the Educational Supervisor and TPD regarding time off in lieu, in respect of working these additional hours.

Regarding the educational aspect of the course, the use of the e-DFT Portfolio is central to the process and it is important that the Educational Supervisor ensures that the FD completes it satisfactorily. The initial interview at the beginning of the year enables both the Educational Supervisor and FD to discuss their expectations of the year and state their goals. The Dental Foundation Training & Learning e-Portfolio, profile review summaries and appraisal statements should be completed by the Educational Supervisor and FD at the stated times.

All absence from practice should be reported in your e-DFT portfolio by your educational supervisor.

If an FD is absent from the training scheme for more than 10 working days (cumulative over the year), for any reason, apart from annual leave entitlement/professional leave, training will be reviewed and may result in an extension of the contract.

Sick Leave

The FD must notify the nominated person at the practice if the FD is absent due to illness. Sick Leave should be monitored by the Practice, Foundation Dentists having more than 10 days sickness or other unavoidable absence will be reviewed by the Health Educational England Local Office Postgraduate Dean/Director for possible extension or termination of training.

The FD is entitled to one month's full pay and two months' half pay. Any entitlement to sick pay ends when the Contract is terminated or comes to an end without being renewed by the Practice.

Any leave in addition to the normal holiday entitlement and reasonable sickness can only be taken with the agreement of the ES, the Associate Dean for Dental Foundation Training, Training Programme Director and the Postgraduate Dental Dean.

Maternity & Paternity Leave – refer to Clause 27 in the contract guidance notes. Please discuss all matters concerning maternity & paternity leave with, TBC Associate Dean for Dental Foundation Training.

Less Than Full Time Training (LTFTT)

It should be noted that a trainee has the right to request LTFTT and the HEE and employer has a duty to consider each application positively, there is no right to LTFTT in itself.

