

Information enclosed is based on Foundation Training in September 2024 and is expected to be updated for September 2025

Dental Foundation Training Information Handbook 2024 (subject to change September 2025)



Contents

Dental Foundation Training Information Handbook September 2024	1
Terminology	3
Workforce Training and Education Contacts – Dental Team	3
Training Programme Director Contacts	4
Profile of an ES	5
Overview of the scheme	6
How the scheme is organised	6
Information for ESs	7
ES Role	9
Person Specification	10
The Process	12
Correspondence	12
GDC’s Guidance on using social media	12
Dentists in Difficulty	14
Example: Educational Agreement	15
Copdend Links – ES side letter and DFT Curriculum:	18
ES/FD Forum	19
Resources	19

Terminology

- Dental Foundation Training (DFT)
- Foundation Dentist (FD)
- Training Programme Director (TPD)
- Educational Supervisor (ES)
- Associate Dean for Dental Foundation Training (ADDFT)
- Postgraduate Dental Education (PGDE)
- Workforce Training and Education (WT&E)
- Clinical Supervisor (CS)

Workforce Training and Education Contacts – Dental Team

Dean of Postgraduate Dental Education	Donna Holden Donna.holden3@nhs.net
Associate Dental Dean for DFT	Arshid Hussain Arshid.hussain1@nhs.net
Programme Support Coordinator	Sarah Roberts Sarah.roberts135@nhs.net
Programme Support Officer	Gemma Brookes-Ryan Gemma.brookes-ryan@nhs.net
Programme Support Administrator	TBC
General Enquiries	England.dental.nw@nhs.net
<p><i>*As most information sent to you from WT&E Dental Team is sent as 'bulk emails' please ensure email addresses for all above contacts are set up so they are not directed into your junk or spam folder* It is your responsibility as an ES to ensure that you use an NHS email address.</i></p>	

Training Programme Director Contacts

Training Programme Director for Cheshire & Merseyside Scheme (C&M)	Andrew Brown Andrew.brown97@nhs.net
Training Programme Director for Greater Manchester North Scheme (GM North)	Katie Suarez Katie.suarez2@nhs.net
Training Programme Director for Greater Manchester South Scheme (GM South)	James Kuspisz James.kuspisz1@nhs.net
Training Programme Director for Lancashire & South Cumbria	James Kerwick James.kerwick1@nhs.net
Training Programme Director for DFT/DCT 2-Year Scheme	Michael Stoker Michael.stoker2@nhs.net
Training Programme Director for DFT ePortfolio	Olivia Barnfather Olivia.barnfather@nhs.net

Profile of an ES

The greatest influence on a Foundation Dentist (FD) is the example presented by the Educational Supervisor (ES). They must be enthusiastic, competent and a caring general dental practitioner working in a well-organised practice. The FD's active involvement in the provision of high-quality NHS dental care is central to his/her professional development and the ES is his/her role model. Although an ES's clinical competence is difficult to measure, the ability to communicate effectively with patients during a consultation as well as with colleagues is a key factor in successful general practice. The ES should work in a dental practice which is able and willing to provide the right environment for teaching and learning and help the FDs to develop a critical faculty for self-assessment. An ES's availability and accessibility to patients will be shown by the efficiency of the appointments system and other methods of access.

An ES must be someone who adds knowledge to general dental practice, who can inspire as well as instruct. ESs should have the desire, ability and commitment to teach, and should be able to recognise the special nature of the one-to-one relationship with the FD and the responsibilities and educational opportunities that DFT affords. ESs must be able to conduct an initial assessment of the FD and regularly monitor progress as well as guide and teach. They often need to possess mentoring skills because of the personal and professional stresses involved in the job. One of the hallmarks of good general dental practitioners is the importance they attach to personal professional development and continuing education. ESs should be able to demonstrate ways in which they organise this. The extent to which they are willing to subject themselves to performance review and critical examination as clinicians and as teachers will be seen as an indication of their commitment to continued learning. It is of great importance that the ES is in a stable and, as far as is possible to predict, in a long-term relationship with his/her practice. He/she should also be able to influence practice policy.

ESs should be able to show:

- Attendance at WT&E educational courses to support the continuous development of their education portfolio.
- Evidence of participation in postgraduate activity and may hold an educational qualification or be on enrolled on an educational course.
- A readiness to teach

- An ability to re-organise practice arrangements to take account of the presence of a FD
- Co-operation and understanding of practice colleagues and staff
- Re-organisation of their own daily routine to allow adequate time for systematic and informal teaching and supervision
- Internet access at the workplace

An ability to teach; this may be difficult to assess initially but a judgement should be based on:

- Your understanding of the educational aims and methods of DFT;
- Your ability to follow the DFT Curriculum and to operate the assessment methods in the FD's E-Portfolio;

Overview of the scheme

The NHS England Northwest Dental Foundation Training Scheme is a course designed for newly qualified Dentists to experience NHS Primary Dental Care. FDs will work under the supervision of an ES in an approved dental practice for a period of usually 12 months and are required to attend the study programme, which maps to the DFT curriculum. This is a requirement for the Satisfactory Completion of DFT. (Exemption by FD from a study day is in exceptional circumstances only and by written permission of the Postgraduate Dental Dean).

The DFT year includes experiential learning gained in primary care dental practice in all aspects of dental treatments, working alongside an approved ES and additional educational input on the study programme. Each Dental Foundation year is for the duration of 12 months, commencing in September.

How the scheme is organised

The scheme is entirely funded by the NHS. Overall administration of the scheme is the responsibility of the Postgraduate Dental Dean through the Associate Dean for Dental Foundation Training. The day to-day administration is carried out by the Programme Co-ordinator, Programme Support Officer and Programme Support Administrator for DFT.

Information for ESs

Essential (as this is an NHS funded post):

- The practice and the applicant can demonstrate a substantial commitment to NHS dentistry.
- Must have written support from the relevant NHS England Area Team if requested by NHS England, WTE.
- ES must complete at least 1000 UDAs per year on a wide range of patients – not child only contract.
- Be an experienced and enthusiastic dentist with high clinical and ethical standards.
- Have been working in NHS primary care for at least four years as a performer post DFT with some managerial experience.
- Be GDC registered with no conditions
- Always have suitably experienced and qualified dental nurse for the FD.

Desirable:

- To have an appropriate educational qualification or be enrolled on an approved educational programme that will lead to an educational qualification within an agreed time frame.

You will be expected to:

- Provide a dedicated surgery and suitably experienced nurse for a FD for 35 hours per week for 48 weeks of the year to treat adults and children under the NHS.
- Work clinically in your practice for a minimum of three days a week when the FD is in practice to advise and assist the FD.
- Provide a minimum of one-hour tutorials/protected learning time each week. This will be protected time within the FDs normal working hours.

- Attend approved courses and ESs meetings organised for ESs.
- New ESs will be expected to attend an induction course on Dental Foundation Training.
- Participate in 14 sessions of educational activity related to Foundation Training, as directed by the Training Programme Director.
- Not take annual leave in the 1st month of your FD's appointment.
- ESs must have an appraisal every year.

As an ES on the NW Dental Foundation Training Scheme, you will receive:

- £64,164.24 p.a. for service costs (minus patient charges)
- A training grant, currently £11,700 p.a.

The FD will be paid direct by the Lead Employer:

- FD's salary £38,472 p.a. (Sept 2024).

If you wish to discuss whether you could become a Dental Foundation Training ES, please contact one of the Dental Foundation Training Programme Directors (contact details on page 4).

ES Role

GENERAL DENTAL PRACTICE FOUNDATION ES	
Main Purpose of Job:	To supervise and support a FD (FD) in primary dental care, so that the FD can work unsupervised in the general, personal and salaried dental services at the end of Dental Foundation Training.
Role of the ES:	<ul style="list-style-type: none"> • To interact with the FD providing tuition, advice, information and facilities to fulfil the aims and objectives of Dental Foundation Training (DFT) • To prepare for the role of ES by acquiring knowledge of the educational processes, the interpersonal skills necessary and learning how to apply them in the primary dental care / practice setting • To liaise with the DFT Training Programme Director (TPD) and Associate Dean for Dental Foundation Training (ADDFT) as necessary to ensure that the FD completes DFT successfully
Duties and Responsibilities:	<p>The Provider should:</p> <ol style="list-style-type: none"> 1. Allow placement of the FD with the practice, who will be employed by the Lead Employer as a salaried Dental Foundation Trainee under the terms of the agreed Trainee's contract 2. Prepare and conduct weekly tutorials in protected time for the FD 3. To be available to give guidance in both clinical and administrative matters by working clinically in the same premises as the FD for not less than three days per week excluding the study day 4. Provide the FD with satisfactory facilities, support and relevant opportunities so that a wide range of NHS clinical practice is experienced and so that as far as is reasonably possible the FD is fully occupied providing NHS work 5. Assess and monitor the FD's progress and professional development ensuring that the Portfolio is maintained and kept up-to-date 6. Provide appropriate feedback to the FD 7. Allow and require the FD to attend the DF study programme of approximately 30 days, and ensure that the FD's holidays do not lead to absence from the study days 8. Acquire the skills necessary to undertake the role of ES and to undertake training in assessment through participation in educational courses prior to the employment of a FD in the practice and during the training period, as required 9. Attend ES and assessment meetings and the required number of study day sessions as stipulated in the person specification and ES agreement 10. ES should not take leave during the first month of the FD contract 11. ESs should make suitable arrangements for the support of their FD during any absence that is agreed with the Training Programme Director 12. Ensure the aims and objectives are fulfilled so that the FD can achieve satisfactory completion of the year and receive a certificate of completion at the end of the training period

Person Specification

GENERAL DENTAL PRACTICE FOUNDATION ES					
FACTORS		CRITERIA	MEANS OF ASSESSMENT		
			Application		Practice Visit
EXPERIENCE	ESSENTIAL	▪ At least 4 years in NHS Primary Care as a performer post DFT with some managerial experience	✓		
		▪ A provider or Performer who can demonstrate involvement and influence on the running of the practice and practice policy			✓
	DESIRABLE	▪ A Provider with managerial responsibility who is a practice owner or an equity holder	✓		
		▪ Experience of Dental Foundation Training Year One	✓		
		▪ Experience of Teaching	✓		
QUALIFICATIONS & TRAINING	ESSENTIAL	▪ Registerable Dental Qualification	✓		
		▪ Registered with the General Dental Council	✓		
		▪ Proven commitment to Postgraduate Education and compliant with GDC's Enhanced CPD minimum requirements.	✓		✓
	DESIRABLE	▪ Have an appropriate educational qualification or be enrolled on an approved course	✓		✓
		▪ Have the written support of the relevant NHS England Area Team if requested			
KNOWLEDGE, SKILLS & ATTITUDES	ESSENTIAL	▪ High clinical and ethical standards			✓
		▪ Provides a wide range of treatment			✓
		▪ Up to date on current best practice and the legal framework of General Dental Practice			✓
		▪ Work as part of a team within a well-run and stable practice			✓

		▪ A willingness to re-organise own daily routine and that of the practice to take into account the presence of a FD			✓
		▪ Has developed a critical faculty for self-assessment and can demonstrate this			✓
		▪ Can demonstrate involvement in staff training and developments			✓
	DESIRABLE	▪ Experience in leading small groups or tutorials			✓
		▪ Experience of presentations			✓
		▪ Computer Literacy			✓
PRACTICE	ESSENTIAL	• ES must complete at least 1,000 UDAs per year on a wide range of patients – not child only contract.	✓		
		▪ Appropriate workload for the FD			✓
		▪ ES/FD surgeries available	✓		✓
		▪ Adequate time commitment for training	✓		✓
		▪ Valid satisfactory Dental Reference Service report that meets the national current standards for NHS dental service			✓
		▪ Valid satisfactory DFT practice visit report that meets the educational requirements for training			✓
		▪ Experienced Nurse for the FD			✓
		▪ Internet and email access at the practice available for the FD			✓
SPECIAL REQUIREMENTS	ESSENTIAL	▪ To work clinically for minimum of 3 days per week (6 sessions) in practice on days that FD present	✓		✓
		▪ To attend 14 sessions of described educational activity related to Dental Foundation Training	✓		
	DESIRABLE	▪ In practice on all non-study days	✓		

The Process

Guidance and information can be obtained by contacting england.dental.nw@nhs.net A Process guide will be available on the website <https://www.nwpgmd.nhs.uk/application-process-educational-supervisor-cohort-september-2025-2026>

Correspondence

Most of the correspondence that you will receive from the administration department will be via email. It is therefore important that you regularly check your email address for correspondence, and that the office is notified immediately if you change your email address. Failure to do so could result in you missing important information regarding your study day programme. Please ensure that you also check your SPAM folder, to ensure that group emails from england.dental.nw@nhs.net are set up as approved in your In Box.

GDC's Guidance on using social media

https://www.gdc-uk.org/docs/default-source/guidance-documents/guidance-on-using-social-media.pdf?sfvrsn=de158345_2

Key points:

- Social media can blur the boundary between an individual's public and professional lives
- Dentists should have conservative privacy settings - be aware that not all information can be protected on the web
- The ethical and legal duty to protect patient confidentiality applies equally on the internet as to other media
- It would be inappropriate to post informal, personal or derogatory comments about patients or colleagues
- Dentists should not accept 'friend' requests from current or former patients
- Defamation law can apply to any comments posted on the web made in either a personal or professional capacity

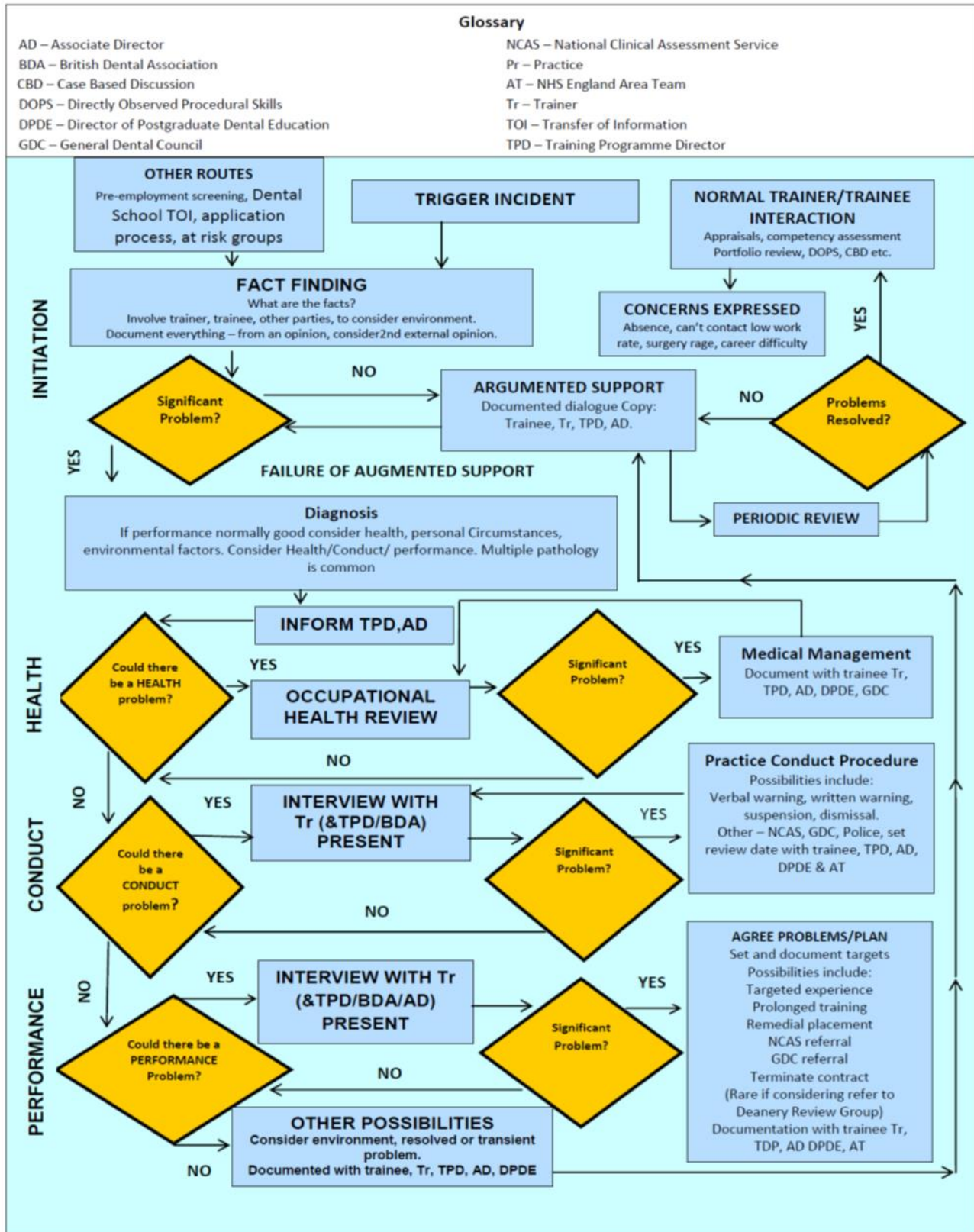
Dentists should be conscious of their online image and how it may impact on their professional standing.

What happens if there are problems with the FD?

The TPD, in whose scheme you are based, will be most willing to attempt a solution of the problems and should be contacted promptly.

Dentists in Difficulty

Algorithm for support of Dentists in Difficulty



Example: Educational Agreement

**North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS
England – North West**

Dental Foundation Training Scheme in General Dental Practice

1st September 2024 to 31st August 2025

**This is an Educational Agreement Between NORTH WEST Regional Dental Offices,
Workforce Training and Education (WT&E) Directorate, NHS England and the
Educational Supervisor (ES):-**

Name:

Address: .

The purpose of this agreement is to set out the terms of your approval as an Educational Supervisor (ES). Nothing in this document should be construed as creating an employment relationship or conferring upon you any rights, statutory or otherwise, as an employee. This is not a contract of employment.

As the ES named above you agree to carry out, to the best of your abilities, the duties listed below for the period following your appointment up to 31st August 2025.

In accordance with the requirements of the local office, approval may be renewed at the absolute discretion of the Postgraduate Dental Dean/Director (PGDD) on the advice of the Associate Dean/ Regional Dental Foundation Training Advisor.

You agree that you will:

1. Understand that the agreement cannot start until the FD has registered with the GDC and is included on the NHS Performer List as a performer in training or has made an application for inclusion (3 months grace is allowable and employment may be terminated by the Lead Employer Provider if the application is rejected).
2. Before the FD starts work, ensure that a copy of the Contract (signed by you, the Practice and the FD) is deposited with the Postgraduate Dental Dean/Director / North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England - and the Lead Employer.
3. Seek agreement from the PGDD and Lead Employer Provider before amending or allowing the Practice to amend the Contract, whether before the FD is employed or during their employment with the Practice.
4. Notify the PGDD and Lead Employer of the name of a lead contact (the Educational Supervisor) at the Practice prior to the FD commencing work at the Practice.
5. Notify the PGDD immediately if any conflicts of interest arise and confirm compliance with relevant policies which can be found [here](#).
6. Be readily available to support the Foundation Dentist at the same premises to allow the Foundation Dentist to fulfil their obligations under the contract, for a minimum of 3

days per week (or equivalent 6 sessions/21 hours) that are coincidental with foundation dentist clinical working hours (not including programmed study days).

7. Nominate a suitably qualified and experienced dentist with an NHS Performers List Number to support the Foundation Dentist's clinical work when the Educational Supervisor is not on the same premises or otherwise unavailable and inform WT & E of the name of the nominated individual.
8. Ensure that the FD receives adequate administrative support and the full-time assistance of a suitably experienced dental nurse, preferably the same nurse for at least the first 3 months.
9. Review Education Transition Document that the foundation dentist should share with you in full (both parts A and B). Upon reviewing this, conduct an initial interview to identify the FD's strengths and weaknesses and draw up a development plan using the Dental Foundation Training e-Portfolio. Non-UK graduates will not have an Education Transition Document and can consider completing a similar document to allow for joint productive review of learning needs with ES (s).
10. Act as the FD's ES and be available for guidance in both clinical and administrative matters and provide help to the FD on request or where necessary.
11. Prepare and conduct regular (on average, weekly) tutorials within normal working hours (such tutorials to be of at least one hour's duration and recorded in the Dental Foundation Training e-Portfolio).
12. Allow and require the FD to attend the North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England study course programme and use reasonable endeavours to ensure that the FD is not absent from the study course.
13. Allow the FD to undertake educational activities outside the practice environment as prescribed by the Postgraduate Dental Dean/Director, for a maximum of two days per week inclusive of study days.
14. Provide reasonable support to the FD should the redeployment of the FD by the Postgraduate Dental Dean/Director be required to support the NHS respond to a public health emergency.
15. Use reasonable endeavours to ensure that the FD is provided with a training environment where he/she is treated with dignity and respect; a place free from bullying, any form of harassment, discrimination or victimisation and where no such actions are tolerated.
16. Use reasonable endeavours to ensure that the FD is provided with satisfactory facilities (in line with regional equipment checklist requirements) and appropriate dental reference material for the use of the FD within the Practice. (Journals, internet access, books, Department of Health documentation, etc.).

17. Provide relevant training opportunities for the FD so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, the FD fully completes the required competencies in the Dental Foundation Training curriculum.
18. Assess and monitor the FD's progress and professional development using the Dental Foundation Training e-Portfolio and any other material provided for this purpose, to give feedback and to liaise with the Dental Foundation Training Programme Director as necessary.
19. Use reasonable endeavours to support the FD's e-Portfolio is completed in a timely fashion and that the FD's documentation involved in workplace-based assessments is completed and kept up to date as required in the e-Portfolio.
20. Attend ES training when requested by the PGDD and ensure that the Practice's Equality and Diversity training is kept up to date. This training may be delivered virtually or electronically if circumstances dictate.
21. Not to encourage and, as far as reasonably practicable in the circumstance, allow the FD to work additional hours for additional monies within or outside the practice whilst working within the terms of the Contract.
22. Attend ES meetings and end-of-scheme review sessions as required by the PGDD (normally 14 sessions a year). These meetings or sessions may take place virtually or electronically if circumstances dictate.
23. Set time aside to be available for Dental Foundation Training Programme Director visits, as required, including visitations in connection with Quality Management and Quality Assurance.
24. Advise on the final certification of the FD's completion of Dental Foundation Training Year and participate in the satisfactory completion process.
25. Provide e-mail linking the FD with the Postgraduate Dental Foundation Training Office and Dental Foundation Training Programme Directors.
26. Inform the PGDD immediately and the Lead Employer Provider in writing if the circumstances of the Practice; you or the FD change in such a way as to alter this agreement; the Contract or the FD's educational agreement with North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England - London and Kent, Surrey and Sussex.
27. Inform the PGDD and the Lead Employer Provider immediately should the FD have a cumulative sickness absence greater than 10 days during the duration of the Contract or should the FD notify the Practice that the FD intends to take Maternity, Paternity or Shared Parental Leave.

Copdend Links – ES side letter and DFT Curriculum:

<https://www.copdend.org/wp-content/uploads/2022/07/Side-letter-2022-2023.pdf>

<https://www.copdend.org/wp-content/uploads/2018/08/Curriculum-2016-Printable-reverse-colourway.pdf>

The Dental Foundation curriculum aims to set the ethos for a lifetime of continuing professional development and create reflective practitioners who are aware of their strengths and weaknesses. It involves FD's (FD's) in both in and out-of-practice activity. The curriculum was designed to cover two years.

The focus of the curriculum is to apply and develop knowledge acquired during undergraduate training, in a dental practice environment.

ES/FD Forum

All ESs/FDs will have input into the training scheme, to support the quality assurance process of the Dental Section of NHS England WTE (working across the North West).

Nominated ESs/FDs from each scheme will act as representatives for their scheme, liaising with colleagues to bring ideas, suggestions and comments to the Forum.

Resources

COPDEND www.copdend.org

DFT Blue Guide

<https://www.copdend.org/wp-content/uploads/2022/09/Dental-Blue-Guide-September-2022.pdf>

DFT Curriculum

<https://www.copdend.org/wp-content/uploads/2018/08/Curriculum-2016-Printable-reverse-colourway.pdf>

British Dental Association

Email: enquiries@bda.org

Web: www.bda.org

Dental Protection Ltd.

<https://www.dentalprotection.org/uk>

General Dental Council

Web: www.gdc-uk.org

Medical & Dental Defence Union

Email: advice@mddus.com

MDDUS

<https://www.mddus.com/>