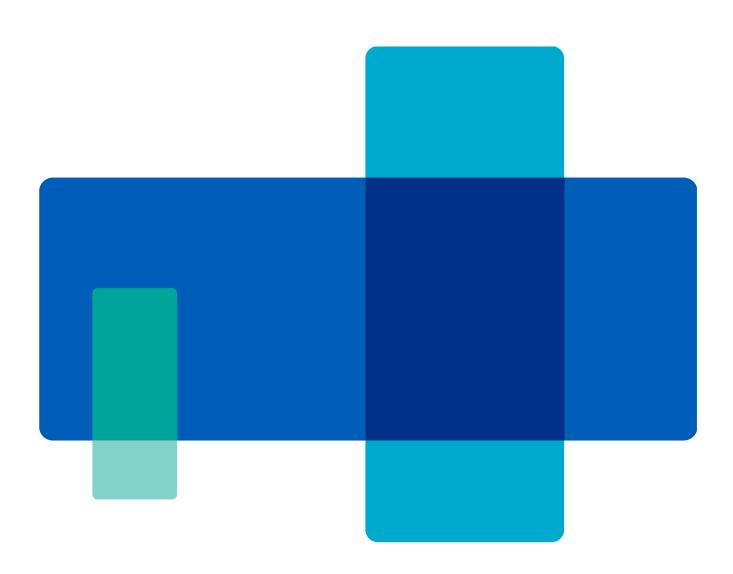
Classification: Official



# Dental Foundation Training Information Handbook 2025



### **Contents**

Dental Foundation Training Information Handbook 2025		
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 Link – DFT Curriculum:	21	
ES/FD Forum	22	
Resources	22	

# **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 <u>Donna.holden3@nhs.net</u>
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	Rei Robson-Maycock Rei.robson-maycock1@nhs.net
General Enquiries	England.dental.nw@nhs.net

<sup>\*</sup>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.

# **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 NW Central	Connie Woodall connie.woodall1@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 DS 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
- 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, or 24 months if part of the DFT/DCT Equivalent Scheme, 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 or 24 months if part of the DFT/DCT Equivalent Scheme, 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 Coordinator, 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.
- The upper UDA limit for ESs is normally 7500. In certain circumstances (e.g. Use of Therapist) special consideration can be made if this is exceeded.
- 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 (over 5 days) 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:

- £ £65,244p.a. for service costs (minus patient charges)
- A training grant, currently £ 12,900 p.a.

The FD will be paid direct by the Lead Employer:

FD's salary £ 42,408 p.a. (Sept 2025).

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			
GENERAL DENTAL I	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> <li>To interact with the FD providing tuition, advice, information and facilities to fulfil the aims and objectives of Dental Foundation Training (DFT)</li> <li>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</li> <li>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</li> </ul>		
Duties and	The Provider should:		
Responsibilities:	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		
	Prepare and conduct weekly tutorials in protected time for the FD		
	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		
	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		
	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		
	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		
	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		
	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**

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

10

			1	T
		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		<b>✓</b>
		Can demonstrate involvement in staff training and developments		<b>✓</b>
		Experience in leading small groups or tutorials		<b>✓</b>
	DESIRABLE	Experience of presentations		<b>✓</b>
		Computer Literacy		<b>✓</b>
		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		<b>✓</b>
	ESSENTIAL	ES/FD surgeries available	<b>√</b>	<b>√</b>
PRACTICE		Adequate time commitment for training	<b>√</b>	<b>✓</b>
		Valid satisfactory Dental Reference     Service report that meets the national     current standards for NHS dental service		<b>*</b>
		Valid satisfactory DFT practice visit report that meets the educational requirements for training		*
		■ Experienced Nurse for the FD		<b>✓</b>
SPECIAL REQUIREMENTS	ESSENTIAL	<ul> <li>Internet and email access at the practice available for the FD</li> </ul>		<b>✓</b>
		To work clinically for minimum of 3 days per week (6 sessions) in practice on days that FD present	4	
		■ To attend 14 sessions of described educational activity related to Dental Foundation Training	<b>*</b>	
	DESIRABLE	In practice on all non-study days	<b>√</b>	

### The Process

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

## 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 <a href="mailto:england.dental.nw@nhs.net">england.dental.nw@nhs.net</a> 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

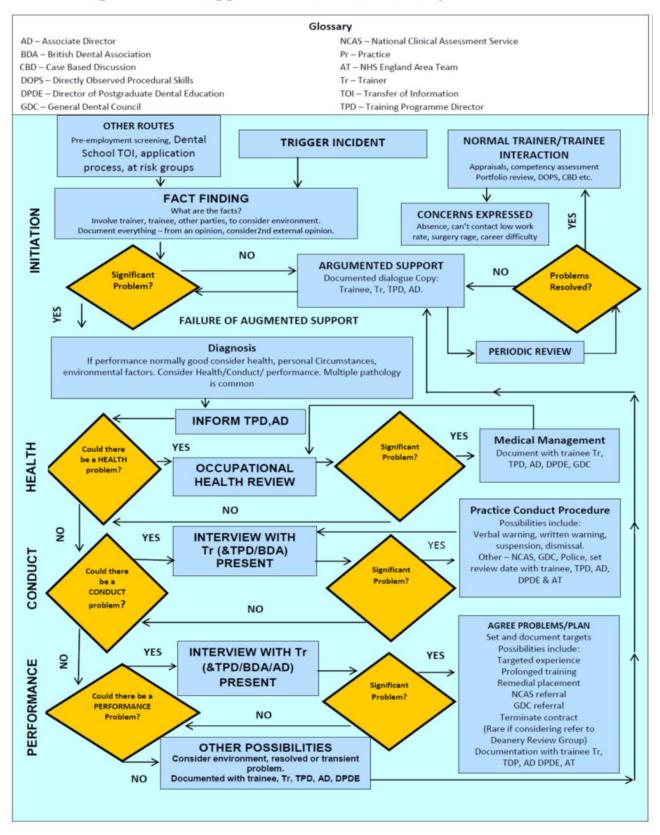
# Dentists should be conscious of their online image and how it may impact on their professional standing.

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**

**Dental Foundation Training** 

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

Dental Foundation Training Scheme in General Dental Practice 1st September 2025 to 31st August 2026

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 – (list all sites at which you support an FD):

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 at the host placement (dental practice/trust/community setting). The period of your appointment as an ES is based on the employment of the foundation dentist assigned to you and employed by the Lead Employer Provider.

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

You agree that you will:

- 1. Understand that the agreement cannot start until the FD has registered with the GDC by the first day of the training year 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 for inclusion on Performer List only and employment may be terminated by the Lead Employer Provider if the performer list application is rejected).
- 2. 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.
- 3. Notify the PGDD immediately if any conflicts of interest arise and confirm compliance with relevant policies which can be found here.
- 4. 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).
- 5. Inform the Postgraduate Dental Dean and Lead Employer Provider of any sickness absence incurred by the Foundation Dentist on a monthly basis; via ESR
- 6. Inform the Postgraduate Dental Dean and Lead Employer Provider of any proposed annual leave by the Foundation Dentist on a monthly basis; via ESR
- 7. Inform the Postgraduate Dental Dean and Lead Employer Provider immediately in writing if the circumstances of the Educational Supervisor or the Host placement change.
- 8. No changes in contracted working hours (practice placement hours) for the Foundation Dentist are permitted unless with prior written consent from the Postgraduate Dental Dean;
- 9. 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 the Postgraduate Dental Dean of the name of the nominated individual.
- 10. 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.
- 11. Ensure the training practice can provide the Foundation Dentist with NHS activity in compliance with the Regulations and as determined by Workforce Training and Education (WT&E) Directorate, NHS England, COPDEND or any successor organisations
- 12. 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).
- 13. 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. The ES will not take annual leave for the first four weeks from the commencement date of this agreement.
- 14. Prepare and conduct regular (on average, weekly) joint protected learning time sessions within normal working hours (such tutorials to be of at least one hour's duration and recorded in the Dental Foundation Training e- Portfolio).
- 15. Allow and require the FD to attend the North West Dental Training Hub, 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.

- 16. Allow the FD to undertake educational activities outside the practice environment as prescribed by the Postgraduate Dental Dean, for a maximum of two days per week inclusive of study days.
- 17. Provide reasonable support to the FD should the redeployment of the FD by the Postgraduate Dental Dean be required to support the NHS respond to a public health emergency.
- 18. 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.
- 19. 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. (examples include journals, internet access, books, Department of Health documentation, etc.).
- 20. 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.
- 21. 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.
- 22. Use reasonable endeavours to ensure the FD's e-Portfolio is completed in a timely fashion and that the FD's documentation involved in workplace-based assessments and supervised learning events are completed and kept up-to-date as required in the e-Portfolio.
- 23. 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.
- 24. Not to permit any out of hours work during the course of this contract unless it is with the prior written consent of the Postgraduate Dental Dean
- 25. Attend ES meetings and end-of-scheme review sessions as required by the PGDD (normally 14 sessions per academic year). These meetings or sessions may take place virtually or electronically if circumstances dictate.
- 26. 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.

- 27. Advise on the final certification of the FD's completion of Dental Foundation Training Year and participate in the satisfactory completion process. This to be done by fully engaging with and providing appropriate reports and evidence within the FD's electronic portfolio. This includes the early-stage review, IRCP, FRCP, relevant SLEs and any other required reports and assessments.
- 28. Provide NHS e-mail linking the FD with the Postgraduate Dental Foundation Training Office and Dental Foundation Training Programme Directors.
- 29. Inform the PGDD immediately and the Lead Employer Provider in writing if the circumstances of the Practice, the ES or the FD change in such a way as to alter this agreement or the FD contract with North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England. For example, change of ownership, sale of the practice, or loss of key staff member such as the educational supervisor.
- 30. 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.
- 31. Inform the PGDD and the Lead Employer Provider immediately if the Practice, the FD or you are investigated by any NHS body and/or the GDC and/or the CQC or any law enforcement bodies including any arrests or cautions by the Police.
- 32. Cooperate with and support any investigation carried out by the Lead Employer Provider or Workforce Training and Education (WT&E) Directorate, NHS England
- 33. If at any time, the health and welfare of you or the FD is a major concern, North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England may stand down or place the FD on educational activities. This will be treated as a neutral act to allow North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England to review any issues that may have arisen and, where appropriate, to investigate those concerns. Any implemented work schedule changes will be kept under review by North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England.
- 34. To ensure all losses incurred by the Foundation Dentist (such as replacement of a denture or breakage of instrumentation) is covered by the practice and no attempt is made to recover this from the Foundation Dentist.
- 35. Any grievance made by the FD to the Practice should be brought to the immediate attention of the Associate Dean/Lead Employer and may result in the suspension of the FD's training while the matter is investigated.
- 36. Any breach of this agreement may result in immediate withdrawal of your approval as a Dental Foundation Training ES including funding for the service cost by the PGDD of North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England. A breach may also result, on request from the PGDD, in the FD being suspended pending a full investigation.

- 37. In all other circumstances, North West Dental Office, Workforce Training and Education (WT&E) Directorate, NHS England can terminate your appointment and the associated training site (including funding for the training and service cost) under this agreement by giving you one month's notice.
- 38. You shall not assign or subcontract any of your obligations under this agreement without the consent in writing of the PGDD.
- 39. The Foundation Dentist and Educational Supervisor will maintain themselves on the GDC Register and be members of an appropriate dental indemnity organisation during the period of employment at their own expense.
- 40. You confirm that the Foundation Dentist named above will have the opportunity to engage in clinical dental activity at the above practice(s) for 35 hours a week in a fully equipped and staffed environment, except those weeks when there are Workforce Training and Education (WT&E) Directorate, NHS England North West organised study days or events where the hours will be reduced pro rata.
- 41. You also confirm that the Foundation Dentist named above will, subject to any restrictions outlined above, have the opportunity to undertake a full range of NHS dental treatments at this practice (these practices), including the following treatments and have the appropriate clinical support in these areas:
  - Minor oral surgery, to include: division of roots or reflection of simple flap, bone removal, removal of roots, suturing.
  - Complete and partial removable prostheses
  - Conventional and adhesive indirect full and partial coverage restorations
  - Conventional and adhesive bridgework
  - Endodontics, to include multi-rooted teeth
  - Posterior direct composite restorations
  - Stainless steel crowns
- 42. You understand that the indemnification arrangements of the DFT's Lead Employer will not cover private procedures.
- 43. You confirm that the Foundation Dentist will not be allowed to work outside the parameters of their indemnity cover and clinical dentistry as described in General Dental Council Scope of Practice.
- 44. You agree that should the Government or NHS England issue guidance or impose restrictions on primary care dentistry that significantly curtail the ability of the Dental Practice to provide a full range of clinical dental activity, alternative arrangements may apply. In such cases, you agree to work with Workforce Training and Education (WT&E) Directorate, NHS England to redeploy the Foundation Dentist to support their continued education and training and/or to support the response to a public health emergency. Workforce Training and Education (WT&E) Directorate, NHS England reserves the right, following local consultation with all interested parties, to cease funding in relation to the service costs of the Dental Foundation Training contract in the event of any breach of the obligations as outlined in clause 30 within the Educational Agreement between Workforce Training and Education (WT&E) Directorate, NHS England and the ES.
- 45. In signing this agreement you confirm that you have read and accepted the terms of the North West Dental Office, Workforce Training and Education (WT&E)

Directorate, NHS England privacy notice <a href="https://www.hee.nhs.uk/about/privacy-notice">https://www.hee.nhs.uk/about/privacy-notice</a>.

**During the continuance of the employment of the Foundation Dentist by the Lead Employer, the Host Placement** has agreed to provide the following support. Any deviation from this support should be immediately referred in writing to Postgraduate Dental Dean and Lead Employer Provider:

- 1. provide the Foundation Dentist with in-surgery access to the internet during working hours;
- 2. allow and require the Foundation Dentist to attend all study days
- 3. provide the Foundation Dentist without charge satisfactory equipment (including personal protection equipment) and facilities to comply with health and safety and infection control standards as contained in the Department of Health and Social Care's guidance or successor body;
- 4. provide the Foundation Dentist with administrative support and the assistance of a suitable experienced and trained dental nurse;
- 5. nominate a named Host placement employee, owner or officer to be the Host placement's Lead Contact, who shall be a suitably qualified and senior member of the Host placement, to liaise with the Postgraduate Dental Dean and Lead Employer Provider:
- 6. inform the Postgraduate Dental Dean and Lead Employer Provider of any sickness absence incurred by the Foundation Dentist on a monthly basis.
- 7. ensure that the Educational Supervisor receives the payment made to the Host placement to supervise the Foundation Dentist without deductions.
- 8. Allow the Foundation Dentist to undertake educational activities outside the Host placement environment as prescribed by the Postgraduate Dental Dean, for a maximum of two days per week inclusive of study days.
- 9. Inform the Postgraduate Dental Dean and Lead Employer Provider immediately in writing if the circumstances of the Educational Supervisor, the Host placement or the Foundation Dentist change in such a way as to alter the contract of employment or training contract.
- 10. cooperate with and support any investigation carried out by the Lead Employer Provider or Workforce Training and Education (WT&E) Directorate, NHS England.
- 11. provide the Foundation Dentist with a full working and functioning dental surgery to undertake clinical work throughout the Foundation Dentist's contracted hours and provide the required nursing and reception support as well as all required equipment and materials

### Copdend Link – DFT Curriculum:

https://copdend.org/postgraduate-training/

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 (See Dental Gold Guide and DFT Curriculum)

**British Dental Association** 

Email: <u>enquiries@bda.org</u>

Web: <u>www.bda.org</u>

**Dental Protection Ltd.** 

https://www.dentalprotection.org/uk

**General Dental Council** 

Web: www.gdc-uk.org

**Medical & Dental Defence Union** 

Email: <u>advice@mddus.com</u>

MDDU: <a href="https://www.mddus.com/">https://www.mddus.com/</a>