



**HEALTH EDUCATION ENGLAND  
NORTH WEST OFFICE**

**DENTAL FOUNDATION THERAPIST  
TRAINING SCHEME**

**THERAPIST INFORMATION & APPLICATION  
PROCESS**

## **Introduction**

The Dental Foundation Therapists Training Scheme (DFTh) has been developed to help ease the journey of the newly qualified dental therapist from undergraduate to working successfully in a general dental practice environment.

The scheme places particular emphasis on providing continued support and education for newly qualified dental therapists in a clinical environment, as well as assisting the development of personal skills and knowledge through the educational programme. Therapists will be encouraged to further develop critical thinking and evidence based practice during the scheme.

This handbook is designed to explain the details of the Dental Foundation Therapist Foundation Training Scheme.

Should you wish to apply for a place on the scheme, please read the handbook carefully and complete the application form which can be located at <https://www.nwpgmd.nhs.uk/dentistry/welcome>

If you require further information, please contact Cathy Fogg at [catherine.fogg@hee.nhs.uk](mailto:catherine.fogg@hee.nhs.uk) / 0151 479 2611.

The scheme covers the whole of the North West footprint (Cumbria, Lancashire, Greater Manchester, Cheshire and Merseyside).

## **Outline of the Scheme**

This section provides an insight into the format of the scheme. Any further questions should be directed to the Training Programme Director.

### **Where will I work? The Training Practice**

You will be based in a high street General Dental Practice. You will be supported by an Educational Supervisor who are all experienced dentists, and many have been Dental Foundation Trainers.

The role of the Educational Supervisor on the Foundation Therapist Training scheme is to provide you with mentorship and coaching; this will be in the form of clinical support where necessary in the surgery, one to one teaching in the form of tutorials as well as advice and assistance with non-clinical issues in general practice.

### **How many days will I be employed?**

The scheme is for 2-3 days a week for 12 months and has one intake; September. Your commitment to the scheme is for 2-3 days only, you are free to negotiate employment contracts with any dental practice or organisation for the time that you are not committed to the scheme. This will allow you maximum choice, flexibility and income.

### **What days will I work on?**

The days you work are negotiable with your training practice and will depend on their existing commitments.

### **What is the salary?**

This is an employed position and as such the salary is £100.00 per day / £50.00 per session.

### **Am I entitled to Annual Leave?**

Yes, you will be entitled to annual leave. If you work 3 days per week, this will equate to 17 days and if you work 2 days per week, it will equate to 11.5 days. Any bank holidays which fall on your normal working DFTh day will be paid for.

### **What is special about my appointment?**

You will be on a fixed salary for 2-3 days per week; this covers both days in practice and any educational days included in the programme. This will allow you to manage patients free from financial pressures. You will also have the benefit of an assured

income from the end of the first month in practice. You will be employed on a formal training contract.

### **What courses will I attend? – The Study Day Programme**

The educational programme for the scheme consists of 12 study days throughout the scheme. These are usually held monthly, with some residential elements.

#### *Venue*

Most study days will normally take place in Manchester, although on occasion you may be asked to travel to other venues in the North West region. The day usually starts at 9:30am to allow for travel time and finished by 4:30pm (except for residential elements).

#### *Format*

There will be a mixture of seminar presentations, problem-solving workshops and 'hands-on' sessions, as well as a residential induction programme.

### **What if I change my mind after accepting a placement?**

Once you have accepted a placement, you will be required to sign a training contract. This means you have committed to undertake your placement and the practice will start to allocate you patients from an agreed date. If you change your mind, you will have to provide written notice to the practice and work an agreed notice period, usually 1 month.

## **The Study Day Programme**

Study days are designed in partnership with the new cohort of therapists. Exercises take place to identify common learning needs and achievable outcomes – this makes up the basis of the study programme.

### **Content**

Topics are varied and can include:

- Team working and communication
- Dealing with difficult patients
- Oral mucosal disease
- Dental radiography in practice
- Clinical photography
- Complaints handling
- Safeguarding children and vulnerable adults
- Diagnosis and treatment planning in periodontics
- Interview techniques and CV writing
- Financial planning
- Career development
- Self-directed learning opportunities are available
- Hands-on courses are identified by each individual cohort.

### **When are the study days held?**

These are held on a Wednesday for a minimum of 12 whole days including the BADT Conference.

### **Who pays for the study days?**

The courses are funded by Health Education England North West.

### **What if I fail to attend a study day session?**

Attendance at study day sessions is compulsory in order to receive your completion certificate at the end of the year. A record of attendance is kept and verifiable education certificates are issued. Holidays, interviews etc. should be arranged outside the organised educational programme. If you are sick on a study day, please contact Cathy Fogg on 0151 479 2611.

### **Is there an opportunity to engage with the wider dental team?**

Some study days will be held jointly with the Dental Foundation Trainees; this provides an opportunity for team learning and discussion.

### How will I know how I am progressing?

Regular feedback will be provided to your Educational Supervisors and recorded in a number of ways:

- *Portfolio*

A learning portfolio will be used throughout the training scheme. This has various elements, commencing with an agreed record of discussion between you and your Educational Supervisor at the start of the training, where each notes their expectations of what is to be achieved. There will be progress reviews at intervals during the scheme both with the Educational Supervisor and Training Programme Director. You will also complete an initial record of clinical experience to help identify areas where you may wish to have more experience or assistance. Clinical experience during the scheme, ES tutorials and self-reflection are also captured by the portfolio.

- *Educational Assessments*

During the scheme, you will carry out self-assessments and be assessed by the Educational Supervisor and other colleagues using nationally recognised workplace based assessment tools. These are to ensure that you receive regular structured feedback and are aware of your own progress. A patient satisfaction survey or multi-source feedback questionnaire will also be conducted mid-way through the scheme which will allow you to receive useful and honest feedback about your manner as perceived by your own patients and colleagues.

- *Clinical Audits*

As part of your development process you will be required to complete one audit, which will be related to radiography.

- *Online Learning*

The educational programme includes a number of core learning packages which are completed during the year.

- *Review of Competence Progression*

At the three month stage, you, your Educational Supervisor and your Training Programme Director will have the opportunity to feedback and assess your progress to date. This is a formal process and is designed to highlight any areas where you may need more help or targeted training. If further training is required an action plan will be developed and implemented. This process is designed to support you and your Educational Supervisor during the year.



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**Completion**

At the end of the programme, provided all necessary work is completed and evidenced in the portfolio, the Postgraduate Dental Dean will issue a certificate of completion, which will include any verifiable education hours awarded.

## **Application**

### **How do I apply?**

Applications are taken all year round and placed on a waiting list until the next intake.

An application form will be available to download from our website <https://www.nwpgmd.nhs.uk/dentistry/welcome> This should be fully completed and sent as an attachment with an up to date copy of your CV to Cathy Fogg at [catherine.fogg@hee.nhs.uk](mailto:catherine.fogg@hee.nhs.uk)

### **How do I get appointed?**

Once your application has been reviewed, we will invite you to interview. We will try to allocate you to a suitable practice near to your home address. In some circumstances, this may not always be possible.

We will aim to inform you of an interview within 4-6 weeks after the closing date for applications.

### **What if I have problems?**

If you do have concerns about your training, it is important that you contact your Educational Supervisor immediately. If you are still not happy after having spoken to your Educational Supervisor, please contact the DFTh TPD.

Health Education England North West and your employer both have responsibilities and generally you should first work with your employing organisation, keeping your TPD informed of progress.

### **What if I want to stay in the practice at the end of the Training Contract?**

At the end of the scheme, your contract is completed and any continuation of employment is by mutual consent and separate agreement.

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### DENTAL THERAPIST FOUNDATION TRAINEE PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Employment Requirements</b>	<ul style="list-style-type: none"> <li>• UK National or visa that allows employment</li> <li>• Disclosure and Barring Service clearance in full</li> </ul>	
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Eligible for registration with the GDC as a Dental Therapist</li> <li>• BSc/Diploma in Dental Therapy</li> </ul>	
<b>Clinical Skills</b>	<ul style="list-style-type: none"> <li>• Recent clinical practice</li> <li>• Basic life support skills</li> <li>• Good manual dexterity</li> <li>• Appropriate level of clinical knowledge</li> <li>• Clear, logical thinking</li> <li>• Approach to tasks with an analytical / scientific style</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• A high level of communication and language skills</li> <li>• High level of written and spoken English</li> </ul>	
<b>Management &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise clinical need</li> <li>• Ability to organise own work and environment</li> <li>• Ability and willing to work in multi-professional teams</li> <li>• Decisiveness / accountability for</li> </ul>	

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	<p>actions</p> <ul style="list-style-type: none"> <li>• Complies with GDC standards and meets deadlines</li> </ul>	
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Good time keeping</li> <li>• Ability to maintain professional manner when under pressure</li> <li>• Shows awareness of own limitations</li> <li>• Use of a non-judgemental approach to patients and colleagues</li> <li>• Shows knowledge of evidence-informed practice</li> <li>• Probity – displays honesty, integrity, awareness of ethical dilemmas and respect of confidentiality</li> </ul>	
<b>Personal Characteristics</b>	<p>Must be able to demonstrate experience or capability of:</p> <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Excellent interpersonal skills</li> <li>• Ability to reflect on feedback</li> <li>• Able to attend all study days and complete the educational programme</li> <li>• Able to undertake assessment components</li> </ul>	
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Meets professional and health requirements</li> </ul>	