



**HEALTH EDUCATION ENGLAND
NORTH WEST**

**DENTAL FOUNDATION THERAPIST
TRAINING SCHEME**

**INFORMATION FOR EDUCATIONAL
SUPERVISORS**

INFORMATION FOR EDUCATIONAL SUPERVISOR APPLICANTS – PLEASE READ FIRST

Have you considered becoming involved in Foundation Training?

We are looking for suitable practices and practitioners for Health Education England North West's Dental Foundation Therapist Training Scheme.

The Scheme:

- The Dental Foundation Therapist (DFTh) will be employed in the training practice for 2-3 days per week for a 12 month period.
- The DFTh will attend the educational programme as organised by HEENW. This will involve one study day per month.
- The Educational Supervisor (ES) is required to provide tutorials during the scheme (minimum of once every 2 weeks).
- The ES is required to undertake assessment of the DFTh using nationally recognised assessment tools provided in the Postgraduate Dental Education Portfolio.
- There is one intake per year; September.
- If the practice is not a Dental Foundation Training practice, a practice visit will be carried out to assess suitability for the therapist.

You must:

- Be an experienced dentist with high clinical and ethical standards.
- Have been working in NHS primary care for at least four years as a performer.

You will be expected to:

- Provide a dedicated surgery and suitably experienced / registered nurse for the DFTh for a maximum of 3 days per week for 12 months to treat adults and children under the NHS.
- Be available in your practice when the DFTh is in practice to advise and assist.
- Provide a one hour tutorial twice each month during practice hours.
- As an ES, you will receive an education allowance of £150.00 per month.

What does a Dental Therapist do?

Dental Therapists prove to be a valuable asset in most practices as they can carry out a wide range of routine dentistry.

- Intra and Extra Oral Assessment
- Indices
- Application of medicaments to teeth, such as fluoride
- Emergency Temporary Replacement of Crowns
- Dental Health Education
- Fissure Sealants
- Dental Radiographs
- Impressions
- Infiltration and Inferior Dental Block Anaesthesia
- Supragingival Debridement
- Subgingival Debridement
- Restorations (not involving the pulp) in Deciduous and Permanent Teeth
- Class I – V Cavity Preparations
- Use of all materials except pre cast or pinned restorations
- Pulp Therapy in Deciduous Teeth
- Placement of Pre Formed Crowns on Deciduous Teeth
- Extraction of Deciduous Teeth

A Dental Therapist works to a written treatment plan which clearly states items of treatment to be carried out by the dental therapist including local anesthetic required. This treatment plan can be as prescriptive as the dentist wishes to make it.

Scheme Overview

The HEENW Dental Foundation Therapist Scheme is designed for newly qualified Dental Therapists to experience NHS Primary Dental Care.

Newly qualified Dental Therapists who meet the Person Specification can apply to be part of the Foundation Therapist Scheme. Participation in the DFTh Scheme is only confirmed once a Dental Therapist is appointed to a position in a Training Practice.

The programme is funded by HEENW who will also provide an education allowance to the ES. Dental Therapists will be employed by the practice for a maximum of 3 days per week, working alongside the ES.

There will be a monthly study day programme which takes place on the first Wednesday of every month during the scheme.

Facts on Finance

Education Allowance: £150.00 per month

Therapists Salary: The DFTh will be employed by the practice on £100 per day, half days are paid £50.00 for a maximum of 4 hours, the 13.8% Employers NI contribution.

Role of an Educational Supervisor

As the title suggests, the principal duty of the ES is to teach, both within the formal context of the one to one tutorial and in the broader framework of teaching by example.

The ES is in the best position to assess the trainee's needs. Through the various processes of assessments and tutorials these needs can be identified, discussed and hopefully satisfied. The best ES will not apply the 'Do as I do' philosophy, but encourage their trainees to develop their own personal skills and attitudes. This is an active process which requires the ES to develop their own personal skills and attitudes and to possess certain qualifications.

- A willingness to teach
- An ability to communicate successfully
- A self-awareness
- A perception of the feelings of others

In order that the ES can fulfil these onerous roles, he or she must possess the quality of enthusiasm.

Obligations of an Education Supervisor

- Employ the DFTh under the terms of the agreed contract and before he/she starts work to deposit a copy of the signed contract of employment with the Dental Team and to obtain prior to and during the appointment the approval of the HEENW to any variations to the contract of employment.
- Work in the same premises as the DFTh for not less than 2 days a week.
- Provide the DFTh with adequate administrative support and the assistance of a suitable experienced dental nurse.
- Conduct an initial interview to identify the trainee's strengths and weaknesses to draw up a development plan.
- Be available for guidance in both clinical and administrative matters and provide help on request where necessary.
- Prepare and conduct regular 2 weekly tutorials within normal practice hours (such tutorials to be of at least one hours duration and recorded in the portfolio).
- Allow and require the DFTh to attend the study day course programme and ensure that holidays do not lead to absence from the study day.
- Provide satisfactory facilities including an adequate supply of hand-pieces and instruments, sufficient to allow them to be sterilized between patients.

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- Provide relevant training opportunities so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, the DFTh is fully occupied.
- Assess and monitor the DFTh's progress and professional development using the Postgraduate Dental Education Portfolio (PDP) and any other material provided for this purpose, to give feedback and to liaise with the Adviser as necessary.
- Ensure that the DFTh's PDP and the processes involved in assessment are documented and kept up to date.
- Participate in ES training when necessary.
- Set time aside to be available for Adviser visit(s), as required.
- Provide appropriate dental reference material for the use of the DFTh within the practice (Journals, CD ROMs, Books, etc.).
- Advise on the final certification of the DFTh's completion of training. Inform the PGDD (in writing) if the circumstances of either yourself as the ES, the DFTh or the practice change in such a way as to alter the contract of employment between yourself and the DFTh.

Obligations of a Dental Foundation Therapist

- Work as an employee for the duration of the Foundation Training scheme under the terms of the agreed contract.
- Take up the DFTh placement once accepted, enter into all agreed contract of employment with the ES and abide by its terms in all respects.
- Participate in an initial PDP interview to identify your strengths and weaknesses and work with the ES to draw up a development plan (PDP is the Professional Development Portfolio in Dental Foundation Training).
- Work under the direction of the ES and seek advice and help on clinical and administrative matters where necessary.
- In the interest of good patient care and the good management of practice, draw the ES's attention to any problems encountered immediately they become apparent.
- Attend regular fortnightly tutorials within normal practice hours (such tutorials to be of at least one hour's duration and recorded in the PDP).
- Diligently attend the Study Day course programme and ensure that holidays do not lead to absence from the study course.

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- Co-operate with the ES and the practice so that you make the most of the facilities and opportunities provided, particularly training opportunities, so that a wide range of NHS practice is experienced and so that, as far as is reasonably possible, you are fully occupied.
- Work with the ES to ensure that your progress and professional development are assessed and monitored, using the Professional Development Portfolio (PDP) and any other material provided for this purpose; and to ensure that the relevant documentation is kept up to date.
- Undertake any specified activities as part of the assessment process within Foundation Training.
- Not work for additional monies within or outside the practice whilst working within the terms of the DFTh contract.
- Act as a full and committed member of the dental practice team, participating in practice meetings, following proper practice protocols and co-operating with practice staff in all respects.
- Take out professional indemnity cover and practice according to the General Dental Council and other relevant professional guidelines.
- In the event of disagreement or dispute with the ES, cooperate with HEENW to resolve the matter expeditiously.

The professional relationship between ES and trainee will be that of Provider/Performer. The Provider is both legally and professionally responsible for the DFTh. The ES also has vicarious liability for the actions of the DFTh. ESs are required to satisfy themselves of the competence and suitability of their trainees to carry out the work, by means of structured assessment.

This list of obligations may appear somewhat daunting, but at the risk of being repetitive, it has to be said that the 'Kingpin' of Foundation Training is the ES. The duties are undoubtedly many. The most important obligation, however, which will be rewarded by a feeling of success, self-esteem, and the pleasure of seeing a colleague achieve a goal, is commitment.

Successful Completion of Foundation Training

Successful completion of Foundation Training will be based on attendance of the study day programme, completion of the Portfolio, Audit, Exit Interview and ES/TPD reports. A certificate will be issued on successful completion of Foundation Training.

Standards for Training Practices

These standards are a guide to help practitioners know what is normally expected for training practices in HEENW. The advisers will use these criteria during practice visits. They are for guidance, please contact the DFTh TPD if you require clarification.

As a general guide, the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum (it is advantageous, but not essential, to have achieved BDA Good Practice status). You must also comply with all current NHS terms of service and national legislation.

It is taken for granted that the following requirements will be met:

1. A minimum NHS commitment of the ES (1000 UDAs).
2. Adequate supply of NHS patients for the DFTh.
3. The DFTh surgery must be of an adequate size.
4. The ES should not have been found in breach of their NHS terms of service or be under investigation by the GDC within eighteen months prior to their application. Health Education England North West will contact the GDC, DPB, DRS and the Commissioning Board Area Team for references.

Health Education England North West – Recommendations regarding working patterns

- Working hours and patterns should be agreed prior to the commencement of the Foundation Training scheme and any change notified to the adviser.
- DFTh's should not work more than five hours without a break.
- At least 21 hours of work per week should be dedicated to providing treatment under the nGDS (assuming 3 working days in practice).
- Dental Therapy (Restorative Dentistry) should account for a minimum of 50% of the Therapists clinical time.

Premises

The training practice will provide a dedicated surgery for use by the DFTh. The surgery must be available during normal working hours. The surgery should be in close proximity to that of the ES, preferably on the same floor.

Equipment

The DFTh's surgery will be equipped with a full range of instruments necessary to provide all routine dental treatment permitted under the scope of practice as a Dental Therapist. It is expected that there will be enough sterile instruments instantly available to provide treatment, and comply with A12 Infection Control Guidelines.

Handpieces

It is suggested that a **minimum** of three air-rotars and three contra-angle handpieces are available in the DFTh's surgery.

X-ray Equipment

An intra-oral x-ray will be permanently accessible, either in the DFTh's surgery or a dedicated x-ray room. Evidence of regular inspection and compliance with current Health and Safety Executive regulations for Ionising Radiation Equipment will be required. Local rules **must** be on display. Only those entitled to be an operator in accordance with the legal person's procedures satisfying the requirements of RR99 and IR(ME)R 2000 should be allowed to initiate the exposure.

Emergency Equipment

The practice must be equipped to provide cardio-pulmonary resuscitation. Portable equipment to provide suction, positive pressure ventilation and airway maintenance for a patient anywhere in the practice must be available.

Emergency Protocol

The practice should have a written emergency drill which is understood by all members of staff. Staff will have training in CPR which is updated every year.

Cross Infection Control

Effective Cross Infection Control should be practiced by every member of staff and a written policy should be available.

All instruments including handpieces should be Autoclaved. Non-Autoclavable instruments should be single use and disposable.

Surface disinfectants should be used on contaminated surfaces between patients.

Impressions should be disinfected according to the manufacturer's recommendations and confirmed on the lab docket.

Practices need to comply with HTM 01-05 – essential requirement as a minimum.

Health and Safety

Each practice must have a written Health and Safety policy. The BDA has an advice sheet which includes a model.

A First Aid Kit, appropriate for the size of the practice, must be available and a record of incidents (Accident Book) must be kept and be compliant with the Data Protection Act.

Waste Disposal

The practice must comply with current European waste disposal regulations.

Electrical Regulations

Written evidence of compliance with regulations is required.

COSHH Assessments

Regularly updated assessments must be available for all substances used in the training practice.

Pressure Vessels

A written schedule of examination and certificate of inspection and maintenance must be available for each Autoclave and compressor in the practice that complies with current regulation.

Public Liability Indemnity Insurance

A current certificate must be displayed in the practice.

Fire Drill

Practice policy must be understood by all members of staff.

Staff

The DFTh must have a suitable trained experienced Dental Nurse, available for their exclusive use when they are working in the surgery. Appropriate reception and office staff must also be available.

The training practice will comply with current employment law and GDC requirements. Written staff contracts for staff will be provided.

Training

A library should be available in the practice containing current journal and other educational resources. It should contain a large range of relevant books / magazines.

Educational Supervisor Attendance

The ES must be available in the practice while the DFTh is present (excluding holidays which not exceed two weeks per scheme). Cover arrangements must be made during any absence of the ES and the Adviser kept informed.

Workload

The practice must provide enough patients for the DFTh to be fully occupied and to carry out a full range of treatments. The number of patients seen will increase with experience and this should be taken into account. The DFTh should not be expected to carry an excessive workload.

Record Keeping

Records should be clear, legible and contemporaneous. BPE or another periodontal assessment method should be used together with regular oral cancer screening.

Premises and Facilities

It is a prerequisite to becoming an ES that a suitably equipped surgery will be provided for the trainee. It will, be the responsibility of the Visiting Team, who will be looking for a reasonable standard of equipment, furniture and materials, to assess that suitability.

If you have any questions about the acceptability of your premises, the DFTh TPD is available to help you. An early discussion could save you a considerable amount of money and possible embarrassment.

NOTE: If you have had a Practice Visit report for Dental Foundation Training in the last 3 years, we will not need a full visit just to review the proposed Dental Therapist surgery.

PART-TIME THERAPIST EMPLOYED IN THE GENERAL DENTAL PRACTICE AS PART OF THE DENTAL FOUNDATION TRAINING SCHEME

This is a guide for an employment contract for Dental Therapists who wish to be involved on the Foundation Training scheme.

THIS AGREEMENT is made the _____ **day of** _____ **20** _____

BETWEEN _____

of _____

_____ **Dental Surgeon (“the Educational**

Supervisor”) of the one Part and -

_____ **of**

_____ **Foundation Dental Therapist (“the Trainee”)** of the other part.

WHEREAS the parties are both registered and enrolled with the General Dental Council, the

Educational Supervisor being in the general dental practice

_____ **which will be the Trainee’s normal place of**

work.

WHEREAS this contract of employment applies exclusively to arrangements made under dental foundation training schemes in England, to which nationally agreed terms apply

WHEREAS the purpose of the Dental Foundation Therapist training scheme is to enhance clinical and administrative competence and promote high standards and to introduce the trainee to general dental practice in a protected environment while enhancing skills

WHEREAS both the Educational Supervisor and the Trainee have entered into educational agreements with Health Education England North West

WHEREAS the Educational Supervisor has been approved as an Educational Supervisor in General Dental Practice and the Trainee wishes to enter employment on a Dental Foundation Therapist programme with the Educational Supervisor

AND WHEREAS the parties here to agree to establish this contract upon the terms and conditions hereinafter mentioned.

NOW IT IS HEREBY AGREED as follows:

1. The Educational Supervisor will employ the Trainee and the Trainee will serve the Educational Supervisor as an employed performer in the said practice to the best of his/her ability and will do his/her best to promote the interests of the Educational Supervisor and to serve the patients of the practice.

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2. Subject as hereinafter (and in particular subject to earlier termination as provided in clause 2.1 below) this agreement shall start on the _____ day of _____ 20 ____ and shall automatically terminate on the _____ day of _____ 20 ____.

2.1 Notwithstanding clause 2 above, this agreement may be terminated at any time by either party giving one month's notice in writing to the other.

3. During the continuance of this employment, the Educational Supervisor shall pay to the Trainee a salary of £100 per day plus 13.8% National Insurance contributions. Payments will be made in arrears by quarterly instalments on the _____ day of each calendar month.
4. During the period of the employment, both parties shall at their own expense be members of an appropriate medical defence organisation.

5. During the continuance of this employment, the Educational Supervisor shall:

5.1 Work in the same premises as the Trainee in a surgery to which the Trainee has sufficient access to allow him/her to fulfil his/her obligations under the contract, for not more than 3 days per week; one of which should be the study release day which is a Wednesday;

5.2 Be available to the Trainee for guidance in both clinical and administrative matters;

5.3 Provide reference material for the use of the Trainee;

5.4 Allow and require the Trainee to attend the appropriate study day course of approximately 12 days during the scheme arranged by the Programme Director

5.5 Provide fortnightly tutorials for the Trainee, such tutorials to take place during normal practice hours and to be of a minimum of one hour's duration;

5.6 Provide the Trainee with satisfactory facilities to comply with health and safety and infection control standards as contained in the Department of Health's guidance HTM 01-05 including an adequate supply of handpieces and instruments sufficient to allow them to be sterilized between patients;

5.7 The Educational Supervisor shall provide the Trainee opportunities to perform a broad range of clinical procedures under the NHS and to ensure as far as reasonably practicable that there is an adequate patient flow to fully occupy clinical time;

5.8 Provide the Trainee with administrative support and full-time assistance of a suitably experienced Dental Nurse;

5.9 Complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Programme Director;

5.10 Inform the Postgraduate Dental Dean forthwith and in writing if the circumstances of either the Educational Supervisor or the Trainee change in such a way as to alter the contract of employment;

5.11 Fulfil the obligations and responsibilities of Educational Supervisors in the National Dental Foundation Training Scheme in England and Wales as contained in the Educational Supervisor's educational agreement with Health Education England North West.

6. During the continuance of this employment, the Trainee shall:

6.1 Fulfil and obey all lawful and reasonable directions and orders of the Educational Supervisor and not at any time except in the case of illness or other unavoidable cause or permitted holidays be absent from the service of the Educational Supervisor without the Educational Supervisor's consent;

6.2 Work cooperatively with colleagues in the practice, in particular with the dental nurse assigned to him/her;

6.3 Keep proper accounts of all professional visits, fees paid, all patients attended, operations performed including prosthetic work and all other business done by him/her for the Educational Supervisor and all monies received and forthwith pay all monies so received to the Educational Supervisor or as the Educational Supervisor may direct;

6.4 Keep all usual and necessary dental charts and an appropriate record of the work done for all patients attended to by him/her;

6.5 Devote his/her whole time to the practice of the Educational Supervisor during the hours specified in clause 8 below;

6.6 Not whether during or after his/her employment, disclose any professional secrets or any confidential information with respect to the Educational Supervisor or his/her family, patients, practice or affairs or any directions given to him/her by the Educational Supervisor; such confidential information to include patient records, details of appointments and financial information relating to the Educational Supervisor or practice;

6.7 Observe and conform to the GDC Guidance for Dental Professionals so far as they relate to the Trainee or his/her employment and observe and conform to all the laws and customs and reasonable standards of practice of the dental profession;

6.8 Attend such study day courses as are set out in the published programme and shall not except in case of illness or other unavoidable cause absent himself/herself from any such course without the previous consent both of the Educational Supervisor and of the Programme Director;

6.9 Attend regular tutorials with the Educational Supervisor;

6.10 Maintain and complete the Foundation Training Portfolio provided by the Postgraduate Dental Dean or Programme Director;

6.11 Undertake such educational studies as may be reasonably advised from time to time by the Programme Director;

6.12 Inform the Postgraduate Dental Dean and Educational Supervisor of any alteration in his/her circumstances which might affect this contract of employment;

6.13 Fulfil the obligations and responsibilities of trainees in the Dental Foundation Training Scheme as contained in the Trainee's educational agreement with Health Education England North West.

7. The Trainee is normally required to work during the following hours:

[insert out of hours if applicable]

7.1 The Trainee shall be entitled to ____ days holiday, including bank holidays, with full pay during the period of twelve months in the practice. Such holidays shall be taken at times agreed between both parties.

8. Where employment ends or is terminated or if the Trainee chooses to leave the practice, a payment will be made on a pro-rata basis in respect of any accrued holiday entitlement that has arisen in the relevant leave year but has not been taken on the date of termination.

8.1 A deduction will be made from the Trainee's final pay on a pro-rata basis for any holiday taken in excess of their entitlement in that leave year, at the date of termination.

9. If absent due to sickness, the Trainee will be entitled to statutory sick pay entitlements. If the Trainee is unable to attend work, for any reason whatsoever, they must contact the practice at the earliest possible time on the first day of absence and not later than _____ [time] to give the reason for absence and, if possible, to say when they hope to return to work. Unauthorised absence will not be paid.

10. The Trainee shall be eligible for Statutory Maternity Pay and Maternity Allowance. * For more information see Statutory Maternity Pay and Maternity Allowance at www.direct.gov.uk

11. Nothing herein shall entitle the Trainee to any of the rights or expose him/her to any of the liabilities of a partner or constitute in any way the relationship of partners between the Educational Supervisor and the Trainee.

12. Should you have any query, grievance or complaint regarding your employment or the terms and conditions relating to that employment, you should raise the matter initially with the Educational Supervisor or the Programme Director. The full procedure is set out in Appendix 1.

13. In this agreement references to any enactment order regulation or other similar instrument shall be construed as a reference to such enactment order regulation or instrument as amended from time to time or as replaced by any subsequent enactment order regulation or instrument.

AS WITNESS the hands of the parties hereto this day and year first before written.

SIGNED by the said Educational Supervisor:

In the presence of: _____



Health Education England

SIGNED by the said Trainee:

In the presence of: _____