

# Dental Therapist Foundation Training Scheme – Handbook



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## Introduction

The Dental Therapist Foundation Training Scheme (DTFT) 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 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/dental-foundation-therapist-training-scheme>

If you require further information, please contact Cathy Fogg at [catherine.fogg1@nhs.net](mailto:catherine.fogg1@nhs.net) or 0151 479 2611.

Training Programme Manager:

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The scheme covers the whole of the North West Region (South 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 Manager.

### **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 (ES) who are all experienced dentists, and many have been Dental Foundation Trainers. There may also be opportunities for you to experience foundation training in secondary care including Community Dental and Hospital Dental Service.

The role of the ES 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 per year: 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 £107.00 per day / £53.50 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 DTFT 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 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**

The study day programme forms part of the educational element of the programme where you will build on knowledge gained at University. The study days are not just sources of new information but an important part of the process by which you can learn to assess yourself in relation to your peers.

## **Venue**

Most study days will take place via MS Teams. However, clinical skills sessions will take place in venues 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 and finishes by 4:30pm.

## **Format**

There will be a mixture of lectures, group workshops and hands-on sessions.

## **Study Day Content**

Examples of study day topics:

- Restorative techniques
- Paediatric operative dentistry
- Radiography
- Oral cancer
- CPR and First Aid
- Finance for the DT
- Posture and prevention of MSDs
- Periodontology
- Hand scaling and instrument sharpening
- Implant care and maintenance
- Caries management
- Managing the patient with special needs
- Occlusion and Management of patients with TMD
- Communication skills – role play
- Managing your learning and development
- Well-being and resilience
- Career development
- Therapist-related updates
- CV writing and interview techniques
- Case study presentations

In addition to the above, access will be given to any of the therapist relevant courses on Maxcourse, free of charge. Prior approval will be required from the Training Programme Manager (TPM).

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

These are normally held on a Wednesday or Friday for a minimum of 18 whole days plus attendance at the BADT Annual Scientific Meeting.

## Who pays for the study days?

The courses are funded by NHS England. A day rate can be claimed for study day attendance on a non-foundation day.

## 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.

## How will I know how I am progressing?

- ***E-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 ES 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 ES and Training Programme Manager. 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 ES 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.

- ***Clinical Audits***

As part of your development process you will be required to complete a simple clinical audit at your foundation practice. This will be discussed with your ES and uploaded to the e-portfolio.

- ***Case Presentation***

As part of your training, you will be required to present a PowerPoint of a patient you have treated on the programme to your peers. You will receive a grade and feedback from assessors.

- **Review of Competence Progression**

During the scheme, at various stages, you, your ES and your Training Programme Manager 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 ES during the year.

## 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 for the September start date will close at the end of March.

You can complete the application form via the NHS England North West website [here](#).

### How do I get appointed?

Once your application has been reviewed, we will invite you to interview. We will aim to inform you of an interview within 4-6 weeks after the closing date for applications.

If successful, we will try to allocate you to a suitable practice near to your home address. In some circumstances, this may not always be possible.

### What if I have problems?

If you do have concerns about your training, it is important that you contact your ES immediately. If you are still not happy after having spoken to your ES, please contact your TPM.

NHS England North West and your employer both have responsibilities and generally you should first work with your employing organisation, keeping your TPM 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.

## 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-</li> </ul>	

	<p>professional teams</p> <ul style="list-style-type: none"> <li>• Decisiveness / accountability for actions</li> <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>	