

Information Handbook for

Educational Supervisors Dental Foundation Training

September 2023 – August 2024

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Terminology

Current

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)
Health Education England (HEE)
Health Education England North West (HEENW)

HEENW – Dental Team

Contacts

Health Education England North West - Dental Foundation Training Team

Dean of Postgraduate
Dental Education:

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Donna.Holden@hee.nhs.uk

Associate Dean for DFT:

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Programme Co-Ordinator (DFT):

Karen Stowell-Smith
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Programme Support Administrator (DFT):

Gemma Brookes-Ryan
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Generic Dental Email Address:

dental.nw@hee.nhs.uk

**As most information sent to you from HEE NW is sent as 'bulk emails' please ensure email addresses for Karen Stowell-Smith and Gemma Brookes-Ryan are set up, so they are not directed into your junk or spam folder* It is your responsibility as an Educational Supervisor to ensure that you use an NHS email address.*

Cheshire & Merseyside (C&M)

TRAINING PROGRAMME DIRECTOR

Andrew Brown
Dental Foundation Training Programme Director
Andrew.brown@hee.nhs.uk

Greater Manchester North (GM North)

TRAINING PROGRAMME DIRECTOR(S)

Olivia Barnfather
Dental Foundation Training Programme Director
Olivia.barnfather@hee.nhs.uk

Michael Stoker
Dental Foundation Training Programme Director
Michael.stoker@hee.nhs.uk

Greater Manchester South (GM South)

TRAINING PROGRAMME DIRECTOR
<p>Anne Budenberg Dental Foundation Training Programme Director Anne.budenberg@hee.nhs.uk</p>

2 Year DFT/DCT Scheme

TRAINING PROGRAMME DIRECTOR
<p>Michael Stoker Dental Foundation Training Programme Director Michael.stoker@hee.nhs.uk</p>

South Cumbria & Lancashire (SCL)

TRAINING PROGRAMME DIRECTOR
<p>James Kuspisz Dental Foundation Training Programme Director james.kuspisz@hee.nhs.uk</p>

Guidelines for becoming a Dental Educational Supervisor

Profile of an Educational Supervisor

The greatest influence on a Foundation Dentist is the example presented by the Dental Educational Supervisors. They must be enthusiastic, competent and a caring general dental practitioner working in a well-organised practice. The FDs active involvement in the provision of high-quality NHS dental care is central to his/her professional development and the Dental Educational Supervisor is his/her role model. Although a Dental Educational Supervisor's clinical competence is difficult to measure, the ability to communicate effectively with patients during a consultation as well as with working colleagues is a key factor in successful general practice. The Educational Supervisor 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. A Dental Educational Supervisor's availability and accessibility to patients will be shown by the efficiency of the appointments system and other methods of access.

An Educational Supervisor must be someone who adds knowledge to general dental practice; who can inspire as well as instruct. Dental Educational Supervisors 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. Dental Educational Supervisors 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 counselling and 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. Dental Educational Supervisors 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 Dental Educational Supervisor 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 in a position to influence practice policy.

Dental Educational Supervisors should be able to show:

A willingness to teach by:

- Attendance at HEE NW educational courses to support the continuous development of their education portfolio.
- Evidence of participation in postgraduate activity.
- Holding an educational qualification approved by the Postgraduate Dental Dean. (Can undertake once approved as ES).

A readiness to teach by being prepared to:

- Re-organise practice arrangements to take account of the presence of a FD;
- Secure the co-operation and understanding of practice colleagues and staff;
- Re-organise their own daily routine to allow adequate time for systematic and informal teaching and supervision;
- Have internet access.

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 E-Portfolio;
- A willingness to submit to an assessment of your ability, subsequent to appointment.

Overview of the Scheme

The HEE NW Dental Foundation Training Scheme is a course designed for newly qualified Dentists to experience NHS Primary Dental Care. Foundation dentists will work under the supervision of a Dental Education Supervisor within a dental practice for a period of 12 months and are required to attend the study programme. This consists of a series of educational packages (on-line and face to face) which map to the DFT curriculum. The completion of all the educational packages one requirement of the Satisfactory Completion of Dental Foundation Training. (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 Dental Educational Supervisor and additional educational input on the study programme. Each Dental Foundation year is for the duration of 12 months, commencing in September; and normally there will be 28 FDs per scheme.

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 and Programme Support Administrator for DFT.

Information for Educational Supervisors

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 HEE**.
- Educational Supervisor must complete at least 1000 UDAs per year on a wide range of patients – not child only contract.
- At least 30% of practice income should be from NHS work confirmed in writing. The NHS work should be on a wide range of patients.

You must:

- 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 able to provide a copy of your annual GDC certificate.
- > 50% qualified nursing staff in the practice, and have a registered experienced trained Dental Nurse available to the trainee at all times.
- 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/registered nurse for a Foundation Dentist 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 each week. This will be protected time within normal working hours.
- Attend approved courses and Educational Supervisors meetings organised for Educational Supervisors.
- New Educational Supervisors will be expected to attend an induction course on Dental Foundation Training.
- Participate in 14 sessions of educational activity related to Foundation Training.
- Not take annual leave in the 1st month of your FD appointment.
- Provide suitable clinical cover for the FD in the absence of the ES who must be available at all times.
(i.e. holidays and sick days, the days when the ES is not in the practice)

- Educational Supervisors must have an appraisal every two years.

As an Educational Supervisor on the HENW Dental Foundation Training Scheme you will receive:

- £64,164.24 p.a. for service costs (minus patient charges)
- A training grant, currently £10,506.00 p.a.

The Foundation Dentist will be paid direct by the Lead Employer:

- FD's salary £34,728.00 p.a.

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

Application to be an Educational Supervisor

Key Dates for Dental Foundation Training – Educational Supervisor Appointments

The timeline for the recruitment process is expected to be as follows:

- Application Window – 18th November 2022 to 4th January 2023 (extended from original closing date of 16th December 2022).
- Deadline for Self-declaration Audit and completion of Supporting Documentation for the application of New Educational Supervisors – 3rd February 2023
- Practice Visits – dates/panels – February/March 2023
- Interviews - dates / panel / questions – to be confirmed before application process is opened March/April 2023
- Successful Applicants will be notified – to be confirmed before FD allocation/application process is opened (normally early June).
- FD will start in practice on 1st September 2023

The Process

Guidance and information can be obtained by contacting Karen Stowell-Smith at HEE NW. The process is made up of a practice visit, record card audit and on-line interview.

Applications must be received by **4 January 2023**.

The Practice Visit

On receipt of your completed application form a practice visit will be arranged. You will be notified of this date ASAP.

Selection

Educational Supervisor places are limited so selection is competitive and the Selection Committee's decision is final. There is no right of appeal.

Should your practice visit be successful, you will be invited to a formal interview.

For further information please contact any of the DFT TPD's.

Appointment

Following interview you will be notified of your appointment status within two weeks after the last date of the interviews.

Feedback on your interview can be requested by contacting Karen Stowell-Smith who will arrange a meeting with the Associate Dean for Dental Foundation Training.

Acceptance

Once appointed you will be sent an email to confirm acceptance.

Job Description – Dental Educational Supervisor

GENERAL DENTAL PRACTICE FOUNDATION EDUCATIONAL SUPERVISOR	
Main Purpose of Job:	To supervise and support a Foundation Dentist (FD) in primary dental care, so that the FD is able to work unsupervised in the general, personal and salaried dental services at the end of Dental Foundation Training.
Role of the Educational supervisor:	<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 educational supervisor 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 educational supervisor 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 educational supervisor and assessment meetings and the required number of study day sessions as stipulated in the person specification and Educational supervisor agreement 10. Educational supervisor should not take leave during the first month of the FD contract 11. Educational supervisors 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 – Educational Supervisor

GENERAL DENTAL PRACTICE FOUNDATION EDUCATIONAL SUPERVISOR					
FACTORS		CRITERIA	MEANS OF ASSESSMENT		
			Application	Interview	Practice Visit
EXPERIENCE	ESSENTIAL	<ul style="list-style-type: none"> At least 4 years in NHS Primary Care as a performer post DFT with some managerial experience 	✓		
		<ul style="list-style-type: none"> A provider or Performer who can demonstrate involvement and influence on the running of the practice and practice policy 	✓	✓	
	DESIRABLE	<ul style="list-style-type: none"> A Provider with managerial responsibility who is a practice owner or an equity holder 	✓		
		<ul style="list-style-type: none"> Experience of Dental Foundation Training Year One 	✓		
		<ul style="list-style-type: none"> Experience of Teaching 	✓		
QUALIFICATIONS & TRAINING	ESSENTIAL	<ul style="list-style-type: none"> Registerable Dental Qualification 	✓		
		<ul style="list-style-type: none"> Registered with the General Dental Council 	✓		
		<ul style="list-style-type: none"> Proven commitment to Postgraduate Education and verifiable CPD hours to a minimum of GDC requirements 	✓	✓	
		<ul style="list-style-type: none"> Have an appropriate educational qualification or be enrolled on an approved course 	✓	✓	
		<ul style="list-style-type: none"> Have the written support of the relevant NHS England Area Team 	✓		
KNOWLEDGE, SKILLS & ATTITUDES	ESSENTIAL	<ul style="list-style-type: none"> High clinical and ethical standards 	✓	✓	✓
		<ul style="list-style-type: none"> Provides a wide range of treatment 	✓	✓	✓
		<ul style="list-style-type: none"> Up to date on current best practice and the legal framework of General Dental Practice 	✓	✓	✓
		<ul style="list-style-type: none"> Work as part of a team within a well-run and stable practice 	✓		✓
		<ul style="list-style-type: none"> A willingness to re-organise own daily routine and that of the practice to take into account the presence of a Foundation Dentist 		✓	
		<ul style="list-style-type: none"> Has developed a critical faculty for self-assessment and can demonstrate this 		✓	
		<ul style="list-style-type: none"> Can demonstrate involvement in staff training and developments 	✓	✓	✓
	DESIRABLE	<ul style="list-style-type: none"> Experience in leading small groups or tutorials 	✓		
		<ul style="list-style-type: none"> Experience of presentations 	✓	✓	
		<ul style="list-style-type: none"> Computer Literacy 	✓		
PRACTICE	ESSENTIAL	<ul style="list-style-type: none"> Educational Supervisor must complete at least 1,000 UDAs per year on a wide range of patients – not child only contract. 	✓		
		<ul style="list-style-type: none"> At least 30% of practice income should be from NHS work confirmed in writing. The NHS work should be on a wide range of patients. 	✓		
		<ul style="list-style-type: none"> Appropriate workload for the Foundation Dentist 	✓	✓	
		<ul style="list-style-type: none"> Educational supervisor/Foundation Dentist surgeries available 	✓		✓
		<ul style="list-style-type: none"> Adequate time commitment for training 	✓	✓	✓
		<ul style="list-style-type: none"> Valid satisfactory Dental Reference Service report that meets the national current standards for NHS dental service 	✓		

		<ul style="list-style-type: none"> ▪ Valid satisfactory DFT inspection report that meets the educational requirements for training 			✓
		<ul style="list-style-type: none"> ▪ Registered experienced Nurse for the Foundation Dentist 	✓		✓
		<ul style="list-style-type: none"> ▪ Internet and email access at the practice available for the Foundation Dentist 	✓		✓
SPECIAL REQUIREMENTS	ESSENTIAL	<ul style="list-style-type: none"> ▪ To work clinically for minimum of 3 days per week in practice on days that FD present 	✓		✓
		<ul style="list-style-type: none"> ▪ To attend 14 sessions of described educational activity related to Dental Foundation Training 		✓	
	DESIRABLE	<ul style="list-style-type: none"> ▪ In practice on all non-study days 	✓		

Email

The majority of 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 Health Education England North West are set up as approved in your In Box.

Using Social Media

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!

Important information

DFT is NHS funded and as such applicants must be able to demonstrate a commitment to the provision of a full range of NHS services in the practice.

It is normal practice in the HEENW only to appoint one Foundation Dentist to an Educational Supervisor.

Educational Supervisors must not encourage Foundation Dentist's or condone Foundation Dentist's working for additional monies outside their contract in their own practice or another practice. Such activity will lead to termination of the Training Agreement with the Postgraduate Dental Dean.

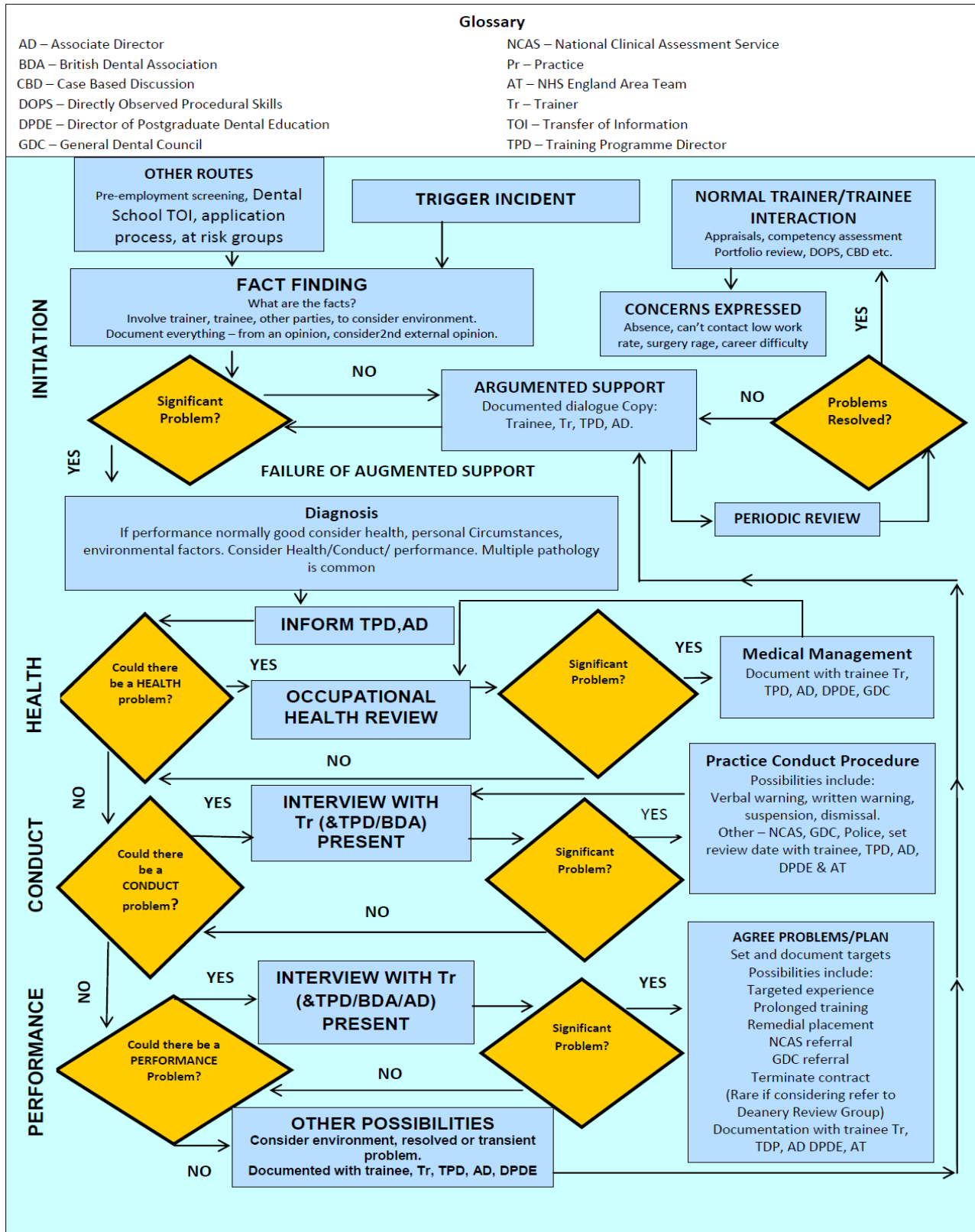
Less Than Full Time Training (LTFT), it should be noted that a trainee has the right to request LTFT and the HEE NW and employer has a duty to consider each application positively, there is no right to LTFT in itself.

What happens if there are problems with the Foundation Dentist?

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

Algorithm for support of Dentists in Difficulty

Algorithm for support of Dentists in Difficulty



Example - Foundation Dentist's Educational Agreement 2022-23

HEALTH EDUCATION ENGLAND NORTH WEST

EDUCATIONAL AGREEMENT

DENTAL FOUNDATION TRAINING SCHEME IN GENERAL DENTAL HOST PRACTICE

The purpose of this educational agreement is to set out the terms of your PARTICIPATION AS A FOUNDATION DENTIST ON THE HEALTH EDUCATION ENGLAND NORTH WEST DENTAL FOUNDATION TRAINING SCHEME. This is not a contract of employment.

This is to confirm that:

NAME: (Please enter your name here)

ADDRESS: (Please enter your address here)

has been successfully appointed through the national recruitment process to a Dental Foundation Training (DFT) place within Health Education England North West and (Please enter the name of your scheme here)

Your allocated Host Practice is (please enter the name of your practice address here) ('the Host Practice') and your allocated Educational Supervisor (ES) is (Please enter the name of your Educational Supervisor here). The training place will be for one year commencing on 1 September 2022 and ending on 31 August 2023. During the training placement you will be employed by the Lead Employer Provider. 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.

This educational agreement should be read in conjunction with the Committee of Postgraduate Dental Deans and Directors (COPDEND) approved national DFT contract ('the Contract'). The Contract will be provided to you by the Lead Employer Provider. It is your contract of employment with the Lead Employer Provider, and also outlines your responsibilities to the Host Practice and must be signed by you; your Educational Supervisor; Lead Employer Provider and the Host Practice. Please return a copy of it by email to dental.nw@hee.nhs.uk by 31 August 2022.

Dental Foundation Training is subject to the requirements set out in the A Reference Guide for Dental Foundation Training in England, Wales and Northern Ireland, known as the Dental Blue Guide.

As the Foundation Dentist (FD) named above you agree to comply with the requirements set out below and shall carry out, to the best of your abilities, the duties listed below for the period of your DFT placement,:

1. Take up the FD placement at the Host Practice; enter into the nationally agreed Contract with the Lead Employer Provider, your Educational Supervisor and Host Practice and abide by its terms in all respects.
2. Devote your whole time to the Host Practice during the agreed hours of work, as set out in the Contract except where required to take part in other educational activities prescribed by the Postgraduate Dental Dean or the Associate Dean for Dental Foundation Training or required by the Postgraduate Dental Dean or the Associate Dean for Dental Foundation Training to be redeployed to support the NHS respond to a public health emergency
3. Not to work any additional hours, outside the agreed hours of work, for additional monies within or outside the Host Practice without the prior written consent of your Educational Supervisor, Lead Employer Provider and the Postgraduate Dental Dean/Director.
4. Not [without prior written consent of your Educational Supervisor, the Lead Employer Provider and the Postgraduate Dental Dean] be employed (or otherwise engaged as a consultant, worker or as a director or partner), concerned or interested in any other trade or business or profession (unless a registered holder of not more than 5% of the total issued share capital).
5. Participate in an initial Personal Development Planning interview with your Educational Supervisor to identify your strengths and weaknesses and work with your Educational Supervisor to draw up and work to a personal development plan (PDP). Personal Development Planning is an integral part of the DFT programme. You agree to make your record of undergraduate experience and activity, provided by your dental school, available to your Educational Supervisor at the meeting to support the planning process.
6. Work under the direction of your Educational Supervisor and nominated dentist; seek advice and help on clinical and administrative matters where necessary.
7. Observe and conform to the provisions of the Dentists Act 1984 and the Dental Blue Guide so far as they relate to you or your employment; maintain a professional attitude and demeanour, ensure that you treat colleagues and patients with dignity and respect; do not discriminate on any protected ground and, at all times, observe and conform to all the Standards For Dental Professionals, as set out by the GDC. Your training placement is subject to your entry on the Dental Performers List.
8. You must immediately inform the Postgraduate Dental Dean/Director, Lead Employer Provider, Host Practice and your Educational Supervisor of any alteration in your circumstances which might affect this Educational Agreement and the progression of your training. This includes any prolonged absence from training due to sick leave, maternity, paternity or shared parental leave or being denied entry to the Dental Performers List.

9. In the interests of good patient care and the good management of the Host Practice, draw your Educational Supervisor's attention to any problems encountered immediately when they become apparent.
10. Attend regular tutorials (usually weekly) within normal working hours (such tutorials to be of at least one hour's duration and recorded and reflected upon in the DFT e-Portfolio).
11. Participate in all study day courses and equivalent prescribed virtual or on-line activities as are set out in the published programme and you shall not, except in case of illness or other unavoidable cause, fail to attend any such course without the prior consent of both your Educational Supervisor and Health Education England North West. Such consent will only be allowed in exceptional circumstances and is subject to the agreement of the Associate Dean and the Postgraduate Dental Dean following your written application at least 6 weeks in advance. If granted, you will be expected to make up any study days missed with suitable equivalent training/education, agreed in advance with the Associate Dean. All study day courses, and equivalent prescribed virtual or online activities must be attended from the UK unless in exceptional circumstances and where prior written agreement is given by the Associate Dean and the Postgraduate Dental Dean.
12. Co-operate with your Educational Supervisor and the Host Practice to ensure that you make the most of the facilities and opportunities provided, particularly training opportunities, so that a wide range of NHS Host Practice is experienced and so that, as far as is reasonably possible, you are fully occupied.
13. You must undertake such educational studies as may be reasonably advised from time to time by the Regional Foundation Training Advisor/Associate Dean/DFT Training Programme Director of DFT or your Educational Supervisor.
14. Work with your Educational Supervisor and nominated dentist to ensure that your progress and professional development are assessed and monitored, using the DFT e-Portfolio and any other material provided for this purpose; and to ensure that the relevant documentation is kept up to date. You must maintain and complete your e-portfolio regularly and in a timely manner.
15. Undertake any specified activities as part of the assessment process within DFT. This includes making yourself available for work-based assessments and any scheme specific requirements, such as case studies, coursework, or clinical audits as required by Health Education England North West and responding in a timely fashion to its requests for information, feedback and questionnaires sent to you.
16. Act as a full and committed employee of Lead Employer provider following all required policies and protocols and cooperating with Lead employer Provider staff in all respects.
17. Act as a full and committed member of the dental Host Practice team at the training Host Practice, participating in Host Practice meetings, following proper Host Practice protocols, and cooperating with Host Practice staff in all respects.

18. Take out and maintain professional indemnity cover throughout the training period and practise according to General Dental Council and other relevant professional guidelines.
19. Comply with the process required for satisfactory completion of the DFT scheme, including any interim and final assessment of progress. Should further training time be required to complete the scheme, Health Education England North West will endeavour to find an appropriate training placement. Please note that additional training may be at a placement other than the Host Practice detailed above. The award of an Outcome 4 (Termination of Training) by a RCP Panel which is upheld at appeal (if necessary) will automatically result in the termination of your place on the DFT programme.
20. In the event of disagreement or dispute with your Educational Supervisor and/or the Host Practice, you should first try to resolve this informally with your Educational Supervisor and/or the Host Practice. Where this is not possible you should bring this matter to the attention of the Lead Employer Provider who will take appropriate steps to resolve the disagreement or dispute following its policies and procedures. You are required to assist Health Education England North West and Lead Employer Provider to resolve any disagreement or dispute that may arise. The DFT TPD shall also be made aware of any problems within the training environment without delay.
21. You acknowledge and agree that your personal data will be collected and processed by Health Education England and that your personal data may be shared with the Lead Employer Provider, the Host Practice and others who have responsibility for the organisation, management and delivery of the Dental Foundation Training Scheme where it is needed to manage your training.

You accept that potential breaches of this Educational Agreement will be reviewed by the Postgraduate Dental Dean and/or DFT's Associate Dean/ Regional Foundation Training Advisor and/or TPD.

If at any time, when your health and welfare is a major concern, the Lead Employer Provider in conjunction with Health Education England North West may suspend you from training placement at the Host Practice. Such a suspension is a neutral act to allow the Lead Employer Provider and Health Education England North West to review any issues that may have arisen and, where appropriate, to investigate those concerns. Any suspension will be kept under review by the Lead Employer Provider and Health Education England North West.

Serious breaches of this Educational Agreement may result in the termination of your place on the DFT programme.

In signing this agreement you confirm that you have read and accepted the terms of the Health Education England privacy notice <https://www.hee.nhs.uk/about/privacy-notice>

SIGNATURE:

Donna Holden, Postgraduate Dental Dean/Director

SIGNATURE:

Type your name here Foundation Dentist

DATE:

Please sign and date both copies of this agreement. One copy is for your records and one copy is to be returned to:

Dental.nw@hee.nhs.uk

Example Educational Supervisor – Educational Agreement 2022-23

**Dental Foundation Training
Health Education England
Dental Foundation Training Scheme in General Dental Practice
1st September 2022 to 31st August 2023**

This is an Educational Agreement Between Health Education England North West - 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 2023.

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. Ensure that the Foundation Dentist (FD) is employed by the Lead Employer and hosted at the practice at which they work ('the Practice') under the terms of the nationally agreed contract ('the Contract'), as approved by the Committee of Postgraduate Dental Deans and Directors (COPDEND).
2. Understand that the contract 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 should be terminated if application rejected)
3. 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 / Health Education England - and the Lead Employer.
4. 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 his/her employment with the Practice.

5. Ensure that there is lead contact (the Educational Supervisor) at the Practice and that person's name is provided to the PGDD and Lead Employer prior to the FD commencing work at the Practice.
6. Be readily available to support the Foundation Dentist at the same premises to allow the Foundation Dentist to fulfil his/her obligations under the contract, for a minimum of 3 days per week, 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 HEE 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. 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.
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 Health Education England study course programme (normally 30 days) and 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. Support the redeployment of the FD by the Postgraduate Dental Dean/Director should such redeployment be required to support the NHS respond to a public health emergency.
15. At all times 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. Ensure that the FD is provided with satisfactory facilities (including an adequate supply

of hand-pieces and instruments, sufficient to allow them to be sterilised between patients) 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. Ensure that 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 or, where possible, 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 for 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 Health Education England.
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.

28. 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.

If at any time, the health and welfare of you or the FD is a major concern, Health Education England, may suspend the FD's training and/or your appointment under this agreement. Such a suspension is a neutral act to allow Health Education England to review any issues that may have arisen and, where appropriate, to investigate those concerns. Any suspension will be kept under review by Health Education England.

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.

Any breach of the obligations listed above may result in immediate withdrawal of your approval as a Dental Foundation Training ES by the PGDD of Health Education England. A breach may also result, on request from the PGDD, in the FD being suspended pending a full investigation.

In all other circumstances, Health Education England can terminate your appointment under this agreement by giving you one month's notice.

You shall not assign or subcontract any of your obligations under this agreement without the consent in writing of the PGDD.

In signing this agreement you confirm that you have read and accepted the terms of the Health Education England privacy notice <https://www.hee.nhs.uk/about/privacy-notice>.

SIGNATURE:

Donna Holden, Postgraduate Dental Dean/Director

SIGNATURE: _____

, Educational Supervisor

DATE: _____

Please sign and date both copies of this agreement. One copy is for your records and one copy is to be returned to:

Dental.nw@hee.nhs.uk



Example – COPDEND Side Letter

Side letter to: Full-Time Dental Foundation Training in the General Dental Services Contract

Name of Foundation Dentist:

I/we.....

Address(es).....

.. (Educational Supervisor and host site owner/partner)

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 Health Education England North West organised study days or events where the hours will be reduced pro rata.

I/We will nominate a suitably qualified and experienced dentist with an NHS Performers List Number to support and supervise the Foundation Dentist's clinical work on the same premises when the Educational Supervisor is not on the same premises or otherwise unavailable and inform HEE North West and LEAD EMPLOYER of the name of the nominated individual;

I/We 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 to include 2 or more surface restorations
- Stainless steel crowns
- Cobalt chrome dentures

I/We also confirm that the Foundation Dentist will undertake predominantly NHS treatment during their training placement and any private treatment undertaken will

not normally exceed more than 5% of the Foundation Dentist’s overall workload. I/We confirm that FDs will only undertake an element of private procedure as part of a NHS course of treatment providing this complies in full with current NHS regulations and there is demonstrable educational and training benefit, which could not be met via NHS routes. I/We understand that the indemnification arrangements of the DFT’s Lead Employer will not cover private procedures

I/We also 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.

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. I/We agree to work with Health Education England to redeploy the Foundation Dentist to support their continued education and training and/or to support the response to a public health emergency. Should NHS England apply an abatement to the service costs to the contractor under the GDS/PDS contract, HEE reserves the right to apply a similar abatement to the service costs of the Dental Foundation Training contract.

I/We agree to refund to HEE North West via NHS England, any payments associated with Dental Foundation Training due to, for example, a period of sick pay or maternity leave.

Signed Educational Supervisor.....
Print name:

Signed Practice owner/partner.....
Print name.....
Practice Address:

Please return to dental.nw@hee.nhs.uk

A Curriculum for UK Dental Foundation Programme Training - COPDEND

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 Foundation Dentist'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 general practice environment. The following link may be useful in relation to tutorials:

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

ES FORUM

TERMS OF REFERENCE

1. OBJECTIVES

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

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

2. QUORUM

All members form the quorum. Meetings which are not quorate may proceed but decisions should subsequently be ratified by acceptance of the minutes by a quorate meeting of the forum

3. FORUM MEMBERSHIP

The Forum is chaired by the representative of PGDD (usually the AD), who is appointed by Health Education England (working across the North West).

Other members of the Forum include:

- 1 Nominated Educational Supervisor from each of the 5 Schemes. The ES representative will be nominated each year by the local scheme. This will take place in September each year
- DFT Programme Support Co-ordinator or Administrator
- Guests invited for specific agenda items with the agreement of the Chair

Attendance at Forum meetings can be by a nominated deputy of the Educational Supervisor if the named Educational Supervisor is unable to attend.

4. REPORTING ARRANGEMENTS

The Forum will feed back to the DFT Executive.

5. FREQUENCY OF MEETINGS

The Forum will meet termly. The Forum will consider issues such as:

- Feedback ES recruitment
- ES input to identify what works well and what does not work well in aspects of training/study days

- Feedback on e-portfolio
- Report from each scheme
- Work based assessments and tutorials
- Feedback on TPDs

Health Education England (working across the North West) to support scheme representatives for travel expenses to attend DFT ES Forum to ensure that representatives are given time to attend Forum All members to ensure actions followed up.

Health Education England (working across the North West) to write up minutes for approval, then disseminate to DFT Executive and Training Programme Directors.

Liaise with DFT Executive and take forward actions.

Report back to the Forum recommendations/action taken from the DFT Executive.

TERMS OF REFERENCE REVIEW DATES

The Forum model and terms of reference should be reviewed on an annual basis. The confidentiality of the Forum will be upheld by all members

Next Review: Sept 2023

FD Forum

Dental Foundation Training - Foundation Dentist Forum

TERMS OF REFERENCE

OBJECTIVES

All FDs will have input into the training scheme, to support the quality assurance process of the Dental Section of Health Education England (working across the North West). Nominated FDs from each scheme will act as representatives for their scheme, liaising with colleagues to bring ideas, suggestions and comments to the Forum.

QUORUM

All members form the quorum. Meetings which are not quorate may proceed but decisions should subsequently be ratified by acceptance of the minutes by a quorate meeting of the forum

FORUM MEMBERSHIP

The Forum is chaired by the Head of Dental Education & Workforce Development who is appointed by Health Education England (working across the North West).

Other members of the Forum include:

- 1 Nominated Foundation Dentist from each of the 9 Schemes.
DFT Programme Co-Ordinator
DFT Administrator

Attendance at Forum meetings can be by a nominated deputy of the foundation dentist if the named foundation dentist is unable to attend.

REPORTING ARRANGEMENTS

The Forum will feed back to the DFT Executive.

FREQUENCY OF MEETINGS

The Forum will meet quarterly. The Forum will consider issues such as:

- Feedback on national and local recruitment

- FD input on induction
- Involvement in the planning of study days and PGMCs
- FD input to identify what works well and what does not work well in aspects of training/study days
- Feedback on e-portfolio
- Report from each scheme
- Feedback on Educational Supervisors and their practices
- Work based assessments and tutorials
- Feedback on TPDs

Health Education England (working across the North West) to support scheme representatives for travel expenses to attend DFT FD Forum to ensure that representatives are given time from Educational Supervisor to attend. All Forum members to ensure actions followed up.

Health Education England (working across the North West) to write up minutes for approval, then disseminate to DFT Executive, and Postgraduate Education Centre Administrators.

Liaise with DFT Executive and take forward actions.

Report back to the Forum recommendations/action taken from the DFT Executive.

TERMS OF REFERENCE REVIEW DATES

The Forum model and terms of reference should be reviewed on an annual basis.

The confidentiality of the Forum will be upheld by all members.

Dress codes

for postgraduate medical and dental recruitment, training and assessment

Introduction

The following guidance outlines some specific issues and recommendations with respect to appropriate dress for clinical settings and examinations for dentists in training. The paper has been discussed and agreed by COGPED, COPDEND and COPMeD (2011).

The guidance relates to dress only but it remains the responsibility of all dentists to ensure that their appearance is compatible with their professional role and does not, in any way, impede the effective delivery of the roles and responsibilities of a dentist; including communication with patients, relatives, carers and other staff.

Conventionally in the UK, formal professional practice between dentist and patients is appropriately marked by a certain formality of dress. It is therefore, legitimate to require trainees to dress in this fashion. This would exclude among others, inappropriately revealing styles, such as low-cut necklines and mini-skirts or clothes that are not clean (clearly clothes made unclean during an emergency/acute event would be an exception to this). In addition, the wearing of dangling jewellery/accessories or hairstyles that could interfere with the physical examination of or interaction with a patient are also regarded as inappropriate.

COPMeD Revision 2011

Guidance is available from NHS Professionals on dress codes and their application throughout the NHS. It highlights that there are legitimate reasons for enforcing a dress code including Health and Safety considerations, practicality, governance and professionalism.

It is recommended that such policies should be reviewed regularly, be consistent, be clear and applied with sensitivity. Consultation with special interest groups by Local Education Providers (LEPs), and persons with specific religious or cultural requirements is recommended where relevant.

None of these factors are inconsistent with a general duty to make reasonable efforts to accommodate needs and preferences arising from religious or cultural factors. An example of this might be a reasonable effort to accommodate to a religious objection to a 'bare below elbows' policy by the provision of special gloves or protectors by a LEP; though any such adjustment must be deemed "feasible" by the LEP. These issues are mainly the concern of the employer of the trainee,

rather than the HEE NW [whose role may be as a commissioner, provider of education, or both]. Nonetheless, Deaneries should be mindful of relevant GMC or GDC advice that a dress code may require the removal of any garment that inhibits clinical communication; such as those that cover or obscure the face.

A distinction should be drawn between 'patient facing' professional roles, and activity in an educational context alone. For Deaneries, in the latter case, clinical dress codes may not be held to apply in informal settings, but they will apply, in formal processes such as recruitment to specialty training (including GP), professional, examinations, ARCP panels and other more formal HENW/specialty processes.

Recruitment and selection may involve contact with simulated patients who should be considered and treated as if they were patients, for clinical communication, physical examination and assessment of clinical performance. Irrespective of those additional considerations, recruitment and selection panels will expect the candidate to have their face exposed.

There is some case law on the application of a dress code in a teaching context. A tribunal upheld the right of a local authority to require the removal of a face veil by a teacher as non-discriminatory, given the importance of effective communication, and the consistent application of such a policy. This decision was sustained at appeal [see below]. These issues are clearly part of a larger agenda concerning respect for principles of equality and diversity fully articulated in GMC standards Domain 3, to which PG Deaneries are obliged to conform.

Professional examinations form part of the assessment framework of most GMC approved specialty curricula. In most instances (and where it is not a requirement, this should be expressly stated in guidance for professional examinations), the same dress code will apply for professional examinations as it does for day to day clinical practice/contact with patients; this means that forms of dress should not constrain the candidates ability to demonstrate recognised skills. Forms of dress that cover the face will normally be deemed inappropriate in such examinations.

Suggested HEE NW Policies

- Deaneries advise trainees to observe the legitimate dress codes of employing Local Education Providers i.e. in Dental Foundation the employing Practice
- This may include maintaining appropriate standards of appearance, dress and personal hygiene [for example the avoidance of large earrings, inappropriate skin exposure, unstable shoes etc.]

- Differentiation between male and female dress codes is legitimate, given application of the criteria listed above
- Garments that may interfere with clinical communication, and its assessment, should be removed at appropriate times.
- Similarly, examiners and those involved in recruitment should require the removal of garments that obscure the face during the exam or recruitment process, and have regard to the maintenance of standards of dress as above.

Final Version

COPMeD (David Sowden) amended to cover dental training

October 2011

Useful Addresses

COPDEND www.copdend.org

British Dental Association

64 Wimpole Street
London W1G 8YS

Tel: 020 7935 0875

Fax: 020 7487 5232

Email: enquiries@bda.org

Web: www.bda.org.

General Dental Council

37 Wimpole Street
London W1G 8DQ

Tel: 0845 222 4141

Web: www.gdc-uk.org

Faculty of General Dental Practitioners

The Royal College of Surgeons of England
35/43 Lincoln's Inn Fields
London WC2A 3PN

Tel: 0207 7869 6754

Email: fgdp@rcseng.ac.uk

Faculty of Dental Surgery

Royal College of Surgeons of England
35/43 Lincoln's Inn Fields
London WC2A 3PE

Tel: 020 7869 6810

Email: fds@rcseng.ac.uk

Web: www.rcseng.ac.uk

Medical & Dental Defence Union

Mackintosh House
120 Blythswood Street
Glasgow G2 4EA

Tel: 0845 270 2034

Fax: 0141 228 1208

Email: advice@mddus.com