

Thames Valley & Wessex
Dental Foundation &
Dental Foundation Therapist

Application Guidance

FOR TRAINERS AND TRAINING
PRACTICES

2024 – 2025

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A Note on Changes from Previous Years

Previous applicants will note the following changes in this year's Trainer Selection process:

- ➔ For the second year we are piloting a maximum number of 7500 UDAs for all trainer applicants unless working with a therapist WTE. This will be evidenced using the same report as the minimum expected number. As this is a pilot, applicants exceeding this figure will be given the opportunity to provide evidence that they have been working with a Therapist.
- ➔ Practice compliance will be checked online at the CQC website. The CQC will be notified of practices which have not yet received an inspection. New Training Practices and Applicants will need to self-certify their practice's compliance on Form B and the Self-Assessment Form.

01: Dental Foundation Training – General Information

Overview of the Programme

Thames Valley and Wessex Dental Office encompasses Oxfordshire, Berkshire, Buckinghamshire and Milton Keynes, Winchester and Hampshire. Dental Foundation Training is a programme designed to support newly qualified Dentists entering NHS Primary Dental Care for the first time and completion of the programme will result in the dentist being awarded a nationally (UK) recognised Certificate of Completion of Dental Foundation Training.

Foundation Dentists are appointed to Thames Valley & Wessex Dental Office approved Training Practices for a period of 12 months and are required to attend all the Thames Valley & Wessex DFT Study Day Educational Programme, usually held on Thursdays, during term time.

How the Programme Is Organized

Dental Foundation Training is entirely funded by the NHS. Overall organization of the scheme is the responsibility of the Postgraduate Dental Dean, Associate Dean and Training Programme Directors, with day-to-day administration carried out by staff based in the Thames Valley & Wessex Dental offices and at Postgraduate Centres where the Day Release Programmes are held.

Trainees follow the UK Dental Foundation Training Curriculum and are expected to complete regular assessments and a number of written and practical assignments. Trainers carry out direct observation of trainees and complete assessments and other exercises with the Trainee and jointly record these in the e- portfolio.

It is strongly advised that new trainer applicants read the below documents to understand the expectations of the DFT programme:

Link to current COPDEND Dental Foundation Training Programme Curriculum:

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

Link to current Dental Foundation Training Blue Guide:

<http://www.copdend.org/content.aspx?Group=foundation&Page=dentalfoundationtrainingblueguideforrcpilotyear>

Link to current national online Dental Foundation Handbook:

<http://www.copdend.org/dfthandbook/index.html>

Appointment of Foundation Dentists (DFTs)

Dental Foundation Trainees (DFTs) are appointed to Thames Valley & Wessex Schemes via the National Recruitment process and to training practices by the local Thames Valley & Wessex Dental Office allocation processes. They are employed by the Lead Employer, Royal Free London NHS Trust, work as NHS Dental Performers on the NHS Dental Performer List with a nationally agreed 12-month contract. **The Scheme start date is 1st September 2024.** This start date is non-negotiable. Trainers must be present in the practice and available throughout the month of September when DFT trainees will require induction and additional support and supervision.

On completion of the programme, there is no further obligation on either the Trainer or the DFT Trainee to enter into a further employment contract.

Appointment of Trainers

Trainers for NHS Primary Dental Care will be appointed by Thames Valley & Wessex Dental Office Trainer Selection Committee following interviews. All applicants will have to satisfy certain criteria regarding their suitability as Trainers. At least 4 years' experience in NHS Primary Dental Care is required, together with commitment to training and continuing professional education. Applicants with a 3 years experience in NHS Primary Dental Care may apply as a joint trainer.

All new applicants will be visited in their practices by the Thames Valley & Wessex Dental Office visiting team before their appointment can be confirmed.

Appointment will be for one year only in the first instance, although Trainers who have performed satisfactorily for more than 2 consecutive years may be offered a 5-year appointment. This is subject to the trainer having a Postgraduate Certificate in Medical or Dental Education or equivalent, and satisfactory participation in the Thames Valley & Wessex appraisal process, satisfactory educational quality assurance visits and subject to Thames Valley & Wessex Dental Office Quality Management processes.

Trainers are required to complete educational programmes both to comply with GDC requirements and to meet Thames Valley & Wessex Dental Office standards for educators. They are also expected to have a **personal minimum commitment to the NHS of 500 UDAs per annum AND a maximum of 7500 UDAs at the intended training practice** during the reference year (April 2022 to March 2023). Trainers that exceed 7500 UDAs will be given opportunity to show most recent pay statements as this is a pilot year for a maximum number of UDAs, unless they are working with a therapist.

Dental Foundation Training Payments

On appointment, Trainers will receive a training allowance in monthly instalments in arrears which will include the Trainer's grant, service costs. Patient charge revenue for the patients treated by the DFT are subtracted from the payments. This allowance is determined nationally by the NHS and is published annually, normally in April, in the Statement of Financial Entitlement. The DFT salary is the responsibility of the Lead Employer – Royal Free London NHS Foundation Trust.

Trainer Responsibilities

You must:

- be an experienced and fully registered dentist with high clinical and ethical standards.
- have been working in NHS primary care for at least four years as an NHS Performer with some managerial experience.
- have a personal annual contract value of a minimum of 500 UDAs and a maximum of 7500 UDAs for the financial year 2021/22 at the intended training practice, and evidence of having personally completed this at the intended training practice.
- have time available to attend required Thames Valley & Wessex Dental Office interviews, meetings and educational events as well as support a trainee in the practice.
- not have been found in breach of your NHS terms of service or be under conditions imposed by the GDC within eighteen months prior to this application.
- agree and allow Thames Valley & Wessex Dental Office to contact the GDC and the NHS Area Team for professional references prior to appointment.

You will be expected to:

- complete the DFT Assessment Declaration Form
- sign an educational agreement with Thames Valley & Wessex Dental Office
- be willing to teach and support a newly qualified dentist.
- have excellent communication skills, insight into your own abilities and be willing to learn.
- be up to date and carry out a wide range of contemporary dental practice.

- provide a dedicated surgery and suitably experienced/ registered nurse for a Dental Foundation Trainee (DFT) for 35 hours per week for 48 weeks of the year (i.e. excluding trainee's annual leave) to treat adults and children under the NHS
- be available in your practice for a minimum of three days a week when the DFT is in practice to advise and assist the DFT and ensure the DFT is supported and supervised at all times.
- provide a one-hour tutorial each week.
- attend the 4 day Developing Dental Educators Course if not previously completed
- attend some of the DFTs' day release sessions on the scheme to which you are appointed.
- attend a minimum of 14 sessions (half-days) of Thames Valley & Wessex Dental Office meetings and activities to support the trainee and the scheme

Standards for Training Practices

As a general guide the standards of the BDA Good Practice Scheme or equivalent will be expected as a minimum. You must also comply with all current GDC standards, NHS terms of service, CQC registration and national legislation.

You will be expected to complete the DFT Self-Assessment Declaration Form having met all ESSENTIAL requirements. You will need to bring evidence of a minimum of three essential requirements if you are invited to interview.

The Practice must be able to

- provide an adequate supply and range of NHS patients and clinical treatments for the DFT to meet the curriculum requirements.
- supply a surgery of an adequate size that is appropriately equipped and staffed.
- arrange a timetable that does not require the DFT Trainee to work as the sole Performer in the practice, except in very exceptional circumstances and ensures the DFT Trainee has working hours which comply with employment law.
- host a DFT and enter into a nationally agreed employment contract with the Lead Employer – Royal Free London NHS Foundation Trust. The working hours and patterns that are agreed in writing with the DFT Trainee prior to the commencement of the foundation year and any changes notified immediately to the Lead Employer and Health Education England.

Premises and equipment

The training practice will provide a dedicated surgery for use by the DFT. The surgery must be available to the trainee during normal working hours, and when the day release course is not being run. The surgery should be in close proximity to that of the Trainer, preferably on the same floor. The practice and premises must comply with the current CQC regulations. The DFTs surgery must be capable of adaptation to accommodate both left and right-handed operators.

The DFTs surgery will be equipped with the full range of instruments necessary to provide all routine general practice dental surgery, including surgical extractions. It is expected that there will be enough sterile instruments instantly available to provide routine examination and care.

Staff Support

The training practice will comply with current employment law, CQC and GDC requirements. Written contracts for all staff will be provided. All nurses supporting DFTs must be qualified dental nurses or as a minimum have at least one year's full-time experience as a Dental Nurse. The Foundation Dentists are in a period of rapid learning for the first 3 months and therefore should work with the same Dental Nurse throughout the entire period. Appropriate reception and support staff must also be available.

Educational Resources

Access to current journals and other educational resources should be made available to DFTs. A computer with internet access should be available in the practice to enable e-learning and other relevant material to be used.

Trainer Attendance

The Trainer must be available in the practice for at least three working days per week while the DFT is present (excluding holidays which must not exceed six weeks per year). It is expected that another experienced dentist (Clinical Supervisor) will be available on the premises when the trainer is not present. **The Clinical Supervisor's CV should be submitted at the time of application.**

Cover arrangements must be made during any absence of the Trainer and the Training Programme Director kept informed. It is expected that the Trainer will be present/available throughout the first month to assure patient safety and close support for the trainee.

The practice must provide enough appropriate patients for the curriculum to be covered, the Foundation Dentist to be fully occupied and to carry out a full range of treatments including extractions, surgical, crowns, bridges and cobalt chrome dentures. The number of patients seen will increase with experience and this should be taken into account. The DFT should not be expected to carry an excessive workload.

Explaining Options and Choices to Patients

It is expected that the vast majority of clinical work during the Foundation year will be carried out under the NHS General Dental contract. The full range of NHS care should be offered to all patients, e.g. composite restoration of molar teeth is an appropriate NHS option, when based on patient need and sound clinical judgement.

Private Work

The NHS GDS contracts do not support some specific treatment options, such as sports mouth guards or dental implants. Foundation Dentists should not place dental implants or use Botox or facial/dermal fillers in their Foundation Training year.

What is private and what is NHS work should be clearly written in the treatment plan and in-patient notes and there should be written evidence that patients have made an informed decision about any private treatment, having considered and been offered all available options. Information must be given to patients that clearly and accurately explain these options, their benefits, risks and costs, using form FP17DC.

All work carried out by Foundation Dentists must follow the principles in GDC Standards for the Dental Team, in particular: putting patients first, clear communication, and informed consent.

Activity Levels

The aim of Dental Foundation Training is that by the end of the year a Foundation Dentist can comfortably practise in the NHS as a performer and safely treat patients whilst delivering a reasonable level of contracted clinical activity.

There is a national UDA total expected to be achieved by foundation dentists of 1875 per year. While it is not an absolute target, it does provide an indication of minimum expected activity, along with detailed information about the numbers and types of clinical procedures carried out. We expect trainees will achieve this activity as a minimum by the end of your Foundation Training year.

Trainees should expect to achieve a requirement of clinical experience and activity (details to be provided in the Handbook at the later date).

Trainers and practices are encouraged to ensure trainees have a good mix of patients and treatments, allowing them access to both new and returning patients. If trainees are only given new patients or only

high needs patients requiring stabilisation and phasing of treatment; they will be unlikely to achieve their activity requirement to see sufficient patients who need advanced restorative work. This is not ideal and may prevent the trainee from covering the DFT curriculum adequately and satisfactorily completing the year.

Trainees are expected to have sufficient direct experience of the full range of primary dental care including crowns, stainless steel crown, bridges, acrylic and cobalt chrome dentures as well as surgical extractions to enable them to work independently and without supervision by the end of the programme.

The performance of trainees who do not meet the required activity levels will be reviewed during the sign-off process, alongside other criteria. Practices that do not ensure sufficient and appropriate clinical activity is available for trainees may not be suitable for re appointment as training practices.

Trainers or other dentists in the practice should never claim for work carried out by a foundation dentist, as this is fraudulent. Both the foundation dentist and trainer would be at serious risk of referral to the GDC if this were to happen.

Record Keeping

Records should be clear, legible and contemporaneous and comply with FGDP record keeping standards.

02: Therapist Foundation Training – General Information

Overview of the Programme

The Dental Therapists Foundation Training Scheme (TFT) has been set up and designed to equip recent dental therapy graduates with the necessary training and education required to continue to develop and expand the clinical and personal skills learnt as a student, and to gain the skills required to work successfully in a general dental practice environment.

The Scheme is primarily aimed at newly qualified Therapists to provide the initial stage of training and education required to practice in a general dental practice environment. Emphasis is placed on continuing professional development throughout the course and as well as increasing clinical skills and confidence, one of the aims of the Therapist Foundation Training scheme is to encourage critical thinking and evidence-based practice.

The scheme is for 3 days a week (one of which must be Thursday) for a full calendar year

The Scheme starts on 1st September 2024 and finishes on 31st August 2025. As your commitment to the Scheme is for 3 days only, trainees are free to negotiate employment contracts with any dental practice or organisation for the time that they are not committed to the Scheme (2 other weekdays).

Appointment of Therapist Foundation Trainers

Prospective trainers must demonstrate a commitment to training and education as well as having been judged to offer both the guidance and the environment necessary to provide good training experience.

The role of the trainers on the TFT scheme is to provide structured support to the trainees, this will be in the form of clinical support where necessary in the surgery, one to one teaching in the form of workplace-based assessments, protected learning time (tutorials) and advice and assistance with non-clinical issues of general practice.

Trainers are required to complete educational programmes both to comply with GDC requirements and to meet Thames Valley & Wessex Dental Office standards for educators. They are also expected to have a personal minimum commitment to the NHS of 500 UDAs per annum and a maximum of 7500 UDAs at the intended training practice during the reference year (April 2022 to March 2023). Trainers may also be Therapists themselves as long as they provide NHS dental care.

Appointment of Foundation Therapist Trainees

Prospective trainees apply through the Thames Valley & Wessex Dental Office application process.

After the closing date all applications will be subject to a shortlisting process and all shortlisted applicants will be interviewed. Successful applicants will then be invited to participate in practice preferencing and will be able to make an informed decision on which training practice to select by means of scoring in order of preference. Thames Valley & Wessex Dental Office will then match the applicant to their highest preferences. Appointment onto the TFT scheme is subject to successful matching with a training practice.

Trainer Attendance

The Trainer must be available in the practice for at least three working days per week (22.5 hours) while the Therapist Trainee is present (excluding holidays which must not exceed six weeks per year). Cover arrangements to ensure direct clinical supervision in the practice must be made during any absence of the Trainer and the TPD kept informed. It is expected that the Trainer will be present/available throughout September. Arrangements to provide clinical supervision for the TFT Trainee at all times must be in place.

Premises

The training practice will provide a dedicated surgery for use by the TFT. The surgery must be available during normal working hours, and every week when the day release course is not being run. The surgery should be in close proximity to that of the Trainer, preferably on the same floor. The TFT surgery must be capable of adaptation to accommodate both left and right-handed operators.

You will be expected to complete the DFT Self-Assessment Declaration Form having met all ESSENTIAL requirements.

Educational Resources

Access to current journals and other educational resources should be made available to Foundation Therapists. A computer with internet access should be available in the practice to enable e-learning and other relevant material to be used.

The Workload

The practice must provide enough patients for the TFT to be fully occupied and to carry out a full range of treatments within their scope of practice. The number of patients seen will increase with experience and this should be taken into account. The TFT should not be expected to carry an excessive workload nor only carry out hygiene treatment.

Also, the TFT should not be expected to have direct access to patients during the year. All patients must be referred by a dentist following an initial examination and treatment plan.

Record Keeping

Records should be clear, legible and contemporaneous and comply with FGDP record keeping standards.

Application Process STEP BY STEP

Are you reapplying as an Educational Supervisor for Dental Foundation Training post(s) for 2024/2025?

YES

NO

STEP 1

Practice Owner and ALL Educational Supervisors Reapplying for Dental Foundation Training Post/s complete and sign

FORM A

STEP 1

All NEW Practice Owners and Educational Supervisors applying for Dental Foundation Training Post/s to complete and sign

FORM B

STEP 2

Completed forms and supporting documents should be submitted all together to:

England.Dental.SouthEast@nhs.net

Email Subject: 'Practice Name' 2024/25 Trainer Recruitment by 31 January 2024

Reapplication

Practice Owner and Applicants (Educational Supervisors reapplying) should complete and sign FORM A.

As part of the application process, we will assess **both** the practice environment and **each** individual trainer.

Each practice should declare the **number, type of training posts** and **names of all Educational Supervisors per post** in Form A and complete the timetable for each post applied for.

If you currently have a **Less Than Full Time Trainee** and wish to apply for an additional **Foundation Training Post** this should be identified on the application form.

Form A must be accompanied by:

- 2022/2023 BSA End of Year Practice Statement
- 2022/2023 BSA End of Year Personal Statement
- Self-assessment Declaration Form
- Clinical Supervisor's CV (if applicable)

Completed applications with supporting documentation must be emailed to england.dental.southeast@nhs.net by **31 January 2024**.

New Applications

NEW Dental practices and **NEW** Applicants applying to become a training practice/educational supervisor should complete and sign **FORM B**.

Form B must be accompanied by:

- 2022/2023 BSA End of Year Practice Statement
- 2022/2023 BSA End of Year Personal Statement
- Self-assessment Declaration Form
- Clinical Supervisor's CV (if applicable)

IMPORTANT NOTICE

In order to complete either Form A or Form B and sign electronically please open them in Adobe Reader or Adobe Acrobat.

- Open Adobe Reader or Adobe Acrobat, then click 'File' and 'Open'. Select the PDF form that you want to fill in/change, then click 'Open' again, make changes, and 'Save As'. Rename the PDF file and save changes as a copy.
- Hover over 'purple' interactive fields to get instruction.
- **e-Signature/Digital ID:** click on 'Signature' field, click on 'Configure new Digital ID' button, select 'Create a new Digital ID' and continue, select 'Save to File', enter your name, email address, and select 'GB-United Kingdom' from the drop-down menu and continue, apply and confirm your password, click 'Save' button, select your signature and continue, enter your password again, and click 'Sign', then 'Save' to file. Your e-Signature should appear in the signature field.

If you have any questions after you have read the guidance, please contact:

England.dental.southeast@nhs.net

04: Interview Process

Once applications have been shortlisted an interview date will be confirmed.

There will be 3 stations:

- Station A: Communication
- Station B: Learning & Education
- Station C: Professionalism, Management & Leadership
- Station D: Practice Assessment

Station A + B + C

Existing trainers in practices graded as “Green” for consecutive years will only be interviewed individually every 3 years and reappointment will be subject to satisfactory application and outcome from Station D.

All other applicants (new applicants and returning trainers) will take part in panel interview stations (Stations A + B + C) on an individual basis to assess their suitability as trainers, as well as taking part in Station D. These stations will take approximately 15 minutes each. Existing trainers who are not required to attend interview but are applying with new trainers will be required to attend Station D.

All existing trainers wishing to increase the number of current Dental Foundation posts for next year will be required to attend interview on all stations.

Station D

All Trainer applicants will be asked to take part in Station D – Practice Assessment Station. This will review documentation provided and all trainers in a practice may be interviewed together to explore the practice environment, support and availability of clinical experience for a trainee. This station will take approximately 15 minutes.

Offers of training places will be made on the basis of ranked scores and recommendations from panels.

Returning Practices will be treated as a new practice applicant.

It is essential that all documentation is received by Thames Valley & Wessex Dental Office prior to the specified interview day. Scores will be reduced if documentation is incomplete.

05: New Training Practice Approval Visit

Following interviews, Thames Valley & Wessex Dental Office will visit all eligible new training practices. A provisional date will be sent to the practice.

At the visit, the Training Programme Director (TPD), who may be accompanied by another Thames Valley & Wessex Dental Office representative, may wish to see the practice running and will wish to verify some aspects of your application. **It will be necessary for you to put aside 2 hours of your time for this visit.** It will be necessary to see all areas of the practice in addition to the proposed DFT Trainee's surgery. The visitors will also need to see some patient record cards selected at random by the visitors, some recent radiographs and the appointment books. You will also need to have other practice documents available.

When the visit is completed, the TPD will summarise their findings on a record form and will give you a copy.

During the visit, the TPD will have several items of DFT policy and information to discuss with you. At this stage, if there are any queries, please feel free to discuss them with the TPD. Areas for discussion include:

Self-Assessment Declaration Form

A random audit of the DFT Self-Assessment Declaration Forms will take place at the visit.

Clinical Policy

Clinical Freedom, NHS treatment, Private Treatment.

Practice Policy.

Materials: Choice, availability.

Complaints management

Publication of policies and price lists

Workload

Exposure to the full range of NHS treatments, Band 1,2 and 3, available to the DFT, restorative work available to the therapist

Appropriate work available to the DFT.

Where are patients to be sourced - Existing book? New book? Transfer of patients within the practice?

Administration

Collection of patient fees, salary payment arrangements.

TFT/DFT involvement in management issues (e.g. staff meetings)

Practice organization, staff support (record keeping, appointments system)

Trainer Commitment

Open access arrangements

Tutorial arrangements

e Portfolio completion

Day Release Course attendance

Pastoral and management support for DFT/TFT

DFT/TFT

Contract

Surgery time and surgery availability

Clinical supervision arrangements

06: Developing Dental Educators Course 2024

This course is mandatory for DFT Foundation Trainers and Therapist FT Trainers and will take place face to face. It is also suitable for Clinical and Educational Supervisors in primary and secondary care, and GDPs and Dental Therapists interested in training in the future.

This four-day course is an opportunity for new and experienced trainers in dental education to explore creative approaches to one-to-one teaching. The sessions will be lively and interactive, using case studies and examples from participants' own practice as dentists and dental educators. Participants will have the opportunity to critique a dental tutorial and develop their own skills in planning and delivering effective protected learning times (tutorials). Group work is used extensively, and experienced trainers will have the opportunity to experiment with different facilitation styles.

Course aims

By the end of the course participants will:

- have increased their understanding of the theory of adult learning and its application to dental education
- feel more confident in selecting appropriate methods of promoting learning
- be able to use a wider range of practical and effective tools for assessing learning
- be able to use the process of giving and receiving feedback more effectively.

All four days are mandatory in order to complete the course. Participants are required to complete a piece of Reflective Writing (500 – 750 words) between days 2 and 3, analysing an incident from their practice using one of the models introduced during the course.

DAY 1: Adult learning, roles, and responsibilities

Objectives:

- To discuss the skills, knowledge and attitudes required in dental education
- To identify the complexity of roles which dental educators adopt and the factors influencing these
- To explore the different learning styles of trainers and trainees and the impact of these on the trainer: trainee relationship

DAY 2: Effective protected learning times (tutorials)

Objectives:

- To explore a range of different types of protected learning times (tutorials)
- To devise aims and intended outcomes of different protected learning times (tutorials)
- To plan interactive and challenging protected learning times (tutorials)

DAY 3: Assessment and feedback

Objectives:

- To explore the principles behind assessment and the complexity of assessment in practice
- To identify personal strengths and tendencies when giving and receiving feedback
- To provide practical opportunities to give and receive feedback in difficult situations

DAY 4: Relationships, challenges, and conflict

Objectives:

- To identify good practice in chairside teaching, using a clinical case study
- To explore the causes of tension and conflict in dental practices and methods of managing them
- To discuss the practical management of poor performance

How to apply: To book your place please email sue.osullivan5@nhs.net

06.2: PG Certificate in Advanced and Specialist Healthcare (Dental Educational Practice)

NHSE WT&E are also pleased to offer access to a PG Certificate in Advanced and Specialist Healthcare (Dental Educational Practice) run by the University of Kent. **This is designed to give Educational Supervisors a further developmental programme whilst recognising that the Developing Dental Educator Course remains the basic mandatory requirement for all Educational Supervisors.**

The modules consist of:

- Module 1 – Leading Learning in Dental Education (NHSE WT&E Developing Dental Educator Course) as described above.
- Module 2 – NHSE WT&E Mentoring Development programme
- Final PGCert Module at the University of Kent.

The courses will run each year and participants can complete the modules in stages (i.e., they can be completed in one year or over a longer period depending on other commitments). Completing modules one and two is a prerequisite to taking the final module with the University of Kent.

Module Two NHSE WT&E Mentoring Development programme – virtual learning via Zoom.

On completion of the course, participants will be able to:

- Define what mentoring is and isn't
- Develop a working knowledge of one framework for mentoring: Egan's The Skilled Helper model (2010)
- Practise and develop their mentoring skills

There is a mixture of taught inputs, demonstration by tutors, small group skills practice and discussion. Participants spend a significant proportion of time practising skills. They work with a facilitator, learning from the roles of mentor, mentee, and observer. Participants bring real issues to discuss in the mentee role: there is no 'role playing'. Reflective practice is expected between sessions. Practical and professional issues arising from mentoring are discussed and participants are encouraged to plan how they will take forward the skills back at work.

Final PGCert Module at the University of Kent - this takes place on the Medway university campus.

Taught by expert academics and educators, this course allows you to broaden your expertise, deepen your knowledge and hone your work-based enquiry in relation to gaining enhanced educational skills, while gaining a recognised qualification to help progress your career.

The PGCert teaching is structured around a series of extended taught weekends (on average three weekends a year at the Medway campus), consisting of formal taught sessions, seminars, guest speakers and action-learning sessions. During the sessions, you explore your existing educational work practice in a module designed to help you review and analyse current debates and professional challenges relevant to your specific area. You also will have the opportunity to develop the academic and professional skills necessary to meet the evolving needs of professionals employed within dental and other healthcare services.

Assessment is a combination of presentational delivery and written assignments to address the intended learning outcomes.

The course fees for modules one and two are waived as these skills are seen as a vital part of personal development for Educational Supervisors. The current fee for completing the University of Kent module is £1,500 per person. NHSE WT&E have agreed to fund this amount for Educational Supervisors, but this funding is dependent on successful completion of the PGCert. There will be the option to complete further learning with the University of Kent to lead to a Diploma and MSc at the individual Educational Supervisor's cost.

The dates for all modules in 2024 will be announced shortly and more details on all the modules will be provided. To express an interest in taking part please contact Sue O'Sullivan sue.osullivan5@nhs.net or Katy Kerr katy.kerr1@nhs.net

07: Dates for your Diary

01 December 2023	Trainer Applications open for Dental Foundation, Dental Therapy
14 December 2023	Do You Want to be a Trainer? Webinar at 1:00 pm Q&A session with TPDs Open to all new prospective trainers
11 January 2024	Do you Want to be a Trainer? Webinar at 1:00 pm & 6:30 pm Q&A session with TPDs Open to all new prospective trainers
31 January 2024	Trainer Recruitment – Applications Close
08 February 2024	DFT/TFT - IRCP
18 April 2024	Trainer Recruitment Interviews – Venue TBC
January – April 2024	New practice visits to be completed
10-11 May 2024	BDA Conference, NEC Birmingham
TBC	Numbers pre Scheme - DEADLINE
13 June 2024	DFT Exit Interviews – Oxford, Berkshire, Buckinghamshire
21st June 2024	NRO will confirm the names of people on each Scheme
TBC	DFT Recruitment – Initial offers released
TBC	NRO will confirm the names of Trainees on each Scheme
20 June 2024	DFT Exit Interviews – Hampshire, Winchester
29 June 2024	Deadline for Practice Presentations to be submitted
TBC	Foundation Scheme Preferencing Opens
TBC	Developing Dental Educators (Day 1 & 2)
TBC	Developing Dental Educators (Day 3 & 4)
04 July 2024	FRCP – Foundation and Therapy/ two panels
05 July 2024	DFT Training the Trainers Venue TBC All Trainers on Buckinghamshire / Milton Keynes, Oxfordshire, Berkshire, Hampshire and Winchester Schemes must attend End of Year Graduation Dinner Attended by all Trainers and Trainees
02 September 2024	DFT First day in Practice – Induction only
04 September 2024	Induction Day 1: Joint North & South Schemes, VENUE TBC Attended by all NEW trainers, DFT & TFT trainees
26/27 September 2024 (TBC)	Educational and Team Building Conference VENUE TBC Attended by all Trainers, DFT & TFT Trainees

08: Educational Supervisor & Training Practice Essential Requirements

ENVIRONMENT AND PRACTICE FACILITIES

ESSENTIAL	EVIDENCE	HOW ASSESSED	
		APPLICATION	INTERVIEW
Practice facilities meet NHS minimum standards GDC requirements	CQC registration	✓	✓
	Practice Information Leaflet		
	Price list in patient area and on website		
	CQC visit report and evidence of completed action plan		
DESIRABLE	EVIDENCE	HOW ASSESSED	
Commitment to continuous improvement	BDA Good Practice	✓	✓
	Investors in People		
	Denplan Excel Accreditation		

ESSENTIAL	EVIDENCE	HOW ASSESSED	
		APPLICATION	INTERVIEW
PRACTICE	2022/2023 End of Year Statement of Activity for training practice	✓	✓
Practice can provide a full range of clinical procedures for a wide range of patients receiving NHS care	Current NHS contract with no exclusions (Confirmed by NHS Area Team reference if appointed)		
TRAINER AVAILABILITY	Completed timetable	✓	✓
<ul style="list-style-type: none"> • Trainee supervised clinically at all times • Trainer present 3 days per week 			
DESIRABLE	EVIDENCE	HOW ASSESSED	
PRACTICE	More than minimum measurable standards for practice as listed above	✓	✓
Practice provides significant amounts of advanced restorative care with the NHS			
TRAINER AVAILABILITY	Completed timetable	✓	✓
Trainer(s) present full-time			
REASONABLE HOURS WORKED	Completed timetable – minimum out of hours working, no more than 1 evening a week, 1 Saturday per month, with regular breaks	✓	✓

EACH APPLICANT MUST FULFIL EACH REQUIREMENT

ESSENTIAL	MINIMUM MEASURABLE STANDARDS	HOW ASSESSED			
		EVIDENCE	APPLICATION	INTERVIEW	REFERENCE
Fully registered with the GDC	No conditions on registration	GDC References	✓	✓	✓
NHS Performer	NHS Performer List in Thames Valley, Wessex, or Herts & South Midlands	Performer List Number Area Team Reference	✓		✓
Experience	First registered with GDC on or before 31 st August 2019	GDC website	✓		
Professional Indemnity	Current membership of Medical/Dental Protection Society	Copy of current certificate (new trainers) Self-declaration (existing trainers)	✓	✓	
NHS commitment	UDAs 500 – 7500 personal UDA commitment at the intended training practice, with no contract exclusions year ended March 2023. Joint trainers must both reach minimum	NHS Dental Services Year End Statement	✓		
Management, Leadership & Professionalism	Demonstrates professional values, no adverse reports	GDC reference Area Team reference	✓	✓	✓
Knowledge of curriculum	Demonstrates understanding of dental foundation curriculum, aims & objectives/ learning resources available			✓	
Commitment to Dental Education	Attendance at TVW Developing Dental Educators Course prior to 1 st September 2024 (new applicants)	Booked on Developing Dental Educators course	✓	✓	
Commitment to Lifelong Learning	Meets all GDC CPD requirements	In line with GDC standards	✓	✓	✓

DESIRABLE	MEASURABLE STANDARDS	HOW ASSESSED			
		EVIDENCE	APPLICATION	INTERVIEW	REFERENCE
Commitment to Dental Education	Certificate in Medical/Dental Education	Completion of Cert Med Ed	✓	✓	
Commitment to Lifelong Learning	Relevant postgraduate qualifications	Completion of qualifications	✓	✓	
	Significantly exceeds GDC CPD requirements	Exceed GDC requirements for CPD	✓	✓	
Management, Leadership Professionalism	Contributes to the NHS and/or dental profession outside the practice		✓	✓	