

# DENTAL FOUNDATION THERAPIST TRAINING PROGRAMME 2024-2025



## Information Guide And Application Process



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# Introduction

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

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

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

Should you wish to apply for the Scheme, please read this handbook carefully and complete the dental therapist trainee application form which can be downloaded from the HEE Thames Valley & Wessex website:

<https://thamesvalley.hee.nhs.uk/>

If you require further information please contact [sue.osullivan5@nhs.net](mailto:sue.osullivan5@nhs.net), Education Programme Officer and Administrator for the Therapist Foundation Scheme.

The Scheme covers the whole of the NHS Health Education Thames Valley & Wessex Region (Buckinghamshire, Milton Keynes, Oxfordshire, Berkshire, Hampshire and the Isle of Wight).

# Outline of the Scheme

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This section gives the prospective Therapist an insight into the format of the Scheme. Any further questions should be directed to the Training Programme Director

## Where will I work? – The Training Practice

The training practices have been carefully selected through a rigorous selection procedure. 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.

Trainers are either experienced dentists or dental therapists and many have been Dental Foundation Trainers.

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

## How many days will I be employed?

The scheme is for **3 days a week** for a full calendar year. The Scheme starts on Monday 2<sup>nd</sup> September 2024 and finishes on 31<sup>st</sup> August 2025.

These start and finish dates are non-negotiable.

As your commitment to the Scheme is for 3 days only, you are free to negotiate employment contracts with any dental practice or organisation for the time that you are not committed to the Scheme (2 other weekdays). This will allow you maximum choice, flexibility and income.

## What days will I work?

The only day we specify that you work will be Thursdays, the other two days are negotiable with your training practice and will depend on their existing commitments.

## When does the Scheme Start?

The scheme start date is Monday 2<sup>nd</sup> September 2024.

All Applicants must be graduated and MUST be GDC Registered and indemnified.

## What is the Salary?

This is an employed position and as such the salary is based on NHS Agenda for Change, 3 days per week (22.5 hrs/week). This is currently paid at Band 6 entry step point £35,392 (full time).

## Am I entitled to Annual Leave?

Yes, you will be entitled to 5 weeks annual leave pro rata, which equates to 16 days over the full year. You are also entitled to bank holidays on a pro rata basis, this equates to 5 days per annum. This will be added to your annual leave allowance and any bank holidays which fall on your normal working DTFT day will be taken as annual leave.

You may not take holidays that coincide with the education day.

## What is special about my appointment?

You will be on a fixed salary for 3 days per week, this covers both days in practice and any educational days included in the programme. This will allow you to manage patients free from financial pressures. You also have the benefit of an assured income from the end of the first month in practice. You will be employed on a formal contract and be assured 16 days (5 weeks pro-rata) paid holiday during the year.

## What Educations Days will I attend? – The Day Release Programme

The educational programme for the scheme consists of a minimum of 15 education days throughout the year. These are usually held monthly, with some residential elements.

## Venue

Face to face study days will take place at locations within the Thames Valley & Wessex area including Oxford, Winchester, Portsmouth, Slough and Milton Keynes. The day starts at 09:00 hrs to allow for travel time and finishes by 16:30 (except for residential elements).

## Format

There will be a mixture of seminar presentations, problem-solving workshops and 'hands-on' sessions, as well as an Educational and Team Building induction programme in the first 4 weeks. There is also a self-directed learning opportunity included in the programme.

## The Education Programme

Topics are varied, and typically include:

- Team working and communication
- Dealing with difficult patients
- Oral mucosal disease
- Dental radiography in practice
- Clinical photography
- Complaints handling
- Safeguarding children and vulnerable adults
- Diagnosis and treatment planning in periodontics
- Skill mix
- Financial planning and Career development
- Management of the grossly carious primary tooth (Hands on)
- Management of the traumatised anterior tooth (Hands on)
- Posture (Hands on)
- Direct access
- Resilience Training
- Reflective Practice
- Oral Health for Everyone

## Who pays for the Education days?

The courses are funded by Thames Valley & Wessex Dental Office and any necessary travelling expenses incurred can be reclaimed in line with the travel & expenses policy.

## What if I fail to attend an Education Session?

Attendance at day release programme days is compulsory in order to receive your completion certificate at the end of the year. A record of attendance is kept and verifiable CPD certificates are issued. Holidays, interviews etc. should be arranged outside the organised educational programme. If you are sick on a study day, please telephone your Training Programme Director by 09:00 hrs. A medical certificate will be required.

If you are scheduled to sit an external examination on a day release day you must give advance notice of six weeks to your Trainer and Training Programme Director.

You will not be certified at the end of the year unless you have been on a course related to the to the topic missed, as agreed with the Dental Foundation Therapy Training Programme Lead, at your own cost and in your own time. You will be required to submit a verifiable CPD certificate to the TPL for any courses you have been required to make up.

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

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

## Community Based Project

Foundation Therapists will be embarking on a project to engage with the local community to improve oral health and quality of life for those who have difficulty in accessing dental care. This correlates to the current CDO's objectives for the delivery of oral health care in England and the NHS.

## How Will I Know How I am Progressing?

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

### 1. ePortfolio

An e-learning portfolio will be used throughout the training year. This has various elements, commencing with an agreed record of discussion between the Trainer and Therapist at the start of the year, where each notes their expectations of what is to be achieved. There will be progress reviews at intervals during the year both with the Trainer and Training Programme Lead. The DTFT will also complete an initial record of clinical experience to help identify areas where the DTFT might wish to have more experience or assistance. Clinical experience during the year, trainer tutorials and self-reflection are also captured by the portfolio.

### 2. Educational Assessment

During the year, the trainee will carry out self-assessments and be assessed by the trainer and other colleagues using nationally recognised workplace-based assessment tools. These are to ensure that the trainee receives regular structured feedback and is aware of his/her own progress. A patient satisfaction survey and multi-source feedback questionnaire will also be conducted mid-way through the year which will allow trainees to receive useful and honest feedback about their manner as perceived by their own patients and colleagues.

### 3. Clinical Audits

As part of your development process you will be required to complete two audits, one of which will be related to radiography and the other related to record keeping.

### 4. Online Learning

The educational programme includes a number of core learning packages which are completed by DTFT's during the year. Modules include Safeguarding Vulnerable Adults and Young Children and Information Governance.

### 5. Case Presentations

An essential component of the scheme is the presentation of a patient case you have been treating during the year. This is an opportunity to demonstrate your clinical work self-assessment skills to a panel who will assess your underpinning knowledge and ability to reflect on the treatment.

### 6. Review of Competence Progression

At various stages of the year (6-8 weeks, 6 months and 10 months) you, your Educational Supervisors and your Training Programme Lead will have the opportunity to feedback and assess your progress to date. This is a formal process and is designed to highlight any areas where you may need more help or targeted training. If further training is required, an action plan will be developed and implemented. This process is designed to support you and your trainer during the year.

### 7. Completion

At the end of the programme, provided all necessary work is completed and evidenced in the portfolio the Postgraduate Dental Dean will issue a certificate of completion.

# Application

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## How do I apply?

Applications will open  
**09:00 hrs on Monday 22<sup>nd</sup> January 2024 (this is to be confirmed)**

The application form will be available to download [here](#)  
when applications open

The deadline for applications to the 2024-2025 scheme is  
**midday on Friday 29 March 2024**

*We reserve the right to call to interview the first 24 eligible applicants. Therefore, if you intend to apply for these posts, you are advised not to delay submitting your completed application.*

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## How do I get appointed?

Applicants will be informed of an invitation to interview by Friday 5<sup>th</sup> April 2024.

## Interview Process

Interviews will be held on Thursday 25<sup>th</sup> April 2024.

Each candidate will rotate around two panels for the interview process. Candidates will have the opportunity to meet with trainees on this years' scheme where they can learn about study events, the ePortfolio and have the opportunity to ask questions.

Provisional offers will be made to successful applicants by Friday 3<sup>rd</sup> May 2024. You will be ranked according to your performance at the interviews. You will have until Friday 10<sup>th</sup> May 2024 to confirm your acceptance.

If we are not able to appoint to sufficient posts, a further interview date may be scheduled and other eligible applicants will be invited.

## Practice Preferencing

If you have been successful at interview you will be invited to view presentations by the training practices and find out more details of the training practices within the HEETVW region. Once you have viewed their presentations you will score them in order of preference. You will be offered a post that you have preferenced with those ranking highest in the interviews getting first choice.

You will be notified of the outcome and offered an individual post by Friday 12<sup>th</sup> July 2024.



## Confirming acceptance after Practice Preferencing

You must accept the offer made to you by e-mail by 09:00 hrs by Friday 19<sup>th</sup> July 2024.

If you agree to accept a position you are bound by the legal and ethical frameworks that exist in any recruitment procedure. Do not accept a position until you are certain that you are able and wish to accept the appointment. You will be asked to sign a 'Letter of Intent' (pre-contractual agreement) before the start date of the scheme, as this gives a sense of security to both parties. If you do not accept the offer within the agreed timeframe, the post will be offered to the next highest ranked applicant on the reserve list.

Both the Trainer and the Therapist will sign a training agreement with the Postgraduate Dental Dean.

## What if I have problems?

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

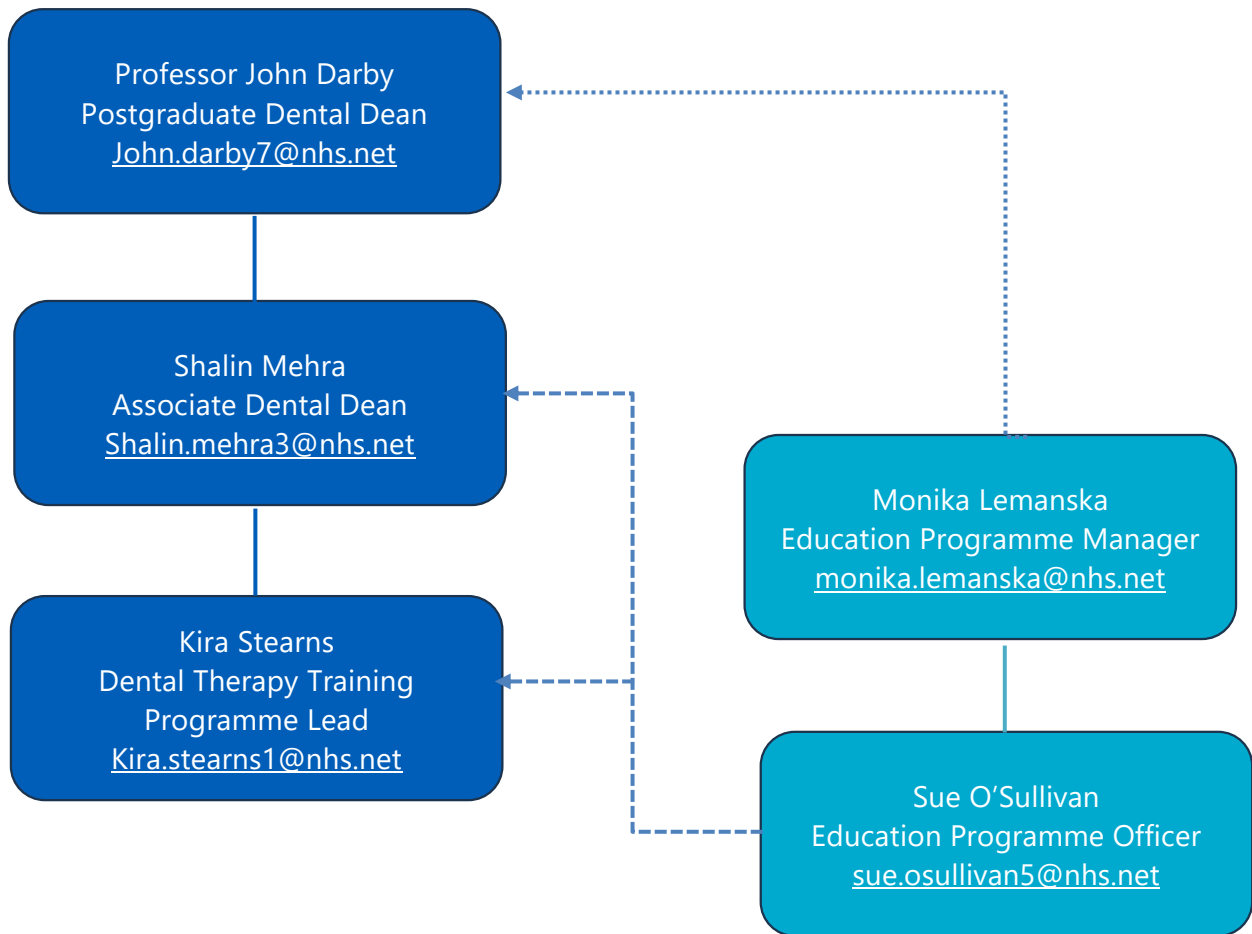
Health Education England and your employer both have responsibilities and generally you should first work with your employing organisation, keeping your TPD informed of progress. If there are still unresolved problems contact the Dental School Office. There are also organisations which can help foundation trainees in personal trouble, and the TPD can advise you further.

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

At the end of the year your contract is complete and any continuation of employment is by mutual consent and separate arrangement.

# Key Contacts:

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# Dental Therapist Foundation Trainee: Person Specification

	ESSENTIAL	DESIRABLE	ASSESSMENT
Employment Requirements	<ul style="list-style-type: none"> <li>UK National or visa that allows employment</li> <li>Disclosure and Barring Service clearance in full by 2<sup>nd</sup> September 2024</li> <li>Able to take up post on 2<sup>nd</sup> September 2024</li> </ul>		Application
Qualifications / Training	<ul style="list-style-type: none"> <li>Eligible for registration with the GDC as a Dental Therapist by 2<sup>nd</sup> September 2024</li> <li>BSc/Diploma in Dental Therapy by 2<sup>nd</sup> September 2024</li> </ul>	<ul style="list-style-type: none"> <li>Date of first registration on or after 2<sup>nd</sup> September 2024</li> </ul>	Application
Clinical Skills	<ul style="list-style-type: none"> <li>Recent clinical practice</li> <li>Basic life support skills</li> <li>Good manual dexterity</li> <li>Appropriate level of clinical knowledge</li> <li>Clear, logical thinking</li> <li>Approach to tasks with an analytical/scientific style</li> </ul>		Interview/ References
Communication	<ul style="list-style-type: none"> <li>A high level of communication and language skills</li> <li>High level of written and spoken English</li> </ul>		Interview
Management & Leadership	<ul style="list-style-type: none"> <li>Ability to prioritise clinical need</li> <li>Ability to organise own work and environment</li> <li>Ability and willing to work in multi-professional teams</li> <li>Decisiveness/accountability for actions</li> <li>Complies with GDC standards and meets deadlines</li> </ul>		Interview/ References
Professionalism	<ul style="list-style-type: none"> <li>Good time keeping</li> <li>Ability to maintain professional manner when under pressure</li> <li>Shows awareness of own limitations</li> <li>Use of a non-judgemental approach to patients and colleagues</li> <li>Shows knowledge of evidence-informed practice</li> <li>Probity – displays honesty, integrity, awareness of ethical dilemmas and respect of confidentiality</li> <li>Disclosure and Barring Service clearance in full by 2<sup>nd</sup> September 2024</li> </ul>		Interview/ References
Personal Characteristics	<p>Must be able to demonstrate experience or capability of:</p> <ul style="list-style-type: none"> <li>Flexibility</li> <li>Excellent interpersonal skills</li> <li>Ability to reflect on feedback</li> <li>Able to attend all study days and complete the educational programme</li> <li>Able to undertake assessment components (DEPS, CBD's)</li> <li>Disclosure and Barring Service clearance in full by 2<sup>nd</sup> September 2024</li> <li>Availability to start 2<sup>nd</sup> September 2024</li> </ul>		Interview/ References
Physical Requirements	<ul style="list-style-type: none"> <li>Meets professional and health requirements</li> </ul>		Application

# Recruitment Timeline

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All dates are provisional and subject to change

## *Deadline*

<i>Applications Open</i>	Monday 22 <sup>nd</sup> January 2024
<i>Applications Close</i>	Friday 29 <sup>th</sup> March 2024
<i>Invite to Interviews released</i>	Friday 5 <sup>th</sup> April 2024
<i>Interviews</i>	Thursday 25 <sup>th</sup> April 2024
<i>Provisional offers made to successful candidates</i>	Friday 3 <sup>rd</sup> May 2024
<i>Acceptance of placement deadline</i>	Friday 10 <sup>th</sup> May 2024
<i>Practice Preferencing</i>	Monday 8 <sup>th</sup> July 2024
<i>Practice Placements offers released</i>	Friday 12 <sup>th</sup> July 2024
<i>Acceptance of Practice Placement deadline</i>	Friday 19 <sup>th</sup> July 2024