

Thames Valley & Wessex
Dental Therapy Foundation Training

Application Guidance

FOR EDUCATIONAL SUPERVISORS (Trainers)
AND
TRAINING PRACTICES

2025 – 2026

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Section 1: Dental Foundation Therapy Training – General Information

Overview of the Programme

Thames Valley and Wessex Dental Office encompasses Oxfordshire, Berkshire, Buckinghamshire and Milton Keynes, Winchester, Hampshire & Isle of Wight. The Dental Therapy Foundation Training is a programme developed to help ease the journey of the newly qualified dental therapist from undergraduate to working successfully in a general dental practice environment.

Foundation Therapists 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 DTFT Study Day Educational Programme, usually held on Thursdays, during term time.

How the Programme Is Organized

Dental Therapy Foundation Training is entirely funded by the NHS. Overall organization of the scheme is the responsibility of the Postgraduate Dental Dean, Associate Dental Dean and Training Programme Lead, with day-to-day administration carried out by staff based in the Thames Valley & Wessex Dental office.

Trainees follow the Dental Foundation Therapy Training Curriculum and are expected to complete regular assessments and a number of written and practical assignments. Educational Supervisors (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 Educational Supervisor (Trainer) applicants read the below documents to understand the expectations of the DTFT programme:

Appointment of Foundation Therapists (DTFTs)

Dental Therapy Foundation Trainees (DTFTs) are appointed to Thames Valley & Wessex Schemes via local recruitment process and to training practices by the local Thames Valley & Wessex Dental Office allocation processes. They are employed by the practice for a 12-month contract. **The Scheme start date is 1st September 2025.** This start date is non-negotiable. Educational Supervisors (Trainers) must be present in the practice and available throughout the month of September when DTFT trainees will require induction and additional support and supervision.

On completion of the programme, there is no further obligation on either the Educational Supervisor (Trainer) or the DTFT Trainee to enter into a further employment contract.

Appointment of Educational Supervisors (Trainers)

Educational Supervisor (Trainers) for NHS Primary Dental Care will be appointed by Thames Valley & Wessex Dental Office Educational Supervisor Selection Committee. All applicants will have to satisfy certain criteria regarding their suitability as Educational Supervisors (Trainers). At least 4 years' experience in NHS Primary Dental Care is required, together with commitment to training and continuing professional education. Applicants with 3 years' experience in NHS Primary Dental Care may apply as a joint Educational Supervisor (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 Educational Supervisors (Trainers) who have performed satisfactorily for more than 2 consecutive years may be offered a 5-year appointment. This is subject to the Educational Supervisor (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.

Educational Supervisors (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 2023 to March 2024). Educational Supervisors (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 Therapy Foundation Training Payments

On appointment, Educational Supervisors (Trainers) will receive a training fee of £11,700 per annum pro-rata. A sum representing the service cost of employing the Foundation Therapist is also paid and 100% reimbursement of the trainee's salary.

Educational Supervisor (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 2023/24 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 DTFT 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 Therapist Trainee (DTFT) for 22.5 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 DTFT is in practice to advise and assist the DTFT and ensure the DTFT 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 DTFTs' day release sessions on the scheme to which you are appointed.
- attend a minimum of 7 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 DTFT Self-Assessment Declaration Form having met all ESSENTIAL requirements.

The Practice must be able to:

- provide an adequate supply and range of NHS patients and clinical treatments for the DTFT 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 DTFT Trainee to work as the sole Performer in the practice, except in very exceptional circumstances and ensures the DTFT Trainee has working hours which comply with employment law.
- The working hours and patterns that are agreed in writing with the DTFT Trainee prior to the commencement of the foundation year and any changes notified immediately to NHS England Thames Valley & Wessex Dental Office.

Premises and equipment

The training practice will provide a dedicated surgery for use by the DTFT. 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 Educational Supervisor (Trainer), preferably on the same floor. The practice and premises must comply with the current CQC regulations. The DTFTs surgery must be capable of adaptation to accommodate both left and right-handed operators.

The DTFTs 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 DTFTs must be qualified dental nurses or as a minimum have at least one year's full-time experience as a Dental Nurse. The Foundation Therapists 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 DTFTs. A computer with internet access should be available in the practice to enable e-learning and other relevant material to be used.

Educational Supervisor (Trainer) Attendance

The Educational Supervisor (Trainer) must be available in the practice for at least three working days per week while the DTFT 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 Educational Supervisor (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 Educational Supervisor (Trainer) and the Training Programme Lead kept informed. It is expected that the Educational Supervisor (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 Therapist 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 DTFT 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 patients alongside all private options available to them. This will allow patients to make informed decisions about alternative private options.

Private Work

The DTFT may complete a maximum of one hour private work per day.

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. Any such private fees will accrue to the practice and must not be paid to the Foundation Therapist as an additional salary.

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

Activity Levels

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

Educational Supervisors (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.

DTFTs are expected to have sufficient direct experience of the full range of primary dental care including pulpotomies, preformed metal crowns and primary extractions to enable them to work independently and without supervision by the end of the programme.

It is anticipated that DTFTSs will have achieved approximately 1000 UDAs by FRCP in month 10

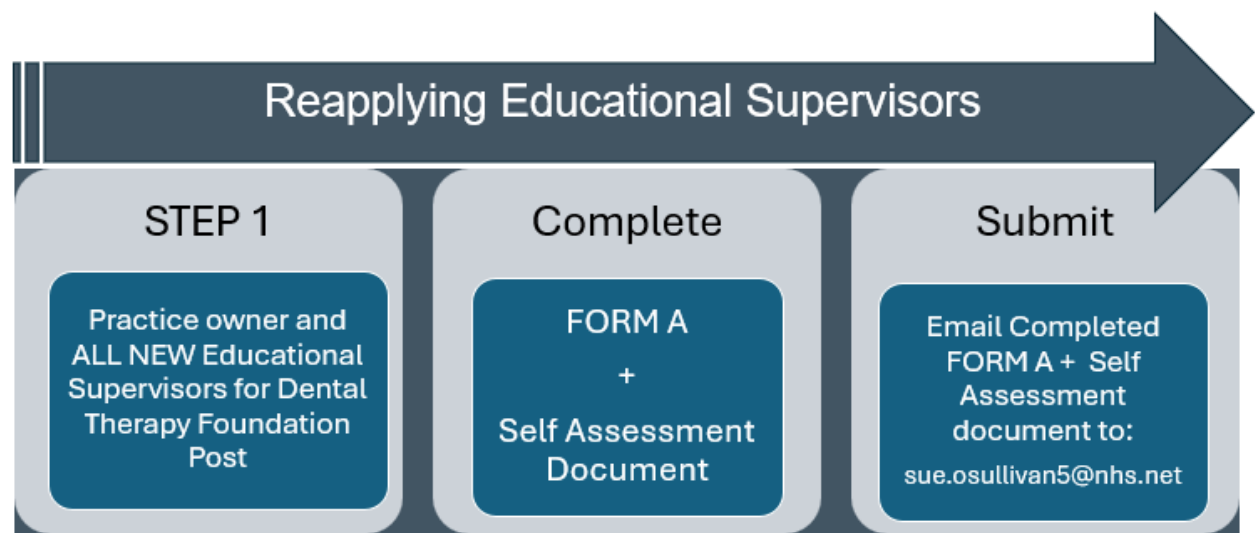
Educational Supervisors/Trainers or other dentists in the practice should never claim for work carried out by a foundation therapist or dentist, as this is fraudulent. Both the foundation therapist and dentist and educational supervisor/trainer would be at serious risk of referral to the GDC if this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

Record Keeping

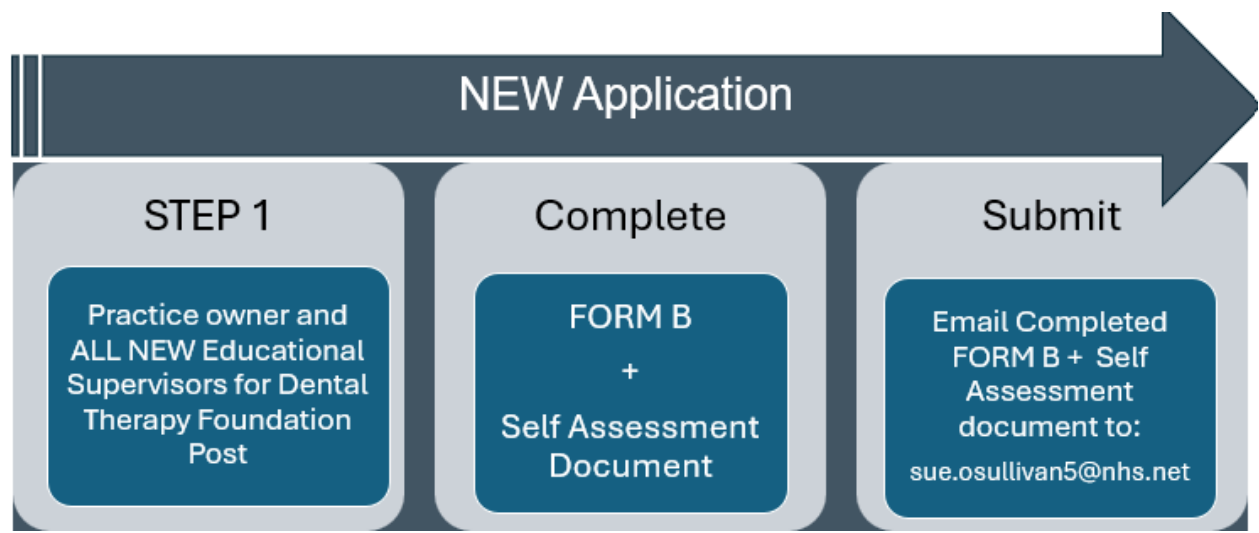
Records should be clear, legible and contemporaneous and comply with FGDP record keeping standards.

Section 2: Application Forms and Supporting Documents

Please refer to the ES Guidance 2025/2026 which provides comprehensive guidance for the recruitment process.



FORM B should be completed if you are applying as a NEW Practice or NEW Educational Supervisor



Reapplication: current Educational Supervisors (Trainers)

Practice Owner and Applicants should complete and sign FORM A.

As part of the application process, we will assess **both** the practice environment and **each** individual Educational Supervisor (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:

- 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 2025**.

NEW Educational Supervisor (Trainer) Applications

NEW Dental practices and NEW Educational Supervisors (Trainers) applying to become a training practice/educational supervisor should complete and sign FORM B.

As part of the application process, we will assess **both** the practice environment and **each** individual Educational Supervisor (Trainer).

Each practice should declare the **type of training post (Dental Therapy)** and the **names of all Educational Supervisors/Clinical Supervisors per post** in Form B and complete the timetable for the post applied for.

Form B must be accompanied by:

- Self-assessment Declaration Form
- Clinical Supervisor's CV (if applicable)

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

Section 3: Appointment of Current Educational Supervisors (NEW for 2025)

Current Educational Supervisors

If you are a current Educational Supervisor, your reapplication Form A, combined with your TPD Performance review provides evidence to the Thames Valley & Wessex selection committee to confirm your suitability to continue in your training role. Your TPD may complete a summary report about the practice and your current and previous performance as an Educational Supervisor as part of the mid-year and end of year performance reviews. The TPD may ask to see evidence of the following:-

- 1) ES Personal Development Plan
- 2) ES certificates of Evidence of compliance with GDC CPD requirements (current 5 year cycle CPD log / Equality and Diversity within previous 3 years) / Bullying and Harassment (within previous 3 years) / Information Governance (within previous 2 years)
- 3) Proposed Trainee / Educational Supervisor/Trainer Timetable of working hours
- 4) NHS End of year (2023-2024) practice contract reports downloaded from the NHS BSA Compass Portal)
- 5) Clinical appointment book
- 6) Evidence of engagement with the Thames Valley & Wessex appraisal
- 7) Evidence of attendance at core Thames Valley & Wessex mandatory education events

All applications will be assessed by the Thames Valley & Wessex Selection Committee. Any concerns highlighted from feedback or from documentary evidence within the learning portfolio are explored and the existing Educational Supervisor is either approved for the next training year or is referred to the Associate Postgraduate Dean for a performance review process. The outcome of the Performance Review can lead to the following:

- (i) Educational Supervisor/Trainer is approved
- (ii) Educational Supervisor/Trainer is approved with conditions
- (iii) Educational Supervisor/Trainer is approved and placed on a reserve list, with conditions
- (iv) Educational Supervisor/Trainer is not approved for training and developmental support is provided by NHSE

Training locations are approved on a rolling 5-year program, additionally training locations that have changed leadership/ownership are reviewed irrespective of the 5-year cycle.

Additionally training locations where feedback from other sources (i.e Training Programme Director or Foundation Dentist / Foundation Therapist feedback or/and feedback from other external sources – CQC / GDC / NHSE is received) will also be reviewed irrespective of the 5-year cycle.

Once training locations and Educational Supervisors (Trainers) are approved, they enter a further 5-year cycle subject to satisfactory performance. If you are offered the position of Educational Supervisor (Trainer) on a training scheme you will need to confirm this immediately since if you do not wish to take up this place another suitable candidate can then be offered a place as an Educational Supervisor (Trainer).

Section 4: New Training Practice & New Educational Supervisor (Trainer) Approval Visit

New Educational Supervisors (Trainers)

If you are applying as a new Educational Supervisor (Trainer) / training practice, the approval process takes part in two stages.

Stage 1: Review of application Form B

Review of the application Form B which gathers essential information about both the Applicant/s and the Training Practice. The stage one application form checks suitability to be a Foundation Training Practice and applicant against the listed Person and Practice specification criteria. All applications that meet the essential criteria will be progressed onto Stage Two.

Stage 2: The TPD Practice visit and interview

All new applicants will be interviewed in 2025 during their Practice Visit. Only if there are concerns, will this be followed up with a further interview by the Postgraduate Dental Dean and Associate Dental Dean.

All new eligible training practices and applicants will be visited by a Training Programme Director (TPD) from Thames Valley & Wessex Dental Office. All new applicants will be contacted to inform them of their practice visit date and time. The visit will be for approximately 90-120 minutes and **it will be necessary for you to put time aside for this visit.**

During the visit, the TPD will assess the facilities available within your practice, discuss and verify any queries that may have arisen from your application and provide an opportunity to meet and get to know potential Educational Supervisors. Areas for discussion include:

Part 1: Discussion & Learning Plan

- i. Day to day management of the Foundation Dentist in practice
- ii. Practice Management
- iii. Managing conflict
- iv. Patient complaints

Part 2: The Quality of Clinical and Educational Support

- i. Working hours in the practice
- ii. E-Portfolio
- iii. Protected learning time / available of clinical support / availability of equipment
- iv. Project work / WBAs / ADEPTs / CBDs

Part 3: The Quality of the practice as a Training Environment

- i. Foundation Dentist's diary / Appointment times / appointment types / patient types
- ii. Reception and nursing support
- iii. Clinical experience & activity / Skill mix

Part 4: Self-Declaration

A random audit of the Self Assessment Declaration form will take place at the visit.

A SMART action plan will be agreed for any areas of concern.

When the visit is completed, the TPD will summarise their findings on a Practice Visit form and a copy will be provided for your records.

Once training locations and Educational Supervisors are approved, they enter a 5-year cycle subject to satisfactory performance. If you are offered the position of Educational Supervisor (Trainer) on a training scheme you will need to confirm this immediately since if you do not wish to take up this place another suitable candidate can then be offered a place as an Educational Supervisor (Trainer).

Section 5: Developing Dental Educators Course 2025

This course is mandatory for Dental Foundation & Dental Therapy Educational Supervisors (Trainers)

It is also suitable for Clinical and Educational Supervisors (Trainers) in primary and secondary care, and GPs and Dental Therapists interested in training in the future.

This four-day course is an opportunity for new and experienced Educational Supervisors (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 Educational Supervisors (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.

The course is based on the Guidelines for Dental Educators (COPDEND May 2008) and will prepare participants for possible entry to the New Trainers Course which runs annually and leads to the Postgraduate Certificate in Medical and Dental Education (PGCMDE).

DAY 1: Thursday 19th June 2025

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 Educational Supervisors (trainers) and trainees and the impact of these on the Educational Supervisor (Trainer): trainee relationship

DAY 2: Friday 20th June 2025

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)

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

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

Course Leader Profile

Dr Debbie Reed GDC: 106725 – EdD, MSc. PGCHE, BA (Hons), Cert Ed, FHEA, CCIPD, AssocFCGDent, ANCUP, GCGI. Reader in Lifelong Learning University of Kent, Debbie is an experienced and respected educator and academic. Her on-going leadership is instrumental to the design, development, validation and delivery of courses and apprenticeships for DCPs and other health and non-health professional groups. Debbie is Reader at the University of Kent, research active, and influences through: teaching (the Applied Dental Professional Practice MSc pathway), publishing, regularly speaking at Conferences and via on-line-platforms, as-well-as contributing at national level and is actively involved the new College of General Dentistry and as an honorary president with British Society of Dental Hygiene and Therapy. Debbie has recently taken on a new role and is leaving Kent to start her new role as Associate Professor of Healthcare Studies at Kings.

How to apply:

To book your place please email sue.osullivan5@nhs.net

Section 6: Educational Supervisor & Training Practice Essential Requirements

Environment and Practice Facilities	Essential	Desirable	Evidence	Assessment	
				Application	Practice Visit
Practice facilities meet NHS minimum standards GDC requirements	✓		<ul style="list-style-type: none"> • CQC registration • Practice Information Leaflet • Price list in patient area and on website • CQC visit report and evidence of completed action plan 	✓	✓
Commitment to continuous improvement		✓	<ul style="list-style-type: none"> • BDA Good Practice • Investors in People • Denplan Excel Accreditation 	✓	✓
Practice can provide a full range of clinical procedures for a wide range of patients receiving NHS care	✓		<ul style="list-style-type: none"> • 2023/2024 End of Year Statement of Activity for training practice • Current NHS contract with no exclusions (Confirmed by NHS Area Team reference if appointed) 	✓	✓
Practice provides significant amounts of advanced restorative care with the NHS		✓	<ul style="list-style-type: none"> • More than minimum measurable standards for practice as listed above 	✓	✓
Trainer Availability <ul style="list-style-type: none"> • Trainee supervised clinically at all times • Trainer present 3 days per week 	✓ ✓		<ul style="list-style-type: none"> • Completed timetable 	✓	✓
Trainer(s) present full-time		✓	<ul style="list-style-type: none"> • Completed timetable 	✓	✓
Reasonable Hours Worked		✓	<ul style="list-style-type: none"> • 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

Criteria	Essential	Desirable	MINIMUM MEASURABLE STANDARDS	Assessment			
				Evidence	Application	Visit	Ref
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 2020	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	✓	✓	✓
		✓	Contributes to the NHS and/or dental profession outside the practice		✓	✓	
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	✓	✓	
		✓	Certificate in Medical/Dental Education	Completion of Cert Med Ed			
Commitment to Lifelong Learning	✓		Meets all GDC CPD requirements	In line with GDC standards	✓	✓	✓
		✓	Relevant postgraduate qualifications	Completion of qualifications			
		✓	Significantly exceeds GDC CPD requirements	Exceed GDC requirements for CPD			