

Dental Foundation Training Educational Supervisor Recruitment Guidance – Sept 2024



Contents

1. Key Information	3
2. School of Dentistry Contacts - Midlands	3
Training Programme Director Contacts	4
3. Overview of Dental Foundation Training and the NHS	5
4. Foundation Training in the Midlands	5
5. Profile and Role of an Educational Supervisor	6
6. Funding and Financial Arrangements	8
7. What Does the Educational Supervisor Have to Provide?	9
8. Current Educational Supervisors	9
9. New Educational Supervisors	12
9.1 Stage One – reviewing of the application form	12
9.2 Stage Two – TPD visit and virtual interview	12
10. Appointment as an Educational Supervisor	14
11. Recruitment of Trainees	15
11.1 Foundation Dentists	15
11.2 Foundation Dental Therapists	15
12. The Dental Foundation Training Year	16
13. The Educational Supervisor - A Specification	16
14. The Practice - A Specification	17
15. Study Days	18
16. Quality visits	18

1. Key Information

Terminology and Abbreviations

Dental Foundation Training (DFT)
 Dental Therapy Foundation Training (DTFT)
 Dental Joint Training (DJT)
 Foundation Dentist (FD)
 Training Programme Director (TPD)
 Educational Supervisor (ES)
 Associate Dean for Dental Foundation Training (ADDFT)
 Postgraduate Dental Education (PGDE)
 Workforce Training and Education (WT&E)
 Clinical Supervisor (CS)

2. School of Dentistry Contacts - Midlands

Postgraduate Dental Dean	Mike Foster Mike.foster5@nhs.net
Associate Dental Dean for DFT	Fleur Kellett fleur.kellett1@nhs.net
PA to Dean and APD for DFT	Claire Tulloch c.tulloch@nhs.net
Faculty Support	Jemma Brighton and Kapil Nandha Please contact via general enquiries
General Enquiries	england.dft.midlands@nhs.net

As most information sent to you from WT&E Dental Team is sent as 'bulk emails' please ensure email addresses for all above contacts are set up, so they are not directed into your junk or spam folder

It is your responsibility as an ES to ensure that you use an email address that you check regularly and is compliant with NHS Information Governance rules. We strongly recommend that you use an NHS email address.

Training Programme Director Contacts

Name	Scheme	Email
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Harmandeep Sanghera	Nottinghamshire & Leicestershire	harmandeep.sanghera1@nhs.net
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Rob Richardson	Birmingham and the Black Country	robin.richardson2@nhs.net
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3. Overview of Dental Foundation Training and the NHS

Dental Foundation Training (DFT) is a process which dentists wishing to work within primary dental care within the NHS need to undertake before being accepted fully on to the NHS Dental Performers List in England. Any individual with a UK dental qualification must be able to show possession of a VT/DFT certificate or experience equivalent to one year of DFT to gain full acceptance to the Performers List. UK citizens who have a European Economic Area (EEA) degree are permitted to undertake DFT, and funding will be available for this. Any non-UK citizens undertaking DFT will be required to have a Tier 4 visa.

The National Health Service (Performers Lists) (England) (Amendment) Regulations 2016 came into effect on 1st September 2016, and redefined Dental Foundation Training as a period of full-time employment of at least one year but not exceeding two years. A Foundation Training Certificate will be awarded if the training is satisfactorily completed.

Foundation Training for Dental Therapists has been introduced as pilot schemes in all regions of England and the curriculum for this is similar to the DFT curriculum but working within a reduced scope of practice.

In England, NHS primary care dental services were the responsibility of NHS England but local commissioning is now passed to the Integrated Care Boards (ICBs). The ICBs have a responsibility to ensure that dental services are available for all, and they also have to ensure that local needs are addressed, not only now, but in the future. Thus a co-ordinated approach to the appointment of training practices must take place to help ensure access to dental care for all.

The programme 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 Dental Faculty Administrators and the scheme Training Programme Director.

4. Foundation Training in the Midlands

In the Midlands there will be 10 Dental Foundation Training (DFT) schemes and one Dental Therapist Foundation Training (DTFT) schemes from September 2024. The Longitudinal Dental Joint Training (Foundation and Core Training combine which runs over two years) will also be expanded and offer training places in both the East and West Midlands.

DFT Schemes - Each of the schemes is based within one of the ICB areas and caters for about fourteen trainees. Each has a Training Programme Director (TPD) who is responsible for organising the programme, looking after the Educational Supervisors and Foundation Dentists within the Scheme, and acting as a link between the Scheme members and the

Associate Postgraduate Dental Dean. All of the TPDs are based in general dental practice and have had experience as an Educational Supervisor within Dental Foundation Training. The Foundation Dentists (FDs) are employed by a Lead Employer Trust and are hosted at the training practice. They remain there for one year.

The FDs attend Scheme Study Days, a total of 30 in the year, and these are usually held at the Postgraduate Centre associated with the Scheme. Many study days are held on Fridays, but speaker and room availability often necessitate these to take place on other days of the week.

DTFT Scheme – The Dental Therapist Foundation Training Scheme is regionally based and Study days are usually held In Birmingham. The Scheme is run by a Training Programme Lead, who is a dental therapist. The Foundation Dental Therapists (FDTs) are employed by the hosting practice, and each practice will host two FDTs. Each works clinically for two days and is employed for three days – Friday being the common day for both of them when they will be having study days or undertaking self-directed learning and project work. The employing practice is remunerated for the FTs' salaries (equivalent to NHS AFC Band 5 level 2) and associated on-costs such as Employers NI and pension contributions.

Longitudinal DJT Scheme – This is a two-year Scheme and the Foundation Trainees spend alternate weeks in Dental Foundation Training in general dental practice and in Dental Core Training in a secondary care setting or a community setting. Each Foundation Training practice will have two FDs, who will be present in the practice on alternate weeks. The scheme runs for two years, so the FDs will remain at their training practice for the whole two years. As with the one-year DFT, the Foundation Dentists (FDs) are employed by a Lead Employer Trust and are hosted at the training practice.

5. Profile and Role of an Educational Supervisor

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

An ES must be someone who adds knowledge to general dental practice, who can inspire as well as instruct. ESs 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 Foundation Trainee and the responsibilities and educational opportunities that DFT affords. ESs must be able to conduct an initial assessment of the Foundation Trainee and regularly monitor progress as well as guide and teach. They often need to possess 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. ESs 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 DS 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 able to influence practice policy.

An Educational Supervisor must be an experienced general dental practitioner with high clinical standards and good ethical values, who is currently included in the Dental Performers List and who supervises a dentist or dental therapist hosted as a Trainee in the practice. As well as this, the Educational Supervisor needs to have the skills to create a learning environment for the Trainee, and also to assess the learning that takes place.

The Educational Supervisor must be available in the practice to provide supervision, help and advice, be it chairside or otherwise, and must be present for at least three days a week whilst the Foundation Dentist or Foundation Dental Therapist is working. There must also be available in the practice another suitably experienced dentist who is able and available to provide supervision for the trainee at times when the Educational Supervisor is not present.

Joint Educational Supervisors may split the three days attendance with the trainee between themselves, but if there are two Foundation Dentists in the practice then each Educational Supervisor will need to fulfil the three-day requirement individually to ensure that at least one ES is present at all times.

For the Foundation Dentist, satisfactory completion of the DFT programme is essential if they are to receive a Foundation Training Certificate, so assessment of the Foundation Dentists' learning and competence is an essential part of Dental Foundation Training. The Foundation Dental Therapists are also assessed throughout the year, but the certificate they receive records their completion of the year and the competencies they have gained.

The Educational Supervisor carries out much of the assessment using specific processes. At the start of the year, there is a full induction process to be followed, during which the general skill, competence and confidence of each trainee is assessed using questionnaires,

simulations, and 'Direct Observations of Procedural Skill' (DOPSs). Later in the year clinical skills are assessed by the Educational Supervisor using ADEPTs (A Dental Evaluation of Performance Tool) and Case Based Discussions (CbDs). There are also Multi Source Feedback questionnaires and Patient Surveys to be organised within the practice.

The Educational Supervisor and the trainee record progress, development and assessments throughout the year in an Electronic Professional Development Portfolio (E-Portfolio) which has to be maintained regularly throughout the year. The Educational Supervisor has a responsibility to complete their parts of the E-Portfolio in a timely fashion and also to ensure that the Foundation Dentist maintains their sections of the E-Portfolio fully and promptly.

An important role of the Educational Supervisor is to help manage the patient flow and delivery of clinical work to the trainee, not only to prevent appointment book congestion, but also to ensure educational and developmental progression. It is important that trainee has exposure to specific clinical items at appropriate times for assessment or for case presentations.

As well as the normal help and advice, the Educational Supervisor also has to provide a weekly tutorial lasting one hour, (fortnightly for each DTFT or DJT) during normal working hours. The Educational Supervisor is also required to take part in not less than fourteen sessions (seven days) of postgraduate activity associated with DFT, but many of these sessions are taken up with attendance at events and meetings organised by the Scheme or Midlands Schools of Dentistry.

During the year there are Reviews of Competence Progression (RCP) based on the Annual Review of Competence Progression (ARCP) process used throughout Dental and Medical Specialty Training. The main components are: Early Stage Review by 6-8 weeks; Interim RCP at 6 months; and Final RCP at 11 months with defined outcomes. The reports given by the Educational Supervisor about the progress and development of the trainee are key to each of these reviews.

6. Funding and Financial Arrangements

For Dental Foundation Training, the Educational Supervisor is paid a Training Fee of £11,700.00 per annum (£975.00 per month). A sum representing the service cost of employing the Foundation Dentist of £5,347.00 per month is also paid, less any patient charges based on your Foundation Dentist's work (Figures correct at April 2023). Units of Dental Activity (UDAs) produced by the Foundation Dentist are specific to the Foundation Dentist and cannot be used for, nor contribute to the practice contract total. Although Dental Foundation Training is based within the National Health Service, there may be a very small amount of work which the Foundation Dentist will carry out privately, usually items not

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

For Dental Therapist Foundation Training, the training grant is also paid, together with a service cost. As the Dental Therapists work to a reduced scope of practice with no laboratory costs involved, and the UDAs generated by the trainee therapist are part of the practice contract allocation, the service charge is proportionally less and in the Midlands is currently £2,991.67 per month for a practice with two FTs working clinically for two days each.

7. What Does the Educational Supervisor Have to Provide?

To be selected as an Educational Supervisor, you must: be a performer on the NHS Dental Performer List; have significant experience in general dental practice (normally equivalent to four years full time experience); and have been in your present practice for not less than one year. It is expected that you would be the practice owner and/or provider, but in many circumstances, (corporate bodies, longstanding associateships, salaried services) this is not necessary. You must have a personal contracted commitment to working within the NHS, covering all Mandatory Services, and there must be a practice commitment of not less than 1,000 UDAs. This NHS commitment must be demonstrable during the year of application and appointment and throughout the whole period of training. OR meet the person specification to be a Dental Therapist Joint ES for the DTFT scheme.

You have to provide an approved surgery for the trainee to work in, together with a trained and experienced dental nurse at all times. As stated in the earlier section, you must be present, working in the practice, for at least three days a week whilst the trainee is working, and you are expected to be able to make yourself available for help, clinical and non-clinical, throughout the day. There also need to be satisfactory approved arrangements for supervision of the trainee in your absence. The Midlands region also requires several core areas of CPD to have been undertaken within specified time periods, including training in Equality and Diversity skills, and Bullying and Harassment Management within the previous three years and Information Governance within the previous two years. See Midlands Person Specification (available on our [website](#)) for full details.

8. Current Educational Supervisors

If you are a current Educational Supervisor, the MS forms reapplication form in combination with your TPD Performance Review provides evidence to the Midland selection committee to confirm your suitability to continue in your training role. In most cases Performance Review visits will be virtual.

Before or during the visit, the TPD will ask to see copies of the following:

- **ES Personal Development Plan**
- **ES certificates**
 - 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)
- **Clinical Audit** - evidence of involvement with in the previous 3 years
- **Proposed Trainee/ES Working Hours** document (one per training place) - *a copy is also to be email to your TPD*
- **NHS end of year (2022-23) practice contract reports**, downloaded from the NHS BSA Compass Portal – *to evidence compliance with NHS commitment/activity as per the Midlands Practice and Person specification.*

As a current Educational Supervisor within the Midlands, your TPD will be asked to complete a summary report about the practice and your current and previous performance as an ES as part of the mid-year performance review.

Please be ready to share your clinical appointment book via screenshare (to check declared working hours match actual working patterns) and a clinical case ready for discussion with your TPD – see next section.

Existing DFT and DJT ESs

Are asked to have a **molar endodontic case** ready for discussion with their TPD. Please remember to align standard and expectation against that of a GDP (not a specialist). An ES demonstrating insight, openness and a willingness to learn/import is more important than a perfect clinical protocol or radiographic result. The case should have been completed in the past 12 months.

Existing DTFT ESs

Are asked to share a **complex periodontal case** ready for discussion with their TPD. Please remember to align standard and expectation against that of a GDP (not a specialist) but there should be clear evidence of BSP or HGDM protocols being followed. An ES demonstrating insight, openness and a willingness to learn/import is more important than a perfect clinical protocol or radiographic result. The case should have been completed in the past 12 months. The case can be supported clinical by a DT and DH but should have significant ES input.

Additionally, NHS England WT&E will require your consent to contact complete ICB Professional Standards Performer checks and GDC Registrant checks – consent to complete these checks will be secured as part of the re-application process.

The School of Dentistry requires all Educational Supervisors wanting to take part in Foundation Training from September to be enrolled on the PGVLE. Consent to enrol you in the PGVLE platform will be secured via the re-application form.

All training practices must comply with certain minimum standards, and these are set out in the Midlands Practice Specification (see [website](#)) and listed in greater detail in the application form. Thus, if there are areas where your practice does not meet the requirements, you have the chance to alter things before submitting your application. Late applications will not be accepted, only those which are submitted on time will be accepted to take part in the Educational Supervisor selection process.

All existing Educational Supervisors receive an Annual Performance Review, this is carried out by relevant Training Program Director and will usually take place between December and March. TPD will use data/evidence from the ePortfolio ES session tracker (attendance at core NHSE meetings and completion of mandatory activities) current trainee feedback and ES discussion to complete the Performance Review.

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) ES is approved
- (ii) ES is approved with conditions
- (iii) ES is approved and placed on a reserve list, with conditions
- (iv) ES 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 (ie TPD or FD / FT feedback or/and feedback from other external sources – CQC / GDC / NHSE is received) are also reviewed irrespective of the 5-year cycle. Once training locations are approved, they enter a further 5-year cycle.

9. New Educational Supervisors

If you are new applicant, the approval process takes part in two stages. Outlined below is a summary of the application process which will be used for applicants to be deemed appointable as an ES for the cohort starting September 2024.

The process includes:

1. Review of application form
2. Practice Visit (new training sites only) and a Virtual Interview.

9.1 Stage One – reviewing of the application form

Completion of an MS forms Application Form which gathers essential information about both the Applicant and the Training Practice.

The stage one application form check suitability to be a Foundation Training Practice and Educational Supervisor against the listed Person and Practice specification criteria. All applications that meet the essential criteria will be progressed onto Stage Two.

9.2 Stage Two – TPD visit and virtual interview

TPD Practice Visit

If you are a new Training Site one of our TPDs will be in touch to arrange a practice visit to verify the information you have set out in the application and to assess the facilities available within your practice. The TPD will then complete a report about your practice and application. The visit usually lasts about 90 minutes and gives the TPD a chance to sort out any queries that may have arisen from your application and it also provides opportunity for the TPD to meet and get to know the potential Educational Supervisor.

TPD lead Practice Visits will take place between 4th March and 26th April 2024 and requires attendance of the applicant and practice manager, or senior nurse who is familiar with practice governance.

You will receive the date and further details of your scheduled practice visit once the shortlisting process is complete. We would appreciate it if you could try and accommodate the practice visit at your allocated times, as there is limited flexibility due to the number of practices being reviewed in a short period.

If you have any mitigating circumstances and require a different date, then please contact england.dft.midlands@nhs.net who can discuss this with you and try and arrange an

alternative date. However, please note that due to the tight timescales and the limited availability of the visiting representatives, this may not be possible.

During the visit, the TPD will ask to see copies of the following:

- **ES Personal Development Plan** - *a copy is also to be emailed to the visiting TPD*
- **CPD certificates**
 - 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)
- **Clinical Audit** - evidence of involvement with in the previous 3 years
- **Proposed Trainee/ES Working Hours** document (one per training place) - *a copy is also to be email to your TPD*
- **NHS end of year (2022-23) practice contract reports**, downloaded from the NHS BSA Compass Portal – *to evidence compliance with NHS commitment/activity as per the Midlands Practice and Person specification.*
- **Equipment and Materials list** – *the TPD visitor will also be checking the practice has essential equipment/materials listed on the practice specification*
- **Core practice policies and processes** – *which might include*
 - COSHH
 - Accident Books
 - Complaint/compliments logs and policies
 - Significant Event logs
 - Staff induction and personal folders

Virtual Interview

All potential new Educational Supervisors will be invited to attend a short virtual interview these will take place between 4th March and 26th April 2024 and will last around 20 minutes in duration. The interview panel will consist of two members of the WT&E Educator Team and consist of a series of structured and scored interview questions to assess your suitability to be an Educational Supervisor.

Please ensure that you are in a location with good internet connection. You will require a camera, microphone and speakers/headphones. There will be Lay Representative oversight of Interview panels, please do not worry if there is non-scoring observer present during your interview. This is a standard part of our internal quality assurance processes.

No preparation is required for the virtual interview, but applicants may wish to familiarise themselves with the [DFT Curriculum](#) which can be downloaded from the COPDEND website.

Provisional Interview dates have been set for:

- Monday 11th March 2024
- Thursday 14th March 2024
- Friday 12th April 2024

10. Appointment as an Educational Supervisor

All applications (new and existing) will be assessed by the Midlands Selection Committee. This includes Lay Representatives who input the patient and public voice and also ensure that candidates are dealt with in a fair and courteous manner.

Following the selection process candidates will fall into two following groups:

- Appointable, and thus eligible to receive a training place
- Not appointable at this time

Appointable applicants will be allocated to the available training places according to location, experience and suitability. Applicants not allocated a place will be placed on a reserve list in case more places become available or a candidate withdraws from the process.

If you are offered the position of Educational Supervisor 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. All appointed ESs will be subject to an annual performance review process and their continuation is dependent upon a satisfactory performance being noted in the review.

Allocation of Training Places

NHSE WT&E is also committed to meet requirements as set out by the Advancing Dental Care (ADC) Review recommendations. This includes co-ordination and distribution of postgraduate training posts, so that it is better aligned to areas with the highest levels of oral health inequalities, and equitable distribution of postgraduate dental training places. As such, recruitment of all **new** training sites for training in 2024 will reflect this recommendation.

Allocation of Training Places will be made with the following priorities:

1. Reappointment of existing Training Practices – subject to satisfactory performance review and Quality Visit (if due – required every 5 years)

2. New Training Practices located in the following areas (subject to satisfactory TPD visit and interview).
 - NHS Lincolnshire ICB
 - NHS Northamptonshire ICB
 - NHS Nottingham and Nottinghamshire ICB
 - NHS Staffordshire and Stoke-on-Trent ICB
 - NHS Shropshire and Telford and Wrekin ICB
 - NHS Herefordshire and Worcestershire ICB
3. New Training Practices located in other ICBs in the region (subject to satisfactory TPD visit and interview).

11. Recruitment of Trainees

11.1 Foundation Dentists

The recruitment of Foundation Dentists is now carried out through a national process. Those wishing to undertake Dental Foundation Training starting in 2024 will undertake a situational judgement test and will be ranked in order of score. They will also be asked to preference the Schemes from a list of all the national Schemes and will be then be allocated in turn according to their score rank. Local allocation of Foundation Dentists to Training Practices will be made through a process using the Foundation Dentists National Recruitment ranking and information from descriptions of the appointed Training Practices made available via PDF booklet and from information shared via the scheme “Meet and Greet the ES event”. You will be asked to provide the information for the description and invited to join the Meet and Greet event live or send a short (5 min) recorded presentation.

11.2 Foundation Dental Therapists

Foundation Dental Therapists are recruited regionally. Those wishing to undertake Dental Therapist Foundation Training in the Midlands region will apply directly by means of a Microsoft Forms application. The Foundation Therapist applicants will be interviewed and scored and applicants will then be ranked in order of score. Allocation of Foundation Dental Therapists to Training Practices will be made through a process using their interview score and information from descriptions of the appointed Training Practices available via PDF booklet and from information shared via the scheme “Meet and Greet the ES event”. You will be asked to provide the information for the description and invited to join the Meet and Greet event live or send a short (5 min) recorded presentation.

12. The Dental Foundation Training Year

The Foundation Dentists and Dental Therapists starts in practice on the 1st September. The Educational Supervisor must not take leave during the first six weeks of the trainee's appointment. Study Days for each Scheme begin at the start of September. During term time the trainee will usually attend the Study Days on Fridays (some schemes have Thursday as their regular study day), and the Educational Supervisor will need to ensure that the tutorials match the input of the Study Days when perceived relevant. If difficulties arise the Educational Supervisor always has access to the Scheme TPD for advice, support or help. The TPD in turn has access to the regional team for help.

During the months of December to February, the Scheme TPD will make a Mid-Year 'visit' to the practice, either a virtual visit, or face to face to see the trainee at work. A virtual visit will usually take about half an hour, but a face-to-face visit will occupy an hour or two. During a face-to-face visit, the TPD will wish to see the Foundation Dentist or Foundation Dental Therapist working with patients and will need to speak to both Foundation Dentist or Foundation Dental Therapist and Educational Supervisor about the training process.

All trainees will have specific online learning to undertake, a clinical audit and case presentations. The Foundation Dentists have two 'Milestone' case presentations (Dental Therapist have one). Input from the Educational Supervisor is essential with these activities so that the trainee can develop skills in these areas.

During the year all Educational Supervisor completes a report for the Early Stage review and two reports for the RCP Assessment Panels; one for the Interim Review at the end of six months, and one for the Final Review in the eleventh month. The TPD also makes a report and the Panel will then review these reports together with evidence that the trainee has completed: the specified study days; a full training year; any required coursework; the required number of assessments; a case report; a clinical audit; and the E-Portfolio. Only then can the panel decide upon an outcome recommending that a Certificate of Completion is awarded to the Foundation Dentist and a Certification of Participation with Completed Competencies. If the conditions are not met satisfactorily, then the Panel may recommend further training or even in some cases leaving the programme.

13. The Educational Supervisor - A Specification

When the Selection Committee looks at your application, they will be considering you as an individual and will be matching you against the Person Specification for Midlands Dental Foundation Educational Supervisors 2024-25 (see [website](#)). Experience enables an Educational Supervisor to be able to deal with the problems of a Foundation Dentist or

Dental Therapist, but not all experiences are of equal value. Some non-dental experiences may be invaluable in the educational role of an Educational Supervisor.

Many of the necessary skills or qualities may be difficult to demonstrate. You need to be able to think of examples of situations where you believe you have demonstrated these qualities. Making time within the practice day is an important point and may mean planning your practice day differently from its present arrangement. Will this cause difficulties? Being a Dental Foundation Educational Supervisor does, without doubt, alter your practice and you need to be able to accept this alteration. You need to be special to be an Educational Supervisor and to be able to provide for the needs of someone starting their career in dentistry. The responsibility placed upon the Educational Supervisor for forming the lifetime professional values and habits of the Foundation Trainee is not a light one, and yet many of our colleagues have found this responsibility to be one of the most rewarding challenges of their practising life.

As mentioned in other parts of this guide, you need to be present in the practice whilst the Foundation Trainee works for a minimum of three days per week and maintain a demonstrable personal commitment to the NHS and a practice commitment of no less than 1,000 UDAs.

14. The Practice - A Specification

If you wish your practice to be a training practice it will need to comply with the Practice Specification for Midlands Training Practices 2024-25 (see [website](#)). You will need to have a surgery available for the Foundation Trainee to use from September 2024. It must be of at least 3 square metres in floor area and must be fully equipped for low seated dentistry, and ideally for four handed dentistry.

A list of the requirements in terms of equipment and facilities is found later in this document, and the information is repeated in the application form, but a well-maintained normal practice should comply with these requirements. Infection control arrangements need to be well established and comply with the 'Essential Quality Requirements' of Health Technical Memorandum 01-05 (HTM 01-05). There need to be sufficient instruments and equipment available. Additionally, there must be evidence that there are sufficient patients available for the Foundation Trainee to see, and that there are sufficient numbers of experienced support staff available.

There also needs to be sufficient supervisory support for the trainee so there is a requirement for another suitably experienced dentist (Clinical Supervisor "CS"), who is able and prepared to provide supervision of the Foundation Dentist, to be available in the practice at times when the Educational Supervisor is not present. If you are not sure about any items,

the TPD will be very willing to discuss this with you or other members of your dental team before you complete your application form.

The educational aspects of the practice are equally important, and good access between the Foundation Trainee and Educational Supervisor is vital. Availability of educational resources is paramount and this will be checked at the practice visit, as will the availability of Wi-Fi and internet access sufficient to allow video communication. The involvement of the practice team in the learning process is something that must not be underestimated and the forms ask for details of the involvement of individual team members. The Practice also must be providing a full range of treatments within the NHS, and this will also apply to the Foundation Dentist/Therapist (with scope of practice). The practice team will also have to assist the trainee's patient and appointment book management, not only to prevent appointment book congestion, but also to ensure specific clinical items are provided at the appropriate times.

15. Study Days

Study Days are run on a small group basis most of the time, with an emphasis on encouraging group participation. The sessions will sometimes be held online, but when clinical work is being covered, the session may be held face to face. The topics covered in the year are mapped out against the national Dental Foundation Training Curriculum but will also depend upon the educational needs of the particular group of Foundation Trainee, whilst maintaining an underlying structure in the planning.

Some of the Study Days are timetabled for self-directed online learning. The trainees have a range of online learning modules which they have to cover, many of which are found in the e-Learning for Healthcare platform within the Midlands Learning Path.

During the year the Foundation Dentists also have two Milestone presentations to give (Foundation Therapists one). These are reviewed anonymously by Educational Supervisors and Foundation Trainee using the APLAN online platform. You will be required to take part in these reviews and will be allocated presentations to review and comment upon. The Audit coursework component is also review and marked via the APLAN online Platform.

It is important that the trainees attend every day of the course as there is a requirement that they attend all sessions in order to obtain their Foundation Training Certificate. Thus, the trainees will normally be able to take leave only outside of the term time.

16. Quality visits

Upon initial appointment of a new training host practice and every five years thereafter a Quality Visit is completed by a member of the NHSE Educator team, The following areas will

be reviewed during the reapproval Quality Visit, it is expected that all Educational Supervisors will have already received an educational Performance Review and any areas for further clarification will be identified before the reapproval visit.

The overarching purpose of reapproval visits is to provide a Quality Management process for DFT/DTFT Training Locations and help target specific support and development to improve training locations. The reapproval process will necessitate discussions with various members of the training location, review of any policies or procedures present in the training location and review of any further documentary evidence necessary to support the following domains.

- 1. Learning Environment and Culture**
- 2. Educational Governance and Leadership**
- 3. Supporting Learners**
- 4. Supporting Educators**
- 5. Developing a sustainable workforce**

More information on the Quality Visits can be found on our [website](#)