

Dental Therapist Foundation Training Scheme – Handbook



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Introduction

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 scheme.

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

Should you wish to apply for a place on the scheme, please read the handbook carefully and complete the application form which can be located at <https://www.nwpgmd.nhs.uk/dental-foundation-therapist-training-scheme>

If you require further information, please contact Cathy Fogg at catherine.fogg@hee.nhs.uk or 0151 479 2611.

The scheme covers the whole of the North West Region (South Cumbria, Lancashire, Greater Manchester, Cheshire and Merseyside).

Outline of the Scheme

This section provides 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

You will be based in a high street General Dental Practice. You will be supported by an Educational Supervisor who are all experienced dentists, and many have been Dental Foundation Trainers.

The role of the Educational Supervisor on the Foundation Therapist Training scheme is to provide you with mentorship and coaching; 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 2-3 days a week for 12 months and has one intake per year: September. Your commitment to the scheme is for 2-3 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. This will allow you maximum choice, flexibility and income.

What days will I work on?

The days you work are negotiable with your training practice and will depend on their existing commitments.

What is the salary?

This is an employed position and as such the salary is £100.00 per day / £50.00 per session.

Am I entitled to Annual Leave?

Yes, you will be entitled to annual leave. If you work 3 days per week, this will equate to 17 days and if you work 2 days per week, it will equate to 11.5 days. Any bank holidays which fall on your normal working DTFT day will be paid for.

What is special about my appointment?

You will be on a fixed salary for 2-3 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 will also have the benefit of an assured income from the end of the first month in practice. You will be employed on a formal training contract.

What courses will I attend? – The Study Day Programme

The educational programme for the scheme consists of 12 study days throughout the scheme. These are usually held monthly.

Venue

Most study days will take place via MS Teams. However, clinical skills sessions will take place in venues in Manchester, although on occasion you may be asked to travel to other venues in the North West region. The day usually starts at 9:30am to allow for travel time and finished by 4:30pm.

Format

There will be a mixture of seminar presentations, problem-solving workshops and 'hands-on' sessions.

What if I change my mind after accepting a placement?

Once you have accepted a placement, you will be required to sign a training contract. This means you have committed to undertake your placement and the practice will start to allocate you patients from an agreed date. If you change your mind, you will have to provide written notice to the practice and work an agreed notice period, usually 1 month.

The Study Day Programme

Study days are designed in partnership with the new cohort of therapists. Exercises take place to identify common learning needs and achievable outcomes – this makes up the basis of the study programme.

Content

Topics follow the Foundation Therapy curriculum and may include:

- Team working and communication
- Dealing with difficult patients
- Oral mucosal disease
- Dental radiography in practice
- Clinical photography
- Periodontal treatment and implant maintenance
- Dental caries and its management
- Medical Emergencies
- Interview techniques and CV writing
- Financial planning
- Career development
- Case study presentations
- Hands-on courses

In addition to the above, access will be given to any of the therapist relevant courses on Maxcourse, free of charge. Prior approval will be required from the Training Programme Manager.

When are the study days held?

These are held on a Wednesday for a minimum of 12 whole days including the BADT Conference.

Who pays for the study days?

The courses are funded by Health Education England North West.

What if I fail to attend a study day session?

Attendance at study day sessions is compulsory in order to receive your completion certificate at the end of the year. A record of attendance is kept and verifiable education certificates are issued. Holidays, interviews etc. should be arranged outside the organised educational programme. If you are ill on a study day, please contact Kim Goodwin on 0161 268 9745.

How will I know how I am progressing?

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

- **Portfolio**

A learning portfolio will be used throughout the training scheme. This has various elements, commencing with an agreed record of discussion between you and your Educational Supervisor at the start of the training, where each notes their expectations of what is to be achieved. There will be progress reviews at intervals during the scheme both with the Educational Supervisor and Training Programme Director. You will also complete an initial record of clinical experience to help identify areas where you may wish to have more experience or assistance. Clinical experience during the scheme, ES tutorials and self-reflection are also captured by the portfolio.

- **Educational Assessments**

During the scheme, you will carry out self-assessments and be assessed by the Educational Supervisor and other colleagues using nationally recognised workplace-based assessment tools. These are to ensure that you receive regular structured feedback and are aware of your own progress.

- **Clinical Audits**

As part of your development process you will be required to complete one audit, which will be related to radiography.

- **Review of Competence Progression**

During the scheme, at various stages, you, your Educational Supervisor and your Training Programme Manager 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 Educational Supervisor during the year.

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, which will include any verifiable education hours awarded.

Application

How do I apply?

Applications for the September start date will close at the end of April.

You can complete the application form via the HEE North West website [here](#).

How do I get appointed?

Once your application has been reviewed, we will invite you to interview. We will aim to inform you of an interview within 4-6 weeks after the closing date for applications.

If successful, we will try to allocate you to a suitable practice near to your home address. In some circumstances, this may not always be possible.

What if I have problems?

If you do have concerns about your training, it is important that you contact your Educational Supervisor immediately. If you are still not happy after having spoken to your Educational Supervisor, please contact the DTFT Training Programme Manager.

Health Education England North West and your employer both have responsibilities and generally you should first work with your employing organisation, keeping your TPM informed of progress.

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

At the end of the scheme, your contract is completed, and any continuation of employment is by mutual consent and separate agreement.

Dental Therapist Foundation Trainee Person Specification

	ESSENTIAL	DESIRABLE
Employment Requirements	<ul style="list-style-type: none"> • UK National or visa that allows employment • Disclosure and Barring Service clearance in full 	
Qualifications / Training	<ul style="list-style-type: none"> • Eligible for registration with the GDC as a Dental Therapist • BSc/Diploma in Dental Therapy 	
Clinical Skills	<ul style="list-style-type: none"> • Recent clinical practice • Basic life support skills • Good manual dexterity • Appropriate level of clinical knowledge • Clear, logical thinking • Approach to tasks with an analytical / scientific style 	
Communication	<ul style="list-style-type: none"> • A high level of communication and language skills • High level of written and spoken English 	
Management & Leadership	<ul style="list-style-type: none"> • Ability to prioritise clinical need • Ability to organise own work and environment • Ability and willing to work in multi- 	

	professional teams <ul style="list-style-type: none"> • Decisiveness / accountability for actions • Complies with GDC standards and meets deadlines 	
Professionalism	<ul style="list-style-type: none"> • Good time keeping • Ability to maintain professional manner when under pressure • Shows awareness of own limitations • Use of a non-judgemental approach to patients and colleagues • Shows knowledge of evidence-informed practice • Probity – displays honesty, integrity, awareness of ethical dilemmas and respect of confidentiality 	
Personal Characteristics	Must be able to demonstrate experience or capability of: <ul style="list-style-type: none"> • Flexibility • Excellent interpersonal skills • Ability to reflect on feedback • Able to attend all study days and complete the educational programme • Able to undertake assessment components 	
Physical Requirements	<ul style="list-style-type: none"> • Meets professional and health requirements 	