

# Starter Pack for Foundation Dentists

2022-2023

## Welcome to Dental Foundation Training

A very warm welcome to Dental Foundation Training. As a student and soon to be graduate in dentistry, you have demonstrated that you have acquired a number of skills and have a very impressive knowledge base. Dental Foundation Training will aim to guide you from being a 'Safe Beginner' in dentistry to an 'Independent Practitioner'. For some of you that transition will be easy; for some of you it will be less so. Our role is to help you all, as individuals, reach your potential as a dental graduate, but also to navigate the often complex world of work.

This document is designed to guide you through the next administrative and financial procedures, in preparation for starting Dental Foundation Training in England.

For those of you undertaking Dental Foundation Training in Northern Ireland please refer



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to the following document found here.

For those of you undertaking Dental Foundation Training in Wales please refer to [Appendix 1](#).

These next steps need to be completed and submitted to different bodies as soon as possible after your graduation and before you start your training year.

The processes to be completed include:

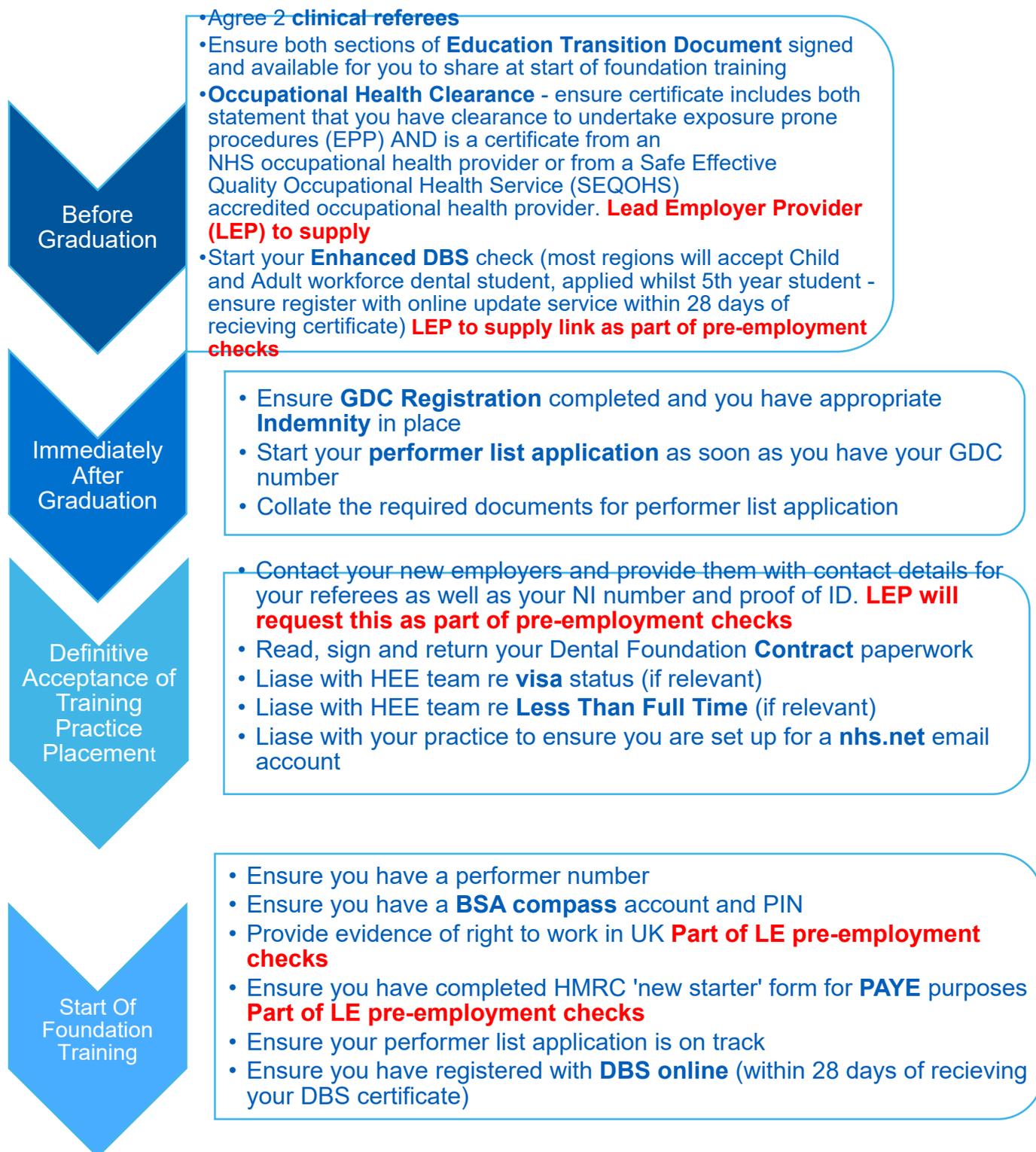
- GDC registration and Indemnity
- Completed by Lead Employer Provider
- NHS Performer List Application
- Obtaining an up to date Enhanced Disclosure and Barring Service Certificate (DBS) *which reflects your role as a dentist* (rather than a dental student)
- Issued by Lead Employer Provider - Contract of Employment including Educational Agreement.
- Application for Less than Full Time Training (if relevant)
- Skilled Worker Visa (if relevant)

A summary of the processes is provided on the next page, followed by full details, so as to help with navigating this next stage in your careers.

Please also note that as an employee you will need to have any annual leave approved by your employer and HEE. Annual leave is limited to less than 3 days in the first few months of training, it can be refused and you must NOT miss study days.

You are therefore strongly advised **not** to take any prior arrangements including organising holidays, weddings, graduation ceremonies etc before you have started your employment and had appropriate conversations with your TPD.

## OVERVIEW



## 1. GDC Registration and Indemnity Cover

It is essential that you ensure you remain eligible to commence and complete DFT by registering with the GDC and having appropriate professional indemnity cover.

Link for information regarding registration with the GDC can be found [here](#).

Link for UK graduates to register online can be found [here](#).

It is a requirement that all dentists in the UK have adequate and appropriate insurance cover in the event that a claim is made against them.

The GDC recognises cover from:

- Membership of dental defence organisations, e.g., Dental Protection, Dental Defence Union (DDU), BDA or the Medical Defence Union of Scotland (MDDUS).
- Professional indemnity insurance held by an individual or your employer.
- NHS / Crown indemnity.

It is every dentist's responsibility to ensure that they have the required cover, whether this is arranged by the dentist or their employer. However, you cannot rely on crown indemnity only and you will also want additional insurance by being a member of a dental defence organisation for those aspects not covered by crown indemnity. Every dentist must be able to provide evidence of their insurance if a patient makes a complaint to the General Dental Council.

## 2. Occupational Health Clearance

All new applicants to the dental Performers List must include with their application an occupational health certificate from occupational health clearance certificate from an NHS occupational health provider or from a Safe, Effective, Quality Occupational Health Service (SEQOHS) accredited provider or an NHS occupational provider.

The certificate provided by your dental school should state whether it complies with this requirement.

If this is not the case, you should apply for the occupational health certificate immediately, as this may take some time. The occupational health clearance should also state whether you have clearance to undertake exposure prone procedures (EPP). Dentists need to have clearance to undertake exposure prone procedures. This is not the same as verifying vaccinations nor submitting an immunisation history report.

Acceptable providers of occupational health certificates can be found on the following websites:

<https://www.seqohs.org/Accreditedunits.aspx>

or <https://www.nhshealthatwork.co.uk/find-providers.asp>

Applicants from Scotland and Wales must also ensure that their occupational health certificates comply with these requirements.

### **3. Performer List Application (applicable to those applying in England only, please refer to appendices for Wales and Northern Ireland)**

If you are a dentist intending to provide NHS dental care in a primary care setting in England, you need apply to join the Dental Performers List for England - this includes foundation dentists.

Applications to join the Dental Performers List for England are submitted via the PCSE Online portal. This is an easy to use, online service which is also where you will update your details throughout your career, for example, whenever you change status or address.

Please note that you cannot register for PCSE Online until you are registered with the GDC. When applying, please ensure your name on the application matches that held by the GDC.

A guide to the application process can be found [here](#).

It is also useful to read the 'Quick Guide to Application', found [here](#).

The documents you will need during the application process include scans or photographs of the following supporting documents:

- Your CV
- Photo ID – Copy of your current passport, or driving licence photocard (UK, Isle of Man, Channel Islands or EU). Other acceptable forms of ID can be found on the Disclosure and Barring Service (DBS) website.
- Enhanced DBS Certificate (or DBS application reference number). Please upload both pages and ensure that all information is visible\*. Disclosure and Barring Service (DBS) website  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Professional indemnity or insurance certificate
- CPR, adult safeguarding and child safeguarding and graduation professional qualification certificates (where applicable)
- Certificate of graduation or postgraduate training
- Occupational Health Clearance Certificate

## PLEASE START YOUR APPLICATION AS SOON AS YOU HAVE YOUR GDC NUMBER.

Note: It is possible to submit your application without your DBS and indemnity/insurance certificates, and upload these at a later date via the Performers List home page, but your application cannot be considered by NHS England until they have been uploaded

### Remember

- Foundation dentists can work for 3 months without being included on the Dental Performer List for England, with the caveat that your online application has been accepted by PCSE and is in progress
- You will receive your performer number before your application is complete. Remember, this number is not confirmation you are included on the Performer List
- Your Performer List inclusion is complete only when you receive your official inclusion letter from PCSE

## 4. Enhanced DBS Checks

You must apply for a Disclosure and Barring Service Enhanced Disclosure Certificate (Enhanced DBS Certificate) as soon as possible. You will need to use the services of an Umbrella Body. You can apply before you graduate but please ensure you put your status as **Child and Adult workforce dental student** if you have not graduated yet. There is a list of such organisations available [here](#). The umbrella body is the organisation that is processing the checks and sighting the documentation before it goes off to DBS for completion.

You can find a list of documents required to undertake a DBS check [here](#).

You can track the progress of your application through this [link](#). To do this you will need to note down your reference number. Once the Disclosure Barring Service complete their check they will send your Enhanced DBS certificate to the address you have put on the form.

It is important to apply for your enhanced DBS certificate early, and in advance of making your application to join the Performers List. *It can take up to eight weeks to obtain an enhanced DBS certificate, and an application cannot be progressed without one.*

Applicants are advised to register for the DBS online update service as soon as you receive your DBS certificate. If you do not register for the service within 28 days of receipt of the certificate it will become invalid and you will need to apply for a new certificate. Your application cannot be approved without an enhanced DBS certificate that is registered with the online update service.

## 5. National Foundation Dentist's Contract, Side Letter & Educational Agreements

These are in one document to be completed and signed by yourself, your Educational Supervisor(s) and Practice owner, with a witness for some of the signatures.

Please follow the instructions and be sure to complete all sections.

- 1 copy is to be retained by you (Foundation Dentist)
- 1 copy is to be retained by your Educational Supervisor(s)
- 1 copy is to be emailed to Health Education England Local Office
- 1 copy is to be uploaded to your e-portfolio

Please remember that your employer must provide you with a copy of the practice's grievance and disciplinary procedure before signing the contract (as mentioned in clause 29).

Before you start to open and complete the e-Contract please note that electronic copies and electronic signatures are to be used and you will therefore need to deal with all of the documentation using Adobe Reader. Please make sure that you have downloaded a copy of Adobe Reader. To ensure that your computer opens the file in the correct software, first open Adobe Reader and then open the e-document using the 'File' and 'Open' commands.

The instructions about digital signing are included. Clicking on the digital signature box on the form will commence the signing procedures in Adobe Reader.

Please note that you cannot use a tablet or phone to complete the e-Contract (iPhone, iPad, Android etc...) as the Adobe Reader app for mobile devices will not open the interactive document properly.

## 6. Skilled Worker Visa (if relevant)

While trainees undertaking the Dental Foundation Programme are in full-time employment during training, for visa purposes, the Dental Foundation Training Programme is classed as the course of study. Foundation Dentists can be assured that the wording on the biometric residence permit by no means prevents a Skilled Worker migrant from undertaking the Foundation Programme on a full-time basis.

Please refer to link [here](#) for full details and key contacts in relation to Overseas Sponsorship.

## 7. BSA Compass

NHS BSA (Business Service Authority) provides central services to NHS bodies, patients and the public, such as managing the NHS pension scheme and administering payments to dentists. Compass is the dental contract management system for commissioners, providers, performers and practice staff.

Even before your name is placed on the National Performers List, you will be issued with a Performer Number. You will need this so that you are able to set up access to and log-in to NHS BSA Compass and so that completed courses of treatment claims can be submitted.

## 8. Fitness To Practice Matters

It is essential that you declare all fitness to practice matters at the following stages:

1. National Recruitment Application
2. GDC registration
3. Performer List Application
4. Upon employment as a Foundation Dentist to both your employers and your Training Programme Director

Do note that not declaring a matter would be considered a breach of professional standards.

Any criminal conviction will need to be declared at all the above stages as well as part of your DBS Check.

Fitness to practice matters include (amongst others):

1. Warnings issued by dental school or other bodies
2. Sanctions, suspensions, conditional inclusion by dental schools, any regulatory body in the UK or outside the UK, any employer, any NHS body.
3. Any form of disciplinary undertaken by dental schools, any regulatory body or any employer.

## Commencement of Dental Foundation Training

By the end of the first week of September, all Foundation Dentists should:

- ✓ Been added to their practices NHS contracts by NHS England
- ✓ Have a Performer Number
- ✓ Be able to access your NHS BSA Compass account to retrieve your PIN.
- ✓ Understood functions of BSA Compass. Guide [here](#).

There should be no reason for any delay in sending off courses of treatment. Even if you are not on the Performer List, you can still transmit claims using your Performer Number. Any queries regarding accessing Compass or a PIN should be directed to NHS BSA. The process of submitting completed course of treatment to the NHS BSA and the responsible staff members varies from practice to practice, Please ensure you understand your responsibility or duties with regard to this.

### How to get a new PIN on Compass

If you're a performer you can request a new EDI PIN through Compass. All you need to do is log in to Compass and then go to >Activity>Performer PIN request.

If you need to reset your PIN just go to >Activity>Performer PIN request>reset PIN.

## PAYE

You will be employed so you will need to ensure you have completed a 'new starter' form as part of Lead Employer Pre employment checks so your employer can add you to their payroll. Link [here](#).

## NHS mail

This is the national email service for health and care in England, enabling you to share information securely. By having a NHSmail account not only are you ensuring compliance with General Data Protection Regulation (GDPR) but ensuring that any correspondence regarding Dental Foundation Training does not go to junk mail or dental school accounts that may expire. Link for helpdesk and how to register [here](#).

## SUMMARY CHECKLIST

<b>Task – graduate responsibility including financial responsibility but to seek guidance from dental school, HEE and employer as relevant</b>	<b>When</b>	<b>Tick when completed</b>
Approach and agree 2 named clinical referees – <i>remember most of the delays to performer list applications are due to delays in obtaining references so act early</i>	Year 5 Dental School	
Occupational Health Clearance compliant with EPP and SEQOHS accredited provider	Year 5 Dental School	Part of LE pre-employment checks
Completed Education Transition Document with both sections available to you	End of Year 5 Dental School	
GDC Registration	Immediately upon gaining BDS results	
Enhanced DBS check as a dentist (not dental student)	Immediately upon gaining BDS results	Part of LE pre-employment checks
Register with PCSE online and start performer list application	As soon as GDC registration number received	
Register with DBS Online Update Service	Within 28 days of receipt of your DBS certificate	
Contact training practice and arrange to complete all paperwork, including return of signed contracts	As soon as training practice allocation confirmed as final	Contract is with LE, not training practice
Complete employment checks including PAYE new starter form	As soon as training practice allocation confirmed as final	Part of LE pre-employment checks
Liaise with HEE re LTFT (if relevant)	As soon as training practice allocation confirmed as final	
Liaise with HEE re visa status (if relevant)	As soon as training practice allocation	

	confirmed as final	
Ensure you have BSA Compass Account and Performer Number	Start of Foundation Training	

## APPENDIX 1

### Information for Foundation Dentists allocated to a practice in Wales.

- **Health Education & Improvement Wales (HEIW)** will inform your allocated Educational Supervisor or your pairing and encourage them to get in touch with you to start the introduction process. Please do not get in touch with your allocated ES directly at this stage.
- **HEIW** TPD and Administrator for the scheme you have been allocated to, will be in touch, with further guidance on arrangements for your scheme and the scheme study day programme etc.
- **HEIW** will be managing your Dental Foundation Training Programme over the next year. If you have any questions about your education and training please contact your scheme Training Programme Director in the first instance or Health Education & Improvement Wales central team on [HEIW.DFTenquiries@wales.nhs.uk](mailto:HEIW.DFTenquiries@wales.nhs.uk).
- In order for **HEIW** to add you to your study programme on our Maxcourse booking system <https://www.maxcourse.co.uk/walesdent>, please could you take some time to register. It would be very helpful if you could do this **by 20/8/2021**, in preparation for the start of your programme in September 2021.
- **HEIW** will be in touch with you over the next few months with your log in details to the Dental Foundation Training E-Portfolio.
- It is important that you apply to the Welsh Dental Performers list as soon as possible, as this can take some time and could delay your start date. The website containing the application form and guidance notes is [www.nwssp.nhs.wales](http://www.nwssp.nhs.wales) (click on the Primary Care Service link and then Dental Services). Further information regarding this process is attached. **PLEASE NOTE FDs will not need to wait to be allocated to a practice before submitting their Dental PL Application. You can add the Health Board that you are likely to work within, and if necessary, this and the practice details can be added / amended at a later date.**
- If you require a Tier 4 sponsorship visa, **HEIW** will be in touch with you over the next few weeks to explain this process further.

## Health Education England

- **NHS Wales Shared Service Partnership (NWSSP)** is the single lead employer for all Dental Foundation Trainees in Wales. This means that **NWSSP will be your employer for your Dental Foundation Training year.** NWSSP workforce team will be in touch with you in the next few weeks to arrange your pre-employment checks and apply for your references.
- **NWSSP** will be your first point of contact should you have any queries in relation to your employment over the next few months and during your Dental Foundation Training year - [NWSSPSLE.Dental@wales.nhs.uk](mailto:NWSSPSLE.Dental@wales.nhs.uk).
- You will receive a welcome email and FAQs from **NWSSP** confirming details about Pre – Employment Checks, ESR & expenses details, annual leave etc.
- Please find attached HEIWs Privacy notice which informs you who we will be sharing your personal information with throughout your DFT year.

## APPENDIX 2

### Information for Foundation Dentists allocated to a practice in Northern Ireland.



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A full guide can be found here

For Foundation Dentists allocated to practices in Northern Ireland there are some differences to the procedures that are used in HEE areas.

The **Northern Ireland Medical and Dental Training Agency (NIMDTA)** is the body responsible for Postgraduate Dental Training in the Northern Ireland Deanery.

Once your allocation to a practice in Northern Ireland is confirmed, NIMDTA will email a welcome letter and ask you to return the following:

- Confirmation of BDS & copy of Certificate
- Confirmation of GDC Number & Certificate
- Two appropriate references
- 1 colour passport picture
- Copy of your Dental Indemnity certificate

#### **NIMDTA FD information will be sent to:**

- Professional Support Unit (PSU) for organising your Occupational Health (OH) Assessment
- Business Services Organisation (BSO) for your Dental List Assistant number
- E-Portfolio for upload
- APLAN for upload (end of November)
- Dental juice for logins
- NIMDTA's Intrepid Course Manager

#### **Correspondence to FD from NIMDTA:**

- FDs will be invited to our Welcome Evening
- Foundation Dentistry Guide, alongside PSU flyer

- Information email sent for Induction Days
- Information on NIMDTA's Intrepid Course Manager and how to set up your account

### **NIMDTA Activities:**

- Trainee references will be sent to individual Educational Supervisors
- Northern Ireland FD Contract will be sent to individual Educational Supervisors
- Confirmation of Occupational Health Check fit slips from PSU

### **Educational Supervisor Responsibility:**

- To complete DFT Contract with FD and return to NIMDTA
- To confirm receipt of Enhanced AccessNI Check Certificate

### **Please note FDs are unable to commence in practice until they have received:**

- GDC registration (listed on GDC website)
- Occupational Health clearance (confirmed by NIMDTA's PSU)
- Enhanced AccessNI (confirmed by ES)
- 2 satisfactory references (confirmed by APGDD)

Please address any queries on our process to [dentalfoundation.nimdt@hscni.net](mailto:dentalfoundation.nimdt@hscni.net).